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Suburban Friendship League

Procedures and Processes – Team Registration
(Effective December 5, 2015)

BACKGROUND

The SFL was requested by the clubs to establish more competitive age groups by (1) breaking the Under 12 and Under 14 age groups into Under 11, Under 12, Under 13, and Under 14 age groups and (2) create divisions within those age groups. In addition, the clubs requested that the SFL allow the clubs to determine the division placement of its teams regardless of what the SFL recommended without having to appeal to the appropriate SFL Commissioner to make this change. During the December 5, 2015, SFL Commissioners meeting these issues were discussed and the changes formalized to address the concerns.

SUPPORTED AGE GROUPS

The SFL supports the following age groups based on age.

- Under 11 – Divisions based on skill
- Under 12 – Divisions based on skill
- Under 13 – Divisions based on skill
- Under 14 – Divisions based on skill
- Under 16 – Divisions based on skill
- Under 19 Boys – Divisions based on skill
- Under 19 Girls – All teams are placed in division 1 based on historical precedent.

The SFL may make recommendations on the appropriate division placement based on the prior season results. Generally, Division 1 teams with a game point percentage of 50 percent or less are dropped to Division 2 and Division 2 teams with a game point percentage of 69 percent or greater are moved to Division 1. The SFL Club Representative may change the recommended division placement based on their knowledge of the team, e.g., the team has undergone a significant player change with the better players being selected for travel teams. These changes may be made without the SFL’s permission.

In creating the divisions for an upcoming season, the SFL attempts to “balance” the number of teams in each division. Experience has shown that the majority of teams the SFL moves from

1 division 1 to division 2 are left in division 2 while teams moved from division 2 are moved back
2 down to division 2. Because of these adjustments, the number of division 1 and division 2 teams
3 are no longer “balanced”. When this condition exists, the SFL will simply combine the divisions
4 and place all teams in the same division which results in complaints once the games are
5 scheduled. Accordingly, a club needs to give careful consideration to its decision to move teams
6 from division 1 down to division 2.

7 8 **REGISTRATION PROCESS** 9

- 10 1. The SFL only accepts team registrations from clubs that have been approved by the SFL
11 Commissioners and all team registration activities are the responsibility of the applicable SFL
12 Club Representative. (The Procedures and Processes – Club Additions document discusses
13 the process used for clubs joining the SFL.)
14
 - 15 a. Most clubs historically registered all their recreational teams in a given age group.
16 However, some clubs only registered selected recreational teams for a variety of reasons.
17 During the Fall 2012 season the SFL received several complaints about some clubs not
18 placing all their teams in a given age group in the SFL which gives the appearance that
19 some of the teams are not true recreational teams. At the SFL Commissioners meeting in
20 January 2013, the SFL Commissioners agreed that a club is required to include all its
21 recreational teams in a given age group when the club registers its teams. Otherwise, the
22 SFL will not accept any of the teams.
23
- 24 2. Standard deadlines are used for registering teams – March 1 for the spring season and August
25 1 for the fall season. (The date for starting the registration process will also be July 15 and
26 February 15.) **Note:** These dates may be slightly modified at the discretion of the SFL
27 Administrator. The information that will be required on the registration dead line includes:
28
 - 29 a. **Complete and accurate club registration information.** This is normally the name,
30 address, phone number, and Email addresses of the SFL Club Representative, Club Field
31 and Referee Coordinators, and Club Age Group Coordinators.
32
 - 33 i. If accurate club registration information is not provided by the registration deadline,
34 then the club is subject to a \$50 late fee at the discretion of the SFL Administrator.
35
 - 36 b. **Complete listing of teams that will be registered and the field assignments that**
37 **should be used for those teams.** The team contact information is not required to be
38 accurate or even provided at this point, however, the age group, division, and field
39 assignment must be accurate and correct.
40
 - 41 i. If a club cannot provide reliable field information by the registration date, then that
42 club’s teams will be placed on the waiting list and subject to the additional fees
43 discussed below for teams added after the registration deadline.

1
2 ii. Clubs must provide an adequate number of field slots to support their teams. The
3 SFL Administrator will determine what is considered adequate using the following
4 formula as a guideline: (total number of teams times .6) rounded to the next higher
5 number.

6
7 (1) If a club cannot provide adequate field slots to support all the teams registered,
8 then it will notify the SFL which teams should be put on a waiting list.

9
10 Examples

- 11
12 • 4 teams would require 3 slots
13 • 9 teams would require 6 slots
14 • 31 teams would require 19 slots

15
16 c. **Master Player Roster** – On March 15 and August 15 the SFL must be provided with a
17 master listing of all players assigned to all registered teams using SFL Form 4E
18 (commonly referred to as a Master Player Roster).

19
20 i. The SFL will distribute the Master Player Rosters to the applicable SFL Age Group
21 Commissioners. Section II of the rules discusses how the Master Player Roster will
22 be updated and how the SFL is notified of these changes.

23
24 ii. The Master Player Roster requires the following information for each player – age
25 group, team name, uniform number, name, and birth date. The SFL recognizes during
26 the team registration process, reliable information is not normally available for (1) the
27 actual team assignment for a given player and (2) the player’s uniform number.

28
29 (1) Clubs may use “artificial” team assignments for the Master Rosters provided on
30 March 15 and August 15. For example, assume a club has 45 Under 14 Boys
31 players and wants to register two (2) division 1 teams and one (1) division 2 team.
32 The club may list the players eligible for the division 2 team as those assigned to
33 the division 2 team and then split the remaining players between the division 1
34 teams by simply listing the names in alphabetical or some other order. It is
35 recognized that these team assignments may not reflect the actual team
36 assignments, e.g., some of the players shown on the division 2 team in the
37 example above may be actually assigned to a division 1 team and players shown
38 on one division 1 team may be actually assigned to the other division 1 team.

39
40 (2) Uniform numbers are not required on the Master Rosters provided on March 15
41 and August 15. However, uniform numbers are required for subsequent roster
42 submissions after March 31 for the spring season and August 31 for the Fall
43 season.

1
2 iii. If a club does not provide the Master Player Roster by March 15 or August 15, then
3 the teams registered prior to that date will not be scheduled and will be considered
4 dropped for registration fee purposes. Furthermore, if the number of players shown
5 on the Master Player Roster is considered by the SFL Administrator to be inadequate
6 to support the number of registered teams, then the SFL Administrator will work with
7 the applicable SFL Age Group Commissioners to determine the number of teams that
8 can be supported, and the remaining teams will be moved to the waiting list.
9

10 (1) When teams are dropped because of the Master Player Roster issues discussed
11 above, clubs may request the SFL to schedule these teams by providing the
12 necessary Master Player Roster information. However, these teams are
13 considered as late team registrations and subject to the late fees and other
14 restrictions associated with late team registrations. For example, the SFL may
15 require that the club provide a Sunday time slot to support the scheduling process
16 or refuse to accept the team because the request would be too difficult to
17 implement.
18

19 3. Changes to the initial registration will be handled in accordance with the following
20 procedures:
21

22 a. **Dropped Teams**
23

24 i. Teams may be dropped after the registration dead line, however, the club will be
25 assessed the full registration fee for any dropped teams.
26

27 b. **Acceptance of Teams**
28

29 i. Clubs meeting the registration deadline are not guaranteed that all of their teams will
30 be accepted for scheduling. In the past, the SFL accepted all teams that were
31 registered by the registration dead line even if this meant that an odd number of teams
32 in a given age group were accepted. However, in the past few seasons we have seen
33 an unwillingness of some clubs to provide the necessary Sunday slots to support the
34 proper scheduling of odd team scheduling groups. This has caused a “shifting of the
35 burden” to clubs willing to provide Sunday slots. When an odd team scheduling
36 group is created, the following process will be used.
37

38 (1) The SFL Administrator will review the teams in an odd team scheduling group
39 and determine which club in that group was the last club to register teams. This
40 club will then be contacted and requested to (1) provide a Sunday game slot and
41 the team that should fill that slot for its home games (this is commonly referred to
42 as a “Sunday” team) or (2) the team that should be dropped.
43

1 (a) If a club does not respond in a timely manner to the SFL Administrator’s
2 request, then the SFL will (1) assume the club cannot provide a Sunday field
3 slot or (2) cannot find a team willing to play its home games on Sunday. The
4 SFL will then drop one of the registered teams for that club.
5

6 (b) If a team is dropped because of the inability to provide a “Sunday” team, then
7 the SFL will waive the team registration fee for that team and place the team
8 on a waiting list.
9

10 Examples

11
12 • Clubs B, C, and A (in that order) provide their team registration information by
13 the registration deadline with Club D providing its team registration information
14 one day later. An odd team scheduling group is created involving Clubs A, B, and
15 C. Since Club A was the last club in the odd team scheduling group, Club A
16 would have to either (1) provide a “Sunday” team or (2) drop one of its registered
17 teams. It does not matter that Club D was later than Club A since Club D did not
18 have any teams in the odd team scheduling group.
19

20 • Clubs B, C, and A (in that order) provide their team registration information by
21 the registration deadline with Club D providing its team registration information
22 one day later and its field information after all other clubs. Although Club B
23 provided its team registration information by the registration dead line, did not
24 provide the necessary field information for its teams until later. An odd team
25 scheduling group is created involving Clubs A, B, and C. Although Club B was
26 the first club to register teams, since it had not provided the proper field
27 information, it is considered as the last club in the odd team scheduling group.
28 Accordingly, Club B would have to either (1) provide a “Sunday” team or (2) drop
29 one of its registered teams. It does not matter that Club D was later than Club B
30 since Club D did not have any teams in the odd team scheduling group.
31

32 ii. **Team Additions**

33
34 (1) Teams may be added after the registration deadline at the discretion of the SFL
35 Administrator.
36

37 (a) The team(s) will be placed on a waiting list and the SFL does not provide any
38 assurances that the team(s) will be added.
39

40 (b) The SFL may require the club to provide Sunday slots to support the
41 scheduling of the team(s) added.
42

1 (2) Clubs will be assessed a \$20 fee for teams added from the waiting list. This \$20
2 per team fee is in addition to the regular team registration fee. These fees will be
3 assessed even if the club dropped a team in another age group or division.
4

5 Examples
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- 7 • Club A drops a team in the Under 19 Girls age group that was registered
8 during the original team registration process and is granted permission by the
9 SFL to add two teams (one Under 16 Boys and one Under 12 Girls) after the
10 registration dead line. The club would be assessed the normal registration fees
11 for the Under 19 Girls team dropped and the Under 16 Boys and Under 12
12 Girls teams that were added plus a \$40 fee for the Under 16 Boys and Under
13 12 Girls teams that were added.
14
- 15 • Club A drops an Under 14 Boys Division 2 team and is granted permission to
16 add a Division 1 Under 14 Boys team after the registration dead line. The
17 club would be assessed the normal registration fees for both Under 14 Boys
18 teams plus a \$20 fee for the Under 14 Boys team that was added.
19

20 c. **Coaches With Two Teams** – When a club has a coach with two teams, it must provide a
21 regular season Sunday time slot¹ for at least one of the teams associated with that
22 individual while assigning Sunday home games for both teams is the preferred option.
23 The teams will be assigned alternate home/away schedules which makes the elimination
24 of conflicts much easier and almost “automatic” when both teams are assigned Sunday
25 home game time slots. If a club does not want to provide the slots or the coach does not
26 want to play Sunday games, then no effort will be made to eliminate the conflicts and the
27 club and team will have to find some other way to manage the teams when a conflict
28 arises.
29

30 **Discussion**
31

32 Over the years the number of individuals who coach 2 SFL teams has grown. During the
33 Fall 2015 season we had over 25 individuals who coached two teams. This causes
34 numerous scheduling problems since the coaches want to avoid scheduling conflicts and
35 the schedules must be manually “deconflicted” where possible.
36

37 d. **Field Changes** – Clubs are expected to schedule their fields in a manner that ensures that
38 stable field slots can be provided to the SFL for their teams. In other words, when the
39 clubs provide fields to other organizations such as NCSL, ODSL, and WAGS they should

¹ Acceptable Sunday game times for game slots provided to the SFL to support the home games for coaches with two teams or teams that desire to play their home games on Sunday are 12:30 PM or later.

1 ensure that they have reserved enough slots to support the teams that will play with the
2 SFL.

3
4 i. Clubs that make major changes to their field information are subject to a \$20 per team
5 field change fee. The SFL Administrator will make the determination of what is
6 considered a major change.

7
8 e. **Team Information Changes** – The SFL understands that reliable team contact
9 information is unavailable when the initial team registration forms are provided (March 1
10 and August 1). Accordingly, clubs are free to change the team contact information
11 whenever a change is needed. When the club does not know the team contact it should (1)
12 create “filler” the team contact information, e.g., RS1U12G or (2) use the existing team
13 contact information even when it knows this may be incorrect. However, accurate team
14 information is expected to be available prior to the team packages being mailed.

15
16 i. The SFL will provide the date when the clubs must provide accurate team contact
17 information.

18
19 ii. If a club does not know the team contact information prior to the mailing, it should
20 use the SFL Club Representative’s contact information and notify the SFL that the
21 SFL Club Representative’s information is being used as a place holder.

22
23 (1) Once the actual team contact information is known, the SFL should be notified
24 and the SFL Club Representative should ensure that each coach that plays that
25 team has been notified of the change.
26