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Suburban Friendship League

Procedures and Processes – Team Registration (Effective December 30, 2007)

BACKGROUND

Prior to the Spring 2005 season, the team registration process caused unnecessary difficulty for the SFL to schedule the games. Although the team registration process started on March 1 for the spring season and August 1 for the fall season, most clubs did not even submit initial team and club information until on or after the due date. Therefore, little time was available to ensure that teams are placed in the proper age groups and divisions. Furthermore, several clubs did not provide adequate field information until well after the registration dead line which adversely affected the schedule development process. On December 11, 2004, the SFL Commissioners adopted a revised process. Subsequent to the adoption of the revised process, significant improvements were initially realized. However, during the last couple of seasons, major problems have once again been experienced and the leeway allowed by the revised process and the SFL’s willingness to “go the extra mile” has been abused by some clubs. Accordingly, a revised process was adopted by the SFL Commissioners on December 30, 2007. The significant changes from the prior process involve the submission of a “Master Player Roster” and how odd team scheduling groups are handled.

REGISTRATION PROCESS

1. The SFL only accepts team registrations from clubs that have been approved by the SFL Commissioners and all team registration activities are the responsibility of the applicable SFL Club Representative.
2. Standard deadlines will be used for registering teams – March 1 for the spring season and August 1 for the fall season. (The date for starting the registration process will also be July 15 and February 15.) **Note:** These dates may be slightly modified at the discretion of the SFL Administrator. The information that will be required on the registration dead line includes:
 - a. **Complete and accurate club registration information.** This is normally the name, address, phone number, and Email addresses of the SFL Club Representative, Club Field and Referee Coordinators, and Club Age Group Coordinators.
 - i. If accurate club registration information is not provided by the registration deadline, then the club is subject to a \$50 late fee at the discretion of the SFL Administrator.

1 **b. Complete listing of teams that will be registered and the field assignments that**
2 **should be used for those teams.** The team contact information is not required to be
3 accurate or even provided at this point, however, the age group, division, and field
4 assignment must be accurate and correct.

5
6 i. If a club cannot provide reliable field information by the registration date, then that
7 club's teams will be placed on the waiting list and subject to the additional fees
8 discussed below for teams added after the registration deadline.

9
10 ii. Clubs must provide an adequate number of field slots to support their teams. The
11 SFL Administrator will determine what is considered adequate using the following
12 formula as a guideline: (total number of teams times .6) rounded to the next higher
13 number.

14
15 (1) If a club cannot provide adequate field slots to support all the teams registered,
16 then it will notify the SFL which teams should be put on a waiting list.

17
18 Examples

- 19
20 • 4 teams would require 3 slots
21 • 9 teams would require 6 slots
22 • 31 teams would require 19 slots

23
24 **c. Master Player Roster** – On March 15 and August 15 the SFL must be provided with a
25 master listing of all players assigned to all registered teams using SFL Form 4E
26 (commonly referred to as a Master Player Roster). Roster data may no longer be
27 submitted to the SFL using SFL Form 2e or substitute roster forms, though these forms
28 are still used for the individual team rosters provided to coaches. This requirement
29 replaces the former requirement of providing team rosters to the applicable SFL Age
30 Group Commissioners.

31
32 i. The SFL will distribute the Master Player Rosters to the applicable SFL Age Group
33 Commissioners. Section II of the rules discusses how the Master Player Roster will
34 be updated and how the SFL is notified of these changes.

35
36 ii. The Master Player Roster requires the following information for each player – age
37 group, division, team name, uniform number, name, and birth date. The SFL
38 recognizes during the team registration process, reliable information is not normally
39 available for (1) the actual team assignment for a given player and (2) the player's
40 uniform number.

41
42 (1) Clubs may use "artificial" team assignments for the Master Rosters provided on
43 March 15 and August 15. For example, assume a club has 45 Under 14 Boys
44 players and wants to register two (2) division 1 teams and one (1) division 2 team.

1 The club may list the players eligible for the division 2 team as those assigned to
2 the division 2 team and then split the remaining players between the division 1
3 teams by simply listing the names in alphabetical or some other order. It is
4 recognized that these team assignments may not reflect the actual team
5 assignments, e.g., some of the players shown on the division 2 team in the
6 example above may be actually assigned to a division 1 team and players shown
7 on one division 1 team may be actually assigned to the other division 1 team.
8

9 (2) Uniform numbers are not required on the Master Rosters provided on March 15
10 and August 15. However, as noted in Section II. of the rules, the uniform
11 numbers are required for subsequent roster submissions after March 31 for the
12 spring season and August 31 for the Fall season.
13

14 iii. If a club does not provide the Master Player Roster by March 15 or August 15, then
15 the teams registered prior to that date will not be scheduled and will be considered
16 dropped for registration fee purposes. Furthermore, if the number of players shown
17 on the Master Player Roster is considered by the SFL Administrator to be inadequate
18 to support the number of registered teams, then the SFL Administrator will work with
19 the applicable SFL Age Group Commissioners to determine the number of teams that
20 can be supported, and the remaining teams will be moved to the waiting list.
21

22 (1) When teams are dropped because of the Master Player Roster issues discussed
23 above, clubs may request the SFL to schedule these teams by providing the
24 necessary Master Player Roster information. However, these teams are
25 considered as late team registrations and subject to the late fees and other
26 restrictions associated with late team registrations. For example, the SFL may
27 require that the club provide a Sunday time slot to support the scheduling process
28 or refuse to accept the team because the request would be too difficult to
29 implement.
30

31 3. Changes to the initial registration will be handled in accordance with the following
32 procedures:
33

34 a. **Dropped Teams**
35

36 i. Teams may be dropped after the registration dead line, however, the club will be
37 assessed the full registration fee for any dropped teams.
38

39 ii. If a club drops a team in the Under 12 or Under 14 age groups that is considered to be
40 a division 1 team, then that club must move up a division 2 team to take its place if
41 one is available.
42

43 (1) The club may request the applicable SFL Age Group Commissioner's permission
44 to only drop the division 1 team.

1 Example

2
3 Club A registers three (3) Under 14 Girls Division 1 teams and three (3) Under 14
4 Girls Division 2 teams by the registration deadline. However, it later determines that
5 it does not have enough players to field one of the division 1 teams and notifies the
6 SFL that this team must be dropped because the anticipated team registrations did not
7 materialize. The club may be required to move one of its Division 2 teams to
8 Division 1.
9

10 Discussion

11
12 This procedure was adopted since we have noticed that when a division 1 team is
13 dropped the clubs begin to ask for waivers for several of these players to play on
14 division 2 teams. On the other hand, when a division 1 team is dropped because a
15 number of players originally assigned to the division 1 teams made travel teams, then
16 the club may not be required to move a division 2 team to division 1 since no division
17 1 aged players are expected to be moved to division 2 teams.
18

19 **b. Acceptance of Teams**

20
21 i. Clubs meeting the registration deadline are not guaranteed that all of their teams will
22 be accepted for scheduling. In the past, the SFL accepted all teams that were
23 registered by the registration dead line even if this meant that an odd number of teams
24 in a given age group were accepted. However, in the past few seasons we have seen
25 an unwillingness of some clubs to provide the necessary Sunday slots to support the
26 proper scheduling of odd team scheduling groups. This has caused a “shifting of the
27 burden” to clubs willing to provide Sunday slots. When an odd team scheduling
28 group is created, the following process will be used.
29

30 (1) The SFL Administrator will review the teams in an odd team scheduling group
31 and determine which club in that group was the last club to register teams. This
32 club will then be contacted and requested to (1) provide a Sunday game slot and
33 the team that should fill that slot for its home games (this is commonly referred to
34 as a “Sunday” team) or (2) the team that should be dropped.
35

36 (a) If a club does not respond in a timely manner to the SFL Administrator’s
37 request, then the SFL will (1) assume the club cannot provide a Sunday field
38 slot or (2) cannot find a team willing to play its home games on Sunday. The
39 SFL will then drop one of the registered teams for that club.
40

41 (b) If a team is dropped because of the inability to provide a “Sunday” team, then
42 the SFL will waive the team registration fee for that team and place the team
43 on a waiting list.
44

1 Examples
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- 3 • Clubs B, C, and A (in that order) provide their team registration information by
4 the registration deadline with Club D providing its team registration information
5 one day later. An odd team scheduling group is created involving Clubs A, B,
6 and C. Since Club A was the last club in the odd team scheduling group, Club A
7 would have to either (1) provide a “Sunday” team or (2) drop one of its registered
8 teams. It does not matter that Club D was later than Club A since Club D did not
9 have any teams in the odd team scheduling group.
- 10
- 11 • Clubs B, C, and A (in that order) provide their team registration information by
12 the registration deadline with Club D providing its team registration information
13 one day later and its field information after all other clubs. Although Club B
14 provided its team registration information by the registration dead line, did not
15 provide the necessary field information for its teams until later. An odd team
16 scheduling group is created involving Clubs A, B, and C. Although Club B was
17 the first club to register teams, since it had not provided the proper field
18 information, it is considered as the last club in the odd team scheduling group.
19 Accordingly, Club B would have to either (1) provide a “Sunday” team or (2)
20 drop one of its registered teams. It does not matter that Club D was later than
21 Club B since Club D did not have any teams in the odd team scheduling group.

22

23 ii. **Team Additions**

- 24
- 25 (1) Teams may be added after the registration deadline at the discretion of the SFL
26 Administrator.
- 27
- 28 (a) The team(s) will be placed on a waiting list and the SFL does not provide any
29 assurances that the team(s) will be added.
- 30
- 31 (b) The SFL may require the club to provide Sunday slots to support the
32 scheduling of the team(s) added.
- 33
- 34 (2) Clubs will be assessed a \$20 fee for teams added from the waiting list. This \$20
35 per team fee is in addition to the regular team registration fee. These fees will be
36 assessed even if the club dropped a team in another age group or division.

37

38 Examples

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- 40 • Club A drops a team in the Under 19 Girls age group that was registered
41 during the original team registration process and is granted permission by the
42 SFL to add two teams (one Under 16 Boys and one Under 12 Girls) after the
43 registration dead line. The club would be assessed the normal registration
44 fees for the Under 19 Girls team dropped and the Under 16 Boys and Under

1 12 Girls teams that were added plus a \$40 fee for the Under 16 Boys and
2 Under 12 Girls teams that were added.

- 3
- 4 • Club A drops an Under 14 Boys Division 2 team and is granted permission to
5 add a Division 1 Under 14 Boys team after the registration dead line. The
6 club would be assessed the normal registration fees for both Under 14 Boys
7 teams plus a \$20 fee for the Under 14 Boys team that was added.
8

9 c. **Field Changes** – Clubs are expected to schedule their fields in a manner that ensures that
10 stable field slots can be provided to the SFL for their teams. In other words, when the
11 clubs provide fields to other organizations such as NCSL, ODSL, and WAGS they should
12 ensure that they have reserved enough slots to support the teams that will play with the
13 SFL.
14

- 15 i. Clubs that make major changes to their field information are subject to a \$20 per team
16 field change fee. The SFL Administrator will make the determination of what is
17 considered a major change.
18

19 d. **Team Information Changes** – The SFL understands that reliable team contact
20 information is unavailable when the initial team registration forms are provided (March 1
21 and August 1). Accordingly, clubs are free to change the team contact information
22 whenever a change is needed. When the club does not know the team contact it should
23 (1) leave the team contact information blank or (2) use the existing team contact
24 information even when it knows this may be incorrect. However, accurate team
25 information is expected to be available prior to the team packages being mailed.
26

- 27 i. The SFL will provide the date when the clubs must provide accurate team contact
28 information.
29

- 30 ii. If a club does not know the team contact information prior to the mailing, it should
31 use the SFL Club Representative's contact information and notify the SFL that the
32 SFL Club Representative's information is being used as a place holder.
33

- 34 (1) Once the actual team contact information is known, the SFL should be notified
35 and the SFL Club Representative should ensure that each coach that plays that
36 team has been notified of the change.