



Georgia Amateur Women’s Soccer Association (GAWSA)
Policies & Procedures Manual
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ARTICLE I - REGISTRATION

- 1) **REGISTRATION:** There are two types of registration: team registration and individual player registration.
- 2) **REGISTRAR:** The League appointed Registrar shall maintain and configure an online registration system for all team and player registration, as approved by the GAWSA Board.
 - a) The Registrar has custody of all records pertaining to the registration, transfer, release and inactive roster and reserve rosters of all players under the jurisdiction of this organization, and shall administer the rules and regulations pertaining to such matters.

3) PLAYER REGISTRATION

- a) A player is any individual player member that registers to play on a duly registered GAWSA team.
- b) To register, a player must submit all fees and provide the following information:
 - i. Legal Name
 - ii. Address
 - iii. Phone Number(s)
 - iv. Birth date
 - v. Designate a team they intend to play with
 - vi. Upload a facial picture for player pass identification
- c) Players who have debts outstanding from a previous team, regardless of which season is involved, may not sign with any other team until these debts have been resolved.
 - i. The Registrar will keep a list of such debtors, based on notification submitted by each team captain or manager and/or submitted by the Treasurer. The Registrar shall consult this list before registering players.
 1. The Board will decide the validity of such debts in cases of dispute. If a team, or player, desires to appeal the decision of the Board, they may contest the determination following the Ethics and Grievance procedures to the Ethics and Grievance committee as set forth in the Organization's Policies and Procedures.
 - ii. Players who have outstanding/un-served suspensions may not sign with any other team until the suspension has been served.
- d) A team using a non-registered player shall forfeit the game or games in which such violations took place and may be suspended from the organization by the D&P Committee
- e) If a player fails to register in Affinity the Thursday prior to the first game of the season, an additional fee may be applied at the discretion of the GAWSA Board.
- f) All players must be registered through Affinity to a GAWSA team or as a free agent.
- g) The players who are members on the Board of Directors, as defined by the GAWSA Bylaws, Article VI, as elected, or appointed by the President should a role become vacant, will be reimbursed their player registration fee for the Summer and Winter Seasons as the lesser of \$50 or player registration fee, as long as that player is considered in good standing with the league.
 - i. The reimbursement is non-transferable

4) TEAM REGISTRATION

- a) All affiliated teams must have a minimum of 11 registered players, with a maximum of 28 active registered players.
- b) Affiliated teams must submit all fees to the GAWSA registrar by the published deadline for registration for each playing season and fulfill all published registration requirements:
- c) At the time of Registration, a team must declare:
 - i) A team name and uniform colors;
 - ii) Identify a team captain or manager, and an alternate team contact person;
 - iii) Provide a mailing address, electronic mail address and phone number for each contact;

- iv) Designate a home playing field, with an address and field contact information;
- d) Inactive Reserve Roster: Any legally registered league player who, due to circumstances beyond her control (such as serious injury) finds herself temporarily unable to participate in her team activities may be placed on Inactive Reserve by her team.
 - i) Players may be placed on the Inactive Reserve Roster by notifying the registrar and/or returning the player's current player pass to the Treasurer/Registrar with a written request that she be placed on Inactive Reserve.
 - ii) The pass will be held until such time as its return is requested in writing by the team concerned, provided that it will not bring the active roster of the team to more than 28 players.
 - iii) The maximum number of players on reserve on a team at any time will be six.
- e) Inactive Released Roster: Inactive Released roster denotes that the player is registered, but has been dropped from the team and the league would require notification from the team captain to reinstate the player. This is different for a team's Reserve list.
- f) Late Registration: To avoid delays in scheduling League games, all teams must be registered by the published deadline. A \$75.00 fee will be assessed for any team who fails to register timely, absent good cause shown as determined by the Board.
- g) Teams who have members on the Board of Directors, as defined by the GAWSA Bylaws, Article VI, as elected or appointed by the President should a role become vacant, will be reimbursed their team registration fee for the Fall and Spring Seasons as the lesser of \$100 or the team registration fee.
 - i) The reimbursement will be paid at the end of the season as long as the team remains in good standing throughout the seasons.
 - ii) Should multiple GAWSA Board of Directors represent the same team, the team will only be reimbursed for the single season fee and not for each Board of Director.

5) TEAM ROSTERS

- a) No Inducement: Once a player has registered with a GAWSA team, no other GAWSA affiliated team, club, or member shall attempt to induce such a player to leave her team during the official season without at least 14 days' notice in writing to the team or club for which said player has already registered.
- b) Transferring. The registration of a player with any team or club may be terminated only by mutual consent or by the authority of this organization.
 - i. A player may request a transfer with 14 days' notice to the captain or manager of the team to which they are registered.
 - ii. A player may not register for another team or club until her release form, properly executed is in the possession of the Registrar, or, in the event of a conflict, the Board has authorized release of the player.
 - iii. Any team or club executing a release form must forward the same to the Registrar, with a copy to the player within two days of its execution.

ARTICLE II – PLAYING SEASON

- 1) The official playing season of this organization will be from September 1 to August 31.
- 2) The official playing season shall be divided into four seasons, fall, winter, spring and summer.
 - a) The fall and spring seasons shall have recorded game scores to define the divisions of play among the teams.
 - b) The winter and summer seasons will have recorded game scores to help define the divisions of play among the teams
- 3) The games will be played on Sundays. Games can be played at other times with the mutual consent of the teams involved.
 - a) The Board of Directors or designated GAWSA scheduler can direct the teams to play postponed games on a specific date.
 - b) The fall and spring seasons will have a minimum of 8 games and no more than 10 games.
 - i. The fall season will start on the 1st Sunday after Labor Day in September.

- ii. The spring season will start between the third Sunday in February and the 1st Sunday in March, as determined by the board.
- 4) The number of teams interested in playing will determine winter and summer seasons, but each season will have a minimum of 6 games and no more than 8 games.
 - a) If the winter season will have 8 games, it will start on the 1st Sunday after New Year's Day in January.
 - b) If the summer season will have 8 games, it will start the 3rd Sunday in June.
- 5) Games will not be scheduled on the Sunday nearest Thanksgiving, Christmas Day, New Year's Day, July 4th, or Easter Sunday, except make-up games by the mutual consent of the team captains involved.
 - a) The home team is responsible for securing fields and referees for any make-up game

ARTICLE III – LEAGUE STRUCTURE

- 1) **DIVISIONS:** The League is currently comprised of three divisions. Based on the number of participating teams, the Executive Committee, upon approval of the Council, shall have the authority to create new divisions and/or eliminate divisions. The three current divisions are as follows:
 - a) Divisions 1: Upper-level competitive play, with limited modifications to the FIFA rules of the game. Members of this division are typically experienced players with prior playing experience in semi-professional, college and premiere leagues.
 - b) Division 2: Competitive play with limited modifications to the FIFA rules of the game. Members of this division are experienced players with varied soccer experiences who desire to continue to compete and play but are not as competitive as division one.
 - c) Division 3: Recreational – The lowest competitive soccer level open to all women from novice to experienced, with a focus on the camaraderie of team play and fitness and skill development. Recreational Division play allows for no slide tackles or keeper contact.
- 2) **DIVISION ALIGNMENTS**—i.e., how many divisions there will be, how many teams will be in each division, and team placement within each division—shall be determined by the Executive Committee at the beginning of the Fall and Spring seasons. The number of divisions and teams in each division shall be based on the number and skill level of teams registering for each particular season. The Executive Committee shall determine a team's placement in a particular division based on the team's standings in the prior season, if any, calculated as set forth in the GAWSA Policies and Procedures. However, if the Executive Committee deems it necessary to facilitate fair and competitive play, other factors may be considered by the Executive Committee in determining division alignments. The number of teams in each division shall be determined by the Executive Committee, based on the following guidelines:
 - a) The minimum number of teams in a division shall be six.
 - b) The maximum number of teams in a division shall be eleven.
 - i) In the event that a division exceeds 11 teams, and there are insufficient numbers of teams to create a new division, the division shall be divided into a top and bottom flight, based on the prior season's standings.
 - c) Typically, each division shall consist of six teams, except for the lowest division, whose number will vary, depending on the total number of teams in the league.

Article IV – TEAM SCHEDULING

- 1) Competitive D1 and D2 teams will not be scheduled cross-division games with the Recreational D3 teams
- 2) Division 1 and Division 2 teams may schedule cross-division games between each division when the number of teams in a division is less than 6.
 - a) Cross-division scheduling will be as follows:
 - i) Teams play own division teams less than two times and no more than four times per season, then cross-division scheduling begins.

- ii) As feasible, top ranked teams from each division will be matched for play against one another while bottom ranked teams from each division will be matched for play against one another.
- 3) Each team will be scheduled for no more than 5 home games each playing season, and no more than five away games each playing season.
- 4) Based on the number of teams registered within each division, as feasibly possible, there will be minimum of 2 flights: Flight A and Flight B
 - i) No flight shall have less than 5 teams or more than 11 teams
- 5) For scheduling purposes, at the end of each season, teams in all divisions and /or flights will be ranked based on the total number of points accumulated based on the scale described in Article V for the following season
 - i) Even numbered teams, based on rankings (#2, #4, #6, etc.) will be placed in one flight; odd numbered teams, based on rankings (#1, #3, #5), will be placed in the other flight
- 6) Cross-division matches will not count in the standings for the purpose of rankings

ARTICLE V - TEAM STANDINGS

- 1) The League Scores & Standings scheduler will rank teams within each division using the following points and determination:
 - a) Win = 3 points
 - b) Tie = 1 point
 - c) Loss = 0 point
 - d) Forfeits = 3 points. (For team ready to play at the scheduled starting time.) Recorded as win for non-forfeiting team by a score of 3-0.
 - e) No Plays (NP) will not count in the standings but will be tracked and recorded. No Plays are when both teams mutually agree that a game cannot be rescheduled.
- 2) Rank determined as follows:
 - a) Total percentage (%) of points for games played based on the above scale.
 - b) Head-to-head competition
 - c) Fewest total of goals allowed
 - d) Total of goals scored
 - e) If a tie of more than two teams occurs:
 - i) Start at number 1 and work down until one team is excluded, then return to number 1 to begin again. Keep following this order until only 1 team is remaining.
 - ii) If you cannot find only 1 team by his method, the promotion & relegation committee will decide.
- 3) Teams that disband, withdraw, or are expelled during the seasonal year, will be considered to forfeit all succeeding games. Teams that are suspended will forfeit games scheduled during the period of suspension. Organization standings will reflect the above forfeitures.
- 4) The Fall & Spring seasons determine standing ranks as well as any promotion and relegation. Results of the winter and summer season have no effect on standing, rank or any promotion and relegation

ARTICLE VI - PROMOTION AND RELEGATION

- 1) In the interest of promoting competitive play, selected teams are promoted and relegated at the end of each playing year, using the following guidelines.
- 2) At the end of each season, teams in all divisions will be ranked based on the total number of points accumulated based on the following scale, outlined in Article V of the Policy and Procedures
 - a) Teams that win their division in the fall or spring shall be promoted to the next higher division for the following fall or spring season.

- b) Depending on the number of teams in each division, any team that wins more than 50% of their games by a margin of 5 goals or more in the Fall or Spring season shall be promoted to the next higher division for the following Fall or Spring season.
- c) Teams finishing at the bottom of their division in fall or spring season, shall be offered the opportunity to be relegated to the next lower division for the following fall or spring season.
- d) Depending on the number of teams in each division, any team that loses more than 50% of their games by a margin of 5 goals or more in the fall or spring season shall be offered the opportunity to be relegated to the next lower division for the following fall or spring season.
- e) The actual number of teams promoted and/or relegated must satisfy the criteria specified in Article III, Section 2 of the Policies and Procedures and Article IX, Section C of the GAWSA Bylaws.
- f) Cross-division matches will not count in the standings for the purpose of rankings.

ARTICLE VII – RULES OF PLAY

- 1) All this organization's games will be governed by the current FIFA "Laws of the Game" unless noted otherwise.
- 2) It shall be the responsibility of the home team to prepare the field for play in accordance with FIFA "Laws of the Game".
 - a) If the referee determines that the field is not prepared, the home team may have to forfeit the game after review by the D&P Chairperson.
 - b) Every effort should be made to ascertain the field condition in advance of the scheduled game time (4 hours prior to scheduled starting time) and the opposing coach and/or captain should be notified if it is considered unplayable by the field manager. If this is not possible, the field manager still retains final authority on the use of the field.
 - c) The home team is responsible to inform the visiting team captain, the league President or Scheduler, and referees or booking agent if the field is unavailable due to adverse weather or field conditions four (4) hours before the scheduled starting time, to the extent feasible based on developing weather conditions.
- 3) **TEAM UNIFORMS** (color and design) will be registered with the League Registrar. This registry will be published, and copies supplied to all teams at the start of each season.
 - a) Where both team colors are similar, as decided by the referee, it is the responsibility of the home team to change.
 - i. However, if the visiting team is wearing uniforms other than their registered colors, then the visitors must change
- 4) **PAPERWORK GAME DAY PAPERWORK:**
 - a) The designated home team manager, coach or captain is responsible to having three (3) official GAWSA game cards, for their home game, for review by the game officials, and will be the official GAWSA games cards for that game.
 - b) Each team designated team manager, coach or captain, prior to the game, and prior to handing the game cards to the game officials for player check-in, will update their side of the game card.
 - i. Rostered players not in attendance will be crossed out.
 - ii. A borrowed (guest) player may be handwritten in on all three game cards
 - a. The handwritten players name will include their official Georgia Soccer/GAWSA player number or the players designated primary GAWSA team name
 - iii. Borrowed (guest) players shall be in accordance with Article IX – Guest player policy
 - iv. The three (3) official game cards must have the jersey number of every player printed on the roster, not handwritten.
 - a. Club Pass (CP) or written in guest players must have a jersey number written in.
 - c) If a team has enough players but does not have official GA Soccer / GAWSA player passes for its players, it shall forfeit the game

- d) The home team designated team manager, coach or captain, prior to the scheduled start of the game, will provide to the referee with three (3) updated and completed game cards.
 - e) Any number of players on the game card may be substituted.
 - f) After the game, each designated team manager, coach or captain will keep one copy of the game card returned to them by the referee.
 - i. Team managers are responsible to ensure these forms are filled out completely and correctly, including weather, all three (3) referee names, any complaints from referees about field conditions, injuries, cautions (yellow cards), ejections (red cards) individual player scores (goals) and the final score.
 - g) The last copy is for the referee who should keep one copy to send to the referee assignor. This is to ensure that the appropriate referee fees are paid.
 - h) After the game, each manager will keep one copy of their game card, and one copy of the opposing team's game card.
 - i. Within 72 hours of each fall and/or spring season match's conclusion the team manager is responsible for the following:
 - 1. A The home team manager must enter the final score on the league's designated website(s) as announced during the Annual and Semi-Annual General Meeting.
 - 2. The home team manager must send by e-mail a copy of the game card to the designated e-mail to the Vice President of their division as announced during the Annual and Semi-Annual General Meeting.
 - 3. In the event of a dispute, the score recorded on the game card will prevail. Any dispute over the score listed on the game card can be challenged following the protests procedures set forth herein.
- 5) **IDENTIFICATION REQUIRED:** All players must have in their possession a state issued means of photo identification, for presentation to the referees upon request. Absent a photo identification card, a player may be prohibited from playing in the game.
- 6) **FIFA "LAWS OF THE GAME,"** will apply with the following modifications:
- a) A minimum of seven (7) players per team is required to start the game, and seven (7) players per team to finish a game.
 - b) Players not in attendance shall be marked out on each game card.
 - c) Unlimited substitutions shall be permitted at any stoppage of play.
 - d) For Division 3, Recreational – each player is allowed a 3-goal limit within a game.
 - i) After three goals, any goals scored thereafter will not count towards the total score, and will result in a goal kick for the defending (non-scoring) team. This rule will apply to all seasons
- 7) **DURATION OF THE GAME**
- i) A game is considered complete if the game is terminated after the 21st minute of the second playing period (half) due to adverse weather conditions.
- 8) **START OF PLAY**
- a) At the scheduled starting time of all matches, the referee will blow the whistle to signal for the teams to field their players.
 - i) If a team cannot field a team of seven (7) players, a grace period of up to a maximum of 15 minutes will be given by the referee for the team to field the seven (7) players.
 - ii) However, if a team has seven (7) players at the time the referee signals the game to start, the game **MUST** begin.
 - b) If one team has less than seven (7) registered players, the referee only acknowledges that there are not a sufficient number of players to start the game, thus the game is never started.
 - c) The deficient or absent team shall forfeit the game by the score of 3-0.

9) LAW XII – FOULS AND MISCONDUCT

- a) For Open Recreational Division, the following rules will apply:
 - i) No Goal Keeper Contact - A player shall not, in any manner, charge the goalkeeper in the penalty area unless the goalkeeper is obstructing the player or dribbling the ball with her feet.
 - (1) An official shall eject, without caution, any player who flagrantly fouls the goalkeeper in possession of the ball.
 - (2) Possession or control of the ball includes when the goalkeeper has the ball trapped by either or both hands, has trapped the ball between her hand and the ground or when bouncing it to the ground or when releasing the ball into play.
 - (a) For purposes of determining whether a player has charged the goal keeper, the referee must determine whether the goal keeper had at least a 40% chance of trapping the ball.
 - (3) Outside the penalty area, the goalkeeper has no more privileges than any other player.
 - (4) The penalty for charging the goalkeeper in the penalty area without it being a flagrant foul is a direct free kick.
 - ii) No Slide Tackles - For the slide tackle rule to be enforced, both the slide and the tackle must occur.
 - (1) Sliding without a tackle is not illegal.
 - (2) The penalty for a slide tackle is an indirect free kick.
- b) Referee abuse – Any player, team or league administrator and/or representative reported for misconduct, physical or non-physical, against a referee will be subject to the minimum of prescribed game penalties or time penalties as outlined in the U.S. Soccer Policy against Referee Abuse.
 - (1) Misconduct against Referees may occur before, during and/or after the match, specifically when the Referee arrives at and/or departs the venue.

ARTICLE VIII - FORFEITURES AND CANCELLATIONS

1) FORFEITURE

- a) All forfeited games that are not made-up will be recorded as a 3-0 loss for the forfeiting team.
- b) Forfeit: A team will be declared to have forfeited the game under any of the following conditions, and only a forfeit meeting these definitions is subject to a penalty or monetary fine.
 - i) A forfeit is declared by the referee at the field due to lack of minimum players by either team;
 - ii) A forfeit is declared by the referee at the field due to lack of player passes;
 - iii) A forfeit is declared by either the referee or league for a field not being properly prepared (i.e., referees, goals, lines, lights, double booking etc.);
 - iv) A forfeit is declared by either the referee or league for playing a non-registered or suspended player. A forfeit may also be declared by the league when any scheduled game is cancelled as set forth herein.
 - (1) The procedures and ramifications for a team requesting that a game be cancelled are:
 - (a) All teams must update the GAWSA board of directors each playing season regarding the cancellation requirements for their home fields, including the following information:
 - (i) The number of days prior to match day that the team's field manager requires for cancellation to avoid forfeiture fees, and,
 - (ii) The exact costs assessed for late cancellation
 - (iii) The information set forth in paragraph (1) will be posted on the GAWSA website, and team managers are responsible to verify that the information posted is accurate
 - (b) The team captain or representative must notify the opposing team captain of the cancellation prior to the Cancellation Notice window published in the Team Information Sheet
 - (i) Teams should notify the opposing team through email, with the President and the Vice President of the league in copy.
 - (ii) Any game cancelled after the Cancellation window prior to the scheduled match and which results in the opposing team being assessed field fees and/or referee fees, or both, subjects

the forfeiting team to an assessment sufficient to cover the opposing team's costs as published in the Team Information Sheet.

- (iii) In the event that a team incurs costs as a result of forfeiture with less than the home field's days' notice, the team must notify the Executive Board within seven (7) days of the exact costs incurred.
 - 1. The Vice President of the division, the Treasurer and the opposing team's manager in which the forfeit occurred shall notify the forfeiting team of the assessed costs incurred due to forfeiture.
 - 2. The forfeiting team has 72-hours to deliver the amount assessed to the opposing team, or to request, in writing, that the assessed amount be deducted from the team's forfeiture bond.
 - a. Each team shall be required to maintain an amount not less than \$250 in a forfeiture bond.
 - b. In the event that a team's forfeiture bond is less than \$250, they must submit the deficient amount to the League Treasurer no less than 48 hours before their next scheduled match.
 - i. All new teams entering the league will be required to pay the forfeiture bond prior to registering
 - ii. The GAWSA treasurer will notify each team with a bond deficiency during the annual or semi-annual meeting, and in no event will the teams with a deficiency be permitted to participate in any league play until the deficiency is resolved.
- c) If neither team has seven players at the scheduled game time the referee shall postpone the kickoff by 15 minutes. If at the end of 15 minutes one team has at least seven players but the other team does not, the referee shall record a forfeit by the team with fewer than seven players. If at the end of 15 minutes neither team has seven players ready to play, the referee shall record a double forfeit.
- d) If the scheduled center referee is not present at the scheduled game time, both teams may agree to a substitute referee. If no referee is available, or if both teams cannot agree, the teams shall wait 15 minutes (or more if both teams agree) for the scheduled referee. If the referee has not appeared within the stated time, the game shall be rescheduled. The team captains must notify their Division Commissioner.
- e) The league shall declare a forfeit to the team requesting a reschedule for any causes beyond weather or beyond the team's control and cannot be rescheduled as outlined in Article VII, Section 3, subsection b)ii

2) WEATHER RELATED CANCELLATIONS

- a) The home team is responsible for informing the opposing team captain, the league President and/or Scheduler, and referees or booking agent if the field is unavailable due to adverse weather or field conditions four (4) hours before the scheduled starting time, to the extent feasible based on developing weather conditions.
 - i) Notice to the opposing team may be e-mail or text, but to ensure proper notice and unnecessary travel, such methods of communicating a cancellation will require a response to confirm receipt.
- b) In the event that the team captain or manager who is cancelling the game cannot contact the opposing team's captain then the team should contact the league president no less than 2 hours prior to the scheduled game time.
- c) Teams are not responsible for incorrect or outdated team contact information but are responsible for contacting the league.
- d) For all cancellations related to weather or field conditions, games may be rescheduled upon the agreement of both team captains.
 - i) If the game cannot be rescheduled due to time restraints or cause beyond either team's control, the game will be documented as cancelled or unscheduled

3) RESCHEDULED GAMES

- a) All rescheduled matches must be played within two weeks of the end of the season for which it was originally scheduled, absent approval by the Executive Board for GAWSA sanctioned play beyond this time.
- b) A game may be rescheduled after cancellation if:
 - i) The regularly scheduled game is cancelled as a result of weather, or other field conditions, beyond the home team's control.
 - (1) In the event that a scheduled game is cancelled due to weather or field conditions the home field team captain must contact the opposing team captain within 72 hours if a match is to be rescheduled.
 - (2) If both captains agree to a scheduled make-up game, then a game line-up sheet should be mailed to the President requesting the rescheduling of the match with mutual agreed times and the detailed reasons for rescheduling.
 - (3) If both captains cannot agree on a date and/or time for a rescheduled match, then the scheduler or the Board will reschedule the match.
 - ii) For all other cancellations or requests for a reschedule unrelated to weather or causes beyond the teams' control, games may be rescheduled upon the agreement of both captains.
 - (1) In the event both team captains cannot reach an agreement for a rescheduled date, the team requesting a reschedule shall be declared the forfeiting team.

4) REFEREE RELATED Cancellations or Terminations

- a) In order to avoid unnecessary cancellations and rescheduling, the following procedures apply when the referees do not appear:
 - i) If there is only one or zero linesman - At the discretion of the head referee, each team may supply a club linesman;
 - ii) Zero Referees - Each team must agree prior to the match whether to use club referees or to reschedule the match;
 - (1) The home team captain must report to the scheduler any unplayed matches due to zero referees.
 - iii) The game line-up sheet must still be filled out completely and mailed to the GAWSA Standings/Score Keeper.
- b) In the event that game is terminated by the referee after the beginning of the second half, but prior to the normal duration for any reason covered under Law 5, FIFA, the game score at that time of termination shall stand.
 - i) If the cause of termination of the game was misconduct and the team causing the termination is either leading or tied in scoring, the matter will be subject to D&P committee review to determine the game result.

Article IX – GUEST PLAYER POLICY

- 1. In order to ensure that each team has a sufficient number of players at each scheduled game, GAWSA will allow teams to have guest players per the conditions that follow:
 - a) ALL players must be properly registered per league policy.
 - b) The Registrar and the division Vice President(s) should receive proper notice of a team's intent to use a guest player so the guest player can be placed on the game card.
 - c) Teams must notify the Registrar and the division Vice President(s) no later than the Thursday 5:00 PM before the scheduled match is to be played in order for the guest player(s) to be added to the team's official game card
 - i. Guest players will be designated on the game card as CP.

- d) A team may have a maximum of four (4) guest players per game, subject to the below restrictions, for total of up to (16) active players on the game card.
- e) While it is preferred that the guest player be added to the official game card, team managers may add a guest player by writing in their name on the game card, subject to the following requirements:
 - i. The player's legal name, the official Georgia Soccer Affinity player number or GAWSA Team name must be listed on the official game card; and,
 - ii. Upon request of the opposing team, the guest player must be able to verify that they are registered to play with GAWSA by either a) displaying their official GAWSA player's pass, and/or retrieving their team's official Affinity roster with their picture displayed.
 - a. Both captains must initial these changes.
 - iii. A player is not eligible to play as a guest player during any period she is serving a suspension from league play. Both the team that allows her to play and the player will face additional consequences for playing an ineligible player.
 - iv. A player cannot be written in as a guest player after the game has started
- f) In the event that a team has less than 7 players on game day, where both captains agree, a team may add up to four (4) players from the opposing team as guest players
- g) If both teams fail to agree on Article IX, Sec.1f, then the game will be declared a forfeit.
- h) The guest player must play the entire game on the team whose game card she has been added
- i) The use of a guest player from the opposing team will be counted toward the overall four game restrictions on the use of guest players.
 - i. A team can use guest players in up to four (4) games during the Spring and Fall seasons.
 - ii. There is no restriction to the number of games a team can use guest players during the summer and winter seasons.
- j) A guest player, except for free agent players, may play up to 80% of games with her non-primary team.
 - i. No player is permitted to guest play on any team if her primary team is scheduled during the same or overlaps the scheduled window of time the team she is asked to play for, without approval from her primary team captain, documented with the league VP and registrar.
 - ii. A player or team that violates this policy may be subject to appear before the GAWSA Ethics and Grievance committee as outlined in the GAWSA Bylaws.

2) Guest Player eligibility restrictions by division for the spring and fall Seasons:

- a) A team may add up to four (4) guest players rostered from any division with a limit of 1 guest player from the next division up for a combination of four (4) as long as the game card does not exceed 16 active players.
 - i. Only one (1) D1 player can guest play on a D2 team, and three (3) additional guest players can be from D2 or D3 teams.
 - ii. Only one (1) D2 player can guest play on a D3 team, and three (3) additional guest players can be from D3 only.
 - iii. A combination of up to four (4) players from D2 and D3 can guest play on a D1 team
 - iv. A combination of up to four (4) players from D2 and D3 can guest play on a D2 team
- b) When two (2) teams from different divisions are scheduled to play each other (cross over), the guest player policy of the lower division team will apply.
 - i. Up to four (4) D1 players can guest play on a D2 team (D1 vs. D2), as long as the game card does not exceed 16 active players.
 - ii. Up to four (4) D2 players can guest play on a D1 team (D2 vs. D1) as long as the game card does not exceed 16 active players.
 - iii. Up to four (4) D3 players can guest play on any team, as long as the game card does not exceed 16 active players.

3) Free Agent Guest Players:

The League will allow players to register as “free agents” if they have not declared a designated team at the time of Registration. These players will be assigned to a “free agent” team, and may play as guests by any team in the League.

- a) A free agent may not guest play on any one team no more than two consecutive games and can play no more than a total of four games in any season for the same team. A team and free agent player can add the player to the team’s regular roster at any time during the playing season
- b) There are no restrictions for free-agents based on Division, as these players will not be assigned a division,
- c) There is a limit of four (4) on the number of guest players that can play in each game, so long as the team’s game card for a game does not exceed 16 active players

ARTICLE X-GAME OFFICIALS

- 1) Only officials in good standing with USSF, GSSA and this organization shall be permitted to officiate.
- 2) The referee shall be the sole judge as to the playing conditions of the field and player's equipment, with the exception that the field manager (i.e., person responsible to the owner or administration regarding the use of said field), who may declare the field unusable if in his/her opinion it may harm the field and thereby cause withdrawal of permission to use it in the future.
- 3) The referee should submit a report on all games under the jurisdiction of this organization, on the white copy of the game form provided, to the booked of the organization within 2 days after the game has been played.

ARTICLE XI – ASSESSMENTS, DEBTS AND PENALTIES

1) FINES, DEBTS & ASSESSMENTS

- a) All fines and assessments are due within 48 hours after the team captain receives notice. Any fines and assessments must be paid by the Friday preceding any league scheduled game. Any team that has not paid fines and fees assessed shall be disqualified from league play until their accounts are brought current.
- b) All returned checks are subject to a \$25.00 fee.
- c) All registered teams must maintain a forfeiture bond of not less than \$250. Said forfeiture bond shall be used to satisfy any forfeiture assessments as set forth in Article VII, above; said bond to be debited only in the event that the assessment is not paid directly within 48 hours of notification of monies owed.
 - i. The League Treasurer shall maintain an accounting of each team’s forfeiture bond, and shall notify the captain/team manager when their balance is below \$250.
 - ii. The League Treasurer shall notify the registrar of any individual player and/or team forfeiture deficits prior to registration each season.
 - iii. The Registrar shall not allow a player or team to complete registration until payment of the amount each team and/or player has been assessed.
 - iv. If any member, player or team disputes the amount or nature of an assessment, fine or debt, they may file a complaint with the D & P committee, following the protest procedures.

2) PENALTIES

- a) A team using a non-registered or suspended player(s) shall forfeit every game in which the non-registered player(s) participated and may also be suspended from the organization.
- b) Any player violating the terms of her suspension is subject to further action by the D&P Committee.
- c) Teams who knowingly play against suspended teams or clubs may be fined up to \$75 and may be suspended from this organization. ii) The manager of a team that forfeits two (2) games in any season must contact the

appropriate D&P Chairperson within 48 hours of the 2nd forfeited game and arrange to appear before the D&P Committee to show cause why that team should not be suspended from further league play.

- d) If the manager fails to fulfill this responsibility, or the committee determines the team's continued participation is not in the organization's best interest, the team will be suspended.
- e) The Council will be advised of this suspension at its next meeting. At this time, a vote will be taken on the team's continued membership in the league. If the team is not suspended, each subsequent forfeit within the season will be handled in a similar manner.
- f) Probationary period for players:
 - i. Any player who incurs, during the span of one calendar year two upheld ejections due to violence, fighting or foul and abusive language, shall be suspended for a minimum period of 4 scheduled games.
 - ii. Any such player who incurs third upheld ejection within one year shall incur suspension of one full year from date of the last (3rd) ejection.

ARTICLE XII – AMENDMENTS

- 1) Amendments to the Procedures & Policy Manual may be made at any general Council meeting.
 - i) Proposed amendments must be submitted in writing to the Secretary of this organization at least 2 weeks prior to a Council meeting.
 - j) Each team or club shall be given one-week notice in writing of the proposed amendment, absent a waiver of the notice period approved by the Board of Directors and the Council;
- 2) Voting representation will be in compliance with the Leagues By-Laws.

ARTICLE XIII –ADJUDICATION

1) GENERAL

- a) The Organization will maintain two committees for the adjudication of League related issues, Discipline and Protest Committee, and the Grievance and Ethics Committee (collectively referred to as adjudication committees), the procedures for which are set forth herein.
 - i. The Discipline and Protest Committee (herein D & P Committee) will resolve all issues in dispute regarding misconduct that arises before, during or immediately after any League sanctioned games, including disciplinary proceedings regarding game related misconduct based upon warnings or ejections issued by referees.
 - ii. The D&P Committee shall have the authority to call for a hearing regarding any other issue brought to its attention which arises immediately before, during or after a League sanctioned game
- b) The E&G Committee (herein the E & G Committee) shall have the authority to call for a hearing regarding any issue brought to its attention, which may affect the integrity of this organization and which is not directly related to league game conduct.
 - i. It is the obligation of all GAWSA members to appear as witnesses at the D&P Committee and/or an E&G Committee meeting when called upon to do so by the Committee.
 - ii. No adjudication committee member shall hear and adjudicate any case if she was directly or indirectly involved in the incident.
 - iii. Adjudication committee members are prohibited from discussing any facts related to a matter before the committee outside the hearing room, except for discussions with other committee members. This

prohibition on dissemination of issues arises before the hearing commences and remains in effect even after adjudication.

2) DISCIPLINE & PROTEST COMMITTEE

- a) This organization shall recognize suspensions and all other rulings of which it has been officially notified, issued by other organizations within the GSSA and any other USSF affiliated state associations
- b) The D & P Committee shall have the following authority:
 - i. Invoke suspensions to be in terms of scheduled games.
 - ii. Issue cautions
 - iii. Assess fines.
 - iv. Deduct points from team standings
 - v. Any combination of the above.
- c) A D&P Committee proceeding is automatically initiated based on referee issued ejections. To ensure proper processing the following responsibilities, arise after an ejection during any league sanctioned games:
 - i. Referee's responsibility: In case of an ejection, the referee will file a report using the ejection report form provided by the organization. This will be mailed directly to the D&P Chairperson within 24 hours of the game.
 - ii. Team Captain's Responsibility: The captain or manager of the team(s) affected shall inform the chairman by phone or email within 48 hours after the game.
- d) In addition to automatic disciplinary hearings, the D&P Committee will adjudicate all other game related protests. Such protest must be in writing and submitted within 7 days of the occurrence to the Vice-President for the division in which the protested event occurred. The written notice must state the specific nature of the protest; identify the game at which such misconduct occurred including the identity of the team and/or players involved.
 - i. Each formal protest requires submission of a \$50 bond; however, the bond will be returned if the D&P Committee finds merit to the protest.
- e) The composition of the Discipline & Protest Committee shall be as follows:
 - i. The Discipline and Protest Committee (D&P) shall consist of not less than three members, appointed by and including the D&P Chairperson.
 - A) The Vice President of the Recreational Division shall chair all D&P meetings concerning members of the Competitive Division (D1, D2)
 - B) The Vice President of the Competitive Division shall chair all D&P meetings concerning members of the Recreational Division (D3)
 - C) No member of the D&P committee may be appointed if they have a bias in the outcome of a hearing. This may include a situation where the committee member is a playing member on the accused player's team.
 - D) In the event that the Vice President could have a bias in the outcome of a hearing, the Vice President must excuse herself and the Vice President representing the other divisions will sit as Chair.
 - (a) Bias of the Vice President is established by a showing that the Vice President has a vested interest in the hearing. This may include a situation where the Vice President is a playing member on the accused player's team.
 - ii. The team or player alleged to have engaged in an infraction must assert any other claim of bias prior to the scheduled hearing.

3) DISCIPLINARY HEARINGS

1. The D&P chairperson will notify the accused player and/or her team captain within 96 hours of receipt of the referee's report. Such notice will specify where and when the D & P hearing will be held. The D&P chairperson will set a hearing date within 10 days unless an extension is requested by the accused player.

- i) Any ejected player, coach, manager, and/or club official is automatically suspended from all sanctioned play until he/she receives a ruling from the D&P Committee. An automatic two game suspension is required; however, the D&P Committee may deem further disciplinary action necessary.
 - A. Upon notification that a player was ejected, the Vice-President will notify the opposing team's captain for the next scheduled game of the ejection and suspension to ensure that that the captain is aware of the player's ejection.
 - B. If a player receives a third caution (yellow card) during one playing season, she is automatically suspended until she appears before the D&P Committee. The player and/or team manager should contact the D&P Chairperson with 24 hours of the last incident to schedule a hearing.
 - ii) The accused player must attend the hearing in person, or the player is suspended until the end of the current playing season. If unable to appear, the player must advise the Chairperson.
 - iii) Written and signed responses to written questions will be provided promptly, if requested, by the Chairperson. The D&P Committee is empowered to suspend a member from all activities of this organization until this obligation is fulfilled, subject to review by the Executive Board. In the event of a season or permanent suspension a copy of the hearing results will be sent to the GASA Vice President and GAWSA Executive board.
2. Procedures for conducting a D&P Disciplinary Hearing shall include:
- i) Proof of notice to the accused member by the D&P Committee of hearing location, date and time;
 - ii) Introduction of the D&P Committee; iii) Verbal confirmation on the record by the accused member that the committee is comprised of non-biased members;
 - iii) Recitation, absent waiver, of the accused member's rights, specifically:
 - (a) Right to appeal the committee's decision;
 - (b) Right to present witnesses and other evidence in his or her defense;
 - (c) Reading of the Referee Report - the report will be read aloud in the presence of the accused member;
 - (d) Accused member's opportunity to respond and provide explanation or to present other mitigating evidence;
 - iv) The member accused of the infraction shall be provided the opportunity to present witnesses; vi) Questions by the D&P Committee.
 - v) D&P Committee deliberation - the D&P committee will stand in recess but has 48 hours to seek additional information not available at the hearing.
 - A. Determination of the D&P Committee will be sent by electronic mail and/or regular mail to the accused within 96 hours of the D & P Committee's recess;
 - B. Copies of the D & P Committee determination will be sent by electronic and/or U.S. Mail to the following:
 - (1) The accused member's team captain or council designee;
 - (2) The opposing team's team captain or council designee;
 - (3) The league registrar;
 - (4) The GAWSA Executive Board.

4) PROTEST PROCEDURES:

- 1. A protest of a team, club, and/or player regarding any incident and/or issue arising during a league scheduled game shall be submitted in writing to the League President within 7 days of the events giving rise such grievance.

- i. The protesting party shall also send a copy of the protest to the other party or parties involved, failure to do so will result in the protest being denied.
 - ii. Protest may be served by electronic mail or U.S. mail; however, no protest will be accepted unless the protesting party submits the required \$50.00 protest fee within the 7-day period.
 - A. The Protest Committee shall accept a protest only if the protest and the fee are postmarked within 7 days after the event giving rise to the grievance.
 - iii. Upon receipt of a timely filed protest, the D&P Committee shall then hear such protest within 10 days.
2. The selection of the protest committee Chair and its members shall be the same as the procedure for selecting a disciplinary committee as set forth above at Section 2, Article I, Section 2.e.1, above.
- i) The procedure for conducting a protest Hearings shall include:
 - A. Introduction of the D&P Committee;
 - B. Verbal confirmation on the record by the protesting party that the committee is comprised of non-biased members;
 - C. Recitation, absent waiver, of the protesting party's rights, specifically:
 - (i) Right to appeal Committee's decision;
 - (ii) Right to present witnesses and other evidence;
 - D. The protesting party and the party against whom the protest is lodged shall have the right to respond and provide explanation or other mitigating evidence;
 - E. Questions by the D&P Committee
 - ii) The D&P Committee, upon conclusion of the protest committee hearing, shall notify all parties involved of the committee's decision in writing within 96 hours.
 - iii) The protest fee shall be returned if the protest is upheld.

5) ETHICS & GRIEVANCE COMMITTEE

- i) The Vice-President of the divisions other than the division in which the alleged misconduct occurred shall chair all E&G Committees unless she must excuse herself for bias.
- ii) A complaint of an officer, Team Manager, Team Coach, team, club, and/or player shall be submitted in writing in duplicate to the League President within seven (7) days of the conduct giving rise to such grievance.
 - (1) The protesting party shall also send a copy of the protest to the other party or parties involved, failure to do so shall result in dismissal of the complaint.
 - (2) Ethics and Grievance complaints may be served by electronic mail or U.S. mail; however, no complaint will be accepted unless the protesting party submits the required \$50.00 fee within the 7-day period.
- iii) The selection of the Grievance and Ethics committee Chair and its members shall be the same as the procedure for selecting a disciplinary committee as set forth above.
- iv) The procedure for conducting a Grievance and Ethics Committee hearing shall include:
 - (1) Introduction of the Committee;
 - (2) Verbal confirmation on the record by the aggrieved party that the committee is comprised of non-biased members;
 - (3) Recitation, absent waiver, of the aggrieved party's rights, specifically:
 - (i) Right to appeal Committee's decision;
 - (ii) Right to present witnesses and other evidence;
 - (4) The aggrieved party and the party against whom the grievance is lodged shall have the right to respond and provide explanation or other mitigating evidence;
 - (5) Questions by the Committee
- v) The Grievance and Ethics Committee, upon conclusion of the committee hearing, shall notify all parties involved of the committee's decision in writing within 96 hours.

- vi) The Grievance and Ethics Committee shall notify all parties and the Board in writing of its decision.
- vii) The grievance and ethics fee shall be returned if the protest is upheld.

6) APPEALS

- i) No dispute, claim, protest or appeal shall be presented to or defended in this organization except by a bona fide member of the team or club concerned.
- ii) The procedure for filing an appeal of any D&P or E & G committee ruling shall be as follows and will be set forth in writing and included with the notice of determination/adjudication.
 - (1) All appeals filed regarding the decision of the D& P and/or E & G committee, must be in writing, and served upon the Chairperson of the Committee within 7 days of a determination;
 - (2) The Chairperson of the arbitration Committee must draft a written recommendation to be approved by a majority vote of the Committee;
 - (3) The approved recommendation and a copy of the Appeal must be submitted to the Board of Directors within 7 days of receipt of the Appeal;
 - (4) The Board of Directors must issue a decision on the Appeal within 7 days of receipt of the Chairperson's recommendation, said decision to be in writing, and served upon the accused and/or the grieving party;
 - (5) In the event that the Board of Directors sustains the Committee's recommendation and denies the appeal, the appeal shall be referred to the Adjudication Appeals subcommittee.
 - (a) The appeal committee must be comprised of no less than three members of the Association, and cannot have any members of the Committee that heard the initial charges;
 - (b) The Chairperson of the adjudication committee that heard the underlying claim giving rise to the appeal shall be excluded from participating in any Appeal determination;
 - (i) No Appeals committee member shall participate in consideration of an appeal in which they have a vested interest, or have potential bias, or when the accused or the grievant is from the same team;
 - (c) The Appeals' subcommittee must issue a written decision within 14 days of the referral.
Service of all documents referenced herein may be by electronic means.
- iii) Decisions of the GAWSA Appeals Committee can be appealed to the GASA, then to USASA, and then to the USSF National Appeals Committee by payment of the appropriate fee and in accordance with the regulations of these bodies.