



# **POLICY MANUAL**

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## ARTICLE I MEMBERSHIP

### Section 1 New Provisional Membership Application Windows

Applications received from leagues for new membership will be considered by NCASA during specific windows of time during the year. Leagues interested in FIFA year membership status, starting in the Fall and concluding at the end of Summer, must have their applications received by NCASA October 15 to be considered for membership by NCASA for the current FIFA year. Leagues interested in Calendar year membership status, starting in January and concluding in December, must have their application received by April 15 to be considered for membership by NCASA for the current Calendar year.

Leagues interested in applying for new membership may do so at any time of the year

### Section 2 Determination Process

NCASA will, in accordance with its constitution and bylaws, make determinations on new membership within 31 days of the completed application received at the NCASA office.

NCASA will complete the following steps in order before making a determination on application:

- A. Application will be deemed complete in accordance with the NCASA constitution, by-laws and policies; otherwise NCASA will notify the applicant of missing requirements to the application to be deemed complete and ready for determination process.
- B. At least two (2) officers of applicant leagues must attend an NCASA Executive Committee meeting anytime prior to the Executive Committee consideration and vote of the application.
- C. Concurrent notices of a new applicant will be sent to the following entities allowing for 8 business days to respond with comments and/or concerns:
  1. All member leagues within a 50 miles radius
  2. The designated local certified assignor
  3. Each of the field/facility locations managers. Background information on USASA's insurance program and NCASA's membership requirements will also be sent.
- D. In the event any concerns or comments are received by NCASA from these entities, NCASA may decide to suspend the determination process and have the applicant respond to such accordingly to the satisfaction of NCASA before the determination process reactivated.
- E. In accordance with the NCASA constitution, by-laws and policies, NCASA will make a determination on the application for membership.

### Section 3 Application

The following must be in order and included in/with the application to be considered complete and ready for the determination process:

- A. Official league name on application
- B. Colors (if any) on application
- C. A list of officers with addresses, telephone numbers and email addresses (when available), including president, registrar to be certified by NCASA, and discipline and appeal chairperson.
- D. Every league shall have a United States Soccer Federation ("USSF") certified referee assignor ("certified assignor") who is properly and currently registered

through the North Carolina Soccer Referees Association (“NCSRA”) responsible for assigning the officials to its matches. If the league does not have one listed with complete contact information, NCSRA will assign one to the league upon approval of the application.

- E. Signature of league president/administrator confirming an understanding of the application requirements and determination process.
- F. A copy of both the Ruling Charter and the By-Laws of the league organization. These must specify a covered territory and a league purpose.
- G. Annual playing calendar with seasonal start date(s) and end date(s) and monthly or periodic organizational meeting dates.
- H. Application Fee as set by NCASA
- I. Completed liability insurance request forms for each field location to be used by the league, including address of the field(s)/facility, directions and complete contact information for field/facility managers.
- J. Confirmation of intent to play from teams with team contact person and corresponding contact information.
- K. All other requirements that are otherwise described and detailed in the NCASA constitution, by-laws and policies.

#### Section 4 Rights of Full Membership

League members in good standing with NCASA in accordance with the NCASA constitution, by-laws and policies will enjoy all benefits afforded by NCASA, USASA, and USSF to its members, in accordance with the constitution, by-laws and policies of NCASA, USASA, and USSF.

The benefits of NCASA to its league members included but not limited to:

- A. USASA’s insurance program for leagues and players
- B. NCASA, USASA and USSF competitions and tournament in accordance with the rules of participation for each.
- C. NCASA, USASA and USSF player development programs in accordance with the rules of participation for each.
- D. Access USSF certified assignors and match officials through NCSRA.
- E. Access to Referee Training, Certification, and Development through NCSRA
- F. NCASA, USASA and USSF coaching education programs in accordance with the rules of participation for each.
- G. Annual NCASA Awards
- H. Eligible to become officers of NCASA, USASA and USSF
- I. Access to staffed State Office/ Single point of Information
- J. League Administration Support and Consultation
- K. Annual Meeting and Workshops
- L. Interactive website
- M. Travel Clearances for out of state tournaments
- N. Player and team registration and validation
- O. Official team rosters and individualized player identification passes

#### Section 5 Responsibilities of Membership

- A. Member leagues are to renew their membership affiliation with NCASA annually based on their original membership year using the process of Application as described in Section 3 of NCASA policies for Membership. Application for renewed membership must be received and deemed complete before NCASA will afford a league its Rights of Membership as described in Section 4 of NCASA policies for Membership.
- B. Member leagues wishing to change their membership year to or from FIFA or Calendar to the other must request so in writing to NCASA, along with

submitting a new and updated Application as described in Section 3 of NCASA policies for Membership, and allow for the Determination Process as detailed in Section 2 of NCASA policies for Membership.

- C. Member *leagues with FIFA year status*:
  - 1. Must renew their membership by August 15 of each year;
  - 2. Will be assessed a late charge of \$50 if they renew after August 15 but before September 1;
  - 3. Will be assessed an additional late charge of \$50 (total \$100) if they renew after September 1.
- D. Member leagues with Calendar year status
  - 1. Must renew their membership by February 15 of each year;
  - 2. Will be assessed a late charge of \$50 if they renew after February 15 but before March 1;
  - 3. Will be assessed an additional late charge of \$50 (total \$100) if they renew after March 1.
- E. Upon expiration of membership, all Rights of Membership as described in Section 4 of NCASA policies for Membership can be invalidated by NCASA.
- F. A training and informational meeting of the presidents of all leagues affiliated with the North Carolina Adult Soccer Association will be held annually in conjunction with the Annual Council Meeting. Attendance at that meeting by every league president, or by a league officer selected by the league president if the president is not able to attend, is expected.
- G. Member leagues are required to maintain match schedules for one year and make them available to NCASA when requested.
- H. Leagues that fail to comply with NCASA requirements are subject to having their membership reconsidered by the NCASA Executive Committee.

## Section 6

### Presidents' Training

A training and informational meeting of the presidents of all leagues affiliated with the North Carolina Adult Soccer Association will be held annually in conjunction with the Annual Council Meeting. Attendance at that meeting by every league president, or by a league officer selected by the league president if the president is not able to attend, is mandatory.

## ARTICLE II REGISTRATION

In accordance with the NCASA Constitution and Bylaws, all aspects of registration addressed in this article must be handled by and through a designated registrar of an NCASA affiliated leagued.

## Section 1

### Player Registration

- A. The league will conduct its player registration process by collecting the appropriate required registration information and the NCASA registration fee from each player.
- B. All players wishing to partake in an NCASA affiliated league MUST provide the following registration components to the league prior to their first match: Full Legal Name, Date of Birth, Gender, Complete Address, Team Name, and Birth Nation with their signature affirming the required NCASA disclaimer and the registration fee. Any player missing the requirements will not be registered until all necessary registration components are complete.
- C. Optional player information includes Telephone number, Email address and Professional or Amateur Status.
- D. The league registrar MUST verify that all registrations are complete with ALL required registration components listed above. Incomplete registrations are returned to the league administrator and credited toward the league's balance until the form is returned complete WITH NCASA proof of credit.

Section 2 Team Registration

To be completed by a team manager, coach or captain. This is required for all teams to verify captains, playing level and track the player count for that team. The league registrar MUST verify that all team registrations are complete.

Section 3 Transfer Players

All players that transfer midseason or midyear from one team to another must provide the name of the old team, name of the accepting team, proof of approval by the league, and the NCASA transfer fee. In transferring teams, the player is no longer registered to their old team.

Section 4 Multiple Roster Players

Multiple registered players need to complete a Player Registration (shown in section 1) for each team they are playing on and pay the NCASA multiple registration fee, instead of the NCASA registration fee.

Section 5 NCASA Process

The NCASA office will process the league's registrations within 10 business days. Registrations are processed in the order they are received. NCASA mails the validated player passes and official rosters to the league registrar by regular mail unless otherwise noted on payment form with added fee for rush shipment. In the event of an error or missing pass, card or sticker, the State Office should be notified immediately with player and team information for assistance.

Section 6 Player Registration Windows

Member leagues shall have the option of annual or semi-annual player registration. The semi-annual player registration window shall be valid for a period of not less than six months and not more than twelve months. Players registered during each semi-annual period shall have their registration expire on the last day of the semi-annual year immediately preceding the one-year anniversary of their registration date. Calendar semi-annual player pass expiration dates are February 15 and August 15.

Section 7 Electronic Registration

- A. Each league has the option to register their players electronically. The league registrar may enter player data into the excel spreadsheet supplied to each league, all other formats will be denied.
- B. Orders received at NCASA will contain a minimum of 5 players, all orders smaller than 5 players must be submitted by paper registration.
- C. Only one (1) electronic order will be processed before payment is received. Any order sent to NCASA with out full payment will not be processed. Once NCASA accepts an electronic order the league will have 3 business days to mail the corresponding check.

Section 8 Eligibility for Play in Match or Scrimmage

- A. To be an eligible registered player of an affiliated member a player must have a complete, valid and unexpired player pass issued and/or approved by NCASA.

- B. For a registered player of an affiliated member to be eligible to participate in a match or scrimmage the player must:
  - 1. Be officially rostered to the team set to compete in the match or scrimmage, as issued and/or approved by NCASA or a properly NCASA sanctioned tournament event.
  - 2. Provide a complete, valid and unexpired player pass that provides a clear photo of the player and tamper-proof lamination. The player pass must correspond with the player's information on the team's officially issued and/or approved NCASA roster that is set to compete. Should a player be unable to provide a complete, valid and unexpired player pass issued and/or approved by NCASA that corresponds with the player's information on the team's officially issued and/or approved NCASA roster, then the match official may allow the player to provide evidence of identity through a valid and unexpired government-issued photo identification as a temporary solution.

## ARTICLE III NC STATE CUP

### Section 1 Roster Requirements

The following are roster requirements for team and players applying to enter NCASA State Cup.

- A. Requirement that apply for all division of play
  - 1. Teams and players must be registered and in good standing with the NCASA.
  - 2. All players must possess their current NCASA player passes for the duration of the tournament to participate.
  - 3. To register or to add new players to new or existing teams, teams must register through a local association. Team rosters will consist of a maximum 20 player, including guest players; with the exception of the Open, Amateur and Over 30 divisions.  
For the Open, Amateur and Over 30 Divisions:  
**Team rosters** will consist of a maximum 22 players, including guest players  
**Game rosters** will consist of a maximum 18 players including guest players.
  - 4. A maximum of 5 guest players are allowed only for the Open, Amateur and Over 30 divisions
  - 5. All guest players and player transfers must be go through a local association.
  - 6. Guest players must be currently registered NCASA players and possess their current player pass. Players with out of state player registration passes are not permitted to play in any division of the NC Adult State Cup.
  - 7. Players may register in two separate divisions
  - 8. The team's NCASA stamped league rosters must be submitted.
- B. Requirement specific to **Men's Amateur** divisions
  - 1. Any men's amateur team participating in the NCASA State Cup must be comprised of the players that are registered to that team during current league play.
  - 2. A minimum of 9 players from the current roster is required.
  - 3. A maximum of 5 guest players in good standings are allowed.
  - 4. Guest players can only come from the same NCASA affiliated league as the team.

5. **Team rosters** will consist of a maximum 22 players, including guest players
  6. **Game rosters** will consist of a maximum 18 players including guest players.
  7. Professional players (domestic, international and foreign born) must demonstrate approved Amateur Reinstatement from US Soccer to participate.
- C. Requirement specific to **Men's Over 30** divisions
1. Any men's over 30 team participating in the NCASA State Cup must be comprised of the players that are registered to that team during current league play.
  2. A minimum of 9 players from the current roster is required.
  3. Guest players maybe registered with any NCASA affiliated league in good standing.
  4. **Team rosters** will consist of a maximum 22 players, including guest players
  5. **Game rosters** will consist of a maximum 18 players including guest players.
  6. All players participating in the Over 30 Division **must be 30** by the end of the calendar year in which the NCASA State Cup is being held.
  7. Professional players (domestic, international and foreign born) must demonstrate approved Amateur Reinstatement from US Soccer to participate.
- D. Requirement specific to **all other** divisions
1. These teams are not bound to a league roster therefore teams are allowed to be created for the purpose of participating in the State Cup.
  2. All players must be register with an NCASA member league and have valid player passes.
  3. Professional players (domestic, international and foreign born) must demonstrate approved Amateur Reinstatement from US Soccer to participate.
  4. Coed teams must have a minimum of 5 female players on the field at all times.
  5. All players participating in the Men's Over 40 Division must be 40 by the end of the calendar year in which the NCASA State Cup is being held.
  6. Men's Over 50 teams are allowed to have three underage players, age 49 years old by the end of the calendar year in which the NCASA State Cup is being held.

## Section 2 Rules and Regulations

- A. Pre-Match Responsibilities
1. Uniforms: All players must wear completely covered, legal shin guards and have cleats that meet FIFA standards. Jewelry is not permitted to be worn on the field of play during match play. All team jerseys must be clearly numbered and matching. The goalkeeper's jersey must be of a different color than either team's jerseys. The HOME team, as listed on the tournament schedule, MUST change to alternative jerseys if there is a color conflict in the opinion of the officials.
  2. Captains Meeting & Team Check-In: Team contact/captain must be present at the captain's meeting for team check-in at the tournament

headquarters. Upon arrival you will provide a mobile phone number where they can be reached throughout the dates of the event. If your team is not going to be at team check-in, you must notify NCASA to arrange a pre-tournament check-in at the NCASA offices or your team will be dropped from the schedule. At team check-in you MUST have a copy of your final roster as approved by NCASA on or before the roster freeze deadline AND all the validated player passes of each of the players listed on your state cup roster, INCLUDING guest players with photos and signatures.

B. Field Check-In

Teams must be on time, at least 15 minutes prior to the scheduled start. 10 minutes past the scheduled start time will constitute a forfeit. (refer to FORFEITS) Seven players will constitute a team and the clock will start accordingly. Captains need to be ready when the referee calls for captains to present the team's certified jersey roster with the correct corresponding jersey numbers to the center referee and meet the opposing captain.

In an orderly fashion, have the individual players turn in their player pass to the center referee for ID, jersey number, and equipment check. Coaches, players, and spectators must remain between the penalty areas and 3 to 5 yards from the touchline. No one shall be behind the goal lines and goals. Each team, all coaches, and all spectators will take a position opposite the field from their opponents. If teams share one side of the field, coaching is restricted to their bench's half of the field.

C. Substitution

Substitutions can be made only on goal kicks, kickoffs, and possession throw-ins. If the team in possession makes a substitution, then the opposing team will be allowed to substitute at the same time. An injured or cautioned player may be substituted at the referee's discretion. Substitutes shall stay off the field until the player being replaced comes off. Substitutions shall occur at the midfield line with the assistant referee. Re-entry by substituted players is permitted.

D. Divisions Groupings

Shall be determined by the tournament committee based on the number of entries received, the geographical distribution of teams, and the timeliness of applications received, as the priorities. Consideration of league schedule, league results, and previous tournament results will be secondary considerations.

E. Match Play Format

Each team will play the other teams in their designated group as scheduled one time. The points for bracket standings are as follows: 3 points for the win, 1 point for a tie, 0 points for the loss.

The tiebreaker will be applied in the following sequence 1, 2, 3, and 4 for ranking.

1. Head to Head. If two or more teams are tied for the same ranking, the tiebreaker will be the result of the game previously played between these two or more teams; the winner will be ranked prior to the other(s).
2. If two or more teams are still tied, the tiebreaker will be the team with greatest goal differential, (with a maximum goal differential per match of 3).
3. If two or more teams are still tied, the tiebreaker will be least goals allowed.
4. Finally if two or more teams are still tied, the tiebreaker will be kicks from the mark (FIFA).

- F. Forfeits  
At the discretion of the Tournament Committee, any team proven to be in violation of NCASA State Cup Policies may be subject to sanctions including but not limited to forfeiture of all games in the State Cup with the result being a 3-0 loss. Player eligibility, Breach of Tournament rules, Failure to appear as scheduled, Team, player or coach misconduct are all subject to the jurisdiction and authority of the Tournament Committee. Forfeits may be applied retroactive or for singular matches. Forfeits are recorded as a 3-0 loss for the violating team.
- G. Referees  
All matches will be officiated by USSF certified referees. The referee must report the score of the match to the headquarters within 15 minutes of the conclusion of each match.
- H. Elimination Matches  
If the two teams are tied at the end of regulation time, two 15 minute overtime periods will be played. If the game is still tied after the overtime periods, the kicks from the mark (FIFA) procedure will be used to determine the winner.
- I. Match Abandonment  
If a match is abandoned after 35 minutes of play "through no fault of either team" the score will stand and the match will be counted. At the Tournament Committee's discretion, if the match is abandoned "through no fault of either team" under 35 minutes, the match may need to be replayed in its entirety subject to schedule availability. Teams that abandon a match at any point will be considered having forfeited the match and may be subject to further penalties, under the Forfeit Policy in addition forfeiture of the team's performance bond.
- J. Player-Send Offs  
Any player sent off from a match will not be replaced. The player cannot be within sight and sound of the field. A player issued a straight Send Off (Red Card) will automatically serve a minimum two game suspension. A player issued two Cautions (Yellow Cards) thus earning a Send Off (Red Card) will be suspended for the next match or next league match. All player passes of sent off players-will be turned into the tournament committee. The passes will be returned to the team's captain after the suspensions have been served. The tournament committee reserves the right to administer additional penalties as warranted
- K. Team Officials  
Coaches and other team officials shall be subject to all rules pertaining to misconduct contained in the Tournament Policies, including verbally cautioned, expulsions and suspensions.
- L. Protests and Appeals  
The North Carolina State Cup will be overseen by a tournament committee consisting of NCASA's State Cup Commissioner, a member of NCASA's Executive Committee or its designee and a member of the hosting organization. All tournament committee decisions are final.
- M. Inclement Weather  
Regardless of the weather conditions, teams must appear on the field ready to play as scheduled. Failure to appear will result in forfeiture of the match. Only the Tournament Committee in conjunction with the Match Officials may cancel

or postpone a match. In case of severe weather before play, the Tournament Committee may reduce the length of the match by up to 50%. Should a match be terminated after 35 minutes due to weather, the match will be considered official and the score will stand. Referees should not begin or continue a match when lightning is seen in the area. In case the entire tournament is postponed, a rain date has been set. Teams are expected to participate. For more weather information call the provided Weather Hotline.

N. Bond & National Fees

All performance bonds will be refunded in full by mail within 30 days after the tournament, barring any violation of State Cup rules and requirements. Teams under tournament committee or discipline and appeal consideration will have their performance bonds held indefinitely, until all associated matters are resolved by the appropriate NCASA governing committee. Withdrawal from the tournament after the application cutoff date, will result in forfeiture of the team's entry fee AND performance bond. Teams interested in competing in the National Cup, the Coed National Championship or the Veteran's Cup will have to pay the appropriate fees and bonds for those events. In an effort to keep the NC Adult State Cup fee as low as possible, NCASA no longer pays the entry fee of these tournaments for adult state cup division winners.

O. Disclaimer

NCASA reserves the right to adjust the competition format depending on the number of team entries in a given division. NCASA may even close a division due to lack of team registration. In which case, the teams entered will receive the full refund of their registration and performance bond. NCASA will not be responsible for any expenses incurred by any person, team, league, or any other association as a result of participating in the State Cup. By participating in the North Carolina Adult State Cup the team is acknowledging that team officials have read and understood the rules and that the team will abide by all the rules of the NC Adult State Cup. **THE NC ADULT STATE CUP'S INTENTION IS TO DETERMINE A STATE CHAMPION FOR EACH DIVISION FROM THE VARIOUS LEAGUE SYSTEMS ACROSS NORTH CAROLINA. PLEASE REMEMBER THAT NC ADULT STATE CUP IS DEDICATED TO THE PROMOTION OF THE GOOD OF THE GAME AND GOOD SPORTSMANSHIP. THE TOURNAMENT COMMITTEE MAY SUSPEND WITHOUT RECOURSE TO APPEAL, PLAYERS TEAMS, AND/OR COACHES WHO DEMONSTRATE POOR SPORTSMANSHIP.**

Section 3

The last two weekend of October will be considered the target play dates for the Amateur divisions of the North Carolina Adult State Cup subject to approval by the Executive Committee.