

North Carolina Youth Soccer Association

DISCIPLINE & APPEALS MANUAL

The Code of Conduct and
Discipline & Appeals Procedures



A MANUAL FOR NCYSA MEMBERS

PUBLISHED BY NORTH CAROLINA YOUTH SOCCER ASSOCIATION

- **NCYSA - PO Box 29308 - Greensboro, North Carolina - 27429 336-856-0502**

August, 2004

INDEX

COVER LETTER	1
CODE OF CONDUCT	2-4
POINT SYSTEM – Classic Program	5-6
RULE XII - D&A PROCEDURES	7-8
RULE XIII - DISCIPLINARY RULINGS PUNISHMENTS	9-11
RECRUITMENT- Classic and Challenge	12
WHAT CONSTITUTES A VALID MATCH PROTEST	13
SUGGESTED DISCIPLINE CHART	14

YOUR MATCH REPORT AND YOUR RESPONSIBILITY

It is your responsibility to verify the information on the match report is **CORRECT**. A match report that contains erroneous information and is **SIGNED** by someone on your team will stand as an official match report. **TAKE THE TIME TO VERIFY THE SCORE, CAUTIONS AND EJECTIONS** before you sign and mail the report.

NCYSA WILL NOT TAKE RESPONSIBILITY FOR CORRECTING OR SORTING OUT INCORRECT INFORMATION

NCYSA CLASSIC & CHALLENGE TEAMS
NCYSA CLASSIC ASSOCIATION PRESIDENTS
NCYSA EXECUTIVE BOARD OF DIRECTORS

August, 2004

North Carolina Youth Soccer Association

P.O. Box 29308
Greensboro, North Carolina 27429
Office 336.856.7529
336.856.0204



Classic/Recreation 856.006 State
Registration/D&A 856.0502 Fax Number
www.ncsoccer.org

August, 2004

To: Association Presidents, Classic Teams and Challenge Teams

From: Jane Williams, Discipline and Appeals Administrator
Val O'Keeffe, Discipline and Appeals Administrator
Jane Schwartz, NCYSA Discipline and Appeals, Chair

RE: Discipline and Appeals Manual

This Manual is designed for the entire membership of NCYSA. It is very important that you read the D & A Manual, and go over this with your players and parents. Special sections for Classic and/or Challenge are noted in the Index. Everyone on the team is responsible to know the Code of Conduct, the Point System, NCYSA Rules, Section 5, Rules 2 and 3 and the Suggested Disciplinary Chart the D & A Committee goes by for player, coach and or spectator infractions. We strongly suggest that you make copies of this manual to pass out at a team meeting and instruct everyone concerned to be informed of the rules prior to the season starting.

For Classic Teams:

Please be sure you, as coach and team manager, understand the point system. Those teams that reached 25 or above points in the '04 Spring season will be notified that their head coach must sit out the first scheduled NCYSA league game. For two season teams this will be the first match to be played on September 11, 2004 or for single season teams, February 2005.

When a team exceeds the 20, 40, 60 point level, the team manager and the D & A liaison of the association is notified. It is the responsibility of the team manager to make the necessary arrangements with their Association and the State Office D & A Administrator to satisfy the conditions stated in the manual for the teams' infractions.

If you have any questions, please do not hesitate to call or e-mail either Val or Jane. For D&A, the number is 336-856-0502. Your call will be returned as soon as possible. For questions regarding team points and red/yellow cards please contact Val O'Keeffe at val@ncsoccer.org. All other issues should be addressed to Jane Williams at d-a@ncsoccer.org.

NCYSA CODE OF CONDUCT AND GUIDELINES

The Code of Conduct and Penalty Guidelines are to be read to and understood by all coaches, assistant coaches, managers, players and parents of each NCYSA registered team. All coaches and managers are instructed to review this material with their players and parents. Players added to teams after these dates, will be required to read the document at the time of their carding or registration.

GENERAL CONSIDERATIONS

The North Carolina Youth Soccer Association supports youth soccer activity that is governed by a strong sense of individual and team sportsmanship.

This Code of Conduct and Penalty Guidelines has been prepared as a guide to the principles and expectations of NCYSA and is intended to apply to everybody involved in NCYSA activities regardless of their role or affiliation. Adherence to the spirit as well as the letter of the Code is required.

Persons unwilling to abide by this Code should reconsider their involvement in NCYSA activities.

PRINCIPLES AND EXPECTATIONS

- NCYSA believes in the principles of fair play, ethical behavior and the right of every individual to fully enjoy the sport of soccer without undue interference from others.
- NCYSA recognizes that participation in competitive activities is a source of strong feelings which will often lead to misunderstandings, disagreements and other conflicts. However, NCYSA also believes that every participant has a duty to respect the right of competitors to hold conflicting views.
- NCYSA therefore expects its coaches, players, referees and spectators, as well as their friends and families to deal with conflicts in a spirit of good sportsmanship and to cooperate in promoting the enjoyment of soccer to the greatest extent possible.
- NCYSA expects adherence to both the spirit and the letter of its Rules and the Laws of the Game. Illegal, unfair, rowdy, violent, dangerous and unsportsmanlike behavior will not be tolerated, whether on the field of play or away from the playing area.
- NCYSA expects all participants to show respect for opponents, regardless of their skill.

Since NCYSA activities usually involve children from a very young age and since children are influenced by the behavior of adults, adult participants will be held to the very highest standards of conduct.

UNACCEPTABLE CONDUCT

- Vulgarity by coaches, players or spectators directed towards anyone.
- Harassment of referees, coaches or players by anyone.
- Debasing of referees, coaches or players by anyone.
- Physical violence or threat of violence directed toward anyone or encouraged by anyone.
- Verbal or physical assault on a referee. Physical assault is defined as any physical contact initiated by a player, coach, team official, spectator, elected officer or appointed official.
- Consumption of alcoholic beverages in and around the playing area before, during or after a youth match.
- Use of illegal drugs under any circumstance.

COACHES, REFEREES AND SPECTATORS

- NCYSA expects coaches, referees and spectators to conform to the spirit and intent of applicable rules at all times.

COACHES

- Coaches are responsible for their own conduct **as well as the conduct of their assistant coaches, players and spectators.**

THE COACH AS AN EXAMPLE

The behavior of the coach is the most important guide for player and spectator behavior. The coach can exert strong player and spectator control by the example he/she sets, and by a few words of caution directed to the appropriate place when necessary.

REFEREES

- NCYSA has taken action in support of good conduct and referees are expected to use their authority to maintain acceptable conduct on the sidelines as well as on the field.
- NCYSA expects that red cards will not be passed out indiscriminately, nor threats of red cards given capriciously. However, referees are expected to use their authority without hesitation when necessary to maintain order at matches.
- NCYSA supports the authority of a referee to dismiss any coach, player or spectator from the area of the match for failure to comply with this code and to terminate the match if necessary. Referees are expected whenever possible to advise coaches of any unacceptable conduct and to give the coach an opportunity to correct the situation before taking other corrective action.
- Referees shown to have misused their authority will be held to be in violation of this Code and subject to appropriate penalties.

ENFORCEMENT

- Any behavior deemed unacceptable by this Code of Conduct will be dealt with as provided in the NCYSA Rules and Regulations.
- Suspensions, fines, periods of probation or team dissolution may result from violations of the Code by members and others subject to the authority of NCYSA including players, coaches, team officials, elected officials and appointed officials or referees.

NCYSA DISCIPLINE & APPEALS SYSTEM

POINT SYSTEM FOR CLASSIC PROGRAM

Players Receive - 2 Points for a Yellow Card
5 Points for a Red Card

Players receiving two yellow cards in one match: 2 points for first yellow card; 3 points for second; this equals a total of 5 points and therefore an ejection.

Coaches Receive - 3 Points for a Caution (Yellow Card)*
6 Points for an Ejection (Red Card)*

Spectators - Receive the same points for infractions as the Coach
NCYSA Rule 9 states in part: If a player or coach is ejected from a match, he/she cannot be replaced in that game AND must not play/coach in their team's next scheduled match. This includes State/Kepner Cup.

WHEN THE TEAM RECEIVES THE 20TH POINT

The local Association (President or President's designee) to which the team is a member, must meet with the team (coaches and team manager) within 10 days of receiving notice from NCYSA, and a written report of the meeting must be filed with the Discipline and Appeals Administrator at the NCYSA State Office within 7 days of meeting.

**** The head coach shall receive a one game suspension when the team reaches 25 points. The coach will be required to sit out the next NCYSA scheduled league game.**

WHEN THE TEAM RECEIVES THE 40TH POINT

A \$100.00 fine must be paid to NCYSA by the team within 10 days of notice, and a meeting must be held with the team, coaches, local association officials and a member of the D & A Committee or Chairman's appointee. Fines not paid within the time limit will result in the team forfeiting all league matches until fines are paid. All fines and forfeiture fees will need to be paid in order for the team to play their next game.

**** WHEN THE TEAM RECEIVES THE 40TH POINT IN A SEASONAL YEAR, the head coach shall receive a one game suspension. The coach will be required to sit out the next NCYSA scheduled league game.*** The team, including coaches and all carded adults, will be required to attend a rules clinic given by an approved referee by the State Youth Referee Administrator.**

WHEN THE TEAM RECEIVES THE 60TH POINT

A \$200.00 fine must be paid to NCYSA by the team within 10 days of notice, and a meeting must be held with the team, the local association President or President's designee and at least 3 members of the D & A Committee. The team will be assessed a one game forfeit for the next regular season match and forfeiture fees for that match. All fines and forfeiture fees will need to be paid in order for the team to play their next game.

Original approved - 11/8/93
*Approved 8/27/94

5

**Approved 8/10/96
*** Approved 4/22/01

** Teams will continue to accumulate points. Teams receiving more than 61 points in a year will be subject to review by the D & A Committee and further action taken as necessary.

**** Teams points will NOT continue to accumulate during STATE CUP and/or KEPNER CUP PLAY. Individual points will continue to accumulate for players during STATE CUP and/or KEPNER CUP.**

*** INDIVIDUAL PLAYER POINTS**

Once a player receives 13 points, he/she must sit out the team's next regularly scheduled season game played and/or State Cup or Kepner Cup game. If the 13th point is received as the result of a red card, the player must sit out the red card offense AND then the 13 point sit out penalty will be enforced.

** Individual player points will continue to accrue during STATE CUP and/or KEPNER CUP. At 17 points, the player must sit out the next game and appear before the Discipline and Appeals Committee before he/she is allowed to play again.

*** SUBTRACTING POINTS**

A team can have points taken off their total in the following manner:

If a team plays **two consecutive** league games without receiving cards, two (2) points will be deducted from the team's total points. These points will not be deducted from individual player points.

Points cannot be taken off BEFORE you receive points – ALSO, taking off points cannot bring total below zero (0).

*** SPORTSMANSHIP AWARD**

At the end of the year, teams that have received NO POINTS (deducted points do not count) will receive a Sportsmanship Certificate from NCYSA.

D&A, CODE OF CONDUCT, RULES AND REGULATIONS, PENALTY GUIDELINES:

(As passed by the NCYSA Board of Directors - Nov. 8, 1993)
**(As amended and passed by the NCYSA Board of Directors - Aug. 27,1994)*
*** (As amended and passed by the NCYSA Board of Directors - Aug. 10, 1996)*

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NCYSA RULES AND REGULATIONS

SECTION 5, RULE 2...

DISCIPLINE AND APPEALS PROCEDURES For Recreation, Challenge and Classic

Part 1 -

JURISDICTION AND PROCEDURES.

The Discipline and Appeals Committee has jurisdiction over the following matters assigned to it by the D&A Chairman, the Executive Board and the Board of Directors.

- 1 - Allegations of violation of the Constitution, By-Laws, Rules and Regulations, Code of Conduct or misapplication of the Laws of the Game.
- 2 - Any appeal from an association's disciplinary action.
- 3 - Any protest involving two or more associations.
- 4 - Any incident involving an allegation of assault on a referee.
- 5 - Any other matter assigned to it by the D&A Chairman, Executive Board or Board of Directors.

Part 2 -

THE DISCIPLINE AND APPEALS COMMITTEE (D & A COMMITTEE) MAY HOLD A HEARING WITH RESPECT TO ANY MATTER ASSIGNED TO IT. THE D&A CHAIRMAN CAN ASSIGN THE MATTER TO A HEARING OFFICER(S). THE D & A COMMITTEE IS PERMITTED TO UTILIZE ANY OF THE FOLLOWING MEANS, EITHER SINGULARLY OR IN COMBINATION, IN ITS CONSIDERATION AND RESOLUTION OF CASES ASSIGNED TO THEM:

- A - By conducting a hearing at which the parties involved may afford the opportunity to present their cases to a hearing officer(s) appointed by the D&A Chairman.
- B - By telephone, in which case the committee chairperson or the chair's designated alternate may coordinate the gathering of evidentiary information and coordinate the consultation of members by phone.
- C - By mail, in which case the committee chairperson or the chair's designated alternate may coordinate the gathering of evidentiary information and coordinate the consultation of members by mail.

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** Approved 8/10/96

D- A match protest must be filed with the D&A Chairman at the State Office within 48 hours of the match. The one hundred dollar (\$100) protest fee, certified check or money order, must be included with the reason for the protest. A valid match protest: Protests the adequacy of the field; protests the neutrality of the referee; protests the eligibility of a player to participate and protests technical errors by the referee in applying the laws of the game during the match.

5 - The D & A Committee is charged with resolving matters fairly under all circumstances, keeping in mind the best interest of NCYSA, the development and maturity and responsibility within athletes, the adults who are involved in youth soccer and all other circumstances relevant to such.

Part 3 - APPEALS

THE APPEAL FEE, ESTABLISHED BY THE NCYSA BOARD OF DIRECTORS IS THREE HUNDRED DOLLARS (\$300.00), (CERTIFIED CHECK OR MONEY ORDER) FOR ANY MATTER ARISING BEFORE THE D & A COMMITTEE.

1 - ***The appeal fee is non-refundable.

2 - The D&A Chairman will assign the matter to the NCYSA D & A Committee.

(For Association Appeal Only)

3 - The D&A Chairman will notify the association when an appeal is filed. After an association has received notification of an appeal the association shall forward 10 copies of the evidence, findings and decisions regarding the matter to the D&A Chairman. This pertinent data must be forwarded within seven (7) days of the notification by the D&A Chairman.

Part 4 -

ANY DECISION RENDERED BY THE NCYSA D & A COMMITTEE SHALL BE BINDING. THE NEXT LEVEL OF APPEAL SHALL BE TO USSF.

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8

** Approved 8/10/96

***Approved September, 1999

August, 2004

NCYSA RULES AND REGULATIONS

SECTION 5, RULE 3....

DISCIPLINARY RULINGS AND PUNISHMENTS

ALL VIOLATIONS OF THE NCYSA RULES & REGULATIONS AND CODE OF CONDUCT ARE TO BE HEARD BY THE D & A COMMITTEE.

Part 1 -

Suggested punishments may be altered based on specific information.

Part 2 -

Players guilty of fighting other players, coaches or spectators before, during or after games shall receive a two (2) game suspension.

Part 3 -

Players guilty of using profanity, either by word or sign, against other players, coaches, spectators, referees or any league official shall receive a one (1) game suspension.

Part 4 -

Players guilty of making threatening gestures against other players or coaches or any league official shall receive a one (1) game suspension.

Spectators guilty of this infraction shall receive a two (2) game suspension.

Part 5 -

Players guilty of pushing or striking any coach or team official shall receive a two (2) game suspension.

Part 6 -

Players, Coaches, Spectators, or team officials who are found guilty of making threatening gestures or using threatening language or profanity to players, other coaches or officials shall be disciplined according to the following schedule (unless USSF Policy 531-9 – assault on a officials which requires a stiffer penalty):

a. Players guilty of this infraction shall receive a one (1) game suspension.
Coaches and/or spectators shall receive a two (2) game suspension.

b. USSF Policy 531-9: Misconduct toward Game Officials:

A. . Referee assault is an intentional act of physical violence at or upon a referee.

For purposes of this policy, “intentional act” shall mean an act intended to bring about a result which will invade the interests of another in a way that is socially unacceptable. Unintended consequences of the act are irrelevant.

Assault includes, but is not limited to the following acts committed upon a referee: hitting, kicking, punching, choking, spitting on, grabbing or bodily running into a referee; kicking or throwing any object that could inflict injury; damaging the referee’s uniform or personal property i.e. car, equipment, etc.

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9

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- (1) The player, coach, manager, spectator, or official committing the referee assault is automatically suspended as follows:
 - (a) for a minor or slight touching of the referee or the referee's uniform or personal property, at least 3 months from the time of the assault;
 - (b) except as provided in clause (3) or (4) , as indicated in the USSF Bylaws, for any other assault, at least 6 months from the time of the assault;
 - (c) for an assault committed by an adult and the referee is 17 years of age or younger, at least 3 years; or
 - (d) for an assault when serious injuries are inflicted, at least 5 years.
- (2) A State Association adjudicating the matter may not provide shorter periods of suspension, but, if circumstances warrant, may provide a longer period of suspension.

Referee abuse is a verbal statement or physical act **not resulting in body contact** which implies or threatens physical harm to a referee or their property or equipment. Abuse includes but is not limited to the following: using foul or abusive language, spewing any beverage on their personal property; spitting at (but not on) the referee; or verbally threatening with such remarks as "I'll get you after the game" or "You won't get out of here in one piece."

The minimum suspension period for referee abuse shall be at least three (3) scheduled matches within the rules of competition.

Part 7 -

Coaches or team officials who are guilty of fighting before, during or after a game will be brought before the D & A Committee of this association for appropriate discipline, with a minimum two (2) game suspension.

Part 8 -

Players, coaches or spectators who are found guilty of making verbal threats to other players, coaches or spectators: players shall receive a one (1) game suspension; coaches/spectators a two (2) game suspension.

Part 9 -

Players guilty of violent conduct (committed either off the field or on the field against an opposing player while the ball is dead or not in the area of play for the ball, or on the field while the ball is in play but against a teammate, a match official or person other than a player of record on the opposing team) or serious foul play (intentionally striking or kicking another player while the ball is in play and while the players are challenging the ball) shall receive a one (1) game suspension.

**Spectators found guilty of violent conduct or encouraging such conduct shall receive a one (1) year suspension from all NCYSA sanctioned events.

Part 10 -

A. **Any player found guilty by the Discipline and Appeals Committee of violent conduct with the intent to seriously injure or encouraging such conduct shall receive not less than a five (5) game suspension, up to one year suspension from all NCYSA sanctioned events.

B. **Any coach found guilty by the Discipline and Appeals Committee of violent conduct or encouraging such conduct shall receive a one year suspension from all NCYSA sanctioned events.

C. **Any coach or team official found guilty by the Discipline and Appeals Committee of violent conduct with the intent to seriously injure, or encouraging or specifically directing such conduct, shall receive a minimum of a one year suspension from all NCYSA sanctioned events.

Part 11-

Any violations of the NCYSA Code of Conduct not specifically covered in the provisions above will be heard by the NCYSA D & A Committee. Persons who are found guilty of violating the Code of Conduct can be penalized by probation, suspension or fines.

Part 12 -

**The Discipline and Appeals Committee will investigate every match when a coach or team official removes his/her team from the field of play before the end of a match. A minimum of a one game suspension could be given to the coach, plus penalties for forfeiting the match. If a coach abandons a match for safety reasons, the team must request a D & A investigation within 48 hours of the match to determine if sanctions apply to this match, otherwise the one game suspension and penalty of forfeiting the match will be enforced. (Applies only to Classic Teams)

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11

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RECRUITMENT: **NCYSA RULES AND REGULATIONS. RULE 9
Applies to Classic and Challenge Programs**

Rule VI. Part 3.: “Recruitment of players ...” is defined as any effort to induce a registered player of any team under the jurisdiction of this association to transfer from his/her team to a new team. Recruiting is any action or statement, made by any team official, as defined, either verbally or in writing that encourages or entices a player to register with a particular coach, team, club and/or organization. Recruitment of players by coaches or team officials, officers or representatives is prohibited with the defined exceptions:

- A. ****Any recruitment of players U14 and younger at the time of a tryout is prohibited and illegal.** There is no acceptable window of time where the recruitment of players is allowed. The time period between the first Monday after Snickers State Cup until June 30 is not an acceptable recruiting window for U14 and younger age groups.
- B.** Recruitment of all boys players U15 and older will only be allowed between the first Monday after Snickers State Cup Finals, until June 30. If the team the player is being recruited from is involved in USYSA Regional Tournament or National Tournament in which an additional three (3) weeks will be added to the recruitment time. After June 30, (or the additional three (3) week period due to USYSA Regional Competition), recruitment is prohibited and illegal. If a team going to Regionals is actively recruiting or is involved with the try-out process any team can recruit their players.
- C. *****Recruitment of all girls players U15 and older will only be allowed between January 1st and June 30th. If the team the player is being recruited from is involved in the USYSA Regional Tournament or National Tournament in which an additional three (3) weeks will be added to the recruitment time. After June 30, (or the additional three (3) week period due to USYSA Regional Competition), recruitment is prohibited and illegal. If a team going to Regionals is actively recruiting or is involved with the try-out process any team can recruit their players.

Team officials guilty of illegal recruitment shall be dealt with by the Board of Directors of this association.

Guidelines for Recruiting

- 1. Team officials include parents and players.
- 2. Definition of any effort to induce will include but shall not be limited by the following:
 - a. A player participating in any type of unauthorized practice or tryout with a team other than the one the player is currently registered. This restriction will not apply for a player who freely chooses to tryout for another team during the time period including the first Monday after the Snickers State Cup until June 30th. (Older girls from Jan. 1st to June 30th.)
 - b. An offer or promise of college scholarships, free uniforms, discounted team fees, and/or negative statements which could affect the decision of a player regarding choice of teams.
 - c. Guest players must have a signed authorization from their current teams' coach to participate in practices, scrimmages, camps, or games with another team. The coach of the team in which the guest player is playing, is responsible for the proper completion of this form or risk being found guilty of recruiting.

*** Approved 12/13/97

**** Approved 6/6/99

***** Approved 12/16/00

PROTESTS

What Constitutes a Valid Match Protest?

(For your information, please refer to this handbook: NCSRA Handbook for Officials 1993 Edition, pp. 128-129)

- Protests about the adequacy of the field: the objection must be made to the referee before the start of the game.
- Protests about the neutrality of the referee: the protesting coach must make his charges known to the referee. If the referee agrees and disqualifies himself, the senior lineman will become the referee. If the referee does not feel there is sufficient conflict, then the only avenue of appeal is to protest to the assigning authority. Such appeals are generally not upheld.
- Protests about the eligibility of a player to participate: If a team uses an ineligible player in a match, the match is forfeited. The sanctioning association (NCYSA) upon receiving written allegation will investigate and act accordingly.
- Protests about technical errors by the referee in applying the laws of the game during the match. The technical error must have affected or had the potential to affect the outcome of the match. The Protest must be based on FIFA Laws of the Game. Referee errors of judgment are not protestable.

How to File a Protest?

- The Protest must be filed in writing **48 hours** (excluding weekends and holidays) after the match. Mail to NCYSA, Discipline and Appeals, PO Box 29308, Greensboro, NC 27429
- The protest must **state the rule violation**.
- The proper fee (**\$100.00, certified check or money order**) **must** accompany the protest.
- This procedure must be followed and the timeline adhered to or else there is no protest.

Protests

- Upon receipt of protest, it will be assigned immediately to a D & A Committee member for investigation and preliminary decision.
- You will be notified that the protest has been assigned.
- You will be notified to the preliminary decision which is binding unless an appeal is filed within 7 days of receipt of decision and the proper fee (\$100.00, certified check or money order) is enclosed with the appeal. The appeal process is included with the preliminary decision.

NORTH CAROLINA YOUTH SOCCER ASSOCIATION
SUGGESTED DISCIPLINARY CHART

OFFENSE	COACH/SPECTATOR	PLAYER	MINIMUM DISCIPLINE
FIGHTING		X	2 GAMES
FOUL/ABUSIVE LANGUAGE	C/SP	X	1 GAME
THREATENING GESTURES		X	1 GAME
PUSHING/STRIKING A COACH/TEAM OFFICIAL		X	2 GAMES
REFEREE ASSAULT	C/SP	X	MINIMUM 3 MONTHS TO 5 YEARS
REFEREE IS A MINOR (17 OR YOUNGER)	C/SP	X	3 YEARS
REFEREE ABUSE	C/SP	X	3 GAMES
VERBAL THREATS	C/SP	X	1 GAME 2 GAMES
VIOLENT CONDUCT	C/SP	X	1 GAME MINIMUM 1 YEAR
VIOLENT CONDUCT WITH INTENT TO INJURE	C/SP	X	MINIMUM 5 GAMES UP TO 1 YEAR
SERIOUS FOUL PLAY	C	X	1 GAME
REMOVING TEAM FROM FIELD	C		1 GAME
USYSA Rule 4076: Ejection from any Championship game INCLUDES NCYSA PLAYIN MATCH	C	X	1 GAME

C= COACH (OR ASST COACHES)

SP= SPECTATORS

X= PLAYERS