SOUTHWEST DISTRICT

CONNECTICUT JUNIOR SOCCER ASSOCIATION

POLICIES AND GUIDELINES

(updated and approved 04/09)

The following policies and guidelines have been adopted by the District Governing Board of the Southwest District and are currently in force. These policies supplement CJSA policies and where there are conflicts, CJSA bylaws, policies, guidelines and rules shall take precedence.

Lack of Knowledge of these rules will not relieve any coach, team official, parent, player, and league or club volunteers from the responsibilities and possible penalties herein. All clubs, team officials, parents, players, coaches, league and club volunteers are bound by their participation in the Southwest and CJSA and agree to abide by the rules set forth.

Outline of contents:

I. Registration

A. Fees

B. Birth certificate – record retention

II. Rosters/League entry forms

A. League entry forms

B. Certification of rosters

1. Late rosters

2. Expediting process

C. Restriction on age-appropriate players

D. Residency restriction

E. Restriction on double-rostered players

F. Limitations for U9 & U10 leagues

G. Out-of –district rosters

H. District Rosters Frozen

III. Player/coach eligibility and passes

A. Only players on roster may compete

B. One pass per club

C. Player/coach suspension and discipline

IV. Discipline Policy & V. Leagues

A. League commissioner

1. Role

2. Conflict of Interest

3. Continuity in Commissioners

B. Structure – divisions

1. Division Sizes

2. Placement in divisions

3. Promotion and relegation

C. Points and standings

1. Scoring Penalty for excessive scoring

2. Standings/Playoffs Tie-breaker rule

D. Scheduling

1. Precedence of Cup matches or Tournaments

2. Scheduling if lack of agreement on day and time

3. Make up Games

VI. Competition procedures

A. Game Duration

B. Field Size

C. Substitutions

D. Rosters and Passes

E. Game Times and Grace Period for Players and Referees

F. Interrupted Games

G. Jersey Color

H. Home Team Requirements/Score Reporting

I. Out of District Teams/Clubs Playing in the SWD

I. REGISTRATION

A. Fees for a seasonal year (September 1st through August 31st) currently are: $7.00 for recreational players, $20.00 for classic travel players, $25.00 for premier players and $2.00 for all adults.

Amounts due the district are based upon registrations input into the CJSA database. The district has the right to deny participation to any player or adult not entered into the CJSA database.

B. Club registrars are responsible for inspecting the original documentation for a classic travel or premier player's proof of age, and maintaining a copy on file for any needed inspection by district, state or national authority.

II. ROSTERS AND LEAGUE ENTRY FORMS

A. League entry forms must be completed by responsible club officials. These forms indicate which teams the club is intending to enter into classic travel competition. The forms are due 5 weeks prior to the season's first date of play (the "deadline"). Entries received after the deadline are assessed $100 per team if accepted into the league, but are not guaranteed placement in the league. Entries received within 3 weeks of the season's first date of play are subject to an additional $100 assessment ($200 in total) if accepted into the league.

If a team has entered a league and subsequently withdraws, the club will be assessed $200.

B. Rosters must be properly certified by the district registrar. Use of an uncertified roster may result in forfeiture of a match.

1. The district will publish a deadline each season for the submission of rosters. New rosters received after the deadline are subject to a $50 late fee. ***New team rosters will not be certified after the Wednesday following the first weekend of play. A roster must***

have a minimum of seven (7) players to be certified.

2. A club may request that a roster be certified within 48 hours, which will automatically be assessed a $50 fee if processed within that time frame.

C. Teams participating in district classic travel league play (including U9 and U10) shall be comprised of at least 50% age-appropriate players, unless there is no team within the club playing in the age bracket immediately younger.

D. Teams participating in district classic travel league play (including U9 and U10) are subject to the residency restriction as specified by Connecticut Cup rules (Rule #501-4).

E. Teams participating in district classic travel league play (including U9 and U10) shall have no more than 40% of its players rostered with other classic travel teams. Additionally, if a club has more than 2 teams in an age group, players can only be double rostered to the next closest team in terms of division placement, i.e. a club with an A, B and C division team can only double roster players between A and B or B and C but not A and C.

F. The district restricts U9 and U10 rosters to a maximum of 19 players (current CJSA rules allow up to 25 players on U11 and older rosters).

G. Teams from outside the district may request to participate in the Southwest district leagues. If permission is granted by the district vice president, the teams must furnish rosters to the district officials and comply with rules set forth for teams playing within the district. Teams will be assessed $200 for U11 and older; $150 for U9 and U10 (there is no per-player registration fee).

H. District rosters will freeze 2 weeks before the last day of the regular season with the date to be determined and communicated by the SWD Board.

III. PLAYER/COACH ELIGIBILITY AND PASSES

A. For league competitions, only players who appear on the team roster may participate in a match. Guest players are not allowed. For friendly matches (non-league) and for U9 and U10, guest players holding a valid CJSA pass for the current season may participate with the consent of the opposing coach. **A maximum of four (4)** team officials who **are registered with CJSA** for the current season may be present on the sideline. If he or she does not appear on the roster, the name must be printed legibly on the roster retained by the referee.

B. Coaches and players who are rostered to more than one team will receive only one pass for the teams within a club. If they are on more than one club's rosters, they may be issued a pass for each club where they appear on a roster.

C. Any violation of the eligibility rules will result in the forfeiture of the match. Team**/Club** officials will be subject to further sanctions.

If a player or coach participates in a league match while ineligible due to previous disciplinary action or send-off, he or she will receive an immediate additional suspension of two matches and will be subject to further sanctions.

IV. DISCIPLINE POLICY

The SWD will not tolerate any unruly behavior by its players, coaches, managers and spectators at matches. By attending a SWD competition, practice or other sponsored activity, all persons submit to proper behavior in accordance with all the provisions of the discipline policy contained herein.

The responsibility for enforcing proper conduct at SWD events rests with the host team officials (manager, coach and/or club officials). All participants and spectators agree to cooperate with team officials and will depart the playing environment when instructed by the team officials. Host team officials agree to be held accountable for improper behavior of all participants and spectators, including maintaining a safe environment for players and referees.

The following specific guidelines must be observed at every competition:

1. With the exception of team captains, no player, team official or other participant or spectator is permitted to address the referee without the referee's explicit consent.
2. Participants and spectators are not permitted to use abusive language or confront referees, coaches, managers or players of either team. Verbal or physical abuse of any participant or spectator is prohibited.
3. Coaching by spectators is prohibited. Spectators must not instruct players on the field during the match.
4. No one may enter the field of play without the permission of the referee. In the event of injury, the referee will signal to the coach or other team official to enter the field of play after play has been stopped. Spectators are never to enter the field of play unless the referee deems it appropriate in the circumstances.
5. Aggressive, threatening actions, whether verbal or physical, are grounds for removal from the playing environment.
6. All participants and spectators must stay at least 5 feet behind the touch line. Participants and spectators are not allowed behind either goal line. Only team officials are permitted to be with players on the sideline; spectators must remain on the opposite sideline.

Complaints may be submitted to the league commissioners.

The referee has authority over the field of play and its environment from the time of his or her arrival until departure. No team official, club representative, participant or spectator may interfere with the referee's authority. The referee has the authority to suspend, terminate or abandon a match and may eject a team official or compel a team official to remove any and all spectators. Law enforcement personnel and emergency responders are permitted on the field as necessary.

All participants and spectators submit to the authority of the SWD and its disciplinary committee. Any finding and sanctions issued by the discipline committee will be binding upon the club and individuals involved. Any individual who breeches a sanction imposed by district officials, risks additional sanctions (including expulsion) and possible further sanctions against the club and all of its teams. The club has the responsibility to uphold district sanctions and aid in their enforcement.

Spectator Behavior – Sanctions for spectator misbehavior and/or referee abuse:

If a spectator is ejected for misbehavior or referee abuse, s/he at a minimum will not be allowed to attend the next two games of similar competition. If there is a second ejection of a spectator from the same team, that team may lose all remaining home games and may have to pay referees. A second ejection may also result in forfeiture of league games. The Manager, Coach and/or club is

responsible for making spectators aware of this policy and ensuring its enforcement.

Violation of the rules and the terms of suspensions and sanctions imposed by CJSA or the district may be posted on the district web site.

V. LEAGUES

A. League Commissioner

1. Roles: League commissioners serve as administrators on behalf of the district officers. Their specific responsibilities include but are not limited to:

- Accumulate information on teams
- Create divisions and a schedule of play
- Monitor the posting of scores and adherence to district policies.
- Adjudicate any disputes or issues between opponents,
- Maintain standings and determine champions. In age groups where playoffs are held in the fall, commissioners are responsible for overseeing the playoffs in conjunction with the District
- Resolve issues over unplayed matches; declare forfeits
- Assist in reporting and enforcing disciplinary matters
- Be the District contact for managers and club officials

2. Conflict of Interest: Should a dispute exist between teams which involves the club or team with which the league commissioner is affiliated, the appropriate boys or girls Director at Large would be charged with reaching a resolution. Should the Director at Large also be affiliated with one of the clubs then the District VP would resolve the matter.

3. Continuity in Commissioners: Commissioners are encouraged to move up with the age group with whom they start. When a commissioner decides to step down from a group, they should try to recruit a replacement from the pool of managers with whom they have been working, as well as alert the boys or girls District at Large Commissioners, who might also be able to aid in the process of finding a replacement.

B. Structure – Divisions

1. Division Sizes

Desired Size : Divisions with 8 to 9 teams allow for either playing all teams once and 1 team twice (8 teams) or every team once (9 teams) in an 8 week regular season.
Minimum Desired Size: In the ideal world, divisions would have a minimum of 6 teams to allow each team to play all opponents twice. However, if less than 6 teams have declared themselves in the same category (i.e., ranked, high balanced, low balanced) the league commissioner should make a recommendation on league divisions to the appropriate girls or boys “Director at Large” who will have the final say on league divisions.
Maximum Desired Division Size: Divisions of 10 or above don’t allow all teams to play each other. While it’s possible to have a division of 10 or 11, divisions of 12 or above are discouraged. At this number it’s probably better to form 2 divisions of 6+ teams.

2. **Placement in Divisions**

U9/U10:

No standings are kept and no playoffs are held in the fall or spring. In the fall season teams submit the district questionnaire and self declare as either “competitive”, “high balanced” or “low balanced”.

Questionnaires

The League Commissioners will use the input from the questionnaire, and other factors, in addition to knowledge of the club within the district (your own experience, experience of Directors at Large and other District board members) to try to best place teams in the fall season. Use the results from the fall to make adjustments for the spring. Questionnaires need to be filled out by Club’s Coaching Director, President, Travel Director or whichever person has knowledge of, or responsibility for, team formation as often managers or team coaches are unaware of this information. Realize that these divisions are recommended by Clubs not requirements.

U11 and older divisions

Will be designated A, B, C and D as necessary to indicate the relative ranking of the division (A being most competitive). League commissioners place teams in divisions based upon historical performance, information provided by the club and information provided by the team officials. Commissioner should try to avoid moving a team too far from the recommended division (i.e., a C team to an A division). If not placing a team in the recommended division, have a conversation with the Club representative that submitted, or was responsible for, the club entry form before finalizing divisions.

3. **Relegation and Promotion**

Commissioner should do his/her best to ensure that the top 1-2 teams move up and the bottom 1-2 teams move down. It is possible for more teams to be relegated or promoted. Also, it is possible that no teams are moved. However, if a team that should be promoted or relegated specifically requests a review, dialogue with the club on the reasons for the request. Often team composition changes between fall and spring (due to other sports) or spring to fall (due to premier fall off) that would not warrant the move. Commissioners should also dialogue with the District Directors at Large Commissioners to insure a club doesn’t repeatedly make this request and then prove to have a stronger than suggested team.

Promotion and relegation is based on the seasonal rankings prior to the playoffs.

C. Points and Standings (not applicable to U9 & U10):

1. Scoring

a) 3 points for a win; 1 point for a tie; 0 for a loss.

b) Forfeits are scored 3-0

c) Goal differential penalty – loss of 1 point for goal differential greater than 6; for standings, maximum goal differential is 6. Repetitious over-scoring or egregious high scores (more than 10 goals higher than the opponent) may result in loss of home field assignment

2. Standings and Playoffs

a) Determined by points in Fall & Spring

b) For U11+ Playoffs in fall. Top 4 teams from each division U11 and older. 1 plays 4, 2 plays 3 on Saturday. Winners play in final on Sunday. Teams across district volunteer to host various age groups. Trophies will be awarded to the finalists in the fall playoffs: Champion and Runner-up. Trophies will be awarded to each division first place and second place team in the spring.

c) Tiebreaker hierarchy when equal number of games are played – most wins, head to head results, least goals allowed, most goals scored. When unequal number of games played, league commissioners should contact the District Webmaster, who can modify site setting to account for uneven number of games played. In the event that teams have played a different number of matches which count toward division standings, then the teams' win percentages will be compared. If tied, the above tie-breaker rules become effective.

D. Scheduling

Distribute the entire season's schedule as early as practical but no later than the first week of play to allow the most flexibility in scheduling for managers.

Scheduling games –

Every effort should be made to play all scheduled matches in a season, even if rescheduling is necessary. **Commissioners** will make determinations of forfeitures in the event matches are not played. Commissioner's declaration of forfeits may occur when managers do not make good faith efforts to ensure games are played nor show reasonable flexibility to accommodate circumstances beyond the control of both teams.

1. Precedence of Cup matches or Tournaments

State competitions for District teams (such as cup games) have a higher priority than classic travel; a team playing a make-up or postponed district state match cannot be penalized for missing a district match. District matches take precedence over tournaments. However, cooperation and reasonable flexibility should be afforded a team attending a tournament. District teams that double roster players to premier teams should be aware that premier conflicts do not take priority over district matches, nor can teams use the unavailability of their coach, as an excuse for not playing District matches if the District matches fall within the prescribed time frames.

2. If Teams can't agree on Game Time

Matches should be played on the scheduled dates (Sundays) between noon and 90 minutes before dark ("prime time") wherever possible. However, games may be played outside of prime time if both teams agree to the day and time. If teams do not agree on a mutually satisfactory game time, then the following protocol should be followed:

- Team managers should keep copies of correspondence with other managers. Any manager having difficulties rescheduling cancelled matches can elevate the issue to their League Commissioner. All managers are asked to work within the spirit of getting a full slate of games played to the extent possible.

- The home team needs to inform the opponent of the start time at least 4 days (i.e. Wednesday prior to Sunday game) prior to the scheduled kick off
  If the start time falls within prime time, the opponent must agree or face default which is determined at the discretion of the League Commissioner.. Opponent may also lose 2 points in addition to the forfeit at the discretion of the League Commissioner.
- Should either team default within the 72 hours prior to scheduled kick off after previously agreeing to a time, the defaulting team may lose 2 points, may be charged with the forfeit and may be required to pay for the referees (even if they were the away team).
- If a game is played at the original "away" team's field, it is expected that the original "home" team will pay for the referees – check with the manager to find out that town's rates as they differ

3.Make up games

For scheduling make up games please follow section D above. Flexibility is expected given the difficulty in scheduling. In the event the two teams can't agree on a game time please follow section D.2 above.

Teams must attempt to make up games by the last day of the season and league commissioners may assess penalties (forfeits and loss of points) for one or both teams for failing to comply

If an opponent travels to a home team's location and the match is cancelled or terminated, the opponent has the right to compel the home team to travel to the opponent's location for a make-up game.

VI. COMPETITION PROCEDURES – GAME DAY INFORMATION

A. Game Duration: The length of the League Game will be as follows:

Age	Game Length	Ball Size
U19-U17	Two 45 minute halves	**5**
U16-U13	Two 40 minute halves	**5**
U12-U11	Two 40 minute halves	**4**
U10 – U9	Two 35 minute halves	**4**

If both teams coaches agree, the halves can be shortened but must remain equal in length.

B. Field Size.

The **minimum field size** is one hundred (100) yards long and fifty (50) yards wide for full sided games; the recommended **minimum field** width is 50 to 60 yards and minimum length is 75 to 85 yards for small sided games. The minimum goal size is 6 x 12-18 for small sided matches.

Rule alterations for U9 – U11:

On field 8 v 8 (including goal keeper)

Field size: Width 45 – 55 yards; Length 60 – 80 yards

Field markings: Center circle – 8 yard radius; penalty mark at 10 yards from goal line; penalty area 14 yards from goal line and 14 yards from inside each goal post

Distance: Opposition must be at least 8 yards on kick-off, corner kick, penalty kick and free kick

C. Substitutions

Either team may substitute at any stoppage of play with the notification and approval of the referee.

D. Rosters and Passes

For all Classic League games, teams are required to provide a certified roster for the referee and opposing coach.

A player pass is mandatory for all players in the Classic Leagues.

The penalty for a coach who knowingly plays an ineligible player is automatic suspension for the rest of the seasonal year and referral to the Disciplinary Committee for possible further sanctions.

No Pass Present at Game: In the event that a player or team official does not have a pass and is on the certified roster, he/she may sign in on the certified roster next to his/her entry.

No Roster Present at Game: If a team has passes but no roster at a game, the players and team officials must create a roster with names, player birth dates and signatures next to each respective entry. By signing the roster, team officials are declaring that all players and team officials are eligible, in good standing and are not suspended from play for any reason, and that the information provided is a true reflection of the missing roster. A copy of the certified roster must be received at the district office (or received by the district registrar or vice president) within 5 days of the match. Failure to provide the team's roster within five days will result in the automatic suspension of the coach (and possibly other team officials) for two league matches.

If a team has neither passes nor a roster at a Game: The team must follow the procedure above for both missing passes and missing roster.

Name not on Roster: If a player has a player pass and is not on the certified roster, he may **NOT** participate in the match. Players must be on the certified roster to participate for that match for all Classic League games. Guest players are not allowed. EXCEPTION: For friendly matches (non-league) and for U9 and U10, guest players holding a valid CJSA pass for the current season may participate with the consent of the opposing coach.

Team Official not on Roster: **A maximum of four (4)** team officials who **are registered with CJSA** for the current season may be present on the sideline. If he or she does not appear on the roster, the name must be printed legibly on the roster retained by the referee.

E. Game times. See Scheduling Section If teams mutually agree games may be scheduled outside of stated hours.
Grace Period for Arrival of Teams: A fifteen (15) minute grace period, beyond the scheduled match time, will be allowed for the arrival of a team. If at least one (1) player – from the team – is at the field within fifteen (15) minutes of the start time, an additional grace period of five (5) minutes will be given for the team to field a minimum of seven (7) players for full sided games and five (5) for small sided games. The referee shall notify the district of either or both team's failure to appear within the grace period(s) and either or both teams will take a forfeit loss and lose 2 points from the standings.

Minimum # of Players: Games may be played with seven (7) players for full sided games and five (5) players for small sided games.

Grace Period for Arrival of Referees: A twenty minute grace period will be allocated for the arrival of a USSF certified center referee for all District League games. If a USSF certified center referee does **NOT** arrive within twenty minutes of the scheduled time of the game then one of the following will occur;

- The match is abandoned and all relevant information forwarded to the League Director. The League Director will notify the Director at Large for the respective league and a decision will be rendered by both.
- The match is played with a non USSF certified referee. BOTH coaches must agree to this prior to the start of the match. The match is binding, however no protests will be entertained. A report is forwarded to the League Director.

F. Interrupted Games.
In the event a game is rescheduled, canceled or abandoned because of inclement weather, the game shall be made up
To count, a game must be two equal halves. If a game must be stopped for weather before two equal halves have been played, it must be rescheduled. In the event that the scheduled away team travels and through no fault of this team, the game is not played or needs to be replayed, then the game will now be played on this team's field. *The original home team is responsible for the referee fees for the canceled or abandoned game. The away team becomes the new home team and will be responsible for referee fees for the replayed match.*

Lightning – Recognizing the threat. Apply the 30-30 rule: When you see lightning, count the time until you hear thunder. If this time is 30 seconds or less, seek proper shelter. If you can't see the lightning, just hearing the thunder is a good back-up rule. Wait 30 minutes or more after hearing the last thunder before leaving shelter. Referees must protect the safety of all participants by stopping game activities quickly, so that participants and spectators may retire to a safer place before the lightning threat becomes significant. Remember, if you can hear the thunder, you are within reach of lightning

G. Jersey Color. Each team should inquire as to jersey color so that any adjustments can be made prior to the match. In case of conflict, HOME team must change.

H. Home Team Requirements

- The home team/club in any District League game or any inter-club match shall;
- Provide a regulation playing field that is adequately marked and safe for play.
- Provide regulation size goals and nets that are properly anchored.
- Take all the necessary steps to insure the safety and security of players and coaches of both teams, spectators, and match officials.

Score Reporting

Scores should be posted by the home team to the website no later than 48 hours after the match, i.e., Tuesday following a Sunday match. If the home team has not posted the results within this time frame the away team may post the result,

I. **Out of district teams/clubs wishing to play in the SWD Leagues**: May do so after getting permission from the SWD Executive Board. Out of district Teams/Clubs must comply with all SWD rules and guidelines. SWD teams/clubs may not be compelled to travel out of district for league games.

VII. Protest Procedures

1) Protests will be submitted in writing to the District Vice President.
2) Protests must be submitted within 48 hours of the conclusion of the match to which it relates. A $50.00 fee must be paid for all protests. If the protest is sustained the fee is returned.
3) The Protest Committee shall act and make a decision on the protest within 72 hours after receipt of the protest.
4) The Protest Committee's decision shall be final and binding on both teams.
5) The Protest Committee's decision will include a determination of the facts, home game award, referee fee payment, and time frame for a replay if necessary.
6) A minimum of three members of the Protest Committee are required to render a decision.
7) The District Vice President shall appoint a Protest Committee each July for the following seasonal year.
8) Protests will not be accepted on matters related to referee judgment calls.

VIII. Referee Procedures

1) Only USSF Certified Referee Assignors may assign referees and/or assistant referees to SWD League Games. The DRA may approve an assignment in an emergency situation.
2) Referees or assistant referees shall not be assigned to a match if they are related to any player, coach, assistant coach, or manager on a team rostered in that match.
3) Relation is defined as; father, mother, brother, sister, and step before any of the afore mentioned members.
4) A three-person diagonal referee system will be used; the two-person/whistle system is not to be used.
5) The home team in all Classic and Recreational Plus matches shall furnish a USSF certified referee and when possible the home team will also furnish two USSF certified assistant referees. In situations where two assistant referees are not available each team will provide a club linesperson. The only function of the club linesperson/s shall be to signal when the ball is out of bounds. If only one assistant referee is available the away team will be

given the choice to supply a club linesperson, if they refuse the home team will supply the club linesperson.

6) Center referees must be at least two years older then the teams playing for U-9 through U14 matches. Center referees for U-15 and up must be at least one year older then the teams playing.

7) Referees will complete a game report for any game they are assigned to and forward that game report to the DRA.

8) All DRA assigned referees and/or assistant referees will be paid before the game and according to the schedule below. The schedule below includes a travel fee.

No Less Then:

U-11 to U-14 $55.00 and $35.00

U-15 to U-19 $60.00 and $40.00