

# CPYSL COACHES GUIDANCE

## Spring 2008

THE DEADLINE FOR THE SCHEDULING OF TBA GAMES AND ALL OTHER LEAGUE SANCTIONED GAME CHANGES IS April 21, 2008!

THE GAME RESCHEDULING SHOULD BE COMPLETED ON THE WEB SITE BY April 21, 2008.

### GENERAL

**FIELDS:** All field maintenance, including grass mowing, field marking, net installation and ground repair, must be completed one hour prior to the first game scheduled at that location. Goals **MUST** be anchored and secured. Fields must be the proper size for the age group playing. And goal size must be in accordance with US Youth recommendations.

**PLAYERS:** All participating players must be warmed up and prepared for equipment check inspection by the referee at least fifteen (15) minutes prior to a scheduled game. The referee may declare the game a forfeit when one of the teams is more than 15 minutes late for the start of the game. When a jersey conflict occurs, the Home Team must resolve the difference by changing jerseys, or by another means suitable to the referee.

**COACHES/TEAM MANAGERS:** The "League Game Report" card must be completed and available for inspection by the referee fifteen (15) minutes prior to the start of game. **Failure to complete the League Report Card will result in a fine.** The referee fees will be paid in CASH to the head referee before the start of the game. The player passes must always be available for inspection before the start of game.

**BALL:** The home team shall provide a game ball suitable to the referee. If a suitable ball is not available from the home team, the visiting team will be asked to provide a game ball.

**TEAM CONTACTS:** In case of inclement weather, it is the responsibility of the Home Team to contact the visiting team. Announcements of League cancellations will be posted on the CPYSL Weather Line (697-1002).

**CONDUCT:** Coaching staffs are responsible for the conduct of their players and fans. **A TEAM, INCLUDING THEIR COACHES AND SPECTATORS MUST BE ON THE SAME SIDE OF THE FIELD. This is the responsibility of the Home Team Club and Coaches** If for any reason this is not logistically possible, it is up to the referee to assign areas for each team and their spectators. If in the opinion of the referee, order cannot be maintained spectators may be asked to leave the field area. Upon receipt of the Referees Game Report, the CPYSL President, appropriate Vice President or Games Commissioner will make recommendations to the CPYSL Board if a further action against individuals, teams and/or clubs involved is required. If the CPYSL board deems it necessary to call a disciplinary hearing, all parties involved are expected to attend the hearing if attendance is requested. Failure to do so may result in the entire team and/or club receiving a suspension and/or be deemed in bad

standing with CPYSL.

## REFEREE COMPENSATION FOR DIVISION 1, 2 and 3 GAMES

1. Each team is responsible for one half of the referee fees. The referee fee is to be paid, in cash prior to the start of the game. When a three-referee system is used (U14 Div. 1 -U19) the center referee is paid the full fee. The center referee will pay the assistant referees.
2. **If either coach does not pay the referee, the game will not be played.** The referee will submit a game report to the league stating the facts and the offending team will be liable for payment of the referee and the associated fines.
3. If both teams do not show up. The referee will submit a game report to league and the teams will be charged for the referees' fees, and fined for a forfeit.
4. If a single team does not show up no payment should be made to referee by the team present. The referee will submit a game report to league stating the facts and the offending team will be responsible for the total referees' fees and fined for a forfeit.
5. If in the opinion of the referee the field is unplayable due to weather the game will be postponed and no payment should be made to the referee.
6. If in the opinion of the referee the field is unplayable for any other reason the game will be postponed and no payment should be made to the referee. The referee will submit a game report to league and the Home team will be charged for the referees' fees, and fined for a forfeit.

7. Referees' Fees:	Age	Total	Half Fee / Team
	U9/10	\$26	\$13
	U11/12	\$34	\$17
	U13/14	\$40	\$20
	U14 D1	\$98	\$49
	U15/16	\$114*(3 per. sys)	\$57*
	U17/19	\$132*(3 per. sys)	\$66*

\* If an assistant referee does not show up deduct \$29 for U14 D1, \$33 for U15/16 and \$39 for U17/19 per assistant ref. (Example: For U19 game, if only two refs show up, teams pay  
 $\$132 - \$39 = \$93 / 2 \text{ teams} = \$46.50 \text{ each team}$ )

## VOLUNTEER REFEREES

1. ALL games must be played whether a referee shows up or not! A volunteer, agreed upon by both coaches is to be used as the referee. There is a fine for not playing a game.
2. If a volunteer referee is used, cash payment should be made before the game according to the policy stated above.
3. The volunteer referee should review League Games Report Card from each coach prior to the game and keep card in possession during game. The volunteer referee should complete and sign League Game Report card (indicating volunteer "V" next to signature) and return to coaches after the game. (See directions below).
4. The volunteer referee should fill out a volunteer game report. Game report forms are included in each coach's packet, or use a plain piece of paper to make a report. The following information must be included in the report: the league, age group, division, date of game, location, kickoff time, time of completion, final score, referee's name and address, conditions of field, whether player passes were checked, player and coach conduct, injuries,

cards issued including the offending players jersey number. Include players sent off the field noting the misconduct. Submit report to CPYSL office.

## LEAGUE GAME REPORT CARDS

1. Rosters **MUST** be filled in, on back of card, prior to the first game of season. The roster **MUST** be keep up to date as roster changes are made during season.
2. Information related to the current day's game must be in the form of the approved printed line-up sheet. Rosters may never be used. If a team doesn't have a printed EPYSA line-up sheet for their team, they must fill out a line-up on whatever paper they can obtain and it must match the CPYSL report card. The CPYSL report card **MUST** be filled out prior to giving it to the referee with all the requested information.
3. Failure to do so may result in a fine and/or forfeit.
4. The League Games Report, Referees' fees, lineup sheet and player and coach's passes **MUST** be presented to the referee prior to the game's start.
5. Referee will review card to determine if there are suspensions and will keep the card during game.
6. The referee will record the final score, note any red or yellow cards listing the player's jersey number, sign, and return to the coach or team official. Referee should not retain player pass.
7. If the card is lost or destroyed the coach must apply to league office for replacement. League staff, based upon reports submitted to league by the referees will complete the new card.
8. If coach reports to a game without the card the following procedure will be followed:
  - a. Submit lineup sheet (not copy of roster) to referee initialed by each player participating in game and signed by coach. Obtain a lineup signed by the referee after game indicating the final score, cautions, and red cards.
  - b. Prior to next game take the original League Game Report card to league office to have it completed and certified based upon game report submitted by referee.
9. Coaches found to be illegally playing suspended player will be sanctioned by CPYSL after a review of the referee report.
10. At completion of season submit copy of League Game Report Card to league office.
11. Coach not filling out report card can be subject to fines and/or sanctions by League.

## REPORTING SCORES

All scores must be entered on our website at CPYSL.net or called in to the CPYSL office by both teams by 10:00 PM on the day they are played. When calling scores in on the CPYSL office follow the answering system menu to assure proper credit. There are directions on the line once you access the menu. Report score in the following format: AGE, DIVISION, SEX, SCHEDULED, DATE OF GAME, HOME TEAM WITH SCORE, and AWAY TEAM WITH SCORE. DID YOU HAVE A REFEREE?

Example: "Under 13 Boys, Division 1, Redland Rippers 4, Dillsburg Kickers 2. No ref"

If there has been any problem with your game in any way do not report it on this call. Call back a second time to report any problems on one of these three lines: the main line; the vice-president of boys; the vice-president of girls' lines.

Any coach or team manager who makes the deliberate action of placing the wrong score on the web page will be sanctioned after the first time. Second time the person reporting a deliberate false report will be suspended and the Club sanctioned. If there is a deliberate report of a referee no show/giving false information about the opposing team of the referee, the coach and Club will be sanctioned. It is a Clubs responsibility to assure that the correct information is given to the League; the coach is always responsible for the action of any team agent. Attempts to falsify information to the League will not be tolerated. If it is found to be an attempt to falsify information, the Club may be suspended from the League.

## CANCELLATIONS, POSTPONEMENTS AND END OF SEASON

### ENTIRE DAY OR WEEKEND POSTPONEMENT / CANCELLATION

Only the CPYSL President or appointed delegate can cancel or postpone a league schedule for a day or weekend due to severe weather or other special circumstances such as a travelers advisory announcement.. When this occurs a message will be placed on the weather line of the CPYSL office phone at 697-1002. Coaches should reschedule these games as quickly as possible using the game change request form and guidelines described herein.

### GAME CANCELLATIONS (Day of Game)

1. Up to three hours of the scheduled game time (6 am for a 9 am game), only the Club President or designated alternate can cancel a game or games for unplayable field conditions. This must be done by calling into the Weather Line, Box 6 and leaving a message. The canceling team must notify the opposing team. Within three hours of the game, only the referee can cancel a game for unplayable field conditions and that will be done at the field. Coaches can never cancel the game. If this occurs both teams may be subject to forfeit fees and fines as determined by referee report.
2. The canceled game must be rescheduled in accordance with the game change guidelines.
3. If a game must be forfeited the CPYSL office must be advised by 8PM the Wednesday before the scheduled date to avoid paying referee fees. The \$50.00 fine still applies.

### GAME STOPPAGE PRIOR TO COMPLETION

1. Referee stoppage due to weather related conditions e.g. Lightning, severe rain, deterioration

of field: game postponement of 15 minutes, if circumstances do not change so the game can be restarted, the game will be rescheduled unless already in second half.

2. If game is in second half, score stands as is.
3. Team falling below minimum number of players (7 for 11 v 11's and 5 for 8v8's) will result in forfeiture of the game.

## END OF SEASON

1. The season is officially over seven days after the last regularly scheduled game. All TBA's, rescheduled and make-up games must be played within this time frame to be counted in the standings. The Board, due to extenuating circumstances, may make exceptions. Unplayed games are subject to fines for forfeit.

## GAME CHANGE GUIDELINES

All coaches must be familiar with the following rules and guidelines regarding any changes to scheduled league games and any games designated as a TBA (To Be Announced). Ignorance will not be an excuse for failure to follow these rules and guidelines. It is the Central Pennsylvania Youth Soccer League's intention that all games will be played. If a game is listed as a TBA or canceled for any reason the game must be rescheduled within the guidelines and played. No game changes after April 21, 2008.

Game changes will only be accepted for State Cup games, unplayable field conditions, tournament attendance and emergency situations. Emergency situations do not include: too few players, an unavailable coach, etc. Any and all violations of these rules and guidelines could result in the forfeits/fines established by the CPYSL.

## RESCHEDULING GAMES AND SCHEDULING TBA'S

1. All game change requests, including TBA's, must be submitted through the CPYSL web site. Click on the time of game on your schedule that you want to change. Then click on the calendar in the right hand corner of the game page and complete the change request form.. The form must be completely filled out and received by the CPYSL office by the noted deadline. There will be no exceptions. The coach requiring a change is required to notify the opposing coach of the conflict. This includes forfeits.
2. Game change requests must be submitted ONLINE prior to April 21, 2008 and at least two weeks prior to the requested change. Any scheduled game or TBA that has not been rescheduled by that time will result in a forfeit and a fine to the offending team/coach.
3. When one team is going to a sanctioned tournament, the game will be rescheduled. Once the coach has applied to the tournament, and contacted the opposing coach, the coach requesting the change should complete the necessary form online. Coaches should NOT wait until their acceptance letter is received to request the game change. No game changes after April 21, 2008
4. All league games conflicting with State Cup games must be rescheduled as soon as the State Cup game date is known.
5. All game changes due to unplayable field conditions must be rescheduled within seven days.
6. If two coaches cannot agree to a new date and time within seven (7) calendar days of a request for rescheduling, then the request must be submitted to the CPYSL office and the

Games Commissioner will decide on a new date and time and game must be played.

7. The Home Team must submit the game change request form for all TBA games or games canceled due to unplayable fields.
8. For changes due to tournament attendance or State Cup Games, the requesting team must submit the request form.
9. One game change request for tournament attendance will be allowed per team with no fee. There will be a \$35 fee to the requesting team for any game changes after the first change per season.
10. There will be no fee for changes due to State Cups, unplayable field conditions, or TBA's.
11. The Referee Assignor will only accept online game changes, and make the necessary referee assignments, based on the request of the Games Commissioner.
12. In those instances where a division is allowed to schedule their own games prior to the start of the season (e.g.: Snowflake League, Girls Premier), they must supply a copy of their schedule to the League Office prior to the start of the season. Thereafter, all other guidelines must be adhered to.

## UNPLAYABLE FIELD CONDITIONS

If a referee arrives at a field for a game and finds the field unplayable, the following procedure shall be followed:

1. The home team coach will be notified of the problem.
2. The problem will be noted on the game report.
3. If the referee feels the safety of the players is not at risk, the referee may continue the game.
4. If the referee feels the safety of the players could be at risk, the referee may attempt to move the game to another field, if available or cancel the game.
5. When the CPYSL office receives the referee's game report, a fine may be levied on the home team in accordance with the fine schedule established by the CPYSL.
6. This rule applies to fields, which exhibit any of the following conditions:
  - A. Not properly lined or lines not visible
  - B. Grass not cut
  - C. Missing nets and corner flags
  - D. Goals not secure
  - E. Any other unsafe condition
7. If coach feels field is not safe or playable, their concern must be reported in writing to the CPYSL office within three days post game.

\* If the lines are not clearly visible because of rain that day or many previous games, the referee will make note.

## PERSISTENT TEAM/PLAYER MISCONDUCT

The CPYSL conducts two seasons of play annually. The CPYSL Board of Directors defines the length and number of games. Teams will be assessed penalty points for all yellow and red cards. This policy governs all points earned by a team, in a given season of CPYSL League games.

Points will be awarded as follows:

Points: 1 point for each Yellow card

3 points for each Red card

3 points for a second Yellow card in one game against the same player

Coach/Club representative is responsible to keep track of accumulated points and initiate corrective measures. There is no tolerance for bad behavior by players, parents or coaches.

#### POLICY:

The team's respective CPYSL Vice President may place teams obtaining six (6) or more points on probation after review of the team's infractions. The team will be issued a written warning indicating their probationary status.

Exceptions: The President and appropriate Vice President MAY request a hearing after six (6) or more points to review the game reports and determine if additional sanctions or discipline are warranted based on the conduct of the team.

Teams obtaining nine (9) or more points MAY be required to appear before the CPYSL Executive Committee. The team's coach and all rostered players and Club President must attend the hearing. In some cases the parents MAY be required to attend.

Teams obtaining ten (10) or more points are prohibited from winning their division

Teams obtaining thirteen (13) or more points will be expelled from the season competition, are required to forfeit all remaining games, pay fines and forfeit fees assessed and return their player passes and stamped roster to the CPYSL registrar within five days from points received. The team coach and assistant coaches will be placed on probation for one year. Coaches on probation whose teams earn nine or more points during the next season will be suspended for the following year. There may be sanctions placed on the club due to teams running points.

A player or team official who, in a given registration year, accumulates three (3) cautions shall be suspended for one (1) game. The second accumulation of three (3) individual cautions within the same registration year shall result in additional suspension equivalent to two (2) games. Further misconduct on the part of the individual during the same seasonal year shall be sufficient cause for the A.G. to consider additional penalties of increased severity. In each case, action against the individual is automatically initiated by the referee's game report. (Excerpt from Section VII, E of the Arbitration Rules)

Definition: Season - A Season is the CPYSL scheduled period of play for the Fall or Spring.  
Year - One calendar year starting with the season's end in question. e.g. Spring 2006 to the end of Spring 2007.

## ROSTER CHANGES

This policy does not apply to LEAGUE ONLY ROSTERS. A PLAYER STATUS FORM, PS1, is required for all primary roster player adds, drops, and transfers. The paper document is to be retained by the club registrar. The registrar will initiate the online form. Coaches must contact their Club Registrar for roster changes.

A team may have unlimited adds and drops, but only five (5) transfers. The maximum number of

players on U11 through U14 rosters is eighteen (18) players; U15 through U19 may have up to 22 players. The maximum number of players on U9 and U10 rosters is fourteen (14) players.

Player Adds (EPYSA) - Complete the top box on the Player Status Form in its entirety.

1. Player name
2. Player Address - include zip code
3. Date of Birth - proof must be provided for new players
4. Player Number
5. **Signature of player and parent** (mandatory)
6. Phone Number of Player

After the first box is completed, enter the following information in the second box:

1. New Team ID
2. Name of Team
3. League (CPYSL)

Submit to the CPYSL Registrar via the Club Registrar:

1. Completed paper PS1, registrar will do online form
2. Proof of birth for new players
3. Completed player pass
4. Properly completed registration form (RG 6)
5. A fee of \$8.00 for EPYSA players (check only...made payable to "CPYSL")

The Coach must ensure that all information and correct signatures are obtained before having the form processed.

Player Release - If processing a release, the top box must be completed; see explanation under "adds." In addition, the Release portion must be filled in with the following information:

1. Present Team ID
2. Present Team Name
3. League (CPYSL)

Submit to the CPYSL Registrar via the Club Registrar:

1. Properly completed player status form; registrar will complete online form
2. **Player pass must be turned in to CPYSL- release will not be processed without the player pass and paper PS1.**
3. A fee of \$1.50

The Coach must ensure that all information and correct signatures are obtained before having the form processed.

Player Transfer - A transfer is the adding of a player that was registered on another team during the same year (September 1 through August 31). Five (5) transfers are permitted each year. Complete the top box (see player "adds"), the transfer box, and the player release section.

1. Obtain the player pass from the previous coach.
2. Submit the completed form and players pass to the CPYSL Registrar via the Club Registrar.
3. There is a \$1.50 fee charged for a transfer.

The Coach must ensure that all information and correct signatures are obtained before having the

form processed.

Secondary Player Registration - A player status form is to be completed using the Secondary Team portion, to be included:

1. Secondary team info
2. Primary team info

The cost of registering a Secondary Player is \$3.50.

A secondary pass must be completed.

Reminder! A secondary player must play for his/her primary team before he/she plays for the secondary team.

#### BASIC RULES OF REGISTRATION

1. No Intramural Player may play on a travel team unless added by the completion of proper documents.
2. No unregistered player may play on any team - if in doubt, call the Registrar.
3. No un-rostered player may play on any team - if in doubt, call the Registrar.
4. If an ineligible player participates in games, those games may be declared forfeits, the Team's Club will be fined, and the Coach may be required to meet with the CPYSL Review Board.
5. If you play a team and believe that an ineligible player may have been used, submit your concern to the CPYSL Registrar to check the opponent's roster. Supply copy of opponent's line up sheet with note.

#### CPYSL REGISTRAR AVAILABILITY

The registrar is available during CPYSL office hours: Monday, Tuesday, Thursday, and Friday 9:00 AM – 12 Noon and Wednesday evening 6:00 – 8:00 PM. There is a box outside the office door where paperwork may be left or it can be mailed to the office; 4075 Lisburn Rd, Mechanicsburg, PA 17055-6704. You are encouraged to contact the Registrar by e-mail at [infocpysl@comcast.net](mailto:infocpysl@comcast.net).