



SUBURBAN FRIENDSHIP LEAGUE

SFL CLUB REPRESENTATIVE

RESPONSIBILITIES

DUTIES OF SFL CLUB REPRESENTATIVE

I. SFL CLUB REPRESENTATIVE RESPONSIBILITIES

A. The SFL Club Representative is the official representative of the club and is responsible for ensuring that all rules and regulations of their club and that of the SFL are being followed. This individual also acts as liaison between the club and the SFL over disputes and rule infractions. The SFL is not required to act upon any issues raised by someone other than the SFL Club Representative or the President (or equivalent) of the club's governing body. The SFL Club Representative may also appoint within the club, SFL Club Age Group Representatives to assist the club representative. The SFL Club Representative must also be able to communicate with the SFL using an email service that is acceptable to the SFL unless a written waiver is granted by the SFL Commissioner.

1. Perform other responsibilities required by the SFL.

B. Player Registration

1. All clubs must register their players with the proper state soccer association (e.g., Virginia Youth Soccer Association) and have adequate insurance, as defined by the state association for their players.

2. A player must be registered with an associated club and meet their requirements for being a recreational or house player. Players who are listed in the Virginia Youth Soccer Association (VYSA) travel data base or any other state youth travel soccer database, and those players who participate in travel/select programs may not participate, except as noted in the SFL rules.

3. A club must register all their recreational players for each age group for which they wish to participate.

4. A Player must meet the USSF birth date requirements for their age group.

a. Playing Up

1) The SFL will allow a player to automatically play up one age group.

a) Age groups are: 11&Under, 12&Under, 13&Under, 14&Under, 16&Under, 19&Under.

b) Playing up more than one age group requires the approval of the SFL Age Group Commissioner in which the child wishes to participate.

c) There is a difference between playing up one **age group and birth years**. A U14 child assigned to a U15 team that is playing in the 16 & Under age group could possibly have a 3-year difference in age.

b. Medical Waiver

1) Requests for play down waivers are only granted for medical reasons and the SFL Club Representative must provide the following information:

a) Signed statement from the parents/guardians requesting permission for the child to play down, with a brief description of the reason for the request.

b) Signed statement from a doctor explaining the medical condition that requires the player to play down.

c) Signed statement from the club's board of directors that they have reviewed the application and believe that the player should be allowed to play down for medical reasons. The individual signing this determination

for the board must (1) be a Board Member or (2) someone other than the SFL Club Representative or a coach in the SFL.

- d) If the request is granted, the waiver shall state that the waiver is a medical waiver but not provide the reason the medical waiver was granted.
 - e) Clubs must submit a request each season for medical waivers even if a request has been approved in the prior season. This request must include a new determination by the applicable club's board that the player should be granted a medical waiver.
 - f) **All requests for medical waivers must be submitted prior to March 31 for the spring season and August 31 for the fall season.**
- 5. A player may be listed on only one roster in a season. The SFL rules shall state under what conditions a player can play on more than one team.
 - 6. Player eligibility and roster questions should be directed to the appropriate SFL Age Group Commissioner.
 - 7. As stated in Section II.A.1 and II.C of the SFL Charter, the SFL Commissioner, or SFL Age Group Commissioner can adjust in unique situations to accommodate the various club rules. The ruling must be in the best interest of the player and the league. Decisions made by a SFL Age Group Commissioner must be provided in writing to the SFL Commissioner.

C. **Team registration**

- 1. Each club must register their team(s) with the SFL in the manner prescribed by the SFL. Examples of items that must be provided by a club before any of their teams are considered registered include:
 - a. Name, address, phone number, and email address of the SFL Club Representative.
 - b. Name, address, and phone number of the club's referee coordinator.
 - c. Name and address of the club.
 - d. Team information:
 - 1) Number of teams,
 - 2) Team colors for each team,
 - 3) Coaches' names, addresses, phone numbers, and when permitted email address'.
- 2. **The SFL Administrator will notify the clubs of the due date that team registrations must be submitted.**

D. **Master Player Roster (SFL Form 4E)**

- 1. Each SFL Club Representative is responsible for preparing and maintaining the Master Player Roster (SFL-4E) for their club, ensuring that:
 - a. The Master Player Roster accurately represents the data on the player contained in the club's registration system which is expected to comply with applicable VYSA requirements:
 - 1) Player birth dates are validated,
 - 2) Any problems identified by the SFL with the data submitted is corrected in a timely manner,
 - 3) The SFL is provided any changes to the Master Player Roster in a timely manner,
 - 4) It is up to the club to address any issues identified by the SFL with the data contained on the Master Player Roster and submit a revised Master Player

Roster when Required. Otherwise, the Club's team(s) may be unduly penalized.

2. Master Player Roster Submission Dates

- a. Each club is required to submit at least two Master Player Rosters each season.
 - 1) March 15 for the spring season and August 15 for the fall season. This submission is used by the SFL to validate that the club has enough players to support the registered teams. Valid uniform numbers are not required for this submission and the player assignments to a team are not binding, i.e., the clubs are free to reassign players to other teams.
 - 2) On the Monday preceding the first game week, the SFL must receive by 6:00 PM the actual Master Player Roster that should be used to generate the SFL Team Rosters. This submission must contain the actual player assignments and the uniform numbers that are expected to be used by the players on a given SFL Team Roster. The SFL Team Roster section discusses the process that should be used when a club cannot provide accurate uniform numbers for this submission.
 - 3) Each week after the first game week the SFL Club Representative may submit one
 - a) Master Player Roster update by Wednesday at 6:00 PM.
 - b) Players may be added to the Master Player Roster until April 25 for the spring season and September 25 for the fall season. No player additions may be made after these dates without approval of the appropriate SFL Age Group Commissioner.

E. **SFL Team Rosters (SFL Form 2E)**

1. The SFL Administrator will generate the team rosters (SFL-2E) from the Master Player Roster.
 - a. **The SFL does not deal with coaches on SFL Team Roster issues. If a coach needs a SFL Team Roster or needs corrections made to the SFL Team Roster, then the coach should contact their SFL Club Representative.**
 - b. **The SFL Club Representatives and coaches should not expect the SFL to distribute the SFL Team Rosters directly to the teams.**
2. The SFL Team Roster produced by the SFL is the only acceptable form that may be used. Modifications to the names, birth dates, uniform numbers and SFL provided comments may not be made to the SFL Team Roster, and SFL Form 2E, by either the coach or the club. All such changes are made by the SFL using the Master Player Roster process and a new SFL Team Roster is provided to the club for distribution to the coach. The SFL Expects the clubs and the coaches to take the necessary steps to provide accurate uniform numbers on the Master Player Roster and that the uniform numbers worn by the players agree with the SFL Team roster unless a color clash between two teams exists. Unauthorized modifications to the SFL Team Roster and or SFL Roster Form may result in game forfeitures and team elimination from SFL competition.
3. The SFL Administrator will process corrections to the Master Player Roster and issue new Team Rosters through the fifth week of the season. Team rosters are considered finalized at that time and no further changes will be allowed.

F. **Registration Fees**

1. The registration fees for each age group will be set at the preseason meeting. The registration fee will cover all administrative expenses, such as postage and trophies, and referee costs incurred by the clubs hosting the tournament.
2. Clubs hosting the tournament will receive reimbursement for the games hosted based on a game reimbursement rate established at the preseason meeting.
3. The registration fee, and tournament game reimbursement rates must be approved by most the SFL Club Representatives present at the preseason meeting.
4. **The SFL Administrator will advertise the due date that club payments must be received. A late fee of 10% will be charged for any club in arrears.**

G. **Club Rep/Coach/Referee Assignor Red Card Responsibility**

1. Provide information to the SFL from the coach, and the club referee assignor for reporting red card violations, and any other non-carded incidents that may have occurred.
2. Failure by the coach and/or the club referee assignor to report game scores and/or referee reports concerning **Red Cards** will result in forfeitures and possible exclusion for the SFL End of Season Tournament.
 - a. Reports will include
 - 1) Game number
 - 2) Players team
 - 3) Players name
 - 4) Players uniform number
 - 5) What foul was committed
 - 6) Description of incident that led to the **Red Card**

H. **Club Rep & Coach Regular Season Game Responsibility**

1. Providing a suitable game field for the given age group (for example for the 14 and Under age group the field shall be a minimum of 50 yards X 100 yards), goals with nets, lines, corner flags, and game ball.
2. Provide either three USSF certified referees (one center and two assistant referees) using the Diagonal System of Control (DSC); or two USSF certified referees using the DSC with one "club" assistant referee provided by one of the two teams; or in an emergency, a single USSF certified referee. If the proper number of officials are not present by game time plus 15 minutes, the game will be forfeited by the home team.
 - a. The center referee will be 2 years older than the age group that is playing
 - b. Exceptions:
 - 1) The center is USSF certified at a Grade 7 or higher.
 - 2) There is at least one adult AR 21 years of age or older.
 - c. The referees should where possible, have no relatives assigned to either team.
3. Contacting the visiting coach by the Wednesday preceding the game to confirm the game time, location, directions, and any other information they may need.
4. Determining if a color clash exists. In case of a color clash, the home team must change colors.
5. Notifying the visiting team if a game is postponed due to weather. The home team should call the visiting team at least 3 hours before the scheduled start time. The home team should then notify the SFL that the game has been cancelled. Games will

not be played if the field has been closed by either the Department of Recreation, the local club or referee.

I. Club Rep SFL End of Season Tournament Responsibilities

1. The SFL Club Representative is responsible for selecting a Site Coordinator for any tournament games hosted by the SFL Club Representative's club. If more than one group of teams will be playing at a site, then a Division Commissioner will also be selected by either the SFL or the SFL Club Representative.
2. The Site Coordinator responsibilities include:
 - a. Providing the fields, nets, and ensuring that fields are property lined,
 - b. Providing the game officials,
 - c. Notifying the SFL and the Division Commissioners for their site of game cancellations due to the weather.
3. The Division Commissioner's responsibilities include:
 - a. Providing a game board for their division and ensuring that the scores are posted,
 - b. Determining the final rankings of the teams in their division based on overall game points and the tie breakers,
 - c. Awarding the trophies to the first and second place teams in their division,
 - d. Promptly notifying the SFL of the official game scores and final ranking of the teams in their division,
 - e. Notifying the teams in their division of game cancellations.