

# Reference Handbook

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#### **PURPOSE**

This handbook is designed to assist coaches and club representatives in understanding the rules and regulations as promulgated by the South Jersey Soccer League in the league Constitution, Rules and Regulations, and Executive Board policies. The goal is to ensure that the teams associated with each club are properly informed and prepared to compete in accordance with the official league guidelines. For the most up to date procedures and guidelines, coaches and club reps should always check the league website.

#### ABOUT SJSL

The South Jersey Soccer League ("SJSL") was founded in 1967 as an affiliate of New Jersey Youth Soccer ("NJYS") and the United States Youth Soccer Association ("USYSA"). In 2018, the SJSL withdrew from NJYS and began a new association with US Club Soccer. The SJSL Executive Board serves as the governing body at the league level for the member clubs and administers the policies and procedures as set forth by the US Soccer Federation, and in accordance with the SJSL Constitution and the Official League Rules and Regulations. The league supports the concept of "Fair Play", while emphasizing the establishment of a safe and organized playing environment for our youth soccer players.

SJSL has approximately 70 affiliated member clubs across the southern half of New Jersey, from Northern Burlington to Cape May, comprising more than 500 boys travel teams from U-8 through U19. Member clubs are represented in the league by club designated travel representatives. SJSL hosts general membership meetings with the club reps to pass on registration and league information, provide updates and instruction, and to maintain a mechanism for communication between the league and the member clubs.

SJSL organizes and operates a seasonal playing structure encompassing fall and spring playing seasons. The league provides for a team rating process, establishes team flights, schedules games and fields, arranges for referees, and provides a supervisory presence for the operation of the league.

SJSL also offers other important soccer related activities and events throughout the year, including (as applicable) a "Select Team" program; the South Jersey Cup; coaching education classes, and scholarships to qualified graduating high school seniors. For more information, please visit the SJSL website at <a href="www.sjsl.org">www.sjsl.org</a>.



## Who do I contact if I have questions?

The Club Rep should contact the league if he/she has any questions that they are not able to answer by using this handbook or by referencing the league website. The Club Rep should send an email to the appropriate board member based on the guidelines contained in the Contact Person Check List. See supra pages 4-5 and on the club website at <a href="https://www.sjsl.org">www.sjsl.org</a>. The preferred method of contact is by email.

Registration and carding questions should be directed to US Club representatives at <a href="https://www.usclubsoccer.org">www.usclubsoccer.org</a>.

## Who should coaches contact if they have questions?

Coaches should first contact the Club Rep for their club with any questions that they might have. If the Club Rep is unable to answer the question, the Club Rep should contact the league on behalf of the coach. A coach should not generally contact the league directly without first discussing the matter with their Club Rep.

## Who should parents contact if they have questions?

Parents should first contact their coach and/or Club Rep for their club with any questions that they might have. If the coach and/or the Club Rep is unable to answer the question, the Club Rep should contact the league on behalf of the parents.



# Who should I direct my questions to?

Issue	Contact Person	Email/Phone Number	
Got Soccer Questions	Got Soccer	http://www.gotsport.com/asp/help/ contact.asp 904-746-4446	
Score Reporting problems/questions	Current Season's Games Commissioner		
Game questions, issues, including:	Current Season's Games Comm	nissioner	
canceling/rescheduling/ realignment	Fall (Mike Trojak)	fallgames@sjsl.org (609) 313-1258	
	Spring U8-14 (Helmut Lackermayer)	springgames@sjsl.org (856) 327-9252	
	D1/D2 Spring U15-19 (Larry Young)	president@sjsl.org (609) 284-6493	
Player Transfer/Sit Down Rule questions	Registrar (Chuck Snyder)	registrar@sjsl.org (856) 779-9568	
Player Eligibility (release to appear on GDR after 3 game sit)	Registrar (Chuck Snyder)	registrar@sjsl.org (856) 779-9568	
D1/D2 Spring U15-19	D1/D2 Spring U15-19 Games Commissioner (Larry Young)	president@sjsl.org (609) 284-6493	
Poor Conduct Report questions	Rules Compliance Officer (Ed Eichen)	RCO@sjsl.org	
Fines (game related penalties) and return of suspended player passes	Rules Compliance Officer (Ed Eichen)	RCO@sjsl.org	
Questions/Issues regarding Yellow or Red Cards	Rules Compliance Officer (Ed Eichen)	RCO@sjsl.org	
Fines (score reporting)	Current Season's Games Commissioner		
	Fall (Mike Trojak)	fallgames@sjsl.org (609) 313-1258	
	Spring U8-14 (Helmut Lackermayer)	springgames@sjsl.org (856) 327-9252	
	D1/D2 Spring U15-19 (Larry Young)	president@sjsl.org (609) 284-6493	



# Who should I direct my questions to?

Contact Person Check List (The preferred method of contact is by email.)					
Issue	Contact Person	Email/Phone Number			
Fines (payment questions)	Treasurer (Tom DiValerio)	<u>treasurer@sjsl.org</u> (856) 547-7246			
Mercy Rule questions (understanding rule, not fines)	Vice President (Bob Cooper)	<u>vp@sjsl.org</u> (856) 693-4000			
Appeals (initiating and status)	General Secretary (Jim Miller)	gensec@sjsl.org (717) 548-4741			
Scholarship Program questions	First Trustee (Scott Hartman)	firsttrustee@sjsl.org			
Sportsmanship Award	Third Trustee (Gary Rambo)	thirdtrustee@sjsl.org (856) 232-2024			
Arbiter questions	Registrar or General Secretary (Chuck Snyder) (Jim Miller)	registrar@sjsl.org (856) 779-9568 gensec@sjsl.org (717) 548-4741			
Reference Handbook questions	Vice President (Bob Cooper)	vp@sjsl.org (856) 693-4000			
Club Entry Procedures	General Secretary (Jim Miller)	gensec@sjsl.org (717) 548-4741			
Preseason home field vs. division schedule conflicts	General Secretary (Jim Miller)	gensec@sjsl.org (717) 548-4741			
League Registration	Registrar (Chuck Snyder)	registrar@sjsl.org (856) 779-9568			
Referee comments (good and bad)	Rules Compliance Officer (Ed Eichen)	RCO@sjsl.org			
Referee assignment issues	Vice President (Bob Cooper)	<u>vp@sjsl.org</u> (856) 693-4000			
Guest Players	First Trustee (Scott Hartman)	firsttrustee@sjsl.org			
SJ Cup	Recording Secretary (Heather Talarico)	recsec@sjsl.org			
Website questions	League Administrator	administrator@sjsl.org			
General questions that do not fit in any of the above categories	Vice President (Bob Cooper)	vp@sjsl.org (856) 693-4000			

## What is a Club Rep or Travel Rep?

Upon acceptance into the SJSL, each member club is responsible to designate a club representative **and** his/her alternate to serve as a liaison between the club and the league. Only the officially designated club representative, the alternate club rep or the club president is authorized to vote on behalf of the member club. The club rep is usually a member of the executive board of the member club, but is not required to be one. The club representative (hereinafter the "club rep" or the "travel rep") represents both the club as a whole, as well as each of the boys' travel teams that are individually registered by that club with the league. The club rep is the primary mechanism through which information is passed from the league on to the member clubs. It is the club rep's responsibility to ensure that the club is made aware of and conforms to all of the rules and regulations of the SJSL. The club rep is the club contact person for the league. The league will reach out first to the club rep whenever an issue arises between the league and the club or between the league and a particular club team or teams. It is the preferred method of passing on information to the member clubs and their teams.

## What are the Club Rep's responsibilities?

The club rep will have both league and club responsibilities. As a club rep, you will serve as both a resource for the league about your club and as a resource for your club and your club's teams about the league. Questions from teams within member clubs regarding league policies and procedures should normally be directed to the club representative first. It is important that you educate yourself about the league constitution and on the policies, rules and regulations promulgated by the league as amended. The Fact Sheet provided to all coaches is a helpful guide, but cannot substitute for a working knowledge of the rules, regulations and league guidelines.

As a club rep, it is your responsibility to pass on information provided by the league to your club and to the individual boys' teams within your club that are registered to play in a given season. You must take notes and collect any information provided at the league general membership meetings. It is your responsibility to understand the information presented by the league so that you can explain it to your club's coaches. You must have a mechanism in place, by email, telephone, text, club general membership meeting, etc., to pass on the information to your club in a timely and efficient manner. Because the information is occasionally time sensitive, it is suggested that all club reps carry with them an up-to-date club and coach contact list.

Remember, the club will be fined by the league if the club rep fails to attend the GM meetings, and a repeated failure to attend may prevent the teams in your club from registering to play in the SJSL!



## What fines/penalties are associated with the league?

The Club Rep should verify the current fines and penalties associated with the league in the SJSL Rules and Regulations posted on the league website at <a href="www.sjsl.org">www.sjsl.org</a>. Here is a summary of some of the more common fines and penalties:

Rule	Violation	Fine/Penalty
2003/	Failure to attend league GM meeting	1 <sup>st</sup> offense - \$50
7008(b)		Subsequent offenses - \$100 (& can affect team and
		club standings)
2003(e)	Failure to attend registration or	\$250
	mandatory meetings	
4005	Failure to attend mandatory coaches'	\$200
	meeting	
6006/6009/	Forfeits	Game scored as 1-0; fine of full ref fees plus \$100;
7003(d)		ineligible for championship
7002(a)	Withdrawing from the league after the	Up to \$1,000 plus forfeiture of registration fee
	registration meeting	
7002(b)	Withdrawing from the league after the	\$100 per game for each remaining game
	first game	
7002(c)	Late registrations (if accepted by the	\$250 plus registration fees
	league)	
7003(a)	Improperly filled out game day rosters	\$100
7003(b)	Failure to report scores	1 <sup>st</sup> offense – no fine
		2 <sup>nd</sup> offense - \$25
		More than 2 - \$50 each
		More than $4 - lose 3$ pts in standings
7003(e)	Use of ineligible player	Forfeit of game plus \$50 fine for 1st offense, \$100
		for each additional offense
	Use of suspended player	Forfeit of game plus \$250 fine per game
	Player carded to >1 team	4 game suspension
7003(f)	Mercy rule violations	1 <sup>st</sup> offense 8v8 - \$100; 2 <sup>nd</sup> offense 8v8 - \$200
		1st offense 11v11 - \$200; 2nd offense 11v11 - \$400
		Ineligible to win championship
7003(h)	Improper guest player	Forfeit of game plus \$100 for 1st offense and \$250
		for 2 <sup>nd</sup> offense and suspension of coach
7005(b)	3 cautions in a seasonal year for a	1 game suspension
	player	
7005(c)	2 cautions for dissent in a seasonal	1 game suspension
	year for a player	
7005(d)	2 cautions in a seasonal year by a	\$250 fine plus suspension
	coach	
7005(e)	Coach or team official ejected from a	Min. 2 game suspension and up to \$500 fine
	game	
7005(i)	2 poor conduct ratings in a season	1 game suspension and \$100 fine for head coach
7007	Violent conduct	See table of fines

## What is the game rescheduling policy?

SJSL has adopted the following procedure to uniformly handle makeup game procedures:

All reschedules must be done within 2 weeks of the original game. The game does not necessarily have to be played within 2 weeks, but the rescheduled date must be set within 2 weeks.

**Coaches' Communications:** Coaches should first communicate between themselves as to the best days and times to possibly reschedule a game that was previously canceled. You should try to establish a list of possibilities. This step should be done within 2-3 days of the original game cancellation.

**Field Reservation** - the home coach must contact their club's field coordinator to check field availability and establish a set field and time. Or they must begin with a list of available dates/times for the coordinator to check with the opposing coach and to make a final decision. This should be done immediately after talking to the opposing coach, preferably within 2 days.

**SJSL Games Commissioner Contact:** After reaching an agreement, one of the two coaches (it can be either team) MUST complete and submit the online Game Reschedule Form. This form can be found on the league website, on the right hand side under Attn: Coaches/Club Reps. This form is to be used after a game has been canceled by the league, or with the Games Commissioner's permission, to reschedule and make up the game at a later date.

Remember that it is a "request", and not a guarantee that the game will be rescheduled to that new date. Only the Games Commissioner can reschedule a game. This form should ONLY be submitted after BOTH coaches have agreed to the new proposed game date, time and location.

ALL game reschedule requests must be submitted within two (2) weeks after an originally scheduled game date and time. The game does not have to be played within that 2 week period (unless required by the league), but the request must be made within that time frame. Games that are not timely rescheduled made be subject to forfeiture and fines.

If both coaches cannot agree on a make-up date/time of a rescheduled within 14 days, you must communicate with the games commissioner and provide the status of the rescheduling effort! If an amicable resolution is not found, the games commissioner will pick the date, time and location. This will be the mandatory/final reschedule date for both teams. Communication is the key!



## What is the league's Inclement Weather Policy?

Each member club should have its own inclement weather policy in place.

If a club determines that its fields are closed, unplayable or going to be unplayable, the club reps MUST complete and submit the online Reporting a Closed Field form no later than **8:00am** for a Sunday game. If you are moving your games from one field to another field at the SAME LOCATION, a form does not need to be filed.

Please remind your coaches with home games on the field that is closed that they must timely inform their players and the opposing team that the field is closed and whether the game is to be rescheduled or moved to another field. Remember that all game reschedules must be approved by the league through the use of the appropriate online form.

SJSL will follow the following inclement weather policy for league wide decisions:

**8:00 - 8:30 am:** The SJSL Games Commissioner will make the decision to cancel that day's round depending on weather conditions. For the fall season, the round is normally made up on an open weekend or scheduled as make up games. In the spring season, however, a round cancelled for inclement weather is not normally made up.

**8:30 - 8:45 am:** The SJSL Games Commissioner will notify all SJSL executive board members and assignors of his/her decision.

**8:45 - 9:00 am:** The club reps will be emailed the decision to close the league and information on if and how the round will be made up. If the league is playing, no email will be sent. The final decision will also be posted on the <a href="https://www.sjsl.org">www.sjsl.org</a> website.

**9:00 am:** If the league is NOT playing, the club reps should begin calling and informing their coaches and directing them to call their teams.

**IMPORTANT**: Since opposing teams may be travelling a considerable distance, the club rep should call the coach for those teams that are scheduled for club home games. PLEASE TELL THE HOME TEAM COACHES TO CALL THE OPPOSING TEAM COACH IMMEDIATELY. **The home team is responsible for notifying the visiting team by 10:00 am.** The coaches should then call their players.

Please note that games commissioners have the authority to alter this policy as conditions necessitate. The current policy will always be posted on the league website.

## What is the league's Lightning/Thunder Policy?

In accordance with USSF guidelines, in the event that lightning/ thunder is observed in the area:

- 1) All league sanctioned games in the area will be stopped by the officially assigned game referee;
- 2) The game clock will be stopped;
- 3) Players, coaches and spectators will be directed to leave the field;
- 4) The game will not be permitted to resume for thirty (30) minutes after the last observed event.

If an additional lightning/thunder event is observed during the stoppage period, the thirty (30) minute clock will be restarted. In no case should a game be restarted less than 30 minutes after the last observed lightning/thunder event.

The maximum stoppage period per game cannot exceed forty-five (45) minutes. In the event that the required stoppage period has reached or will reach forty-five (45) minutes, the game will be terminated.

If a game is terminated before the first half has been completed, the game will be rescheduled and replayed in its entirety. If a game is terminated at any point after the completion of the first half, the game will not be replayed and will count as a complete game for league purposes. The determination of whether or not the game qualifies as a complete game for league purposes will be decided by the league Executive Board.

#### Examples:

#### Single Event Observed:

If at any time during the first half (or the second half) of a game, lightning/thunder is observed in the area, the game will be stopped by the referee. The game clock will be stopped. Players, coaches and spectators will be directed to leave the field. If no other event is observed, the game will resume after 30 minutes. The game clock will be restarted and that half of the game will resume play to complete the remaining time period in the half for that age group (ie. U8-12 – 30 minutes; U13-14 – 35 minutes; U15-16 – 40 minutes; U17-19 – 45 minutes). If the stoppage occurred in the first half, the second half will then be played as originally scheduled. Any additional games scheduled on that field will be delayed by the stoppage period.

#### Multiple Events Observed:

- 1. If at any time during the first half (or second half) of a game, lightning/thunder is observed in the area, the game will be stopped by the referee for the required 30 minute period and other required actions (see above) are taken.
  - a. If 5 minutes into the stoppage period a second event is observed, the 30 minute stoppage period is restarted. The game will now be stopped for a total of 35 minutes. Play will resume after that second 30 minute period expires with no recurrence of a lightning/thunder event.
  - b. If multiple lightning/thunder events are observed during the stoppage period, after each event, the 30 minute stoppage period is restarted. If the cumulative stoppage time reaches 45 minutes, the game will be discontinued.
- 2. If at any time a game is stopped for a lightning/thunder event and the entire 30 minute period passes and the game restarts before a second event is observed (thus triggering another 30 minute stoppage period), the game will be terminated as the total stoppage time would exceed 45 minutes. For example,
  - a. if a game is stopped for 30 minutes for an event that occurred during the first half, and a second event occurs, either in the first or second half, the game will be immediately terminated (as the total stoppage time will exceed 45 minutes).
  - b. if the game is stopped for the first time during the second half and the entire 30 minute stoppage period runs before a second event is observed, the game will be immediately terminated (as the total stoppage time will exceed 45 minutes).

## What are the league's referee fees?

Effective 2020 to current (check website for updates)

Division	U-	Length of Halves	Ball Size	Referee Fee for All Games*	
				Referee	AR
1	17-19	2-40 min.	5	\$74	\$48 each
2	15-16	2-40 min. 2-35 min. (fall)	5	\$64	\$43 each
3	13-14	2-35 min.	5	\$60	\$35 each
4	11-12	2-30 min.	4	\$50	\$25 each
5	8-10	2-30 min.	4	\$40	\$20 each

<sup>\*</sup> There are no single game fees in SJSL.



## What is the mercy rule?

The League has adopted mandatory sportsmanship guidelines to help avoid "running up the score" and to help control games involving teams of unequal skill or competitive levels. Pursuant to these guidelines, the league will enforce a <u>zero tolerance</u> policy. This rule applies to ALL games, U8-U19.

*Under no circumstances should the goal differential in a SJSL sanctioned game ever become 7 or more goals.* 

In order to minimize such unsportsmanship like behavior, in games where the coach allows the goal differential to become 7 or more goals at some point during the first half of play, for example, 7-0, 8-1, 9-2, etc., the game will be allowed to continue to first allow the coaches an opportunity to remedy the situation. If the second half starts with the goal differential being 7 or more goals, or if at any time during the second half of play the goal differential reaches 7 or more goals, the referee will immediately signal the end of the game and leave the field.

Whenever a game is terminated for a mercy rule violation, the referee is to be paid the complete game fee and he/she must report the game as a mercy rule termination on his/her report to the League. A resumption of the game is NOT permitted. Early termination of a game for a mercy rule violation is a sanctionable offense. The "winning" team will be subject to fines and will be ineligible to win the flight. See Rule 7003(f). It is important for coaches, teams, and parents to understand that the league will not tolerate these types of violations.

The SJSL has developed the small-sided program with the objective to have players enjoy the game and develop their skills. Extreme score differentials are not in keeping with this philosophy, regardless of the intent of the opposition. It is possible that there will be teams in the small-sided program that are scheduled against each other that are not competitively matched. It is the responsibility of both coaches, regardless of which end of the score you are on, to manage the remainder of the game within the rule. The critical concept here is communication. The League expects both coaches to collaborate in managing the game so that a potentially embarrassing and disheartening event can become as much of a positive experience as possible.

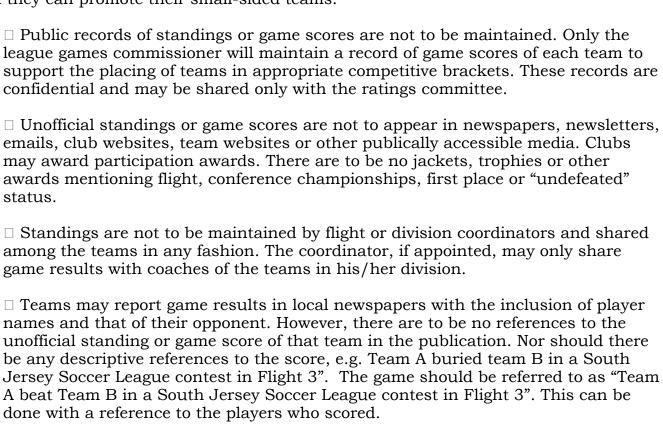
Coaches may wish to consider the following options for managing the game when it becomes obvious that the competition is unevenly matched so it does not reach the point where the Mercy Rule is applied:

- Restrict shooting to outside the penalty area
- Require players to shoot with their non-dominant foot
- Designate a player through which the ball must go
- "Quietly" remove one or two players. You may not go below the minimum required number of players to continue a match.

It is important to remember that these or similar actions should be taken well BEFORE the goal differential reaches 7. Please be reminded also that adding players to the field of play is not an acceptable solution.

# What rules does the league have regarding small sided team publicity?

The South Jersey Soccer League has established a small-sided program that focuses on the core values of player development, an orientation towards team play, and good sportsmanship. Member clubs and their teams are expected to function in a manner consistent with these core values and will be held accountable for actions inconsistent with such. The following policy guidelines are applicable to U8, U9 and U10 teams only and have been developed for member clubs and their teams to provide a basis under which they can promote their small-sided teams.



Any questions relating to these policy guidelines should be referred to the Games Commissioner.



## What is the rule on playing up?

U-	Players	Teams
U6	U6 players cannot hold a travel team pass and cannot play travel team soccer.	
U7	U7 players can play on a U8 team, but cannot play up on a U9 or higher SJSL travel team. Whether a U7 player can play on a U8 team is a club decision.	SJSL does not allow U7 teams.
U8	U8 players can play on a U8, U9, or U10 travel team. Whether a U8 player can play up on a U9 or U10 team is a club decision.	U8 teams are subject to the majority plus one rule. A majority of the team, plus one, must be age appropriate. For example, on rosters of 13 or 14 players, 8 players must be age appropriate. On rosters of 11 or 12 players, 7 players must be age appropriate. On rosters of 9 or 10 players, 6 players must be age appropriate. The "majority plus one" rule must be satisfied at all times on the applicable seasonal event roster. The roster size is limited to 14 players on the GDR and 14 on the active roster.
U9	U9 players can play on a U9, U10, or U11 travel team. Whether a U9 player can play up on a U10 or U11 team is a club decision.	U9 teams can only have U9 and U8 players on its roster. There is no majority rule. The roster size is limited to 14 players on the GDR and 14 on the active roster.
U10	U10 players can play on a U10, U11, or U12 travel team. U10 players can play up on an U11 or U12 team with club approval.	U10 teams can only have U10, U9 and U8 players on its roster. There is no majority rule. The roster size is limited to 14 players on the GDR and 14 on the active roster.
U11	U11 players can play on a U11, U12, or U13 travel team. U11 players can play up on an U12 or U13 team with club approval.	U11 teams can only have U11, U10 and U9 players on its roster. There is no majority rule. The roster size is limited to 16 players on the GDR and 18 on the active roster.
U12	U12 players can play on a U12, U13, or U14 travel team. U12 players can play up on an U13 or U14 team with club approval.	U12 teams can only have U12, U11 and U10 players on its roster. There is no majority rule. The roster size is limited to 16 players on the GDR and 18 on the active roster.
U13	U13 players can play on a U13, U14, or U15 travel team. U13 players can play up on an U14 or U15 with club approval.	U13 teams can have U13, U12 and U11 players on its roster. There is no majority rule. The roster size is limited to 18 players on the GDR and 22 on the active roster.
U14	U14 players can play on a U14, U15, or U16 travel team. U14 players can play up on a U15 or U16 with club approval.	U14 teams can have U14, U13 and U12 players on its roster. There is no majority rule. The roster size is limited to 18 players on the GDR and 22 on the active roster.
U15- 19	U15 and above players may play up on any Div. I or II team with club approval.	U15 teams can have U15, U14 and U13 players on its roster. U16 teams can have U16, U15 and U14 players on its roster. U17 teams can have U17, U16 and U15 players on its roster. U18 teams can have U18 to U15 players on its roster. U19 teams can have U19 to U15 players on its roster. There is no majority rule and teams are subject to club approval. The roster size is limited to 18 players on the GDR and 22 on the active roster.
U20- 21	U17 and above players may play up on any Div. A team.	U20 teams can have U20 to U17 players on its roster. U21 teams can have U21 to U17 players on its roster. The roster size is limited to 18 players on the GDR and 22 on the active roster.

## What is the policy on heading?

Players in U11 and younger age groups may not deliberately head the ball in soccer matches.

- If a player deliberately heads the ball and the ball remains in play, the referee will immediately stop play and restart with an indirect free kick as per Law 13.
- If a player deliberately heads the ball and the ball immediately goes out of play, the referee will restart in accordance as to how the ball went out of play (throw-in, goal kick, corner kick)
- If a player is inadvertently struck in the head with the ball, there is no rule infraction. However, if the referee deems the player to be injured the referee will immediately stop play, have the player removed and restart with a drop ball.

In all cases the referee will assess the player to determine if the player is injured.

#### Notes:

- o A goal may not be scored against an opponent by deliberately heading the ball.
- o Denying an Obvious Goal Scoring Opportunity does NOT apply to heading the ball as this action is NOT a foul.
- o Referees will enforce these rules for the U11 age groups and younger.

US Soccer has passed down some recommendations/guidelines for heading training for other age groups.

AGE GROUP	AGE GROUP GAME RULES TRAINING RULES		METHODOLOGY	COACHING OBJECTIVES	
U11 and younger	and younger Heading Prohibited Heading Prohibited		N/A	N/A	
U12	Heading Permitted	Limited to 30 minutes per week. No more than 15-20 headers per player, per week.	Ball: Size 4 or lighter/softer (e.g. beachball, sponge/nerfball, volleyball), Not futsal balls Service: balance it on head, then 2 handed underhand-toss, progressing to service from the teammates" feet ground (no coach service from the feet) Activities: Training in pairs Unopposed to restricted opposition Skill games, e.g. Soccer-tennis	Teach technique to build confidence and reduce injury risk  Coaching Points:  Eyes open  Mouth closed  Point of contact – forehead  Retract head from approaching ball  Arms out for balance and protection  Body control, footwork and approach	
U13-U14	Heading Permitted	Limited to 30 minutes per week. No more than 15-20 headers per player, per week.	Ball: Size 5 or lighter/softer ball Service: Variety of services from teammates (no Coach service from feet) Activities to add to above: Training games, e.g. Head-Catch	Refine technique and tactical application  Coaching Points to add to above:  • Attacking vs. Defensive application  Contact the ball at its highest point: for attacking contact the top half of the ball so ball goes down and when defending contact the bottom of the ball so it goes high, far and wide	
U15-U19	Heading Permitted	Continue to keep safety in mind	Ball: Size 5 Service: Variety of game-related service Activities to add to above: Match situations, e.g. Set Pieces	Technical/Tactical/Functional application Coaching Points to add to above: Body control for power/accuracy Maintain separation from opponents	

#### What is an administrative team?

Many concerns were raised regarding the age classification changes taking place and how to accommodate certain players whose club teams are not playing in the fall but some of the players still wish to do so. Specifically, the U15 age group has been identified as a problem area because some of the players will still be in 8<sup>th</sup> grade and others will be freshmen in high school. The 9<sup>th</sup> grade players who are playing on high school teams may not be permitted or able to play with their club teams during the fall season, but they may want to return to play with their clubs, and their 8<sup>th</sup> grade club teammates, in the spring.

SJSL has a solution for players who fall in that category.

- U15 age group players will be permitted to play in the SJSL fall season on an "administrative" U15 or U16 team.
- An administrative team may be made up of players from the same club or different clubs and must be approved by SJSL.
- These "administrative" teams will require a regular home field to play from.
- The players on this administrative team will not be considered as transfers when they go back to their primary club team(s) once the fall season is completed.
- These players may not play on a U14 or younger team and no waivers will be accepted.
- In order to be eligible to play on an administrative team, all players must first be carded to their primary club team that will play in SJSL for the Spring season, before they can be rostered to play on an administrative team that will play in SJSL for the Fall season.
- This requires teams in this age bracket, who have players who want to play in the fall on an administrative team, to register and card their team in accordance with the Fall season guidelines. These teams are required to apply to the SJSL President in order to have their team carded.
- Teams that register early to play in the Spring season under this policy that then fail to field a team for the spring season will forfeit their registration fee, any required bonds, and the Club may be subject to further sanctions by the league.
- Players will use their new player passes to play on an administrative team in the Fall season and the same pass when they return to their primary club team for the Spring season. A second or different pass will not be needed to play.
- Using this system, once players return to their club team, they will NOT be considered a transfer and may do so without penalty.
- These players may only play on one team during either season.
- These administrative teams will be disbanded by SJSL Registrar once the season is complete.
- All other SJSL regulations will remain in place.
- Procedures and deadlines for SJSL registration of these administrative teams should be directed to the SJSL Registrar or the SJSL President.

# What coaching education opportunities are provided by the league?

To coach a team playing in SJSL, all head and assistant coaches must hold a coaching license or coaching certificate. SJSL has developed a Level 1 certification course for new coaches and a Level 2 course for coaching seeking more coaching instruction. The two courses are described below. SJSL prefers the Level 1 course, but will recognize the NJ state certificate (only if obtained prior to 12/31/2019) or the USSF national licenses accompanied by the Rutgers Safety course certificate. The league does not accept the Grassroots licenses. ALL coaches must complete the Google form indicating that they hold a valid coaching license, and a copy of the license MUST be uploaded to coach in either league.

#### Level 1:

The Level 1 course is intended for NEW coaches who do not currently hold a coaching certificate or license from another entity. It is also a good course for coaches who hold an F or higher license, and who are now looking to refresh and update their coaching knowledge. The league certification is designed to address league rules and procedures, inform coaches of the Laws of the Game, provide technical instruction and satisfy the NJ Little League Law. The schedule is posted below and will be updated periodically. The active schedule will be available through the website link. Applicants must sign up for both a classroom component AND a field component. You must attend the classroom component PRIOR to attending a field session.

Applicants must be at least 16 years of age to attend the course. Applicants under the age of 18 must be accompanied by an adult at the field session, or submit the medical release and waiver form below. As a benefit to our member clubs, there is only a fee of \$20, payable by check made payable to "SJSL" (regardless if you are coaching in SJSL or SJGSL). Checks should be mailed to the address as directed on the registration form.

A copy of the classroom powerpoint is posted below. For the field session, applicants are encouraged to wear comfortable playing attire, soccer cleats or appropriate footwear, shinguards, and bring a size 5 soccer ball, snacks and plenty to drink. Coaches are not required to participate, but are encouraged to do so to fully experience the training provided. All coaches must submit the waiver form below. You can register <u>here</u>.

#### Level 2:

At the request of our membership, this course was designed to help coaches learn how to "coach" and to design and run a practice. It will discuss player development, practice design, basic attacking and defending principles, and coaching techniques. This course is intended as a followup to the Level 1 course, but it is open to any applicant that currently hold the SJ Soccer League Level 1 certificate or the NJ State certificate (formerly the F license), the State E license, or the USSF National F or higher license. Applicants holding

the Grassroots licenses are encouraged to take the SJ Soccer Leagues Level 1 course prior to taking the Level 2 course.

All applicants must have already properly uploaded a copy of their coaching certificate/license through the appropriate league website. Note: This course does not satisfy the NJ Little League law for limited immunity. Applicants must have already taken a course that satisfies that requirement to coach in the SJSL and SJGSL travel leagues.

The cost to attend the Level 2 course is \$30, payable by check made out to "SJSL" (regardless if you are coaching in SJSL or SJGSL), and mailed to the address as indicated on the registration form. Cash cannot be accepted, and payment is nonrefundable. Because of the nature of the training, class sizes are capped at 20 coaches per field session. Additional classes may be scheduled depending on demand.

ALL applicants will be required to participate in the coach demo session where you will be afforded an opportunity to observe other coaches demonstrating drills/activities. ALL coaches will be assigned a topic for which you will design and run a 5-7 minute drill/activity with players and receive constructive feedback. All coaches must submit the waiver form below.

There is both a classroom AND a field session component to this course. You must complete BOTH components to receive your Level 2 Coaching Certificate. You must attend a classroom session PRIOR to attending a field session! There are no session waivers. Applicants must be at least 16 years of age to attend the course. Applicants under the age of 18 must be accompanied by an adult at the field session or submit the medical release and waiver form below. You can register here.



# Where can I find the league's rules, regulations and policies?

Information regarding the league's rules, regulations and policies can be found on the league's website at <a href="www.sjsl.org">www.sjsl.org</a>.

The league Constitution and Rules and Regulations are available in pdf format and can be found on the website under the Rules & Forms tab and under the Coach Resources tab. The league forms and policies can also be found in the same locations. Alternate links to these documents can also often be found under other tabs on the website.

## Where can I find copies of required forms?

Copies of all required forms can be found on the league's website at <u>www.sjsl.org</u> and/or on the US Club website at <u>www.usclubsoccer.org</u>.

# Where can I find information regarding the scholarship program?

Information regarding the league's scholarship program can be found on the league website under the Administration or Admins tab at <a href="www.sjsl.org">www.sjsl.org</a>. The eligibility guidelines, application deadline, and the application form are available on the website.

Current SJSL players and former players who have participated in the SJSL for at least four years and who will graduate high school in spring of the application year and who will continue their adult education are eligible for a scholarship award, subject to the approval of the SJSL Executive Board. All applicants must have participated in the South Jersey Soccer League for boys. All applicants participating in other leagues and not fulfilling the four year participation requirement in the SJSL for boys will not be considered.

A preference is given to players who played in SJSL in Divisions 1&2.



## Where can I find the concussion policy?

U.S. Soccer announced the **U.S. Soccer Concussion Initiative**, which provides guidelines that were implemented beginning in January 2016. US Club Soccer clarified the following implementation guidelines as it relates to concussion initiatives and heading for youth players:

- The Federation is recommending, and US Club Soccer is requiring immediately, new rules as it relates to heading, as follows:
  - Players in 11-U programs and younger shall not engage in heading, either in practices or in games.
  - <u>Limited heading in practice for players in 12-U and 13-U programs</u>. More specifically, these players shall be limited to a maximum of 30 minutes of heading training per week, with no more than 15-20 headers per player, per week. There are no heading restrictions in games.
  - Clubs should be aware of circumstances in which individual consideration is needed. For examples:
    - A 10 year old playing at 12-U or older should not head the ball at all.
    - An 11 or 12 year old playing at 14-U or older should abide by the heading restrictions in practice.
  - Referees should enforce these restrictions by age group according to the specified rules. Referees will not be assessing the age of individual players on the field; they will enforce the rules for the age group.
- Leagues and organizations are free to set their own standards, as long as the minimum requirements outlined above are met.
- In adherence to these new requirements, referees have been instructed by U.S. Soccer of the following rule addition: When a player deliberately heads the ball in a game, an indirect free kick (IFK) should be awarded to the opposing team from the spot of the offense. If the deliberate header occurs within the goal area, the indirect free kick should be taken on the goal area line parallel to the goal line at the point nearest to where the infringement occurred.
- Modified substitution rules also took effect January 1, 2016, as follows: Any player suspected of suffering a head injury may be substituted for evaluation without the substitution counting against the team's total number of allowed substitutions during the game.
- US Club Soccer strongly recommends that all coaches, staff members, parents and players watch the "Concussions in Soccer" video produced by U.S. Soccer.



# Where do I find instructions on how to do things in GotSoccer and US Club?

On the league website, under GotSoccer/US Club tab, you will find Step-by-Step Instructions. The following instructions are available:

#### **GOTSOCCER:**

Club

Adding a Coach to a Team

Team

Registering for League Play

Adding a Player or Coach to Your Roster

Printing GDRs

#### **US CLUB:**

New training links and videos

Getting Started with the National Registration System

How to Grant Admin Permission in the National Registration System

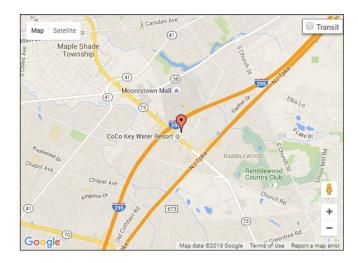
Sports Engine Various Instructions:

- How to Check if a User Does Not Meet the Established Rules or Warnings of US Club
- How to Purchase a Membership for a Team
- How to Transfer Players to Another Team [CSV Upload & Manual Addition]
- How to Add a Player to Another Team [CSV Upload & Manual Addition]
- How to Upload Proof of Birth
- How to Send Eligibility Reminders
- How to Print Cards
- How to Export a List of Players and Staff
- How to Print Rosters
- How to Purchase Memberships
- How to View a Team's League Association Status
- How to Update Teams and People [SE Sync]
- How to Submit a Completed Roster to US Club Soccer National Registration System
- What Happens When Users Do Not Meet the Established Violations or Warnings of US Club?



## Where are the league meetings held?

The regular monthly league general membership meetings will be held at the Hotel ML, 915 Rte. 73 in Mount Laurel, New Jersey, or as otherwise noticed by the league.



#### **Directions:**

From 295: Take Exit 36A (Route 73 South). The Hotel ML will be on your left. Take Jug Handle for U-turn at first traffic light.

From New Jersey Turnpike: Take Exit 4. After the toll, follow signs for Philadelphia/Camden and Route 73 North. The Hotel ML will be on your right about one quarter of a mile down.

From Atlantic City Expressway: Take Exit 31 (Route 73 North) for approximately 21 miles. The Hotel ML will be on your right.

## When are the league meetings held?

SJSL General Membership meetings are generally held:

at 8:00 p.m. on the Third Thursday of each month (unless otherwise indicated)

at the Hotel ML, 915 Rte. 73, Mount Laurel, New Jersey

## A representative for the Club MUST attend ALL league meetings. Attendance is mandatory.

These meetings are scheduled for the months of September through June, coinciding with the seasonal year. Because there will be times when a GM meeting is not necessary during the seasonal year, the Executive Board may periodically cancel a meeting. The cancellation notice will be posted on our website approximately ten (10) days to two weeks prior to the scheduled meeting date.

CLUB REPRESENTATIVES SHOULD ALWAYS ASSUME THAT THE MEETING WILL BE HELD. PLEASE REGULARLY CHECK THE LEAGUE WEBSITE (www.sjsl.org) FOR MEETING CANCELLATION NOTICES.

## When are mandatory coaches' meetings held?

The mandatory coaches' meetings are typically held:

at 8:00 p.m. on the First Tuesday (and Wednesday if necessary) before the First Round of Play

If there are two meetings, the Tuesday night session will be for Small-sided teams (7v7 and 9v9), and the Wednesday night session will be for Full-sided teams (11v11), or as otherwise specified.

Meeting locations are emailed to all coaches and posted on the SJSL website at www.sjsl.org.

<u>A representative for ALL teams MUST attend.</u> **Attendance is mandatory**. Club Rep must ensure that a representative for each team in his/her club, or a coach carded to that team, attends the mandatory coaches' meeting.

## When should I card my team?

You should card your team early enough to ensure that your team is properly carded in time to participate in South Jersey Soccer League play. Please do not wait until the last minute. Teams should not wait until the weekend of the first game to attempt to get their team carded. All teams should be properly carded through US Club BEFORE the mandatory coaches' meeting.

## When can I add a new player?

You can add a new player to your team at any time as long as he/she was not previously carded to a team during the seasonal year on US Club passes on a team playing in SJSL. There is no limit on the number of new players that you can add during the seasonal year as long as you do not exceed the roster limitations. Players added after the start of Round 8 will not be eligible to play in league games for that season. Remember that ALL rosters are locked in GotSoccer. Players cannot be moved to or from the SJSL event roster without first submitting the correct online form.

#### When do I have to disband my team?

There is no requirement to "disband" your team in between the Fall and Spring seasons. Teams not returning to SJSL for the Spring season are considered to be "unregistered".

#### When can players transfer teams?

- 1. Players may transfer from one team to another team at any time up until Round 8 of the current SJSL playing season, or any other date set by the league, subject to the approval of the League Registrar. All documentation requirements, transfer restrictions and sit down periods will continue to apply.
- 2. All transfers must be completed in accordance with the Player Movement Procedures promulgated by the league. Player registration must be completed and approved by the applicable carding platform prior to the end of the relevant period.
- 3. Players transferring from one team to another team within the same club during the seasonal year are not required to sit out prior to being eligible to play for the new team.
- 4. U10 and below players transferring from one club to another club within the seasonal year are not required to sit out 3 games prior to being eligible to play
- 5. U11 or above players transferring from one club to another club within the seasonal year are required to sit out 3 games prior to being eligible to play for the new club, UNLESS the releasing team consents established by the League Registrar. UNLESS the releasing team consents to waive the sit down period following the procedure

## Why am I required to have a background check?

Background checks are required by US Club to be completed by all coaches, trainers, managers and other adults working with the youth on your team who will be carded to the team. Background checks are automatically completed as part of the carding process.

# Why am I required to take a concussion awareness course?

The Legislature of the State of New Jersey passed a bill to raise the awareness of concussions amongst youth athletes. This bill requires coaches to have head injury safety training to help in the recognition of concussions.

To support this effort, US Club requires all coaches to take on line Sideline Sports Doc Training and be able to present a certificate verifying that they have completed the course. All coaches must have the certificate with them when they are coaching. You must complete the concussion awareness module provided by US Club. There are other free programs available for your additional information, however, they may not be used in place of the US Club module.

#### For example:

- 1) The Center for Disease Control (CDC) Heads Up: Concussion in Youth Sports is a free, online course available to coaches, parents, and others helping to keep athletes safe from concussion. It features interviews with leading experts, dynamic graphics and interactive exercises, and compelling storytelling to help you recognize a concussion and know how to respond if you think that your athlete might have a concussion.
- 2) The National Federation of State High School Associations Concussion in Sports What You Need To Know. The National Federation of State High School Associations (NFHS) and Centers for Disease Control and Prevention (CDC) have teamed up to provide information and resources to help educate coaches, officials, parents and students on the importance of proper concussion recognition and management in high school sports. Mick Koester M.D., ATC, Chair of the NFHS Sports Medicine Advisory Committee and Director of the Slocum Sports Concussion in Eugene, Oregon takes you through this course and will discuss the impact sports-related concussion can have on your players, how to recognize a suspected concussion, the proper protocols to manage a suspected concussion, and the steps to help your player return to play safely after experiencing a concussion.



## How do teams register to play in SJSL?

ALL teams must be "registered" through GotSoccer.

The Club Rep is responsible for overseeing and ensuring that his/her club's travel teams are all properly and timely registered for each season of play!

SJSL utilizes an online team registration process through the Gotsoccer registration system. The head coach of each club team has the ability to register his/her team to play in SJSL. The Club Rep/Registrar has the ability to register any and all teams within his/her club to play in SJSL in lieu of the head coach. The Club Rep also has the ability to add a new coach and/or to remove a coach from the registration process.

The Club Rep should frequently check on the status of each team's registration in his/her club. Teams that miss the registration cutoff will generally NOT be accepted for that season. In limited cases, teams may be accepted as late registrations on an as-needed basis only and will also be subject to significant fines and/or late fees.

Once the registration period closes, an invoice for the registration fees will be forwarded to the Club Rep and to the president for the member club. It is the Club Rep's responsibility to bring the invoice and club check for the invoiced fees to the league on the day of registration (or as otherwise directed by the league). All team related fines, penalties or other assessed fees on the individual teams or on the club must be satisfied prior to or on the day of registration. If the full amount of the invoice (including fines) is not satisfied by the day of registration, no teams from that club will be accepted for registration.

Once the registration and related fees are paid, each team will be approved as registered to play in that club for the current SJSL season.

It is the Club Rep's responsibility to make sure that all teams in his/her club are correctly and timely carded for play in the league.

To ensure that teams are correctly carded, it is suggested that the Club Reps take a proactive stance.

## How do I get a coach's pass?

All Coaches must complete the Requirements detailed in both Section A and B in order to complete the registration process and receive a Coach Pass card for SJSL or SJGSL

#### A. COACH LICENSING / CERTIFICATION

All coaches (both Head Coaches and Assistant Coaches) must be licensed and/or certified to receive a US Club Soccer Coach Pass to coach SJSL and SJGSL teams. You must complete either #1 or #2 below.

#### 1. Existing Coaches Holding Current Licenses

SJSL/SJGSL will accept coaches with the State F, E or D license (obtained prior to 12/31/19), or any national license if the coach also completed the Rutgers course. However, you will still need to Register and upload your License at the following link:

Upload License Here

#### 2. New Coaches - League Certification

As a New Coach, you will need to attend a League Certification course, comprised of both classroom and field based components. The cost to attend the Level 1 course is \$20. The advanced Level 2 course is also now available.

- The link to sign up for the SJ Coaching Course can be found on the Home page on the right hand side.
- \*\*New course certificates are automatically uploaded to the leagues.

#### B. US CLUB COACH REGISTRATION REQUIREMENTS

In addition to holding a valid License / Certification, **ALL** SJSL and SJGSL coaches must complete the following steps in order to receive a Coach Pass. Please check with your club for club specific instructions. Full instructions for these steps can be found at <a href="https://www.usclubsoccer.org/staff-registration">https://www.usclubsoccer.org/staff-registration</a>.

#### 1. PURCHASE MEMBERSHIP

This step is usually completed by the club/organization's registrar on behalf of the individual being registered.

#### For the Current Governing Season:

In US Club Soccer's new National Registration System (NRS) powered by SportsEngine, purchase a
 <u>Staff - Competitive/Super Rec membership</u> (<u>instructions</u>) for the individual(s) you are registering.

• Upon purchase, an email will be automatically sent to the individual being registered with unique API links to easily complete any outstanding membership eligibility requirements. These links are also accessible via the user's SportsEngine dashboard.

#### 2. Background Screening

#### For the Current Governing Season:

• The person for whom a membership is purchased will receive a custom email ~24 hours later with links to complete any outstanding membership eligibility requirements. The links will also be available via the SportsEngine User Profile, or you may complete the background screening application directly via this link. Complete the background screening application via that link, and the result will automatically be reflected within your membership eligibility status in the NRS.

**Timeframe:** The application must be completed no earlier than six months prior to your membership purchase. A "passed" status will validate your background screening membership eligibility credential for two Governing Seasons (the one in which you are registering, and the next).

**Cost / Payment:** \$18 per application, payable 1) by the person completing the application, or 2) clubs/leagues may cover the cost for their members by purchasing prepaid codes.

Purchase prepaid codes (for registrars): Submit the <u>Background Screening Prepaid Code Request Form</u>. Once the unique, one-time-use codes are emailed to you, distribute them to your coaches/staff members to apply when completing the background screening application. *Unused prepaid codes issued prior to April 26, 2019 are no longer valid. Affected clubs were emailed replacement prepaid codes. If you have questions, email prepaidcodes@usclubsoccer.org*.

**Other:** <u>Click here</u> for instructions to add or replace SafeSport or Sideline Sports Doc certificates in your background screening application after submission.

#### 3. SafeSport Training

The U.S. Center for SafeSport Core online training covers the following subjects: sexual abuse, hazing, bullying, emotional misconduct, physical misconduct, harassment (non-sexual) and reporting obligations. Completion takes ~90 minutes, and you may save your progress and pick up where you left off at a later time.

#### For the Current Governing Season:

- Access the course via the unique link in the "outstanding membership eligibility requirements" email
  you will receive once a membership is purchased on your behalf. That link will also be available via
  your SportsEngine User Profile. Completion will automatically be reflected within your membership
  eligibility status in the NRS.
- You may continue a partially completed training by accessing the same link.
- If you already completed Core or Refresher Training via any method other than the unique link in the "outstanding membership requirements" email or your SportsEngine User Profile (ex: for U.S. Soccer

or another org), upload your certificate into your background screening application for manual verification by US Club Soccer.

Cost / Payment: Free.

#### 4. Sideline Sports Doc (SSD) training

This six-chapter course is designed to improve on-field triage of the following key injury situations: 1) The SAFE Method – initial evaluation of an on-field injury, 2) ankle and foot injuries, 3) concussions, 4) fractures, 5) heat illness, and 6) knee injuries. It includes U.S. Soccer's "Concussions in Soccer" video and other Recognize to Recover content. Completion takes ~60 minutes, and you may save your progress and pick up where you left off at a later time.

#### For the Current Governing Season:

- Access the course via the unique link in the "outstanding membership eligibility requirements" email
  you will receive once a membership is purchased on your behalf. That link will also be available via
  your SportsEngine User Profile. Completion will automatically be reflected within your membership
  eligibility status in the NRS.
- You may continue a partially completed training by accessing the same link.
- If you completed the course within the last 6 months via any method other than the unique link in the "outstanding membership requirements" email or your SportsEngine User Profile, upload your certificate (example image) into your background screening application for manual verification by US Club Soccer.

**Timeframe:** The course must be completed within six months of the date of your membership purchase or background screening application. Completion will validate your SSD membership eligibility credential for two Governing Seasons (the one in which you are registering, and the next).

**Cost and payment:** \$5 per person, payable 1) by the person taking the course, or 2) clubs/leagues may cover the cost for their members by purchasing bulk access codes.

**Purchasing bulk access (for registrars or club officials):** Visit <u>this web page</u> to make a first-time bulk purchase and create a prepaid code to be used by your staff to access the course at no cost to them. If you have an existing code, you may view the status of, or purchase more, licenses by visiting <u>this web page</u>.



## How do I add a new player to a team?

The team that the player wishes to play for must complete the necessary steps to add the player to that team's active roster. To do so, follow the steps below: □ Verify that the player is not already carded to a team. If the player is currently carded to a team, the player must be released before he/she can be added to the new team. □ Verify that you have enough room on your active roster and that you will not be exceeding the number of transfers: ☐ Before adding this player, you had less than: 22 players on your roster (U13 & above) □ 18 players on your roster (U11 & U12) □ 14 players on your roster (U8 to U10) ☐ If this is a transfer player, you have transferred less than 5 players (who were previously carded to another team) to your team for the seasonal year (not counting intraclub transfers) ☐ Ensure that the relevant club and league rules/policies permit the player to be added to your team. ☐ Add the new player in the US Club/Sports Engine platform to the team and print the new pass with the SJSL logo on it. Remember to purchase a membership which can take 2-3 days. □ Add the new player in the GotSoccer platform to your Primary Player List. At a minimum, please make sure that the following fields are completed: player's first and last name, DOB, US Club ID # and jersey #. Please do not attempt to add the player to the SJSL season or as a Club Player. ☐ Click on the "Add New/Transfer Player" link on the SJSL website, complete and submit the form. Requests must be received prior to Friday 8:00pm for a Sunday game, or 48 hours prior to games scheduled for any other day. ☐ The League Registrar will unlock the roster and add the player(s) to the current SJSL seasonal event in GotSoccer. When the transfer(s) is completed, the League Registrar will contact you. The new player cannot play until they are added to the SJSL event roster in GotSoccer by the league and appear on the GDR. This will only add the player to the SJSL seasonal event. If you also wish to add

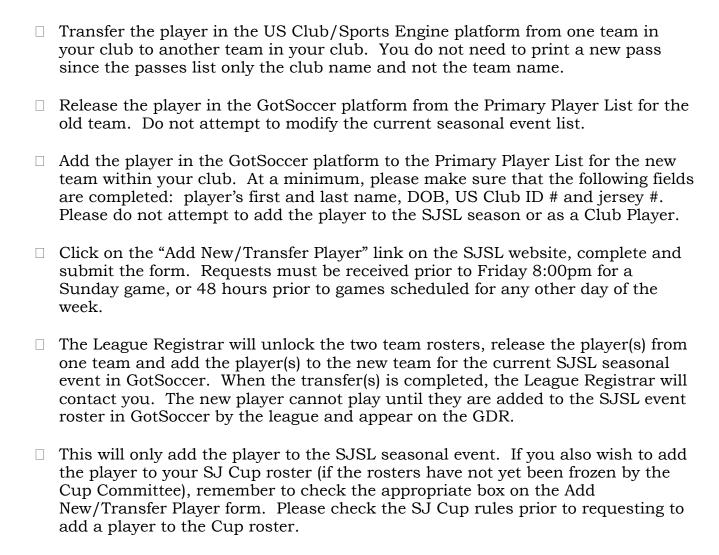
the player to your SJ Cup roster (if the rosters have not yet been frozen by the

New/Transfer Player form. Please check the SJ Cup rules prior to requesting to

Cup Committee), remember to check the appropriate box on the Add

add a player to the Cup roster.

## How do I move a player from one team to another in the same club?





# How do I move a player from one team to another in a DIFFERENT club?

The Original club has to release/remove the player(s) from it's team roster in the US Club/Sports Engine platform. The player pass must be destroyed.
The New team has to add the player(s) to it's team roster in the US Club/Sports Engine platform and create a new player pass with the SJSL logo. Remember to purchase a membership which can take 2-3 days.
The New team then has to click on the "Request to Add New/Transfer Player or Coach" link on the SJSL website, complete and submit the form. Requests must be received prior to Friday 8:00pm for a Sunday game, or 48 hours prior to games scheduled for any other day of the week.
The League Registrar will unlock the two team rosters, release the player(s) from one team and add the player(s) to the new team for the current SJSL seasonal event in GotSoccer. When the transfer(s) is completed, the League Registrar will contact you. The new player cannot play until they are added to the SJSL event roster in GotSoccer by the league and appear on the GDR.
This will only add the player to the SJSL seasonal event. If you also wish to add the player to your SJ Cup roster (if the rosters have not yet been frozen by the Cup Committee), remember to check the appropriate box on the Add New/Transfer Player form. Please check the SJ Cup rules prior to requesting to add a player to the Cup roster.

## How do I release a player from a team?

The team that the player is currently carded to must complete the necessary steps to release the player from that team's active roster. A player MUST be released before he/she can be added or transferred to another team. To do so, follow the steps below:

ste	eps below:
	Ensure that the relevant club and league rules/policies permit the player to be released.
	Follow any club specific requirements to release the player
To	RELEASE a player from your team for league purposes:
	If the player is not going to play in any event for any team in your club, go in and release the player in the US Club/Sports Engine platform. If the player is going to play in some other event for your team or another team in your club, you should not release the player in US Club.
	Click on the "Release a Player" link on the SJSL website, complete and submit the form. Requests must be received prior to Friday 8:00pm for a Sunday game, or 48 hours prior to games scheduled for any other day of the week.
	The League Registrar will unlock the roster and release the player(s) from the current SJSL seasonal event in GotSoccer. When the release is completed, the League Registrar will contact you.
	If you have released the player in US Club and the player is no longer going to play with your team in other events, release/remove the player from your Primary Player List. If the player is going to play in another event with your team, such as a tournament or in another league, leave the player on your Primary Player List. Note also that players that are included on a team's locked Fall roster for SJ Cup play may continue to play for that team in Cup matches as long as the player has not been released from your team in US Club and still appears on the team's Primary Player List

#### How do I disband a team?

Teams that are properly rostered and carded to play in accordance with SJSL guidelines may elect to "disband", or no longer play as a team or in SJSL, during the seasonal year. <u>See</u> Rule 3003.

Teams that were registered to play in SJSL in the Fall season but that do not return to play in the Spring season are viewed as "unregistered" teams. There is no requirement or procedure to formally disband.

## How do I form a hardship team?

An existing team or teams from the same club may disband at the end of the fall season and form a new team for the spring season using not more than ten (10) players from one of the disbanded teams. See Rule 3004.

Existing teams from more than one club may "disband" (elect not to register for the spring season) at the end of the fall season and form a new team for the spring season <u>ONLY</u> with prior SJSL Executive Board approval.

The existing team(s) MUST not be registered to play in the Spring season prior to utilizing the Hardship team provisions. The team(s) must conform with Rule 3003.

- 1. The team(s) must have the approval of the club to form a hardship team.
- 2. Once approval is obtained, the Club Rep should contact the SJSL Registrar for his approval.
- 3. The Registrar will forward the information to the Executive Board for approval of the formation of the hardship team for play in the SJSL.
- 4. The fee for the team to play in the league for that season will be set by SJSL.
- 5. The team will be carded and registered in the normal course.

## How do I report my game score?

The HOME team is responsible for reporting the score in each game. There are a few ways to get to the score reporting screen.

Option #1 - At the bottom of the game card there is a QR code. Use the QR reader app on your smartphone to read it.

Option #2 - Type in the link at the bottom of the game day roster

Option #3 - Go to the league website, click on the "Score Entry" button or the Score Entry tab at the top of the menu. Enter in your coach's email address and the designated PIN.

If a mistake is made, please click on the link on the league website which will take you to a google form to report that the score was entered incorrectly and allow the score to be corrected.

# How do I enter or update my team information in Gotsoccer?

All team roster changes must be made in Gotsoccer starting with the Player Primary List.

Note that some clubs restrict the ability of coaches to make changes to their rosters.

Coaches should enter all of the relevant information for the players into the Player Primary List, including correct names, US Club pass #s, and jersey numbers. US Club player pass #s should be added into the US Club pass # box. The player ID # box can be left blank or used for another type of player pass. It is important to note that the team player pass number default must be changed for each season from "Default" to "US Club" or the pass numbers will not carry over.

To add players to a season (fall, spring) event, each player must be manually assigned to the event. There is no carry over of the fall information to the spring event.

Coach information must be added by the Club Admin. Head coaches and assistant coaches must also be added to each seasonal event.



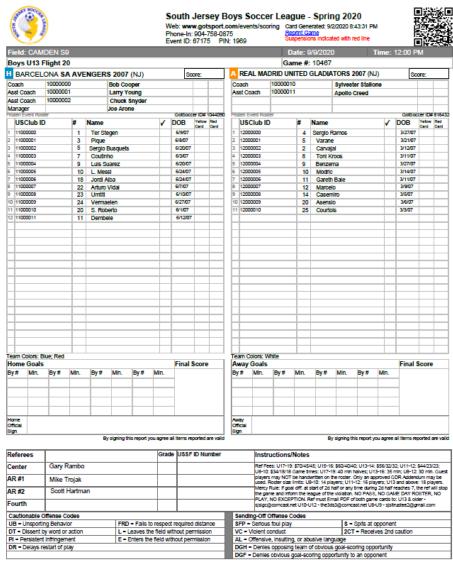
## How do I add a coach to my team?

Add the new coach in the US Club/Sports Engine platform to the team and prin the new pass with the SJSL logo on it. Remember to purchase a membership and direct the new coach to complete the Safe Sport, Sideline doc and background search US Club requirements. The background search could take up to 2 weeks to process.
Click on the link on the league website to upload a copy of the coach's coaching license/ certificate (Level 1, etc.). ALL coaches must have a valid coaching license from the league's approved list in order to coach in SJSL.
Contact your club admin to add the new coach to your club.
For the club admin, log into your Club account. Click on Club tab, then Coaches and then Create Coach Profile. Fill in all of the information, create a login and click on Save.
To then add the coach to a particular team, under the Club tab, click on Teams, then the team that you are adding the coach to. In the box entitled Team Officials, use the drop down next to Coach and select the name you want added to the team. Click Update Team Account.
The team head coach can then add the coach to the league event. Login to your GotSoccer team account. Click on the current league seasonal event. Scroll to the bottom of the page and locate the box labeled "Assistant Coach:. Click Add assistant coach or change. A drop down list of coaches in your club will appear. Click on the coach you want added to the team. Click Change and then Apply Changes to Team Profile. A new coach will not appear on the GDR until they are to the league event.
Finally, go to the league website, on the right hand side under Attn: Coaches/Club Reps, click on the link "Add New Coach". Complete the form and click on Submit

## How do I generate a Game Card (Game Day Roster)?

On your schedule of games, there will be a pdf symbol next to the game number. If you click on the pdf symbol, your GDR will open. It will include all players on your season (fall or spring) roster. If the number of players on the GDR exceeds the number of players that you are allowed to dress for your game, you may cross out the extra players to satisfy the game day roster requirement.

Print 2 copies of the Game Day Roster. Verify that the referee names appear on the GDR. If they do not, ask the referee to add that information to the GDR at your game.







# How do I change my email address or password in Gotsoccer?

If you are the club rep or team coach, follow the Forgot Password link or contact the Gotsoccer help desk to change your password or email address.

# How do I appeal a decision by the Rules Compliance Officer?

All appeals are required to be directed first to the party that rendered the decision. Rule 8002.

Contact the General Secretary in writing, by regular mail or email, stating that you wish to appeal the Rules Compliance Officer's decision. Ask that the RCO reconsider the decision rendered. The request should be accompanied by the required appeal fee.

The request must be submitted within six (6) days of receiving the RCO's initial decision.

## How do I make subsequent appeals?

The appeal process is described in Rule 8003.

The appeal must be submitted within seventy-two (72) hours of receipt of the previous decision.

The appeal must be in writing, by regular mail or email, and submitted to the General Secretary with the appropriate fee.



# How can I keep track of important dates and other information?

#### Important Dates and Fees

FALL 202_ Mtgs. 7/, 8/, 9/, 10/, 11/, 12/		SPRING 202_ Mtgs. 1/, 2/, 3/, 4/, 5/, 6/		Div. I/II 202202_	
Registration Fees		Registration Fees Returning/New		Registration Fees	
7v7		7v7			
9v9		9v9 /		11v11	
11v11		11v11 /			
Registration Date		Registration Date		Registration Date	
11v11 Coaches Meeting Date		11v11 Coaches Meeting Date		11v11 Coaches Meeting Date	
Small sided Meeting Date		Small Sided Meeting Date			
1 <sub>st</sub> Game		1st Game		1 <sub>st</sub> Game	
No Game on:		No Game on:		No Game on:	
Last date to add players		Last date to add players		Last date to add players	
Last Game		Last Game		Last Game	
Pickup trophies		Pickup trophies		Pickup trophies	
REF FEES Div. I		REF FEES Div. I		REF FEES Div. I	
Div. II		Div. II		Div. II	
Div. III		Div. III			
Div. IV		Div. IV			
Div. V		Div. V			

## What changes have been made to the LOTG?

**Law 3** – substituted player(s) must leave on the players' side of the field and immediately go to the technical area, unless expressly directed by the referee

**Law 5** – an injured player who is awarded a penalty kick and will be the kicker does not have to leave the field when treated for the injury

**Law 7** – medical stoppages (drink/cooling breaks) – may be given to allow drink breaks of 1 min. and "cooling" breaks of 90sec to 3 min.

**Law 8** – the team that wins the coin toss can choose the goal to attack or to take the kickoff; the team that decides which goal to attack takes the kickoff in the second half

<u>Dropped ball</u> – dropped for one player on the team that last touched the ball and everyone else must be 4.5 yds away. Ball is in play when it touches the ground. If dropped ball goes into goal without first touching at least two players, play is restarted with a goal kick if it enters the opponent's goal or a corner kick if it enters the team's goal.

**Law 9** – dropped ball will be awarded if the ball hits the referee/match official and: (1) a goal scored; (2) a team starts a promising attack or (3) possession changes.

**Law 10** – GK cannot score by throwing the ball directly into the other goal. A goal kick will be awarded.

**Law 12** – Handball rules are now "clarified".

It is an offense if a player:

- •deliberately touches the ball with their hand/arm, including moving the hand/arm towards the ball
- •gains possession/control of the ball after it has touched their hand/arm and then:
  - o •scores in the opponents' goal
  - creates a goal-scoring opportunity
  - scores in the opponents' goal directly from their hand/arm, even if accidental, including by the goalkeeper

It is **usually** an offense if a player:

- •touches the ball with their hand/arm when:
  - •the hand/arm has made their body unnaturally bigger
  - the hand/arm is above/beyond their shoulder level (unless the player deliberately plays the ball which then touches their hand/arm)

The above offenses apply even if the ball touches a player's hand/arm directly from the head or body (including the foot) of another player who is close.

Except for the above offenses, it is **not usually** an offense if the ball touches a player's hand/arm:

- •directly from the player's own head or body (including the foot)
- •directly from the head or body (including the foot) of another player who is close
- •if the hand/arm is close to the body and does not make the body unnaturally bigger
- •when a player falls and the hand/arm is between the body and the ground to support the body, but not extended laterally or vertically away from the body

Team officials/coaches can receive a YC/RC; if the offender cannot be identified, the head coach will be carded.

Caution offenses <u>include</u>: persistently leaving the technical area; delaying the restart by your team; dissent by word or action including throwing things and gestures; persistent unacceptable behavior; showing a lack of respect for the game.

Sending off offenses <u>include</u>: delaying restart by opposing team; acting in a provocative or inflammatory manner; throwing/ kicking an object on to the field; entering the field to confront a referee at half time/end of the game; using abusive language.

All verbal offenses are restarted with an indirect free kick.

**Law 13** – With a defensive wall of at least 3 players, all attacking players have to be at least 1m away. An indirect free kick is awarded if they encroach.

For free kicks from inside the penalty area:

<u>For 7v7 matches</u>: •Cannot cross the build out line until the ball: clears the penalty area, or it is touched by a second player on the kicking team

<u>For 9v9 matches</u>: •Cannot enter the penalty area until the ball: clears the penalty area, or it is touched by a second player on the kicking team

<u>For 11v11 matches</u>: •Must be 10yds from the ball and cannot enter the penalty area until the ball: is kicked and clearly moves

**Law 14** – GK must have at least part of one foot on or in line with the goal line on a penalty kick. GK cannot be behind the goal line.

#### Law 16 - Goal kicks

<u>For 7v7 matches</u>: •Cannot cross the build out line until the ball: clears the penalty area, or it is touched by a second player on the kicking team

<u>For 9v9 matches</u>: •Cannot enter the penalty area until the ball: clears the penalty area, or it is touched by a second player on the kicking team

<u>For 11v11 matches</u>: •Cannot enter the penalty area until the ball: is kicked and clearly moves

## FREQUENTLY ASKED QUESTIONS

(Note: Rule citations are subject to change without notice.)

- Q. How long is a player pass good for?
- A. Player passes are good from September 1st until August 31st of the following year.
- Q. How can I find out what Division my child plays in?
- A. Each Age Division is comprised of players who are before the 1st day of January of the spring seasonal year, as follows:

Division I under 19 years of age Division II under 16 years of age

Division III under 14 years of age

Division V under 10 years of age

Division V under 10 years of age. Rule 1002.

- Q. Can I card more than 18 players on my 11v11 team if I expect to have less than 18 actually suit up to play?
- A. Yes. U13 and above teams can card up to 22 players at one time. Only 18 players may be included on the game day roster. See Rule 3001(b).
- Q. If a player or a player's pass is challenged at a game, can the player still participate in that game?
- A. Yes. At the discretion of his coach, the player challenged may play in the game; however, if the player is found ineligible or the player's pass invalid, the game will be forfeited. Rule 6006(i).
- Q. What games, if any, have priority over a scheduled SJSL game?
- A. SJSL Games have priority over all other games, except for SJ Cup Games. Rule 6005(d). Teams with SJ Cup games have flexibility and should attempt to schedule their games for times that do not conflict with the league schedule.
- Q. My team is 9-0 and in first place, but we do not have enough players to field a team for the final game and must forfeit. Are we still eligible to win the championship in our flight?
- A. No. Any team forfeiting a game shall not be eligible to win the flight championship. Rule 6009(b).
- Q. If a club cancels a game due to weather related issues before the referee has arrived, does the referee still get paid?
- A. If a referee is assigned to a game and goes but the game is not played, the following fees are applicable: (1) Due to weather conditions that have occurred since he left, he is entitled to a full game fee paid by the home team. This applies to all divisions. This fee is only paid for the first scheduled game; (2) Due to teams not showing up, he is entitled to a full game fee, to be paid by the home team, and (3) Once a game has started, he is entitled to a full fee. Rule 6010(c).
- Q. Can the club change the location or time of a scheduled SJSL home game?
- A. Any requested changes in the schedule or in location of home games must be submitted to the Games Commissioner or designated league official at least two weeks prior to the scheduled game. The game remains as originally scheduled unless the Games Commissioner approves the change. Rule 6005(b).
- Q. If a game is canceled because of the weather, does the makeup game have to be played within two (2) weeks of the date for the original game?

- A. No, but the Games Commissioner must be informed of the rescheduled date for the game within that two week period. Rule 6008(d).
- Q. If my team is 7-0-2 and the first place team is 9-0-0 and we play one another in the final game of the season and defeat the 9-0 team, will we be crowned as the flight champions?
- A. No. The standing of teams is determined by points as follows: Win 3 points for winning team; Tie 1 point for each team; Loss no points for losing team. The 9-0 team would now be 9-1 and have 27 points. Your team would be undefeated and 8-0-2 and have only 26 points. Rule 6011(a).
- Q. If my team has to forfeit a game, am I still responsible to pay the referee's fees?
- A. A team forfeiting a game may be fined up to \$100 plus referee fees or other costs. Rule 7003(d).
- Q. I registered my team, and we were rated and placed into a flight, but prior to the first game being played, the team disbanded. Can I request to be removed from the game schedule?
- A. Your team can be removed from the game schedule, but your club will be fined up to \$1,000.00 plus forfeit the registration fee. Rule 7002(a).
- Q. We were not able to form a team until after the rating committee met. Can we still be admitted to the league?
- A. No. No team shall be accepted after the rating committee meets. Rule 7002(d).
- Q. One of the parents on my (U8-10) team set up a website for the team. We list player stats, game results, and standings. We finished in first place in our flight and wish to get championship jackets. Does the league provide those jackets?
- A. U8-10 teams are prohibited from publishing game scores or standings on a website. The team is not permitted to get jackets that refer to a championship or first place. The league does not provide jackets. Rule 1003.
- Q. I only had 6 players on my team show up for our game. Do I have to forfeit?
- A. Depends. A minimum of seven (7) players constitutes a valid 11v11 team. A minimum of six (6) players constitutes a valid 9v9 team and a minimum of five (5) players constitutes a valid 7v7 team. Rule 6004.
- Q. When do we move up to a size 5 ball?
- A. Division I, II & III use a SIZE #5. Divisions IV & V use SIZE #4. Rule 6003.
- Q. I forgot my player passes. Can I send someone for them and hand them into the referee at halftime?
- A. No. The coach of each team must present game fees, coaches' passes, the player passes and the game day roster to the referee and opposing coach prior the start of the game. Rule 6006.
- Q. Can a player play in a game if I forgot his pass but I have a copy of the team roster showing that he is carded?
- A. No. Players or coaches without passes are ineligible to participate in the game. Rule 6006(g).
- Q. How long do I have to report my game score online? Can I mail the game day roster instead of reporting the score online?
- A. You have until noon of the day after the day the game was played. You cannot mail the game day roster in lieu of reporting the score online. Rule 6009(c).
- Q. If we are losing 7-0 in the first half of our game, will the referee stop the game?
- A. No. The game will be allowed to continue to allow the coaches to remedy the situation. If

- the goal differential is still 7 at the start of the second or at any time during the second half, the game will be stopped. The game may not be resumed.
- Q. If we are winning 7-0 in the first half of our game, can I direct my team to shoot on our own goal to get under 7? Can we do it more than once so that we are free to shoot on the other goal again?
- A. No. This is unsportsmanship like conduct and sanctionable.
- Q. If a U10 player changes clubs and teams during the seasonal year, is he/she required to sit out 3 games?
- A. No, U10 players are not required to sit out 3 games. Rule 5004(b).
- Q. Can a player change teams any time that he/she wants to?
- A. Depends. If there are transfer window restrictions, the player may be limited as to when he/she may transfer. The player may also be subject to the 3 game sit out rule. In addition, transfers after Round #8 are ineligible to play in the SJSL games for that season. See Rule 5004.
- Q. What size should small sided goals be?
- A. All small sided goals should be 7' x 21' or 6.5' x 18.5'.
- Q. How do I report my score if the opposing team forfeits?
- A. You report the score as 1-0.
- Q. I lost a lot of players to baseball and lacrosse. Can I add more players to fill my roster even if it happens to exceed the maximum limit? Will the league approve a waiver request?
- A. No. The maximum roster limits cannot be exceeded. There are NO exceptions and NO waivers of this rule. If players are no longer participating, you should release them from your roster to avoid this problem.
- Q. I lost several players to other activities and other sports. I already added 5 transfer players to my team. Can I add a couple more transfer players to fill my roster if I have not yet exceeded the maximum roster size? Can I request a waiver from the league if I will not have enough players to field a team without exceeding the 5 transfer limit?
- A. Depends. The maximum number of transfer players on any U15 and above team is five (5). The maximum for U14 and below teams is also five. There are NO exceptions and NO waivers of this rule.