

Per Article V in the [LAWS Bylaws](#), the Executive Board shall set, maintain and enforce the policies of LAWS. Policies will be reviewed by the Executive Board annually. The document is posted on the LAWS website, and hardcopies will be made available upon written or electronic (email) request. Policy changes shall be developed and established by the Executive Board with input from the team managers. All policy changes are subject to approval by the Board of Directors.

Lansing Area Women's Soccer Policies

Affiliations

Lansing Area Women's Soccer (LAWS) is not formally affiliated with United States Soccer Federation (USSF) or Fédération Internationale de Football Association (FIFA).

Player Authorization

In order to play in any LAWS game, a member must be in good standing. Good standing refers to having provided identification to the league, paid the season fee and completed a form registration for the appropriate division and season. LAWS player cards will be issued to the team manager for each player upon receipt of all required documents.

League Divisions

LAWS will have an open, an over-30 division and an over-40 division. When possible, these divisions will be broken into competitive and recreational teams based on previous records and/or input from the Board of Directors. Any division with three or fewer teams may be combined with other division(s).

Roster Regulations

- a) Any existing or new team entering the over-30 division must have an entire roster of women who are age 30 or over or will turn 30 within that season.
- b) Any existing or new team entering the over-40 division must have an entire roster of women who are age 40 or over or will turn 40 within that season.
- c) Women playing in the open division must be age 17 or older and not enrolled in high school.
- d) A player may be registered for more than one division but may only play on one team in each division.
- e) Within each division, a player may make up to one team change per season. To do so, she must notify LAWS via email with a Cc to the appropriate team managers (both old and new).
- f) A player may make up to one division change per season. To do so, she must notify LAWS via e-mail with a Cc to the appropriate team managers (both old and new).
- g) Each team may purchase up to three guest passes per season. Refer to *Addendum A* for full Guest Player Policy.

Cross-division Games

Cross-divisional games are when teams from different divisions are matched in regular league games. This may occur if official standings indicate that doing so would offer a variety of competitive games or when two or more divisions are combined due to a shortage of teams in any one division.

Dates of Play

LAWS will have three seasons; Spring, Summer and Fall. Each season will consist of six to eight games. Season dates and length will be established by the Executive Board at the beginning of each calendar year. Game times and dates will be announced prior to the start of each season.

Each season requires separate team registration, individual registrations and player fees. Any additional play would also require separate team registration, individual registrations and player fees.

Rules of Play

All LAWS games will be played according to [USSF rules](#), and any exception will be outlined in the annual Procedures for Referees. The full document is available to members on the LAWS website. It is advised that managers become familiar with these.

- Spring and Fall games shall consist of two 40-minute halves with a 10-minute intermission. Summer games shall consist of two 25-minute halves with a brief intermission. In adversely hot weather, both teams'

managers can agree before the start of the game to divide each 40-minute half to allow for a brief water break.

- In the open and over-30 divisions, Spring and Fall games are considered full-field games with 11v11 matches to include goal keepers. A minimum of seven players are required to be present within 10 minutes after the scheduled start time or the game will be declared a forfeit. The game can be played as a scrimmage. If the game or scrimmage is not started on time, the match may be played in its entirety or within reduced time with equal time provided for each half. Any scrimmage should be concluded/terminated no later than five minutes prior to the next match scheduled for any league on the same field.
- In the over-40 division, Spring and Fall games are considered small-sided field games with 7v7 matches to include goal keepers. A minimum of five players are required to be present within 10 minutes after the scheduled start time or the game will be declared a forfeit. The game can be played as a scrimmage. If the game or scrimmage is not started on time, the match may be played in its entirety or within reduced time with equal time provided for each half. Any scrimmage should be concluded/terminated no later than five minutes prior to the next match scheduled for any league on the same field.
- Substitutions can occur: a) prior to kickoff after a score, b) prior to a goal kick, c) on own team's throw-in and d) 1 for 1 in case of an injured or cautioned player choosing to leave the field. If the team in possession is substituting, the opposing team may also substitute at this time, otherwise the opposing team must wait for their own throw-in (exceptions allowed if agreed to by both teams and referees notified before start of the game). (Note: A cautioned player does not have to leave the field unless after a second caution).
- Exceptions for Summer: Summer games are played on small-sided fields and are 7v7 matches. A minimum of five players must be present within five minutes after the scheduled game time or the game will be declared a forfeit and may be played as a scrimmage with the aforementioned requirements. Summer games allow for substitutions "on the fly" or at any stoppage of play. There will be no offside penalty. Either throw-ins or kick-ins will restart play after ball crosses the touchline.
- Players receiving a caution will be issued a yellow card. The player can continue to play or may choose to receive a 1 for 1 substitution. A second yellow card received by the same player will result in an ejection. An ejected player does not get substituted. A player who is issued a red card will be ejected from the game and required to leave the soccer complex. This player will also be banned from the following regularly scheduled LAWS game and may face further disciplinary action if deemed necessary by the Executive Board of LAWS.
- Slide tackling is allowed in the open division. In the over-30 and over-40 divisions, both team managers must agree to allow slide tackling before the game starts (if both managers do not agree, slide tackling will not be allowed).
- Each player must be written on the player card, have a number on her jersey and wear age appropriate shin guards completely covered by socks.
- In the event that all referees are absent for a scheduled game, the game will be rescheduled. However, if both team managers agree on an individual acting as a referee, the game may be played and viewed as an official league game.

Game Day Responsibilities

The manager and/or assistant manager responsibilities in relation to game play are as follows:

- Managers must provide a game card to the referees with present players listed.
- Managers of the winning team must collect the game cards and either hand them to a member of the Executive Board or mail them to the LAWS PO Box within 48 hours. In the event of a tie, the home team manager should collect the game cards. Make sure that the game card is properly filled out and is signed by both referees.
- Managers are provided with a check from LAWS prior to season start for referee payments. The managers are responsible for bringing exact payment to each game for referee payment (\$40 for Spring and Fall games and \$14 for Summer games).
- LAWS will provide to each manager the LAWS official team roster at the first game of each season. This roster must be maintained by each manager and present at each game. Managers must present it upon request of the referee.
- Each manager is responsible for verifying that everyone listed on the roster is an authorized player and also ensuring that all players are listed on the roster.
- A manager may not play a player deemed ineligible to play in a game.

- If a manager has been notified that they had an unauthorized player on the field and the manager continues to let the unauthorized player(s) play, the manager will be fined the part-time fee (\$45) for each player, after the first warning.
- Managers are responsible for providing an injury report form to a player who has been injured. The injury report should be filled out at the game that the injury occurs. A completed and signed injury report needs to be submitted to the Executive Board within 14 days of the injury.

Alcohol and Drug Use

No player or referee should take the field and no manager or coach should be part of the game while under the influence of drugs or alcohol. No alcoholic beverages are allowed on the team bench or should not be consumed by players, referees, managers, or coaches during the game. Any player who is suspected to be intoxicated may be ejected and further disciplined by the Executive Board.

Protests

Players, teams, or managers wishing to file a protest must follow the guidelines of the [Bylaws](#). Protests regarding on-the-field calls by referees will not be accepted. The protest fee is \$25 and is to be submitted with the protest. This fee will be refunded in the event that the protest is upheld.

Forfeits

When a team has fewer than the required number of players as defined above in the [Rules of Play](#), the game will be declared a forfeit by the referees. After the game is forfeited, a decision to scrimmage can be made by team managers. Its scrimmage status will not be reversed or changed, and the game cannot be made up. On the game card, the forfeiting team will receive a loss indicated by a "0", and the non-forfeiting team will receive a win indicated by a "1" for their respective scores. In situations where both teams forfeit, both teams will receive "0" on the game card.

If a team is found to have played an official game with an unauthorized player, they will be considered to have forfeited the game and will receive a loss indicated by a "0" on their record.

Each team will be assessed a \$50 fee for every forfeit they have. Teams will not be able to sign back up under the same manager next season until all fines have been paid.

Scheduling of Games

The LAWS Executive Board will provide a tentative schedule for the managers at or before the Board of Directors meeting prior to each season. There will be a brief window of opportunity that team managers can work together to attempt to reschedule games. A Request to Reschedule form will be provided to change a game time and must be completed by both managers and must be submitted by a specified deadline in order to be considered by the Executive Board. Any subsequent requests for game changes will be assessed two fees to cover costs incurred: \$5.00 payable upon request and \$25.00 paid upon approval. No requests for rescheduling are guaranteed.

Team Standings

All official game cards submitted will be used to post results on the LAWS website. These results will be used to determine league standings.

Financial Hardship Policy

In the event a player is unable to pay her fee for a season with LAWS, she is encouraged to discuss this with her team manager to explore creative funding or carpooling options. For members who need additional support, LAWS may offer financial assistance. LAWS believes a strong sense of ownership and pride is developed when the financial assistance recipient contributes to the cost of her involvement. Therefore, applicants will be asked to pay a portion of the fee for each season that she requests financial assistance. To request financial assistance, the following conditions must be met:

- Player must be in good standing
- Player must complete a Request for Financial Assistance form and return it 2 weeks prior to the season to the Executive Board via email or regular mail
- Player must still complete her individual LAWS registration form
- Player must commit to volunteering with LAWS for 5 hours for each season that she receives financial assistance

Injury Insurance Claims Procedures

Players who have health insurance should use their primary insurance to cover any medical expenses related to an injury received while playing during a LAWS league game. Some medical expenses due to injuries could be covered by LAWS' insurance. All injuries that are covered by LAWS insurance must have proper documentation including, but not limited to, a completed injury report form and a physician's note. Any fees associated with a LAWS insurance claim including, but not limited to, the deductible must be paid by the injured player.

Refunds

Refunds to players will be considered on a case-by-case basis by the Executive Board. A form must be completed by registered players who are no longer able to participate in games for reasons including, but not limited to, a medical issue or relocation. Refunds may be issued on a prorated basis and all refunds granted will be charged a \$5.00 processing fee; however, a credit can be received and applied to the member's account and must be used within one year from the date the credit was issued. If the credit is chosen, the \$5.00 processing fee is waived.

Addendum A

Guest Player Policy

The Lansing Area Women's Soccer (LAWS) guest player policy will run on a trial basis, starting with the Spring 2015 season. It will be revisited before the season is over to determine if any changes need to be made. The guest player policy is intended to give players a chance to try the league and/or for teams to be able to field an adequate number of players in order to avoid forfeiting a game.

Guest Player Authorization

In order to play in any LAWS game, a guest must be in good standing. Good standing is outlined in the league bylaws and includes not having an outstanding balance, having provided identification to the league (upon request), and completing the online registration for the appropriate division and season. All of these are prerequisites to taking the field. There is no fee for registering online. Guest players shall abide by the bylaws and policies of LAWS. Guest players are only considered members of LAWS if they are registered as either a full-time player, part-time player, or team manager in another division.

Acquiring a Guest Pass

Each team has the option to buy a maximum of three guest passes per season. Each guest pass is only good for one guest per game, throughout the season. A guest pass is not connected to any specific woman; it can be used by a different guest player each game. The cost for a full-time player (5 games or more) pass is equivalent to the full-time player fee. The cost for a part-time player (4 games or less) pass is equivalent to the part-time player fee. Each guest pass is only valid for the season in which it is purchased; it will not be transferable to another season. Guest passes may be purchased on our website (lansingareawomenssoccer.com) by any team member. Once purchased, a guest pass will be shown on the electronic roster. Guest passes must be purchased prior to the guest player taking the field. If possible, it is requested that the roster be printed to reflect the addition of a guest player before the game.

Guest Player Roster Regulations

As with all registered players, a guest player must meet the league's eligibility requirements for any division in which she plays. A guest player may only play with one team per division, per season. For example, an already registered player may not be a guest player on another team within the same division.

Game Day

The guest player must show a valid form of photo identification, which includes her date of birth (i.e. driver's license, military ID, passport, etc.), at every game in which she is a guest. Managers must indicate on the game card that a player is a guest by writing "Guest" next to the player's name.

Additional Information

The guest pass should not be used to add more skilled players for the sole purpose of bettering a team's chance for victory. The guest pass should not be used as a means for managers and/or players to profit by recruiting guest players and unfairly charging them to play. If it is discovered that a team or team manager is abusing the guest pass system, guest passes may be revoked, and the entire team (manager and players) may be subject to disciplinary action.

*Addendum B***Lansing Area Women's Soccer Executive Board Members Duties**

Appoint all committees or other vacancies, including ad-hoc committees and members. Subject to executive board approval	Chair
Appoint officers to seats vacated prior to term completion for the duration of the term, with board approval	Chair
Calls meetings whenever necessary, including when she deems necessary that an officer be replaced she can call a board meeting to present the case for a vote	Chair
Presides over all meeting and calls meetings to order	Chair
Ex-officio member of all committees	Chair
Co-signs all checks greater than or equal to \$400	Chair Co-Chair League Admin.
Reviews bank statement every month and balance checkbook	Chair League Admin.
Preside over and call to order all meetings when chairwoman is not able to attend and succeed to the power of chair in her absence	Co-Chair
Coordinate the season schedule, referees, fields, and equipment with assistance from the division representatives, and League Admin.	Co-Chair Division Reps (Assists) League Admin. (Assists)
Attend yearly referee (GLASRA) meeting. Attend twice yearly, the field coordinating meetings (Ingham County Parks)	Co-Chair League Admin.
Attend Board of Directors meetings, Executive Board Meetings, and membership meetings regularly. Subject to losing position if 2 consecutive meetings are missed without good cause	Chair Co-Chair Division Reps League Admin.
Take minutes at all meetings and report the minutes of the previous meeting to the Board of Directors	League Admin.
Maintain an electronic record of authorized players	League Admin.
Make player ID cards with assistance of Division Representatives	League Admin. Division Reps (Assist)
Collect all registration fees with assistance of Division Representatives	League Admin. Division Reps (Assist)
Keep a detailed account of income and expenditures	League Admin.
List expenditures and submit to Executive Board for approval prior to payments	League Admin.
Make checks out to managers to pay the referees	League Admin.
Maintain financial records and report on the budget at each Board of Directors meeting and at the end of the year	League Admin.

Attend to all correspondences on behalf of LAWS	League Admin.
Responsible for all matters pertaining to membership drives and promotion, including promotional material to the media. Report such matters to the Chair	League Admin.
Report insurance claims and monitor compliance	League Admin.
Notify Co-chair when teams forfeit and assess forfeit fees as stated in bylaws	League Admin.
Notify refs and fields when a game is forfeited. Make arrangements to reschedule canceled games due to inclement weather	Co-Chair
File (non-profit) income tax form to the IRS	League Admin.
Be available in person at the fields on the first game day of each season	Chair Co-Chair League Admin.
Be available either in person or by phone on game days	League Admin.
Assist with coordinating tournaments (i.e. registration, fees, expenditures, promotion, etc.)	Tournament Coordinator League Admin.
Maintain the LAWS website	League Admin. Chair
Place new LAWS players on teams according to the bylaws	Division Reps
Monitor compliance of authorized players as outlined in the bylaws and policies ensure that all players are in good standing	League Admin. Division Reps
Serve as head of committees according to the bylaws	Division Reps