

Suburban Friendship League
2416 Rosedalem Drive
Reston, VA 20191-1620
June 2, 2010

Dear Coach/Club Representative:

The weather has been great this season. Hopefully, the weather will be good for the Wayne Gilbert Memorial Tournament. This season over 470 tournament games have been scheduled in almost 100 tournament divisions. Please remember that the SFL could not function without the support of a number of your club officials. The next time that you see your club officials, please take the time to express your appreciation for all the hard work that they do to help ensure that your games get played. Until you have performed their role, it is hard to understand just how much time and effort they put into your program.

I would also like to express our thanks for the large number of volunteers who make this tournament possible. This is a massive undertaking that could not be conducted without the help of the clubs, their administrative organizations, and the coaches. **IF YOUR TEAM IS UNABLE TO PLAY IN THE TOURNAMENT PLEASE NOTIFY US AS SOON AS POSSIBLE.** Teams who do not show up for tournament games are very disruptive and cause unnecessary problems. If you cannot play, then please be considerate of the other teams and let us know in advance.

The tournament format is complicated and requires all participants to understand their responsibilities. Therefore, **IT IS CRITICAL THAT YOU READ THIS ENTIRE LETTER SO THAT YOU WILL UNDERSTAND WHAT IS REQUIRED OF YOU AND THE RULES THAT WILL BE USED FOR THE TOURNAMENT.** Please take the few minutes necessary to read this letter before the tournament begins. It should reduce the amount of confusion and misunderstandings that happen when failures to communicate occur.

This letter discusses (1) how to obtain answers to frequently asked questions, (2) the tournament format, (3) tournament commissioners and tournament responsibilities, and (4) general rules and reminders. This package also contains the following items.

- Third game schedule for 5 team divisions playing in round robin divisions. If your schedule shows games with "To Be Determined" in the team name, this schedule is for you.
- Game schedules

Note: This package contains the game schedules in effect at the beginning of the date shown on the schedules. However, sometimes after the schedules are prepared, we are notified of teams dropping out of the tournament or other changes. These changes will also be posted to the web site. **THEREFORE, PLEASE CHECK THE WEB SITE PERIODICALLY TO ENSURE THAT CHANGES TO YOUR SCHEDULE HAVE NOT BEEN MADE.**

FREQUENTLY ASKED QUESTIONS

We have developed a Frequently Asked Questions document that can be found on the web site under Frequently Asked Questions (www.sflsoccer.org/faqtournament.pdf) that provides answers to questions such as how the tournament divisions were created and why the tournament divisions do not reflect the same results as those shown on the web site. We used the game results provided by Thursday, May 27, 2010, to develop the tournament divisions.

We have also developed a FAQ document regarding roster questions. It also can be found on the web site (www.sflsoccer.org/faqrosters.pdf) and discusses what happens when the roster numbers on the team roster do not agree with those on players' jerseys. We strongly encourage you to take some time and read this document to understand what you should do when you (1) check your player's numbers and find out that a player is using an incorrect jersey or (2) notice that the other team is using a player whose jersey number does not agree with a roster. If you have any questions, you can call 703-476-6611.

TOURNAMENT FORMAT

The tournament format and structure are consistent with the procedures discussed in the season rules and the Tournament Scheduling Process and Procedures document that can be found on the web site under SFL Documents. The following sections discuss two key areas that may cause confusion – how to read the schedule and types of tournament divisions.

How to Read The Schedule

Overall we believe that the schedule is fairly easy to understand since we created it and have the secret knowledge of what the numbers mean. However, just in case, we would like to provide you some guidelines that you can use to understand how to read the games that say something like "Game 1 Winner". The way that you know which team is associated with a given game number is to look at the last number in the game reference number. For example, if Team A and Team B play in game reference number 420501, then the winner of this game is the "Game 1 Winner". The key is the game reference number and not the order the game is shown on the game schedule. For example, game 420501 may be scheduled for 10:00 while game 420102 was scheduled for 8:30. The "Game 1 Winner" is still the winner of game 420501.

Types of Tournament Divisions

Because of field and referee availability we created two different tournament groups – those that play a traditional tournament "round robin" format and those that play a single-elimination format. First, we took the regular season groupings and took the top tournament division in each group and scheduled them to play using the "round robin" format. For example, based on the regular season results, Divisions 1 and 8 of the Under 12 Girls were the top tournament divisions in the regular season groups. These two tournament groups were then scheduled using the "round robin" tournament format. In addition, because of some tournament divisions consist of only 3 teams or

based on field availability, we scheduled some additional groups using a round robin format. As discussed below, two of these groups have special round robin schedules. The following is a list of all divisions scheduled using a round robin format:

- Under 12 Boys – Divisions 1, 2 (special round robin division), 10, and 11
- Under 12 Girls – Divisions 1, 2 (special round robin division), 8, and 9 (special round robin division)
- Under 14 Boys – Divisions 1, 10 and 11
- Under 14 Girls – Divisions 1 and 8
- Under 16 Boys – Divisions 1 2 (special round robin division), 2, and 7
- Under 16 Girls – Divisions 1, 2 (special round robin division), and 5
- Under 19 Boys – Divisions 1 and 5
- Under 19 Girls – Divisions 1 and 2

The remaining teams were scheduled using the single elimination format. Please note that in a six and seven team divisions playing a single elimination format, a game is also played to determine who receives the third place trophies. Therefore, if your team plays in the second round game and loses, you will play another game to determine who wins third place trophies.

The key difference in rules between these two types of format structures is how ties are handled.

- If a division is scheduled using the “round robin” tournament format (see above), then the game **CAN** end in a tie except in the final game of the special tournament divisions (see discussion below on the special tournament divisions).
- If a division is scheduled using the single-elimination format, then the game **CANNOT** end in a tie. If a game is tied at the end of regulation play, it goes into an immediate shoot-out using FIFA rules.

The game times are the same regardless of how the division was scheduled. The game times for the Under 12s will consist of 2 – 30 minute halves while the Under 14s, 16s, and 19s will play 2 – 35 minute halves.

Special Round Robin Tournament Divisions

Five of the round robin tournament divisions are considered special since they do not follow the traditional round robin format. Specifically, the SFL designs the round robin divisions in each age group in such a manner that the first and second place team are determined by the on field results.

This approach, using the traditional round robin format, can only support 5 or fewer teams. Accordingly, when a round robin divisions consist of more than 5 teams, another approach must be taken to achieve this objective. When six teams are in a round robin division, we create mini groups within the division. The winners of these two groups on Saturday play for first and second place on Sunday while the second place teams in each group play for third place on Sunday.

- Under 12 Boys (Division 2) – The following are the teams in these two groups.

<u>Group A</u>	<u>Group B</u>
Chantilly 5	Chantilly 1
Fairfax 5	Herndon 3
Loudoun 4	Loudoun 5

- Under 12 Girls (Division 2) – The following are the teams in these two groups.

<u>Group A</u>	<u>Group B</u>
Loudoun 2	Fairfax 1
Loudoun 3	Herndon 7
McLean 5	Sterling 6

- Under 12 Girls (Division 9) – The following are the teams in these two groups.

<u>Group A</u>	<u>Group B</u>
Annandale 1	Annandale 6
Great Falls 1	Reston 2
Sterling 1	Sterling 3

- Under 16 Boys (Division 1) – The following are the teams in these two groups.

<u>Group A</u>	<u>Group B</u>
Northern Virginia 4	Annandale 4
Prince William 1	Prince William 2
Team America 2	Southwestern 2

- Under 16 Girls (Division 2) – The following are the teams in these two groups.

<u>Group A</u>	<u>Group B</u>
Loudoun 2	Fairfax 1
McLean 5	Loudoun 3
Northern Virginia 4	Reston 1

It is important to remember that the games in these special tournament scheduling groups can end in a tie on Saturday. However, on Sunday, if a game ends in a tie, then the game **CANNOT** end in a tie. If a game is tied at the end of regulation play, it goes into an immediate shoot-out using FIFA rules.

TOURNAMENT COMMISSIONERS AND TOURNAMENT RESPONSIBILITIES

The following sections discuss (1) what to do when you become a tournament division commissioner, (2) special tournament responsibilities, (3) trophy pickup, and (4) trophy labels.

What to Do When You Become The Division Commissioner

Under the single elimination format, each coach can potentially become a division commissioner so you need to plan accordingly. Each tournament division is assigned an initial division commissioner. These are the names contained in your package. Basically, these individuals are responsible for (1) notifying the other teams in their division if the games are cancelled due to weather or have to be relocated for other reasons and (2) handing out the trophies. However, when the tournament division commissioner's team loses and is not playing in the final game, the trophies become the responsibility of the coach who advances. (The notification of game cancellations remains with the assigned division commissioner.) In addition, in a six team division, one of the coaches who will play for third place trophies also becomes a division commissioner.

You know you are a division commissioner when (1) you beat the assigned division commissioner's team before the final game, or (2) you lose to a division commissioner's team in a six team division and are eligible to play for third place. This is not overly complicated, however, it does require **preparation and communication**. If you are a division commissioner and your team loses, make sure that you talk to the other coach and give them the trophies or explain how the trophies will be handled. If your team beats the division commissioner's team, then talk to the coach after the game and make sure you understand how the trophies are going to be made available to you. The following examples are provided to illustrate several situations:

Example 1 – Four Team Division

Team A is the division commissioner's team and loses to Team B in the first round. The coach for Team B becomes the division commissioner and makes arrangements to get the tournament trophies so that they will be available for the championship game.

Example 2 – Five Team Division

Team A is the division commissioner's team and loses to Team B in the first round. The coach for Team B becomes the division commissioner and makes arrangements to get the tournament trophies. However, Team B loses to Team C in the second round game. The coach for Team C becomes the division commissioner and makes arrangements to get the tournament trophies so that they will be available for the championship game.

Example 3 – Six Team Division

Team A is the division commissioner's team and loses to Team B in the first round. The coach for Team B becomes the division commissioner and makes arrangements to get the tournament trophies. However, Team B loses to Team C in the second round game. The coach for Team C becomes the division commissioner for the championship game and makes arrangements to get the first and second place tournament trophies so that they will be available for the championship game. The coach for Team B retains the third place trophies for the third place game which matches the losers of games 3 and 4. Please remember that the field used for the first and second place games may be different than the field used for the third place game.

Example 4 – Site Coordinator Keeps Trophies

In some cases, the site coordinator is keeping the trophies and will make arrangements to get them to the appropriate teams. If the site coordinator is also shown as the division commissioner, then this is probably the case. If the site coordinator is worrying about the trophies, then beating a division commissioner's team does not have any real administrative impact on you.

Special Tournament Responsibilities

The tournament can only be held because a large number of people help out. Basically, we have three roles and the following is a discussion of these roles and the associated responsibilities.

Site Coordinator

- Provides the fields, nets, and ensures that fields are properly lined.
- Provides officials for the fields.
- In cases of game cancellations due to weather, the Site Coordinator first notifies the Division Commissioners. The SFL is then notified by Email to sfl@sflsoccer.org (the preferred method) or by a phone call to Chris Martin (703-476-6611). Our web site has the current phone numbers to check field conditions. The link to this page can be found on the left side of our home page under Phone Numbers for Field Conditions (<http://www.sflsoccer.org/weather.htm>).

Generally, the site coordinator is the SFL Club Representative for club hosting a given tournament site.

Division Commissioner

The applicable SFL Club Representative confirmed the division commissioners and their phone numbers. If you have a question on why you were chosen, then contact your SFL Club Representative. Being a division commissioner is not a complicated task and basically requires you

to be on the field when your team is scheduled to play a game. The following are the specific responsibilities for division commissioners.

- Prepares a game board for their division and ensures that the scores are posted. (The web site has a sample game board on the SFL Documents page (<http://www.sflsoccer.org/gamebrd.pdf>.) If the division commissioner's team loses, then the board is given to the new division commissioner who assumes this responsibility. In some cases, the division commissioner's team may not play until later in the day. Therefore, the game board may not be available until the division commissioner's team plays its game.
- Notifies the teams in their division of game cancellations. In the case of inclement weather, the division commissioner should also notify the teams in their division if games are going to be played. This responsibility remains with assigned division commissioner even if the division commissioner's team loses before the final tournament division game.
- Arranges pickup of their trophies. Generally, this is the site coordinator and hopefully, this person has already discussed with you how this is going to work. However, in some cases, in order to reduce the travel requirements, may have someone bring the trophies to the tournament site. Regardless, make sure that you have a clear understanding of how you are going to get the trophies. We have discussed above how trophies are handled should your team lose before the final game.
- **Rosters. The division commissioner is not responsible for collecting rosters.** However, as noted below, each team is required to present their roster to the other team **BEFORE** the start of their game. **IF A TEAM DOES NOT HAVE A ROSTER THAT MEETS THE SFL REQUIREMENTS, THAT TEAM FORFEITS THE GAME**, the referee is notified that the game will not be played, and both teams leave the field of play. If you have a roster question, then give us a call at 703-476-6611. **PLEASE NOTE THAT AUTOMATIC FORFEITS FOR ROSTER ISSUES ONLY OCCUR WHEN A ROSTER IS NOT AVAILABLE.**
- In the case of teams playing the "round robin" tournament format, determines the final team rankings for the division.

Trophy Pickup

Some of you may have been "elected" by your SFL Club Representative to pick up trophies and deliver them to a tournament site. Your SFL Club Representative will discuss with you on how to pick them up and the directions. Please make sure that you pick up your trophies by the Friday night before the tournament starts on Saturday and that you take them to your first game. If you have any questions on how to get the trophies to the proper person, give them a call. Your season package contains the necessary contact information.

Trophy Labels

Because of the process to determine whether a tournament would be held and what happens when a tournament game is cancelled due to weather, we no longer have the labels placed on the trophies. Once we knew the tournament would be held, we ordered the labels and these were placed in the trophy box. Therefore, when you open a box of trophies, you will need to place the labels on the trophies. We apologize for any problems that this may cause, however, we just do not have the resources to relabel well over 200 boxes of trophies if a tournament is cancelled.

GENERAL RULES AND REMINDERS

I would like to remind you of the following administrative items:

- **Game Scores – Both teams are required to report the game score. Email (sfl@sflsoccer.org) is the preferred method.** In past tournaments, several teams did not report their scores which caused an unnecessary disruption for all. **Note: The score for a shoot out game is computed by taking the score of the game at the end of regulation and adding one goal for the winning team.** For example, a game ends in a 1 – 1 tie at the end of regulation play. Team A scores 2 goals in the shoot out and Team B scores 4 goals. Therefore, Team B would be shown as the winner with a game score of 2 – 1. **PLEASE INCLUDE THE GAME REFERENCE NUMBER, PREFERABILITY IN THE SUBJECT LINE, OF YOUR EMAIL, e.g., #420109.**
- **Red Cards** – Red Cards received on Saturday must be reported on the day of the game.
- **Rosters – ROSTERS ARE REQUIRED. EACH TEAM IS REQUIRED TO EXCHANGE ROSTERS BEFORE EACH GAME IS PLAYED. IF A TEAM DOES NOT HAVE A ROSTER, THAT TEAM FORFEITS THE GAME,** the referee is notified that the game will not be played, and both teams leave the field of play. Each team should have a roster that meets the SFL requirements and has also been approved by the appropriate SFL Club Representative or the club registrar. If a question on the players contained on the roster arises, please contact the SFL for instructions on how to proceed. The phone number that should be used is 703-476-6611. Any players not appearing on the roster are ineligible to play. In the past, several teams had to forfeit games because they did not bring rosters. The rules package discusses the roster requirements. You may want to make a copy of your roster and give it to another adult on your team to make sure that someone will have a copy available in case you are delayed in getting to the field. Should a dispute arise, the roster that was submitted to the SFL is the roster that will be used in the tournament as the official roster. Players not listed on the Master Player Roster provided to the SFL, cannot play in the tournament.
- **Weather Cancellations** – If a tournament game is postponed due to weather, the site coordinators will call the division commissioners who will then call the teams in their division. The division coordinators should be contacted by 7:30 AM on Saturday or at least

3 hours before the scheduled start time on Sunday. If you have any questions on whether a game will be played, you should contact your tournament division commissioner or the site coordinator. We are not planning on posting weather cancellations on the web site or voice mail system. You can also use the phone numbers on the web site for field conditions. Some of these numbers may have changed since the season package was originally prepared.

PLEASE REMEMBER THAT IF ANY TOURNAMENT DIVISION GAME IS CANCELLED DUE TO WEATHER, THEN ALL THE REMAINING GAMES ARE CANCELLED AND NO TROPHIES WILL BE AWARDED. Therefore, if you end up with trophies and one or more of your tournament division games are cancelled, then you should (1) contact your SFL Club Representative and let that individual know you have trophies that need to be returned to the SFL and (2) send an Email notifying the SFL that you have trophies that need to be returned.

- **Color Clashes** – In case of a color clash, the home team must change colors. The first team listed on the schedule is considered the home team.
- **Play Down Rule** – It is up to the coach who has the most players as to whether the play down rule is in effect. However, as noted in the SFL Rules, if one team (Under 14 and above) only has seven or eight players, the opposing team is required to play no more than two players more than the other team. If one team has nine or ten players, the other team may play all eleven if the play down rule is not employed. These rules were included in the preseason mailing and can be downloaded from the web site under SFL Documents (<http://www.sflsoccer.org/rule.pdf>).
- **Game Points** – Game points are awarded as follows: 4 points for a win, 2 points for a tie, 1 point for a loss, and 0 points to the forfeiting team for a forfeit. The game score for a forfeited game is generally 1 – 0.
- **Team Ranking (“Round Robin Format”)** – **Teams not playing in the single-elimination format**, will be ranked in the following order: (1) tournament game points, (2) head to head competition (including regular season games if they have played each other), (3) tournament bonus points, (4) least goals allowed during the tournament, (5) whether the team received a regular season award (if applicable), (6) least goals allowed during the regular season, and (7) shoot out. A 3 or 4–way tie is broken in the following order: (1) tournament bonus points, (2) least goals allowed during the tournament, (3) whether the team received a regular season award if applicable), (4) least goals allowed during the regular season, (4) regular season game point percentage, and (5) coin flip. After one team is eliminated, then the remaining teams will be ranked by starting at the top of the appropriate tie breakers. If you have a question on how this pertains to your division, it is okay to call 703-476-6611 from the field and ask a question.

Note: Normally only the Under 19s are provided regular season awards. Furthermore, coaches should ensure that a shoot out is not required before dismissing their players.

- **Five Team Divisions Playing in the Round Robin Format** – Some round robin divisions have five teams. Only the top 4 teams (using the ranking process discussed above) play on Sunday and a standard schedule is prepared for these games. This schedule is included at the back of this package and on the web site under SFL Documents (<http://www.sflsoccer.org/5teamdiv.pdf>).
- **Tournament Results** – Results will be posted on the Web Site (www.sflsoccer.org) throughout the weekend as the results become known. If possible, please report your scores by Email. Remember to include the game reference number in the subject line, (e.g., #420101) and age group in your Email. **It helps us a great deal if you include the game reference number in the subject line of the Email.**

The web site shows the game scores that we have recorded. If any of the game results are incorrect, please notify us by Email (preferred) at sfl@sflsoccer.org or voice mail (703-476-6610). Please provide the game number, age group, teams, and correct scores. If you know the scores of any games that are shown as not played, please report these also. As your commissioner for this season, I thank you for your assistance and patience during this season. On behalf of myself and the other SFL Commissioners we wish you the best of luck and have a safe and successful tournament.

The SFL Commissioners will hold a meeting prior to the Fall 2010 preseason meeting to discuss league operations. If you have a topic that you would like discussed, please let us know. Next season we expect to hold our preseason meeting in mid August. The SFL Club Representatives are notified of this in advance and our web site has the date and time on the calendar (this is on the SFL Calendar web page) once it is finalized. Coaches are also welcome.

If you have any questions on the material in this package, please send us an Email at sfl@sflsoccer.org or call Chris Martin at 703-476-6611. Thank you for your assistance.

Jim Rodden
Commissioner