



**CONSTITUTION
BY-LAWS
RULES & REGULATIONS
POLICIES & PROCEDURES**

**HOUSEKEEPING DRAFT
For Review And Approval**

JANUARY 2020

**MICHIGAN SOCCER ASSOCIATION
CONSTITUTION
BY-LAWS
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POLICIES & PROCEDURES**

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**CHAPTER 1
CONSTITUTION**

1. CONSTITUTION

1.1. NAME

- A. The name of the organization shall be the "Michigan Soccer Association", hereinafter referred to as the "MSA." or the "Association".
- B. It shall be incorporated as a non-profit organization in the State of Michigan and under the provisions of Article 501(c)(4), of the Internal Revenue code.

1.2. PURPOSE

The purposes of the Association shall be:

- A. To promote soccer in the lower peninsula of the State of Michigan, including amateur, professional, national, and international games;
- B. To provide for the continuing development of soccer players, coaches, referees, and administrators;
- C. To support promote and administer the USASA National Cups Program, and
- D. To provide for the prompt and equitable resolution of grievances.

1.3. TERRITORY

The geographic boundaries of the Association shall be defined by the territorial limits of the lower peninsula of the State of Michigan.

1.4. AFFILIATION

- A. The Association shall be a member of the United States Adult Soccer Association (USASA) and the Adult Council of the United States Soccer Federation (USSF) and shall comply with the authority of these organizations.
- B. The Association shall comply with the Ted Stevens Olympic and Amateur Sport Act.
- C. The Association shall not join any organization that has requirements which conflict with the bylaws, policies and requirements of the USASA or the USSF.
- D. This State Association shall register its players, coaches, teams, referees, and administrators with the USASA and Region II as required.
- E. The State Association shall pay all fees due to the USASA and Region II as required.

1.5. MEMBERSHIP

- A. Membership in the Association shall be open to any organization, league, or individual supporting the purposes of the Association without regard to race, color, religion, age, sex, or national origin, and as further defined in the By-Laws.

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B. The Association shall not accept into membership any organization whose rules are in conflict with those of the Association, or the USASA, or of the USSF.

1.6. GOVERNANCE

1.6.1. The Association shall be governed by its Constitution, By-Laws, and Rules and Regulations, except when those are superseded by the USASA and USSF.

1.6.2. STATE ASSOCIATION COUNCIL

The State Association Council, to be referred to as the Council, shall be the representative membership body of the Association as provided in the *By-Laws Section 2.3.1. State Association Council Composition*

The State Association Council shall consist of:

1. President
2. Vice President
3. Corresponding Secretary
4. Recording Secretary
5. Treasurer
6. Registrar
7. Four (4) elected Directors
8. The Immediate Past President
9. Life Member(s)
10. Director of Coaching
11. State Referee Administrator or a Representative of the State Referee Committee
12. One Representative from each affiliated league in good standing
13. One Representative from the Michigan State Youth Soccer Association (MSYSA)

1.6.3. BOARD OF DIRECTORS

The Board of Directors, to be referred to as the Board, will be the governing authority of the Association as provided in the *By-Laws Section 2.3.2.*

The Board of Directors shall consist of:

1. President
2. Vice President
3. Corresponding Secretary
4. Recording Secretary
5. Treasurer
6. Registrar

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7. Four (4) elected Directors
8. The Immediate Past President
9. Life Member(s)
10. Director of Coaching
11. State Referee Administrator or a Representative of the Referee Committee
12. One Representative from each affiliated league in good standing
13. One Representative from the Michigan State Youth Soccer Association (MSYSA)

1.6.4. EXECUTIVE COMMITTEE

The Executive Committee to be referred to as the Executive Committee, shall be elected by the members and affiliates and shall hold office as prescribed in the *By-Laws Section 2.3.3*.

The Executive Committee shall consist of:

1. President
2. Vice President
3. Corresponding Secretary
4. Recording Secretary
5. Treasurer
6. Registrar
7. Four (4) elected Directors

1.7. MEETINGS

- A. The MSA shall hold meetings as provided in the By-Laws including one Annual General Meeting.
- B. "Robert's Rules of Order", latest edition, shall govern all meetings of the Association, except as provided in these By-Laws.

1.8. AMENDMENTS TO THE CONSTITUTION

- 1.8.1. The Constitution may be altered or repealed by affirmative action of two-thirds (2/3) of those eligible to vote and in attendance at the Annual General Meeting (AGM) or a Special Meeting at which a quorum is present, provided that notice of an intention to submit alterations, amendments or to repeal shall have been included in the notice of the meeting. Notice of the meeting shall be e-mailed to all members at least thirty (30) days in advance.

1.8.2. FLOOR SUBMITTAL AND ADOPTION

- A. Members and Affiliates of the Association may submit amendments from the floor of AGM and their originator must present the proposal in writing to the Corresponding Secretary.
- B. Three-fourths (¾) of the votes cast shall be required for the adoption of such amendments.

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1.9. E-MAIL OR POSTAL MAIL VOTE

In matters of urgent importance, the Board may submit those matters by postal or electronic mail to the voting members and affiliates in good standing of the Association. These matters may include proposals for action, proposals for change of the time and date of the AGM of the Association, or proposals for change of the Bylaws of the Association,

1.10. HEADQUARTERS

The headquarters of the Association shall be the address of the office of the Association or the address as reported on the Association's State of Michigan Annual Return. The e-address of the Association shall be misoccerassoc@hotmail.com.

1.11. DISSOLUTION

The dissolution of the Association for any reason whatsoever shall be governed by the applicable rules in the Official Administrative Rulebook of the United States Soccer Federation, and applicable State and Federal Laws.

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**CHAPTER 2
BY-LAWS**

2. BY-LAWS

2.1. MEMBERSHIP

2.1.1. GENERAL REQUIREMENTS

- A. Application for membership by any league constitutes acceptance and approval of the Constitution, By-Laws, and Rules and Regulations of the Association, the USASA, and the USSF.
- B. No member or affiliate shall seek recourse outside the Association or the USASA or the USSF until the processes provided therefore in the rules of these Associations have been exhausted.
- C. Membership shall be open to any players, coaches, trainers, managers, administrators, and officials not subject to suspension under United States Soccer Association, United States Soccer Federation, any affiliate or member of the Michigan Soccer Association, or any organization within the territory of the MSA.

2.1.2. LEAGUE MEMBERSHIP

- A. Any league with a minimum of four (4) teams headquartered within the territorial jurisdiction of the Association and playing soccer in accordance with FIFA's "The Laws of the Game," may become a Member of the Association, providing it is governed by a Constitution and By-Laws which are not in conflict with those of the MSA.
- B. To qualify for membership in the Association, leagues must state in their By-Laws that they shall register all of their players, coaches, and team managers with the Association in accordance with the MSA Registration Procedures.
- C. To qualify for membership in the Association, leagues must state in their By-Laws that they will not discriminate against any player, coach, manager, official, or administrator on the basis of race, color, religion, age, sex, or national origin.
- D. An application must be submitted to the Corresponding Secretary of the Association, together with the Initiation and Affiliation Fees.
- E. The application must also include six (6) copies of the league's Constitution, By-Laws, and Rules and Regulations which declare that the league shall abide by the Constitution, By-Laws and Rules of the Association and the USASA. If filed electronically, this provision does not apply.**
- F. Membership status shall not become effective until the documents of the applicant have been reviewed by the Rules Committee of the Association and submitted to the Board of Directors. The Rules Committee with its recommendation shall present the application to the Board of Directors for a vote of approval or refusal.

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- G. Member Leagues are required to submit a copy of its Constitution, By-Laws, and Rules and Regulations to the MSA Rules Committee not later than thirty (30) days after changes have been made. The MSA Rules Committee shall notify affiliates when changes are in conflict or not in compliance with the Laws of the Association, of the USASA, or of the USSF. Affiliation shall be revoked if noncompliance of a specific item continues for a period exceeding twelve (12) months.
- H. Membership in the Association shall entitle a Member to one vote and one voice at the AGM and at any Special Meeting.

2.1.3. TEAM AFFILIATION

- A. Any team headquartered within the territorial jurisdiction of the Association and playing soccer in a Member League in accordance with FIFA's "The Laws of the Game" may become an affiliate of the Association by joining an existing league or creating a new league.
- B. Application for team affiliation with the Association shall be made by a league on behalf of its teams or by a combination of at least four (4) individual teams, and must include an initiation and an affiliation fee.

2.1.4. EXTRA-TERRITORIAL MEMBERSHIP

Application for membership or affiliation from Leagues or teams bordering the territorial limits of the Association shall be considered upon application for and receipt of the approval and release of the State Association in whose jurisdiction the applicant is headquartered.

2.1.5. OTHERS

Any other group wishing to affiliate with the Association may apply directly to the Board.

2.1.6. PROVISIONAL ACCEPTANCE

The Board shall have the authority to grant provisional membership status to applicants pending the compliance of the applicant with all affiliation requirements as provided in these By-Laws. Provisional status shall not exceed one year from the date of the grant.

2.2. FEES AND DUES

- A. The Board shall determine the amount to be charged for the Initiation Fees, and the annual Membership and Affiliation Fees, and any other fees required for the conduct of the business of the Association.
- B. Listings of fees shall be included in *Policies* under *Table of Fees*.

2.3. GOVERNMENT

2.3.1. STATE ASSOCIATION COUNCIL

A. State Association Council Composition

The State Association Council shall consist of:

1. President
2. Vice President

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3. Corresponding Secretary
 4. Recording Secretary
 5. Treasurer
 6. Registrar
 7. Four (4) elected Directors
 8. The Immediate Past President
 9. Life Member(s)
 10. Director of Coaching
 11. State Referee Administrator or a Representative of the State Referee Committee
 12. One Representative from each affiliated league in good standing
 13. One Representative from the Michigan State Youth Soccer Association (MSYSA)
- B. State Association Council Authority

The State Association Council shall be the representative membership body of the MSA and shall have the following authority:

1. The Election of the President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Registrar, and the Directors.
2. The approval of the MSA budget.
3. The amendment of the Constitution and By-Laws of the MSA.
4. The approval of Life Membership to the MSA.

2.3.2. BOARD OF DIRECTORS

A. Board of Directors Composition

The Board of Directors shall consist of:

1. The Executive Committee
2. The immediate past president
3. Life Member(s)
4. Director of Coaching
5. State Referee Administrator or a Representative of the Referee Committee
6. One Representative from each affiliated league in good standing
7. A representative from the Michigan State Youth Soccer Association (MSYSA)

B. Board of Directors Authority

The Board of Directors shall have the authority to initiate and implement policies and procedures for the operation and administration of MSA affairs, including the authority and duty to:

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1. Approve the constitution, by-laws, rules, regulations or other governing documents of member leagues.
2. Authorize tournaments or other competitions which draw participants from beyond the territorial limits of the Association.
3. Administer any tournament sponsored by the Association.
5. Assist in the formation and organization of All-Star Teams and games.
6. Authorize the reimbursement of any expense incurred on behalf of the Association or in the accomplishment of its purposes when presented with a bill.
7. Undertake any activities or make any rules seen as furthering the purposes of the Association.
8. The approval or rejection of Membership status for new leagues.

C. Board of Directors Duties

The Board of Directors shall have the duty to:

1. Abide by the articles of incorporation, bylaws, policies and requirements of the MSA, USASA, and the USSF.
2. Annually register every player, coach, or manager as required with USASA and USSF.
3. Pay all fees due to the USASA and Region II as required.
4. Make annual reports as required by the USASA and Region II.
5. Furnish a copy of the governing documents of the MSA to the USASA as required.
6. Make copies of the Constitution, By-Laws, and other governing documents available to its members.
7. Provide for the right of members and administrators in good standing to participate and compete.
8. Administer the National Cup competitions for the membership.
9. Annually conduct the Gerhard Mengel State Cup (GMSC) for the MSA membership.
10. Provide monthly and annual reports on the affairs of the MSA membership.
11. Provide for the fair and equitable hearing of disciplinary matters, including the safeguarding of the right to due process.
12. Provide for the fair and equitable resolution of conflicts among its members and provide them with all the pertinent information for appeal.
13. Provide for the education, training and development of soccer players, coaches, and league administrators.

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D. Board of Directors Operations

1. The Board of Directors shall decide all questions raised by Members, Affiliates, or itself in closed session by majority vote. The voting positions of Board Members shall not be made public.
2. All decisions of the Board shall be final and binding on all Members and Affiliates unless and until they are reconsidered and reversed by the Board, the USASA, the USSF or other appropriate, higher authority.
3. No member of the Board of Directors shall vote on any appeal or issue involving a team or affiliate of which he/she is a member, player, or officer, nor may he/she be present during deliberations or balloting.

2.3.3. EXECUTIVE COMMITTEE

A. Executive Committee Composition

The Executive Committee shall consist of:

8. President
9. Vice President
10. Corresponding Secretary
11. Recording Secretary
12. Treasurer
13. Registrar
14. Four (4) elected Directors

B. Executive Committee Authority

1. The Executive Committee shall have the authority to resolve any conflict regarding the interpretation of the Association's Constitution, By-Laws, Rules and Regulations, Policies, and other issues not fully covered in these documents.
2. The President, Treasurer, and Secretary shall serve as an Emergency Committee to decide matters which require urgent attention between Board meetings.
3. In the event one of the members of the Emergency Committee cannot be reached or have a conflict of interest in the conflict, the Vice President shall serve as the alternate.
4. Their decisions shall be subject to Board approval at the next Board meeting.

C. Executive Committee Duties

The Executive Committee shall manage the business operations and affairs of the Association.

2.3.4. LEAGUE REPRESENTATIVES

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League representatives shall be determined by their respective Leagues and may be replaced and or substituted by their league by submission of written notice by the member League.

2.3.5. VOTING RIGHTS

Each member of the Board of Directors shall have one vote at all meetings of the Association.

2.3.6. SUCCESSION OF PRESIDENT

- A. In the event of a vacancy in the office of the President, the Vice President shall serve as President until the next AGM, at which time an election shall be held to fill the unexpired term.
- B. The Executive Committee shall have the authority to fill other vacancies until the next AGM, at which time an election shall be held to fill the unexpired terms.

2.3.7. TERM OF OFFICE

- A. The members of the executive Committee shall serve for a period of two years as follows:
 - 1. The President, Treasurer, Recording Secretary, and two Directors shall be elected in even numbered years.
 - 2. The Vice President, Corresponding Secretary, Registrar, and two Directors shall be elected in odd numbered years.
- B. The term of office for the members of the Executive Committee shall commence on the first Board of Directors meeting after the AGM of their election and terminate upon the replacement by election, removal, or resignation.

2.4. ELECTION OF OFFICERS

2.4.1. ELECTION

- A. Any person nominated for an elected position shall be in good standing in his/her league, team, and the State Association.
- B. The Officers of the Association shall be elected at the AGM, separately, by ballot, and shall require a majority of votes cast.
- C. No person shall be elected to more than one position of the MSA.
- D. Persons holding an elected or appointed position in an Affiliated League or Organization shall resign that position if elected to the position of MSA President or MSA Vice President.

2.4.2. REMOVAL

- A. Any Executive Committee member having four absences from monthly scheduled Board meetings may be subject to dismissal by two-thirds ($\frac{2}{3}$) vote of the Executive Board.
- B. Executive Committee members may be removed from their office on the petition of a minimum of 25% of members in good standing at a Special Meeting, by two thirds ($\frac{2}{3}$) vote of the general membership.

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2.5. APPOINTED OFFICERS

2.5.1. State Referee Administrator

- A. The President shall appoint the State Referee Administrator in accordance with USSF Rules.
- B. The recommendation shall be approved jointly by the Presidents of the MSA and MSYSA.
- C. The term of office shall be two (2) years starting January 1 of odd numbered years.

2.5.2. Chairperson of the State Referee Committee

- A. The President shall appoint the Chairperson of the State Referee Committee in accordance with USSF Rules.
- B. The recommendation must be approved jointly by the Presidents of the MSA and MSYSA.
- C. The term of office shall be two (2) years starting January 1, of even numbered years.

2.5.3. Director of Coaching

- A. The President, with the consent of the Board, shall appoint a Director of Coaching.
- B. The Director of Coaching shall serve concurrently with the President.
- C. The Director of Coaching may be removed by two-thirds (2/3) vote of the Board of Directors.

2.5.4. Nominations

Nominations for the positions of State Referee Administrator, Chairperson of the State Referee Committee, and Director of Coaching shall be accepted by the Secretary from any member, referee chapter, or affiliate.

2.5.5. Trustees

Three (3) Trustees shall be appointed by the President of the Association to audit the financial records of the Association prior to each AGM and present a report of their findings to the membership at the AGM. The Trustees may be members of the Council with the approval of the Council.

2.6. DUTIES OF OFFICERS

2.6.1. PRESIDENT

- A. The President shall preside at all meetings of the Association, except during the election of the Board.
- B. The President shall appoint all Chairmen and be ex-officio member of all committees.
- C. The President shall vote only in the case of a tie vote in Board of Directors or Executive Committee meetings.

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- D. The President shall be available to attend meetings of affiliated organizations which relate to the business of the Association. The President may at his choosing send a representative when unable to attend.
- E. The President shall present an annual report on the state of the Association.
- F. The President shall be elected in even numbered years for a two-year term.

2.6.2. VICE-PRESIDENT

- A. The Vice President shall assume the duties of the President in the President's absence.
- B. The Vice President shall perform such other duties may be assigned to him by the President or as may be specified in these laws.
- C. The Vice President shall be elected in odd numbered years for a two-year term.

2.6.3. CORRESPONDING SECRETARY

- A. The Corresponding Secretary shall have charge and keep a record of all correspondence.
- B. The Corresponding Secretary shall have charge and keep a record of all Association property (excluding finances).
- C. The Corresponding Secretary shall submit a list of the inventory of the Association to the Trustees prior to the AGM.
- D. The Corresponding Secretary shall be the resident agent of the Association and submit its Annual Report to the State of Michigan.
- E. The Corresponding Secretary shall present a written report at the AGM.
- F. The Corresponding Secretary shall be elected in odd numbered years for a two-year term.

2.6.4. RECORDING SECRETARY

- A. The Recording Secretary shall record the minutes of all meetings and supply each Board Member, the officers of each Member League and the MSYSA with a copy.
- B. The Recording Secretary shall maintain the attendance record.
- C. Prior to the AGM, the Recording Secretary shall provide a listing of all member leagues and the number of players properly registered and for which all fees have been paid.
- D. The Recording Secretary shall be elected in even numbered years for a two-year term.

2.6.5. TREASURER

- A. The Treasurer shall have charge of all the finances of the Association.
- B. The Treasurer shall maintain a checking account in a bank approved by the Board on which checks will be drawn.
- C. With the approval of the Executive Committee, the Treasurer may establish and maintain an interest-bearing account of the Association's funds.
- D. The Treasurer shall provide a written report of the Association's financial status at regular monthly Board Meetings.

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- E. The Treasurer shall submit printed financial reports at the AGM with sufficient copies to provide one to each Association member and affiliate.
- F. The Treasurer shall allow inspection of upon request by the USASA or any member of the MSA Council a financial report, including all documentation of the Association's most current financial statement as requested or required.
- G. The Treasurer shall be bonded for an amount determined and paid for by the Association.
- H. All checks issued for payments must be signed by the Treasurer and/or President.
- I. When expenditures exceed the budgeted amount, the Board of Directors shall approve any additional expenditure prior to disbursement.
- J. The Treasurer shall be elected in even numbered years for a two-year term

2.6.6. REGISTRAR

- A. The Registrar shall be in charge of all matters relating to the registration of players.
- B. The Registrar may appoint or recognize elected deputies with the concurrence of the affiliated bodies.
- C. The Registrar shall maintain a list of currently registered players of each affiliated league.
- D. The Registrar may review the procedures for registration within the Association regularly to assure that those are uniformly applied.
- E. The Registrar shall institute procedures as necessary to insure that players are registered in accordance with the rules and regulations of the USASA and the MSA.
- F. The Registrar shall be elected in even numbered years for a two-year term.

2.6.7. DIRECTORS

Directors shall be assigned duties by the President.

2.6.8. STATE REFEREE CHAIRPERSON & ADMINISTRATOR

The duties of the State Referee Chairperson and State Referee Administrator shall be as described by the **USSF in the "Official Administrative Rule Book" and the "Manual of the National Referee Program" as updated by the USSF.**

2.6.9. DIRECTOR OF COACHING

- A. The Director of Coaching's duties shall be as described by the USSF in the "Official Administrative Rulebook" and as described by the USASA.
- B. The Director of Coaching shall have a minimum of an USSF "C" Coaching license.

2.6.10. LEAGUE REPRESENTATIVES

The representatives of member organizations shall be responsible for maintaining effective and timely communications between their member organization and the MSA Board.

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2.7. MEETINGS

2.7.1 TIME & PLACE

- A. All meetings shall be held within the territorial jurisdiction of the Association.
- B. The Board of Directors shall meet monthly.
- C. The March meeting shall include the newly elected officers.
- D. Time and place of regular Board Meetings shall be the second Thursday of each month except when determined differently by a majority vote of those eligible to vote at the preceding Board Meeting or by a decision of the Emergency Committee.
- E. The Annual General Meeting shall be held on the last Sunday in February. Time and place shall be determined by the Board at least sixty (60) days in advance. Notice and agenda of the AGM will be provided to the Members and affiliates at least fifteen (15) days in advance of the meeting.

2.7.2. PRIOR NOTICE

Prior to any AGM or Special Meeting, the Secretary will publish a list of all members and Affiliates holding membership in the Association.

2.7.3. ATTENDANCE

- A. A league not represented by a delegate or alternate during the entire length of the AGM or Special Meeting of the Association may be fined by the Board.
- B. Representatives or Affiliates unable to attend an AGM may arrange for an alternate to attend in their place. Alternates shall not be entitled to vote or voice at the meeting, unless they present written authorization signed by the representative or an officer of the member that they will be representing.

2.7.4. AGM AGENDA

The Agenda at the AGM shall consist of:

- A. Call to order
- B. Roll Call and seating of Delegates
- C. Moment of silence
- D. Minutes of the last AGM
- E. Reports
 - 1. President
 - 2. Vice President
 - 3. Corresponding Secretary
 - 4. Recording Secretary

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5. Treasurer
 6. Registrar
 7. Director of Coaching
 8. State Referee Administrator
 9. MSA Past President
 10. MSYSA President or Representative
 11. Standing Committees
 - a. Budget Committee
 - b. Credentials Committee
 - c. Coaching Committee
 - d. Disciplinary and Appeals Committee
 - e. Diversity Committee
 - f. Marketing Committee
 - g. Rules Committee
 - h. Hall of Fame Committee
 12. Ad Hoc Committees
 13. Competition Committees
 - a. National Cup
 - b. Gerhard Mengel State Cup
 - c. Regional Tournament of Champions
 - d. Indoor Tournament
 14. Affiliates
 - F. Unfinished Business
 - G. New Business
 1. Approval of Budget
 2. Election of Officers
 - H. Good of the Game
 - I. Adjournment
- 2.7.5. REGULAR BOARD MEETING AGENDA
- The Agenda at regular Board Meetings shall be:
- A. Call to Order
 - B. Roll Call

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- C. Amendment and Adoption of the Agenda
- D. Minutes of the last Board Meeting
- E. Correspondence
- F. Reports
 - 1. Standing Committees
 - 2. Ad Hoc Committees
 - 3. Competition Committees
 - 4. Affiliates
- G. Unfinished Business
- H. New Business
- I. Good of the Game
- J. Adjournment

2.7.6. QUORUM

- A. A quorum at the AGM or any Special Meeting shall be 30% of all the members in good standing and eligible to vote.
- B. A quorum at the regular Board Meeting shall be five (5) Board Members.

2.7.7. AGM AND SPECIAL MEETING VOTE ALLOCATIONS

- A. Each member of the Board of Directors shall have one voice and one vote at the AGM.
- B. Each member league in good standing shall have one voice and one vote at the AGM.
- C. League votes shall be calculated as follows:
 - 1. The number of players for which the league has provided proper registration information and fees will be totaled.
 - 2. Eighteen players shall constitute one vote.
- D. If the total number of players divided by eighteen (18) results in a fraction of a vote, the vote allotment will be rounded up in all cases.
- E. A team attending the AGM has the right to one vote and that one vote will be deducted from the total votes of the league. In the event that more teams attend the AGM than the league has votes, the voting strength will be apportioned over the teams in attendance.

2.7.8. VOTING QUALIFICATIONS OF MEMBERS

To be eligible for voice and vote at any Annual General Meeting or Special Meeting of the Association, member leagues must be:

- 1. In good standing in the Association, and
- 2. Current in all their obligations to the Association, and

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3. Current in all their obligations to any Affiliate of the Association or the USASA.

2.7.9. VOTING QUALIFICATIONS OF AFFILIATES

- A. An Affiliate who is not current in its obligations to the Association will forfeit its vote and voice.
- B. In order to vote at the MSA AGM affiliates must be in good standing by January 31. They shall receive notification two weeks prior if they are not currently in good standing.
- C. An Affiliate who holds an obligation against a Member or other Affiliate must notify the Corresponding Secretary of the obligation in writing and e-mail a copy of the notice to the respective Delegate or Representative.

2.7.10. MINUTES & CORRESPONDENCE

- A. The minutes of Board meetings shall be published to Board members and the officers of affiliates within fifteen (15) days of each meeting.
- B. Whenever possible, business shall be accomplished in writing with copies maintained for reference.
- C. A draft of the minutes of the Association's Annual General Meeting shall be published within thirty days. This draft shall be reviewed and approved at the next Board Directors meeting. Following the review and approval the minutes shall be published and provided Association officers, leagues, and affiliated organizations.

2.8. COMMITTEES

2.8.1. COMMITTEES

- A. The Association shall have the following Standing Committees.
 - 1. Budget Committee
 - 2. Credentials Committee
 - 3. Coaching Committee
 - 4. Disciplinary and Appeals Committee
 - 5. Diversity Committee
 - 6. Hall of Fame Committee
 - 7. Marketing Committee
 - 8. Rules Committee
- B. Ad-hoc Committees may be formed by the Board as the operations of the Association may require.

2.8.2. COMMITTEE CHAIRMAN

- A. The chairmen of all Committees shall be appointed by the President with the advice of the Board, and shall serve concurrently with the President.

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- B. Committee Chairmen will make all decisions relevant to their Committee's administration including the appointing of their committee members except as set forth otherwise in the By-Laws.

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2.8.3. BUDGET COMMITTEE

- A. The Budget Committee shall consist of:
 - 1. MSA Treasurer serving as Chair,
 - 2. Two (2) members from the MSA Executive Committee,
 - 3. One (1) representative from a member League
- B. The Committee shall formulate a budget consisting of the expected income and expenses of the Association.
- C. The Committee shall present the budget to the Board thirty (30) days prior to the AGM.
- D. In preparing the budget, the Committee shall:
 - 1. Rank all existing and requested programs in order of their desirability, feasibility, and importance.
 - 2. Formulate and implement generally accepted accounting practices.
 - 3. Review and amend the budget as may be required by changing conditions, and present the amendment to the Board for implementation.

2.8.4. CREDENTIALS COMMITTEE

The Credentials Committee shall consist of the Recording Secretary serving as Chair, and four (4) members from the Board or affiliated leagues.

2.8.5. COACHING COMMITTEE

The Coaching Committee shall consist of the Director of Coaching and any of his/her assistants.

2.8.6. DISCIPLINARY COMMITTEE

- A. The Disciplinary Committee shall consist of:
 - 1. A Chairperson appointed by the MSA President, and
 - 2. Three (3) members, except for members directly involved in the case.
- B. Referees involved in the case may or may not be invited to the hearing at the discretion of the Chairperson.

2.8.7. DIVERSITY COMMITTEE

- A. The Diversity Committee shall consist of:
 - 1. One member of the Executive Committee serving as Chair, and
 - 2. One (1) member from an affiliated league, and
 - 3. Other members appointed as necessary by the President.
- B. The Diversity Committee shall insure that all persons regardless of race, color, religion, age, sex, or national origin are encouraged to participate and join the MSA or its affiliates.

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2.8.8 MARKETING COMMITTEE

- A. The Marketing Committee shall consist of:
 - 1. One member of the Executive Committee serving as Chair, and
 - 2. Other members appointed as necessary by the President.
- B. The Marketing Committee shall be responsible for the promotion, outreach, and publicity of the MSA.

2.8.9 RULES COMMITTEE

- A. The Rules Committee shall consist of:
 - 1. One member of the Executive Committee serving as Chair,
 - 2. One (1) member from an affiliated league, and
 - 3. Three (3) members appointed by the President.
- B. The Rules Committee shall be accept proposals for changes to the Bylaws, prepare the proposals for the AGM, and, if approved, insure that the proposals are included in the Bylaws.
- C. The Rules Committee shall update the Rules & Regulations and the Policies & Procedures as necessary.

2.9. PARLIAMENTARY PROCEDURE

- A. The rules contained in the latest edition of "Robert's Rules of Order" shall govern the Association and its Board in all cases to which they are applicable and in which they are not inconsistent with the Constitution, By-Laws, and Rules and Regulations of the Association, the United States Adult Soccer Association (USASA) or the United States Soccer Federation (USSF).
- B. The President of the Association may appoint a Parliamentarian who shall rule on any questions regarding Rules of Order or procedure arising during the AGM, Special Meeting or at a regular Board of Directors meeting.

2.10. AMENDMENTS

- A. These By-Laws may be altered or repealed only by affirmative action of two-thirds ($\frac{2}{3}$) of the Members attending an AGM or a Special Meeting at which a quorum is present, provided that notice of an intention to submit alterations, amendments or to repeal shall have been included in the notice of the meeting. Such notice shall be e-mailed to all members at least 30 days in advance.
- B. Amendment to these By-Laws adopted as provided in this section, shall take effect immediately following that meeting, unless otherwise provided for in those amendments
- C. Members or Affiliates of the Association may submit amendments from the floor at the AGM, and their originator must present the proposal in writing to the Corresponding Secretary.
- D. Three-fourths ($\frac{3}{4}$) of the votes cast shall be required for the adoption of such amendments.

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- E. Copies of adopted amendments or revised rules shall be published to all State and League Officers not later than thirty (30) days after the AGM or the Special Meeting at which they were adopted.
- F. A draft copy of the minutes shall be published not later than thirty (30) days after the AGM or a Special Meeting.

2.11. INDEMNIFICATION

- A. The MSA indemnifies all officers of the Board of Directors against all losses and/or liabilities which an officer or appointed member may sustain by reason of any action as a result of his/her position on the Board of Directors.
- B. No member of the Board of Directors shall be individually liable for actions of the Association or actions of spectator(s), player(s), referee(s), team(s), League(s), or competition(s) under the auspices of the Association.

2.12. REGISTRATION YEAR

- A. The Player Registration Year shall commence on January 1st for the calendar year.
- B. All Player Registrations and associated benefits will expire on December 31st of the year of the registration regardless of when the registration was made.

2.13. FISCAL YEAR

- A. The fiscal year of the Association shall be from January 1st to December 31st.
- B. The tax year of the Association shall be from January 1st to December 31st.

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**CHAPTER 3
RULES & REGULATIONS**

3. RULES & REGULATIONS

3.1. RESPONSIBILITIES OF LEAGUES

Prior to the start of a seasonal competition, each league shall provide the Association Secretary a list of its league officers and of all teams which have affiliated with the league for the year.

3.1.1. NOTICES AND COMPLIANCE

- A. All Association notices shall be e-mailed to the last known e-address of the designated Delegate or Representative.
- B. After such Association notices have been e-mailed, they will be considered delivered and will be binding on all parties.

3.1.2. EXTRA-TERRITORIAL COMPETITION

- A. All requests to play teams which are not members of the Association must be received by the Secretary at least forty (40) days in advance to allow sufficient time to secure clearance from the Association involved.
- B. Matches against teams from neighboring Associations may be scheduled if seven (7) days notice is given the Association Secretary and permission can be secured from the appropriate Association in that time.
- C. The Association and its members will abide by USASA's and USSF's articles, bylaws, policies and requirements on extra-territorial competitions.

3.1.3. REGISTRATION FORMS AND I.D.CARDS

- A. All Member Leagues shall be required to register players of affiliated teams in accordance with USASA and MSA By-Laws.
- B. No player shall be allowed to participate in any affiliated competition without the MSA-approved registration documentation.
- C. Member Leagues will obtain all their required League Affiliation forms, Player registration forms, and other registration materials from the State Registrar.
- D. The Board of Directors may approve other documents in place of the MSA issued documents and forms for use by the Member Leagues.
- E. Affiliated teams will obtain all their Team Affiliation/Registration forms and other materials from their respective League Registrar.

3.1.4. DISCIPLINARY REPORTS

All suspensions of six months or more, which have been imposed by Member Associations, must be reported in writing to the Secretary of the Association.

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3.2. GAME RULES

3.2.1. THE LAWS OF THE GAME

All games played by MSA affiliated teams shall be conducted under the rules as published by FIFA in its "The Laws of the Game", most recent English edition, with modifications as mandated by the USASA or its Affiliates.

3.2.2. PLAYER IDENTIFICATION

Players, coaches and team administrators participating in an MSA competition or affiliate competition shall possess an MSA-approved ID cards, which shall be submitted to the referee prior to the game and remain in the referee's possession throughout the game.

3.2.3. RULES OF COMPETITION

State, Regional, or nationally recognized competition sponsored by the Michigan Soccer Association shall be administered in the following manner:

A. Team roster

One hour prior to any game, each team shall present to the referee, the opposing team and a representative of the competition committee, a roster listing its eleven (11) eligible starting players, one of whom must be the goalkeeper, and seven (7) substitutes.

B. Uniforms

The home team shall be required to change its uniform at the discretion of the referee.

C. Equipment

All players participating in a match under the jurisdiction of the Association shall be required to wear shin guards throughout the match as required by FIFA's "The Laws of the Game". Players failing to comply with this rule shall be sent off the field by the referee until such time as the referee has satisfied himself that the player has corrected his/her equipment.

D. Substitutes

1. Substitutes may be selected only from those players listed on the team's submitted game roster.
2. Both teams shall be permitted to substitute when the game has been stopped for a goal kick, at half-time, after a goal has been scored, or in the event of an injury. When play was stopped for a throw-in, only the team awarded the throw-in may substitute.
3. Players shall be allowed to re-enter the game after having been substituted, unless the competition rules provide otherwise.

E. Sent Off players and team personnel

Players and/or team personnel sent off the field by the referee shall leave premises which shall include the parking lot or parking area.

F. Suspended players and team personnel

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1. Suspended players, trainers, coaches, managers, or club officials shall not coach, manage or advise from the touch lines, goal lines or restraining line areas, and shall be required to remain in the areas reserved for spectators.
 2. Players, trainers, coaches, managers, or club officials sent off the field by a licensed referee shall be suspended for a minimum of two (2) games by the Association. Additional suspension time may be added by the player's affiliated league, unless competition rules provide otherwise.
 3. All suspensions by the MSA or any of its Affiliates shall include League and Cup games which occur during the time of the suspension.
- G. If the starting time of any official game is delayed for more than fifteen (15) minutes, the team responsible for the delay shall forfeit the game.

3.3. STATE AND MSA ADMINISTERED COMPETITIONS

3.3.1. GERHARD MENGEL STATE CUP

- A. The Association shall annually conduct the competition for the Gerhard Mengel State Cup (GMSC) as a single game elimination competition.
- B. This competition shall be open to men and women teams affiliated with the Association.
- C. A minimum of four (4) teams in each category shall be required to form a division of the competition.
- D. National Cup games shall take priority over State Cup games, which shall take priority over League games.
- E. The winners of the GMSC shall be the Michigan representatives to the Regional Tournament of Champions in their respective competition divisions.

3.3.2 REGION II TOURNAMENT OF CHAMPIONS

- A. The Michigan representatives to the Region II Tournament of Champions shall be determined by the Association based on performance in the Gerhard Mengel State Cup or National competitions in their respective competition divisions.
- B. In the event a team declines to attend the Region II Tournament of Champions competition, the Association based on performance in the Gerhard Mengel State Cup or National competitions in their respective competition may chose an alternate.
- C. If no competition is held in a division of the Gerhard Mengel State Cup, the Association may select a league competition winner to be the MSA representative to the Region II Tournament of Champions.

3.3.3. USSF MEN'S OPEN CUP

- A. The Association shall annually conduct the competition known as the "USSF Men's Open Cup".
- B. This competition shall be open to men teams affiliated with the Association.

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C. National Cup games shall take priority over State Cup games, which shall take priority over League games.

3.3.4. USASA MEN'S AMATEUR CUP

A. The Association shall annually conduct the competition known as the "USASA Men's Amateur Cup".

B. This competition shall be open to men teams affiliated with the Association.

C. National Cup games shall take priority over State Cup games, which shall take priority over League games.

3.3.5. USASA MEN'S OVER THIRTY CUP

A. The Association shall annually conduct the competition known as the "USASA Men's Over Thirty Cup".

B. This competition shall be open to men's teams whose players are over thirty years of age or older on the day of the game in which they are to compete.

C. Players not meeting the age requirement at the time of registration or the team's entry into the cup competition shall be allowed to register with a team.

3.3.6. USASA MEN'S OVER FORTY CUP

A. The Association shall annually conduct the competition known as the "USASA Men's Over Forty Cup".

B. This competition shall be open to men's teams whose players are over forty years of age or older on the day of the game in which they are to compete.

C. Players not meeting the age requirement at the time of registration or the team's entry into the cup competition shall be allowed to register with a team.

3.3.7. USSF WOMEN'S OPEN CUP

A. The Association shall annually conduct the competition known as the "USFF Women's Open Cup".

B. This competition shall be open to women teams affiliated with the Association.

C. National Cup games shall take priority over State Cup games, which shall take priority over League games

3.3.8. USASA WOMEN'S AMATEUR CUP

A. The Association shall annually conduct the competition known as the "USASA Women's Amateur Cup".

B. This competition shall be open to women teams affiliated with the Association.

C. National Cup games shall take priority over State Cup games, which shall take priority over League games.

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3.3.9. USASA WOMEN'S OVER THIRTY CUP

- A. The Association shall annually conduct the competition known as the "USASA Women's Over Thirty Cup".
- B. This competition shall be open to women's teams whose players are over thirty years of age or older on the day of the game in which they are to compete.
- C. Players not meeting the age requirement at the time of registration or the team's entry into the cup competition shall be allowed to register with a team.

3.3.10. INDOOR COMPETITION COMMITTEE

- A. The Association may conduct an annual Indoor Tournament.
- B. The President of the Association shall appoint a Chairperson of the Indoor Competition Committee.
- C. The Chairperson of the Indoor Competition Committee shall select committee members from affiliated leagues and a representative from the Referee Committee.
- B.** The Chairperson of this Committee shall have the authority to fine, suspend and/or disqualify a player or team in violation of the rules of the tournament or the Association or the Rules of the USASA.
- C. The Committee shall:
 - 1. Plan the scheduling of the Indoor Tournament.
 - 2. Provide to members the tournament format, including criteria for participation in the event, the number of teams which may participate, a draw, the structure, dates, etc.
 - 3. Arrange for the availability of suitable sites and qualified referees for this tournament.
 - 4. Be responsible for timely notice to all member leagues and teams that may wish to participate in the tournament.

3.3.11. TROPHIES

The finalists shall receive a team award and individual awards not to exceed 18 in number at a cost determined by the Board.

3.3.12. AUTHORITY

The Cup Commissioner shall be appointed by the Association President and shall have the responsibility and authority to conduct these competitions.

3.3.13. NOTICE AND ENTRY

- A. Applications for Cup entry shall be distributed to all Members and Affiliates within ninety (90) days of the AGM.
- B. Those teams wishing to enter the GMSC will have at least fifteen (15) days to return their applications and, if applicable, entry fees to the Cup Commissioner.

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3.3.14. CUPS FORMAT

- A. The competitions shall be played in a tournament format, depending on the number of entries, with the venue to be determined by the Cup Commissioner.
- B. All Michigan Cup competitions shall be completed in a timely manner to meet regional or national deadlines, if applicable.
- C. The Commissioner in charge of the competition shall conduct a draw in front of the MSA Board prior to the competition, to determine the pairings and the game times for the competition. Any necessary byes shall be given in the first round.
- D. For replayed or rescheduled games, both team managers must agree on the time and venue. If no agreement can be reached, the Commissioner of the competition shall have the authority to set the time and place for 2:00 PM on Sunday, unless he/she has valid reasons to differ from this schedule, with seven (7) days notice given to both teams.

3.3.15. MANAGEMENT

- A. Control and management of the competition shall be vested in a Cups Commissioner appointed by the President with the consent of the Board.
- B. The Commissioner shall have the authority to suspend a player or fine and/or disqualify a team for violating any rule of this competition, or of the Association, or of the rules of the USASA, or "The Laws of the Game" as published by FIFA.
- C. All Referee and Game Reports shall be e-mailed to the respective Commissioner on the day of the game.
- D. The Commissioner shall notify the SRA when a referee assigned to a Cup game does not comply with Section 3.3.21.
- E. Teams which have been disqualified from a MSA sponsored or administered competition for cause shall be assessed a fine and the cost of referee fees, if any, and shall be excluded from participation in that competition in the following season.
- F. Game Reports shall include the final score, names of all goal scorers, and time of each goal, names of any players cautioned or sent off, injuries that occurred, estimated attendance, and any unusual incident or behavior on the part of those in attendance.
- G. Fees and fines must be paid with a cashier's check, money order, or League check made payable to the MSA.

3.3.16. GAME SUSPENSIONS

- A. Only a referee shall have the authority to suspend a GMSC match or National Cup match. In the event of a suspension, the referee does not have the authority to declare a winner.
- B. If a game is suspended due to acts of nature, the Cup Commissioner shall reschedule the match.

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- C. If a game is suspended for any reason other than an act of nature, the Cup Commissioner may disqualify a team from the competition unless the team management can prove that the cause for the suspension was beyond their control.
- D. The Cup Commissioner and the competing teams shall be notified not less than 96 hours (4 days) before the scheduled game time of a change in field location or kickoff time. This will allow the Cup Commissioner the option to reschedule the game in the event of a conflict with other competitions or to disqualify the team requesting the change.
- E. Disposition of suspended or appealed matches shall be made within seventy-two (72) hours of the end of the match by the Commissioner, who may either award the games, order them rescheduled, or disqualify the involved team(s).
- F. Rescheduled games shall be played with the same players rostered for the original game.

3.3.17. FIELDS AND EQUIPMENT

- A. Wherever possible, Cup matches shall be played on enclosed fields.
- B. If the MSA is hosting the competition, the site shall be provided by the MSA.
- C. If the MSA is not hosting the competition, the home team shall be responsible for providing a suitable field with nets and game balls acceptable to the referee.
- D. The Referee shall settle disagreements regarding the field, its equipment, or the ball.
- E. If the game Referee reports that the home team failed to meet the requirements of the competition, the team may be disqualified from the competition at the discretion of the Cup Commissioner.

3.3.18. ORDER

- A. Each team will be responsible for its conduct on the field and adjacent areas.
- B. No one will be permitted behind the goal lines within the penalty area.
- C. If a game is terminated because of the misconduct of a team, its management, or its spectators, the Commissioner may fine and disqualify the guilty teams from the competition.

3.3.19. GATE RECEIPTS AND REPORT

- A. If admission or donations for entry are taken, the home team shall furnish the ticket sellers and the visiting team the ticket takers. If the game is hosted by the Association, the Association shall furnish the ticket sellers and ticket takers.
- B. The receipts from any game in this competition shall be disbursed in the following order:
 - 1. Ground and shower rental, if any
 - 2. Referee fees (for the cup game only)
 - 3. Ten per cent (10%) of the remainder to the MSA
 - 4. The amount remaining shall be evenly divided between the competing teams.

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- C. A financial report of the game shall be filed with the Commissioner by the home team within seven (7) days of the game even if no receipts are taken, and may be filed with the game report on the day of the game.
1. Unless the competition is hosted by the MSA, State and local taxes, if any, are the responsibilities of the home team.
 2. Each Team shall be responsible for one-half of the game officials' fees.
 3. The fees for referee and assistant referees shall be paid the prevailing rate requested by their chapter of the State Referee Association.

3.3.20. LAWS OF THE GAME

Play in these competitions shall be governed by FIFA's "Laws of the Game" and the "Rules of the Competition" as published by the MSA.

3.3.21. PLAYER ELIGIBILITY

- A. To be eligible to participate in the State, regional or National Cup competitions, a player shall be properly registered for his/her team as an amateur or as a professional as required by the Rules of the USASA and USSF.
- B. All players shall be registered with the State Registrar forty-eight (48) hours prior to any game in the competition, including registered players promoted from a second or reserve team of that competing team, unless the rules of competition provide otherwise.**
- C. If a team advances to the Regional or National Finals of the National Cup, players shall be registered fifteen (15) days prior to its first match of that competition.**
- D. Team managers of quarterfinalists shall send to the Cup Commissioner, at least 48 hours before the original scheduled date of their games, a list of their eligible players. Single teams shall be entitled to list 25 players. Teams with a registered reserve team shall be entitled to 36 players.
- E. Teams in the "Over Thirty" and "Over Forty" Cup shall be entitled to list 35 players.
- F. The Cup Commissioner shall verify the eligibility of the rostered players with the State Registrar, and supply a copy of this list to the teams reaching the semi- finals and final.
- G. A player who has already participated in the GMSC or any National Cup competition during the current season shall not be eligible to play for another team in that same competition.
- H. A protest for playing an ineligible player shall be made to the Cup Commissioner within seventy-two (72) hours of the game. The protest shall include a certified check as provided in the rules of the competition, but not less than one hundred dollars (\$100.00). A copy of the protest shall be e-mailed to the opposing team by the protester.
- I. A team proven to have used an ineligible player shall forfeit the game in question and be fined by the Commissioner. The forfeiture score shall be 3:0 in favor of the non-forfeiting team or goals scored by the non-forfeiting team, whichever is greater.

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3.3.22. PLAYER SEND OFF

- A. A player, who has been sent off the field by the Referee for misconduct in a MSA sponsored competition, shall be suspended from the next two games his/her team is scheduled to play, whether these be league or cup games, but not counting friendly games his/her team is playing, or any games his/her team or league may schedule after the date the player was sent off.
- B. A player who has been sent off the field by the Referee for a second cautionable offense resulting in an ejection shall be suspended from one game his/her team is scheduled to play whether it be a league or cup game, but not counting a friendly game his/her team is playing, or any game his/her team or league may schedule after the date the player was sent off.
- C. If the nature of the misconduct for which a player was sent off the field is of a more serious nature, the Commissioner or the MSA Executive Board shall have the authority to increase the game suspension.
- D. Suspensions shall be made within seventy-two (72) hours of the infraction, and the Commissioner shall notify the player and his/her team manager of the decision within 72 hours of the date of the game in which the player had been sent off.
- E. Any player suspended for a period exceeding two (2) games shall have the right to appeal the suspension to the Appeals Committee of the Association within five (5) days from receipt of notice of his/her suspension.
- F. If the misconduct involves an assault on or an abuse of the Referee or the Assistant Referees, and meets the criteria for referee assault and/or abuse as defined by the USSF, the case shall be governed by the Rules and Regulations of the MSA. The Referee's Report must be e-mailed directly to the chairman of the State Referee Committee or State Referee Administrator, who will forward a copy to the Cup Commissioner, to the business office of the MSA, and the affiliated League(s) involved.
- G. The Cup Commissioner of an MSA administered competition shall have the authority to render a decision after concurring with two members of the Executive Board.

3.3.23. REFEREE APPOINTMENTS

- A. Referee appointments shall be the function of the Referee Committee.
- B. Individuals who are presently, or have in the past two (2) years been members of either team, or anyone having a relationship with either of the competing teams shall not be eligible to officiate State or National Cup games as Referee or Assistant Referees.
- C. In games involving teams with different affiliations, every effort should be made to secure the Referee and Assistants from Referee's Associations other than those affiliated with the competing teams.
- D. In the absence of a referee or assistant referee, the two competing teams may agree in writing certified by their signatures upon a Referee who shall officiate the game. The agreed upon Referee may not be removed until the game is completed.

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3.4. DISCIPLINARY HEARINGS

Disciplinary matters arising out of competitions under the direct jurisdiction of the Association shall be administered by the respective Cup Commissioner and shall be governed by the Disciplinary Procedure set forth in the Policies and Procedures of these rules.

3.5. AMENDMENTS

- A. These Rules and Regulations may be altered or repealed by affirmative action of a simple majority of the Board of Directors attending a Regular Meeting, an Annual General Meeting, or a Special Meeting at which a quorum is present, provided that notice of an intention to submit alterations, amendments or to repeal shall have been included in the notice of the meeting. Such notice shall be e-mailed to all members at least thirty (30) days prior to such meeting.
- B. Any amendment to these Rules and Regulations adopted as provided in 3.6(A) shall take effect immediately, unless otherwise provided for in those amendments.
- C. Upon adoption, these Rules and Regulations supersede in all respects the Rules and Regulations previously in effect, and the latter are revoked and rescinded.

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**CHAPTER 4
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4. POLICIES & PROCEDURES

4.1 RULES COMMITTEE

4.1.1 PURPOSE

The purpose of this policy is to insure that the rules of the association and its member leagues will be in accord with those of the USSF and USASA, and to establish a procedure that permits input by all Members and Affiliates.

4.1.2 PROCEDURE

- A. The Rules Committee shall consist of members as outlined in the By-laws of the association.
- B. The Chairperson of the Committee shall invite each member league to nominate a member for this Committee.
- C. The Chairperson shall annually appoint the members of the Rules Committee.
- D. The Rules Committee shall meet prior to the AGM of the Association to review the amendments submitted by the Members or Affiliates.
- E. The Rules Committee shall:
 - 1. Review the laws of the Association to insure they are in compliance with USASA, USSF, and all applicable laws.
 - 2. Make recommendations to update or correct the laws of the Association to insure compliance with USASA, USSF, and all applicable laws.
 - 3. Review the laws of the member leagues of the Association to insure they are in compliance with MSA, USASA, USSF, and all applicable laws.
- F. The Chairperson shall provide Members and Affiliates a copy of submitted proposed amendments to the laws of the Association at least thirty (30) days prior to the AGM.
- G. Organizations seeking affiliation with the Association shall submit their organizational, governing and operational documents before becoming a member of the Association

4.2 REFEREE COMMITTEE

4.2.1 CHAIRPERSON

The Chairperson shall be jointly appointed by the Presidents of the MSA and the MSYSA and shall preside at all State Referee Committee meetings.

4.2.2 STATE REFEREE ADMINISTRATOR (SRA.)

- A. The SRA shall be jointly appointed by the Presidents of the MSA and the MSYSA in accordance with the Rules of the USSF "Official Rule Book" and as outlined in its "Manual for State Referee Administrators.
- B. The SRA shall be a Member of the Board of Directors of the MSA with voice and vote.

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C. The SRA shall make available financial records to the Presidents of the MSA and MSYSA

4.2.3 SCHEDULING FEES

- A. The Scheduling Fees shall be negotiated between the Michigan Referee Committee (MRC) and the various leagues affected by these fees, and shall require the sanction of the Association.
- B. The MRC will ask the MSA to find the League not in good standing for delinquent fines and or fees.

4.2.4 REFEREE NO-SHOWS

If a referee fails to report to the field and a game is not played as a result, and that failure can be attributed to the referee(s), the SRA, or representatives of the SRA, referees shall be provided for the rescheduled game at no cost to the league.

4.2.5 UNPLAYABLE FIELDS

- A. If the referee finds a field is unplayable due to the fault of the home team, (i.e., grass not cut or field not properly marked), payment shall be the same as for a "Team No Show".
- B. If the reason for a field being unplayable is an act of nature, such as the field being inundated with water, the game officials who appear at the field of play shall receive one half (1/2) their game fee.

4.2.6 REFEREE FEES

- A. Referee fees shall be determined through negotiations between the individual Leagues and the Referee Committee.
- B. In the event that both teams and the officials are present at the field, and the game is cancelled by the referee before the game commences due to natural causes e.g. thunderstorms, the game officials will receive one-half (1/2) their game fee.

4.3 REGISTRATION PROCEDURE

4.3.1 Purpose

- A. The purpose of an established registration procedure is to insure the Association to maintain a current record of membership and to be in compliance with the rules of the USASA and its insurer(s).
- B. League affiliations and team and player registrations shall be the record of membership upon receipt by the Association.
- C. The record of membership shall be the verification document for field and player insurance requests and for the benefit of referee assignments.
- D. Coaches and managers of the most current record of membership shall be the official contact person(s) and shall receive e-mails of the Association.

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- E. Correspondence directed to an entire league or team shall be e-mailed to the League Secretary or team managers respectively.

4.3.2 League Registrars' Responsibilities

1. League Registrars shall maintain current records of the registered players (Player Registration Forms) of their League. These records shall include and any others required by USASA or US Soccer Federation.
 - (i) Full legal name of player
 - (ii) Date of birth to be formatted as mm/dd/yyyy
 - (iii) Gender
 - (iv) Complete address including zip code
 - (v) (optional) phone number including area code
 - (vi) e-mail address
 - (vii) Country last registered in if not the United States
2. Player registrations shall be forwarded to the State Registrar within thirty (30) days of the start of league competition.
3. Changes of and additional registration records shall be provided to the State Registrar within seven (7) days after execution by the League Registrar.

4.3.3 Penalties

1. Leagues failing to forward player registrations within thirty (30) days of the start of league competition may be assessed a "Late Fee" and no registration materials shall be furnished to such leagues until the requirements have been fulfilled.
2. Registrations for non-complying leagues shall not be processed nor shall referees be assigned to their games until the league is in compliance and late fees, if assessed, have been received by the Association.
3. No application for travel funds for out of state competition will be accepted unless their player registration data and fees have been paid to the MSA.

4.3.4 TEAM MEMBERSHIP

A. Team Managers' Responsibilities

1. Team Managers shall be responsible for insuring that all players have completed the MSA Player Registration Form and for submitting these forms and associated fees to their League Registrar.
2. Team Managers shall be responsible for submitting player registration updates or additions to their League Registrar within seven (7) days of the update or addition.
3. Team Managers shall maintain a current roster listing team players, addresses, city, zip, date of birth, date of registration, country of birth, and player identification number.

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4. Team Managers shall be responsible for updating team rosters within seven days of a manager, coach, or player name or address change.

B. Duties/Roster Size

1. All teams shall be required to affiliate with their respective League using the MSA Player Registration Form and the MSA Team Roster Form.
2. Teams shall not have more than 25 players registered at any time unless they have received permission from the MSA to increase their roster limit.
3. Teams with fewer than 25 players registered may add one or more additional players to their roster until the allowable maximum number of 25 has been reached. The appropriate registration fee and documents shall be submitted to the League Registrar.

C. Affiliated teams shall be entitled to:

1. Participate in state and national competitions,
2. Apply for approval to travel to out-of-state tournaments and competitions,
3. Host tournaments,
4. Host out-of-state teams, and
5. Secondary insurance as provided through USASA,
6. Field insurance as provided through USASA, and
7. USSF licensed referees

4.3.5 PLAYER REGISTRATION

A. For each player who is to be registered, the following items are required:

1. a completed MSA Player Registration Form with player's address and signature submitted to and held by the League, and
2. the completed Player Registration Form shall be certified with a signature, initial, or stamp by the League Registrar, and
3. an MSA authorized Player Pass Card with a recent photograph of the player and/or registration "sticker" for renewals, and
4. a photo copy of the player's driver's license (original size) or similar picture I.D.

B. Player registrations are to be submitted to the MSA Registrar in an MSA approved format. A fee may be assessed for player registrations not received in an MSA approved format.

C. If an electronic registration system is required for registration, leagues shall be use the system provided. Leagues not using the system will be assessed a per player fee for data entry of players.

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D. Player Eligibility

1. A League Registrar's endorsement of the roster form permits a player to compete in League competition only.
2. The State Registrar's endorsement of registration materials (including, but not limited to team roster, Player Registration Form, and player pass cards) is required for all other competitions.

E. Releasing Players

1. Team managers shall be required to submit a Player Release Form for players released from the team to their league registrar.
2. The name(s) of the released player(s) must remain legible on the roster, and the date of the player's release must be noted on the team roster by the League Registrar, in the designated column.
3. The new players are then added at the bottom of the roster and, if necessary, a new form must be appended as a second page.
4. All the appropriate Release and Registration Forms and the Pass cards of the players to be registered and released must be presented to the League Registrar before the Registrar may process these materials.
5. Under no circumstances shall correction fluid or correction tape be applied to the roster to delete released players.

F. Deadlines

The deadlines for submittal of documents and forms to the MSA business office are as follows:

1. League Affiliation Form with applicable fees – February 28th.
2. Player registrations – 14 days following the start of league competition.
3. Player registration updates/additions – within seven (7) days of the action
4. Final player registration – November 30th.

Failure to comply with deadlines may result in additional fees and/or penalties

A player for whom proper registration and fees has not been submitted to the MSA may be denied insurance coverage.

MSA Annual General Meeting voting strength will be based on complete player registration data and fees received by December 1st. of the calendar year.

G. Roster Changes

1. Changes in the address or phone numbers of team managers and coaches shall be reported to the League and MSA Registrar within two (2) weeks of the change.
2. A final roster of each team, and appropriate fees, are due on or before December 1st.

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4.3.6 FEES AND PENALTIES

- A. The League Registrar's endorsement of a team's roster and/or Player Registration Form obligates the League for applicable League, State, Regional and National fees.
- B. The appropriate fees for affiliation, registration, insurance, Player Pass cards, and/or “stickers” must be submitted with these documents.
- C. Payment shall be by League check, money order or cashier’s check and made payable to the MSA.
- D. Personal checks shall not be accepted.
- E. The fee for annual “stickers” shall be established and published by the Executive Committee and based on the approved Budget.
- F. Failure to submit forms and fees for a League’s initial registration within thirty (30) days after a League’s first game, shall result in that League, including all of its teams, being declared “not in good standing”, and shall be penalized with a “Late Fee” equal to 10% of the value of its initial registration. (Teams not in good standing are not eligible for any referee service for their games, nor are they eligible for any insurance protection provided by the USASA, nor may they enter any state or national competition).
- G. Leagues and their teams shall be reinstated into “good Standing” upon remittance of the required forms, fees, and/or penalties.
- H. Additional late fees may be assessed after sixty (60) days if the League should still be arrears of its payments.
- I. If the final roster has not been received by December 1st, a fine of 10% of the outstanding balance shall be assessed.
- J. Replacement of a player ID card shall cost the same as that of a new player registration.

4.4 PROFESSIONAL PLAYERS IN AN AMATEUR LEAGUE

- A. USSF Rules supersede the following policy.
- B. Leagues shall have the authority to prohibit the registration and/or participation of professional players in their competitions.

4.5 YOUTH PARTICIPATION IN ADULT GAMES

- A. Youth players shall complete the "YOUTH PARTICIPATION IN ADULT GAMES" form as provided by the USSF Policy
- B. All appropriate requirements for adult registrations shall be completed before the player may participate in an adult game.
- C. All required documentation required by the Michigan State Youth Soccer Association shall be submitted prior to the player participating.

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4.6 APPEALS PROCEDURE

4.6.1 PURPOSE

The MSA has established a policy and procedure to insure the fair and efficient resolution of disputes between members of the Association, to protect the rights of the Affiliates and Members of the Association, and to protect the rights of the players, coaches, managers, league officials, and referees.

4.6.2 POLICY

- A. The policy of the Association shall be to uphold the laws of Members and Affiliates of where those laws are not in conflict with the laws of the Association, USASA, or the USSF.
- B. The policy of the Association shall be to insure that the laws of Members and Affiliates, the Association, the USASA, or the USSF are not applied in an arbitrary or prejudicial manner against any organization or individual.
- C. No member of the Appeals Board shall vote on a case or appeal involving a team or Affiliate of which he/she is a member, nor will he/she be present during balloting.

4.6.3 PRIORITY

- A. Appeals shall be processed in the following sequence:
 - 1. Appeal to the authority making the original decision.
 - 2. Appeal to the MSA Board
 - 3. Appeal to the USASA Appeals Committee
 - 4. Appeal to the U.S.S.F Appeals Committee
 - 5. Appeal to the National Council of the USSF

4.6.4 PROCEDURE

- A. Appeals from decisions of an Affiliate shall be submitted in writing by e-mail or postal mail to the Corresponding Secretary within seven (7) days from receipt of an Affiliate's decision and must be accompanied by an appeals fee and a filing fee.
- B. The appeal must contain:
 - 1. The name of the individual or association submitting the appeal
 - 2. The name, address, contact phone number, and e-mail address of the individual representing the person/persons submitting the appeal.
 - 3. The name of the person/persons against whom the appeal is directed.
 - 4. The decision or action of the member against which the appeal is directed.
 - 5. The date of the decision or action of the member.
 - 6. The reason for the appeal; i.e. violation of Rules, by-laws, Laws of the Game, etc.

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7. Documentation available to the appellant.
 8. A list of any documentation not available to the appellant which might be pertinent to the issue.
- C. A copy of the appeal must be e-mailed to the individual or association against whose decision or action the appeal is directed.
 - D. All available documentation pertaining to the appeal must be e-mailed to the Corresponding Secretary of the Association within seven (7) days after the appeal has been submitted.
 - E. Documentation pertinent to the appeal held by other parties must be requested from the Corresponding Secretary of the Association within seven (7) days from submittal of the appeal, and copies of this request must be e-mailed to the party against whose decision this appeal is directed.
 - F. The Corresponding Secretary shall establish a log of all documentation received starting with the appeal, followed by the original decision against which the appeal is directed, and all other documentation pertinent to the appeal, including referee reports, copies of rules or by-laws, police reports, and depositions by witnesses.
 - G. Parties who have been requested to furnish documentation shall submit do so within seven (7) days from receipt of the request, or must provide satisfactory reason why the documentation cannot be provided.
 - H. Upon receipt of all documentation required, the Executive Committee shall schedule a Hearing on the appeal, providing at least 14 days notice to involved parties.
 - I. The Corresponding Secretary shall inform the involved parties of their right to bring witnesses (limited to three) and, of their right to representation by a member of their association.
 - J. The Corresponding Secretary shall also advise the involved parties that failure to appear at the Hearing shall be interpreted as conceding the matter under dispute, and accepting the decision of the Board on the evidence available through documentation.

4.6.5 HEARING FORMAT

- A. All the involved parties, the appellant (party initiating the action) the defendant (party against which or whom the appeal is directed), and any possible witnesses shall be present during the hearing.
- B. The Chairperson shall introduce the subject of the Hearing, including the names of the parties to the appeal.
- C. The event prompting the Affiliate's decision.
- D. The grounds on which this decision is appealed, such as the rules allegedly involved, or other evidence and ask the Secretary to read any documentation, which had not been furnished to all of the parties of standing in the matter.

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- E. The Appellant shall be asked to present his/her case, including his arguments why the decision should not stand, any evidence supporting his appeal, and any witnesses whom he may wish to produce.
- F. The Chairperson and Appeals Board may question the Appellant or his/her witnesses.
- G. The party whose decision is appealed (Defendant) shall be asked to present his/her case.
- H. The Chairperson and Appeals Board may question the Defendant or his/her witnesses.
- I. Any witnesses may be recalled for questioning by the Appeals Board. Both parties may present closing statements.
- J. The Hearing will become closed, and all parties to the dispute will be excused. The Appeals Board will deliberate the issue in executive session.
- K. The Appeals Board will render its decision within forty-eight (48) hours to both parties to the appeal, including instructions for further appeal(s) and transfer the file with all documentation pertaining to the case over to the Corresponding Secretary of the association.
- L. The Corresponding Secretary will notify the parties involved in the matter of the decision of the Committee within seven (7) days by e-mail.

4.7 DISCIPLINARY PROCEDURE

4.7.1 PURPOSE

- A. The purpose of this procedure is to establish practices and standards to be applied by the Disciplinary Committee and/or the Association in instances of “Referee Assault” or “Referee Abuse”.
- B. The Association shall use the definition of “Referee Assault” and/or “Referee Abuse” as provided in the “Official Administrative Rule Book” of the USSF under the title “Misconduct Toward Game Officials”.
- C. The Disciplinary Procedures of the Association shall comply with the provisions of that rule.
- D. The Chairperson of the Disciplinary Committee shall be responsible for the enforcement of this procedure and shall ensure that a complete record is provided to the MSA offices by e-mail.

4.7.2 PROCEDURE

- A. Upon receipt of a referee report charging “Referee Abuse” or “Referee Assault”, the Secretary shall notify the Disciplinary Chairperson of its arrival, and establish a file on the matter.
- B. If the report lacks any of its key elements, that is: the completed Game Report forms, the Referee’s and Assistant Referee’s Supplementary Report, and the Player Passes of charged Players, the Corresponding Secretary shall immediately notify the SRA of their absence, who shall contact the involved referee to ascertain why the missing items had not been submitted and see that they are forwarded to the Committee Chairperson.

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- C. If the player pass card(s) of charged player(s) had not been retained by the referee, the Disciplinary Chairperson shall contact the appropriate individuals, team manager or league secretary, to make every effort to obtain the card(s).
- D. Immediately upon receipt of notification that a case of “Referee Abuse” or “Referee Assault” has been charged, the Disciplinary Chairperson and the Corresponding Secretary shall consult with each other as to the most suitable date on which a hearing of the matter could be conducted, and then insure that a hearing room is available for that time.
- E. Once a hearing time and place have been determined, the Disciplinary Chairperson shall contact by e-mail the principals and the members who shall sit at the hearing, to determine if they will be able to attend at the selected time and place. Every effort shall be made to accommodate the person; however, the meeting shall not be postponed by more than seven (7) days to meet the criteria for the disposition of the matter within the thirty (30) day required by USSF.
- F. The Corresponding Secretary shall notify the accused individual by e-mail or if no e-mail is on file by postal mail the hearing time and place of the hearing.
 - 1. Such summons shall allow the charged individual at least seven (7) days notice prior to the hearing.
 - 2. The e-mail shall include a copy of the Referees’ reports and shall advise the charged individual of his/her rights to produce evidence, affidavits, or witnesses at the hearing.
 - 3. The e-mail shall also explain to the charged individual that the Disciplinary Committee is authorized to make a decision on the complaint, even if the charged individual is not present at the hearing. The decision shall be based on the evidence available at the time of the hearing.
 - 4. A copy shall be e-mailed to the registered team manager of the charged individual.
 - 5. The Corresponding Secretary shall also invite the referee involved to the hearing, by notifying him/her of the time and place of the hearing, in addition to the format of the hearing.
 - 6. The Corresponding Secretary shall forward by e-mail a copy of the referee report and supplementary reports and to the secretary of the league involved.
- G. The Disciplinary Chairperson shall indicate to the Corresponding Secretary which members shall be requested to sit in this hearing.
- H. The Corresponding Secretary shall notify all of the members by e-mail of the time and place of the hearing, attaching copies of the referee report and supplementary reports if such are available, to permit them to become familiar with the details.

4.7.3 HEARING FORMAT

- A. The Chairperson shall call the hearing to order (at the appointed hour) and insure that all in attendance sign the Attendance Roster circulated by the Corresponding Secretary.
- B. If a hearing should have to deal with more than one incident, the Chairperson shall determine the order in which cases shall be heard, and temporarily excuse all who are not

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specifically involved with the first case to be heard, except that a charged player may remain accompanied by his/her team coach or manager.

- C. It shall be the responsibility of the Chairperson to insure that a written record of the hearing is kept.
- D. The Chairperson shall facilitate the introduction of all in attendance, and present the issue to be heard. S/He shall present the Agenda and Hearing Procedure (see Appendix B) to all in attendance, and insure that all in attendance have had the opportunity to study the reports included in the charge.
- E. If the Committee and the Defendant are familiar with the details of the incident, the Chairperson may, at his/her discretion ask for unanimous consent to dispense with the reading of the charges.
- F. The accused shall be allowed to present an opening statement, and present any witnesses, after which the members hearing the case may question the accused and/or his/her witnesses.
- G. Following these questions from the Committee members, the accused or his/her team manager shall be given an opportunity to summarize the position of the accused.
- H. If the referee of the game in question is in attendance, the Committee may direct question concerning the event to him, and also the accused shall have the right to direct questions to the referee through the Chairperson.
- I. After that, the principals shall be excused, and the Committee may then proceed to deliberate its decision on the matter.
- J. When more than one case is to be heard by the Committee, the Chairperson may opt to hear all the cases on the agenda, before proceeding to the deliberations of each individual case.
- K. The Chairperson shall inform the charged individual of the findings and the decision of the Committee within 48 hours.
- L. The Chairperson shall also notify the Association Corresponding Secretary of the decision and shall turn over to him all records of the hearing. S/He shall also present a written report of the hearing and of its findings at the next regular meeting of the Board of the Association.
- M. The Corresponding Secretary shall place all records thus received into the appropriate file and establish a document log for each file. Such files shall be kept by the Corresponding Secretary for a minimum of two (2) years or until the punishment assessed to an individual has been completed, whichever may be longer period.
- N. The Corresponding Secretary shall notify the accused of the decision of the Disciplinary Committee by e-mail within seven (7) days of the date of the decision, including all pertinent information concerning the appeals procedure to be followed. S/He shall also provide copies to the affected League Secretary, the SRA. and the President and Registrar of the Association.

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- O. The Corresponding Secretary shall also, within seven (7) days from the date of the decision, e-mail a copy of the Committee's decision to the team manager and coach of the charged individual. If the individual had been found guilty of Referee Assault, the Corresponding Secretary shall inform the team manager of the requirements to arrange an instructional meeting for all of the team members and its management who appear on the Game Report Roster of the game during which the incident causing the judgment against the team members took place.

4.7.4 PUNISHMENT

When proceeding to determine the punishment, the Committee shall first establish whether an individual is guilty of (a) Referee Assault or Referee Abuse.

- A. Disciplinary actions shall be in accordance with USSF Rules.
- B. In all cases, the Disciplinary Committee shall have the authority to impose greater punishment if, in its opinion, the circumstances of the case warrant (e.g., habitual offenders).
- C. In all cases, the league of the disciplined player and/or team shall also have the authority to impose greater punishment if, in its opinion, the circumstances of the case warrant (e.g., habitual offenders).

4.7.5 TEAM SANCTIONS

A. It is the belief of the Association that:

1. It is in the interest of all soccer teams that there be an adequate number of referees available to officiate games, and that,
2. The conduct of soccer teams or individual players or coaches towards referees has a profound influence on the decisions of referees to continue as officials, and that,
3. It is widely recognized that the conduct of team coaches and managers, as well as the peer pressure from fellow players have great influence on the conduct of any individual player, and that,
4. It has been found that a lack of knowledge of "The Laws of the Game" or some misinterpretation of these "Laws" has led to challenges of referees' decisions on the field which, in some instances, led to disorder or abandonment of games, and that,
5. The Association has a greater interest in preventing such disorders than in punishing them.

B. The Association has therefore, resolved that:

1. Any team which has had a player, coach or manager found guilty of "Referee Assault", shall be required to schedule an instructional meeting on "The Laws of the Game" for its members and management within one month from the date of the judgments against its team member or management.
 - (a) The room and instructor fees are to be paid by that team.
 - (b) The time and location are to be determined by the assigned instructor.

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- (c) The instructional meeting shall be of not less than three (3) hours duration and must be attended by every member of that team who appears on the Team Roster of the game during which the incident causing the judgment against the team member took place, including the coach and/or manager whose names appear on that roster.
 - (d) For every member of that team listed on that game roster who is not in attendance at the meeting, the team shall be required to deposit a performance bond of \$50.00 with the association, which shall be returned to the team one year from the date of the instructional meeting if the team passed through that time without any further "Referee Assault".
- 2. If there is a recurrence of "Referee Assault" by a team previously involved in "Referee Assault" during the teams probationary period in the period during which the performance bond is held by the association, whichever is the longer period, that team will forfeit its performance bond. The team may be suspended from affiliated soccer altogether, or the Association may assess a more substantial fine and bond, require the team to attend an instructional meeting as before, and place the team on probation for a period to be determined by the association.
 - 3. Any team which should have another team member found guilty of "Referee Assault" during the year after the date of the first instructional meeting until five (5) years after that meeting, shall again be required to attend another instructional meeting. A more substantial performance bond for a period to be determined by the Association shall be assessed.
 - 4. Failure of a team to post the performance bonds cited above shall place such a team "Not In Good Standing" with the association and all of its Affiliates, and may lead to the eventual suspension of such a team.
 - 5. If more than one team shall be required to set up an instructional meeting, these teams may combine to share the cost of room and instructor. Each team will still be responsible for posting a \$50.00 bond for each team member whose name appears on the Game Report Roster of their respective team, but who fails to attend the meeting.
 - 6. Any team which. For the third time, should have one of its members found guilty of "Referee Assault" shall be subject to still greater fines and may be disbanded. No more than three (3) players from a disbanded team may register with and affiliated team.

4.7.6 APPEALS & DISCIPLINARY HEARINGS

A. Appeals of Affiliate Decisions

- 1. Appeals of the decision of any Member shall be by postal mail to the Corresponding Secretary of the Association with a postal stamp within seven (7) days of the delivery of the decision by the Affiliate.
- 2. Such appeals must contain the decision appealed, the documents pertinent to the decision appealed, the date when the decision of the Affiliate was received, the

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grounds for the appeal, the name, postal address and e-mail address of the appellant, a description of the situation, and two checks: the filing and the appeal fee.

3. The filing fee shall be retained in all cases.
4. The appeal fee shall be returned only when the appeal is sustained.
5. Hearings shall be scheduled within fifteen days from receipt of the appeal, and decisions shall be communicated within seven (7) days from the date of the hearing by e-mail.

B. Appeals from MSA Decisions

Appeals of the decision of the MSA Board or Executive Committee shall be made to the USSF in accordance with the USSF "Official Administrative Rulebook".

C. Referee Complaints

Complaints of referees shall be in writing and signed by the complaining Referee, will be heard by the Board in the first instance, and shall not require a fee of any kind.

D. Disciplinary Hearings

Disciplinary matters arising out of competitions under the direct jurisdiction of the Association shall be administered by the respective Cup Commissioner and shall be governed by the Disciplinary Procedure set forth in the Policies and Procedures of these rules.

E. Referee Assault

1. When a player, coach, manager, or club official is charged with assaulting a referee or official linesman, which assault shall amount to physical violence as defined by the USSF's "Official Administrative Rulebook" and the National Referee Committee, the original jurisdiction to adjudicate the matter shall be vested immediately in the Michigan Soccer Association.
2. Anyone found guilty of referee assault as defined in paragraph A. above, shall be suspended from all soccer activities, Youth or Adult, in accordance with the Rules of the USSF (Misconduct Toward Game Officials).
3. Any individual charged with referee assault as outlined above, shall be required to attend a Disciplinary Hearing as provided in Policy 4.9 of these bylaws. Any individual found guilty of referee assault as defined in Paragraph A. above, shall be assessed an Administrative Fee as listed in the Fee Table of Appendix 'A', to defray the cost of the disciplinary hearing.
4. Any individual charged with referee assault who fails to attend the hearing for the matter shall be suspended from all Adult and Youth soccer activities until s/he has appealed for a hearing and the matter has been heard by the Disciplinary Committee.
5. A player, coach, or club official who has been judged guilty of referee assault, shall have the right to appeal, following the format provided in the Official "Official Administrative Rulebook" of the USSF, within ten (10) days from receipt of the MSA

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decision, to the USSF Appeals Committee. The fee for such an appeal shall be as established by the USSF.

6. All referees shall report, not later than by the next business day by phone or e-mail, to the SRA any occurrence of referee assault. This shall be followed with a written report, including one from each linesman if such were used, within 48 hours from the time of the incident. The original report shall be e-mailed directly to the MSA Disciplinary Chairperson and copied to the the SRA and to the league of the involved players. Player passcards shall be mailed to the MSA Secretary.

4.8 TABLE OF FEES

4.8.1 The Table of Fees shall be reviewed at the October meeting by the Executive Committee.

4.8.2 Any proposal for change of the Table of Fees shall:

- A. Include the rationale for the proposal, and
- B. Identify the person(s) submitting the proposal, and
- C. Be submitted to the Treasurer for review, and
- D. Be placed on the agenda for the Board of Directors monthly meeting.

4.8.3 Proposals for change of the Table of Fees shall be voted on the month following the presentation of the proposal to the Board of Directors.

4.8.4 Proposals to the Table of Fees shall be approved by a majority vote of the Board of Directors.

4.8.5. The Table of Fees is as follows:

Annual League Fees	\$ 150.00
Player Registration Fee	\$ 22.00
Under-20 League Player Registration Fee	\$ 17.00
Under-23 Summer League Registration	\$ 18.00
<i>May 15th to August 1st</i>	
3-7 Day Tournament Player Registration	\$ 10.00
<i>(Tournament requires MSA approval prior to the competition start.)</i>	
Appeal Fee (returned if decision is reversed)	not to exceed \$ 200.00
Appeal Filing Fee	not to exceed \$ 50.00
Disciplinary Hearing Fee	not to exceed \$ 50.00

4.8.6 Other fees may be assessed as required.

4.8.7 Costs of benefits offered by USASA or US Soccer not included in player registration fees will be provided to affiliated members at a direct cost.

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**CHAPTER 5
POLICY GOVERNING CUP COMPETITION BRACKETS**

5. CUP COMPETITIONS BRACKETING & SEEDING

The purpose of this policy is to insure that teams entering into MSA hosted or administered competitions will be seeded or bracketed in an established procedure.

5.1. National Cup Competitions

A. The following teams shall be seeded in separate brackets and/or receive a bye where applicable:

1. The Michigan Champion of last year's National Cup competition
2. The Champion of the Gerhard Mengel State Cup
3. If the brackets of the competition permit, runner-up from 5.1.A(1) and 5.1.A(2) may also be seeded.

5.2. Gerhard Mengel State Cup

A. The Commissioner of the Gerhard Mengel State Cup is authorized to seed the top teams in brackets as follows:

1. The GMSC Champion of last year's GMSC competition for that division.
2. The Champion of last year's National Cup competition for that division.
3. If needed, the runner-up from last year's GMSC competition for that division.
4. If needed, the runner-up from last year's National Cup competition for that division.
5. If needed, a league champion.

B. If a bye occurs in the first round, the bye will be awarded as follows:

1. The GMSC Champion of last year's GMSC competition for that division.
2. The Champion of last year's National Cup competition for that division.
3. If needed, the runner-up from last year's GMSC competition for that division.
4. If needed, the runner-up from last year's National Cup competition for that division.