



***SUBURBAN FRIENDSHIP LEAGUE***

***SFL COACH RESPONSIBILITIES***

July 26, 2018

# SFL COACH RESPONSIBILITIES

## I. Safety – The Primary Responsibility

### A. Concussions

1. Guidance provided by the following:
  - a. Centers for Disease Control: [www.cdc.gov/comcussion](http://www.cdc.gov/comcussion)
  - b. US Youth Soccer: [www.usoccer.com/about/recognize-to-recover/concussion-guidelines](http://www.usoccer.com/about/recognize-to-recover/concussion-guidelines)
2. The Virginia Youth Soccer Association (VYSA) has also implemented a no heading rule for 11 and under players. At these age groups whenever the ball strikes a player in the head play is stopped.
3. Train your players in proper and legal technique. For example: go straight up for headers (headers in practice for the younger age groups are limited by VYSA and US Soccer); cleats down on slide tackles; avoid tackles from behind.
4. If a player is injured during a game, get them proper care and do not allow them to return to play if there is any doubt about their condition.
5. **WHEN IN DOUBT, SIT THEM OUT**

### B. Field Safety

1. Inspect:
  - a. All goal posts and nets for safety and that they are properly anchored and secured.
  - b. The fields and surrounding areas.

### C. Severe Weather

1. Review the guidance included from US Youth Soccer  
[https://www.usyouthsoccer.org/news/lightning\\_safety\\_outdoors/](https://www.usyouthsoccer.org/news/lightning_safety_outdoors/)
2. Play should cease immediately upon seeing lightning and/or hearing thunder.
3. Play may not start until 30 minutes after the last sighting of lightning or hearing of thunder.

4. Because of the number of games played, and the requirements above, most games will not be able to continue. File your game report and the SFL will decide on whether to take the score at the time play was stopped, or ask for the game to be rescheduled.

## II. **Coach's Leadership**

- A. At the older age levels, the coach assumes an increased level of responsibility regarding team leadership and maintenance of order and discipline of the team members and team spectators. The SFL expects each of its coaches to set a positive example for their player and spectators in promoting good sportsmanship and self-control. Accordingly, coaches are expected to be present at every game with their team or to ensure that responsible adult leadership is present for the team in their absence. A history of disciplinary infractions by a team can be grounds for team, coach, and/or player dismissal from the league. Such decisions will be made after a careful review of the facts by a Disciplinary Panel to resolve disputes.

## III. **Team Roster Management**

### A. **Eligible Players**

1. Players 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.
  - a. Players can only be registered with one club.
2. Coaches are encouraged to discuss with their players and stress that travel players, regardless of the club for which they play, are not permitted to play in the SFL.
3. Once identified to the SFL Club Representative, and the players having been removed from the Master Player Roster, a new SFL Team Roster will be generated by the SFL.
4. Failure to comply will result in the forfeiture of games and exclusion from the SFL End of Season Tournament.

### B. **Roster Management -- Non-Tournament Games**

1. Players should wear their jerseys to practice so that the coach may record their uniform number, date of birth, correct spelling of the name, and forward it to their SFL Club Representative, who can verify the information against the Master Player Roster. Failure to do this will cause verification problems during the season.

2. Coaches are required to inform their SFL Club Representative, as soon as possible, of any changes that are needed for their roster.
3. Some clubs require that the referees be given a paper copy of each team's roster. The coach, and/or a designated individual should bring extra rosters to a game.
4. Coaches are required to exchange a paper roster before the game. If a roster is not available, the team will forfeit the game.
  - a. If the opposing coach agrees to play, both coaches forfeit any claim for an appeal.
5. For the first game only, the coach may enter correct uniform numbers for all players.
6. For the second and following games, except for tournament games, the coach may only correct the uniform numbers for up to three (3) players. Any additional changes can only be made with the approval of the opposing coach.
7. After the fifth week of play, no other changes will be made by the SFL, and rosters are finalized.
8. A team roster with incorrect information, will impact the ability of the team to field players for games, including the SFL End of Season Tournament.

#### **C. Roster Management – Tournament Games**

1. **Both coaches are required to give the referee a paper copy of their roster. Failure to provide a copy is an automatic forfeit.**
  - a. Coaches must exchange paper rosters:
    - (1) If a coach does not have a roster, it is an automatic forfeit.
    - (2) If neither coach has a roster, both teams are charged a forfeit.
  - b. The coach may not alter, change, or make entries on their roster.
2. If during the roster check by the referee, there are found to be incorrect entries for players, only the opposing coach can give permission for a child to play.
3. If it is determined that the form used by a coach is not a form generated by the SFL, it is an automatic forfeit, regardless if all the information on the form is correct.

IV. Preparations for Game Day

**A. The home team is required to call the visiting team by the Wednesday preceding the game to confirm:**

1. Game time
2. Team color
  - a. In case of a color clash, the home team may:
    - (1) Wear a different colored penny over their jersey
    - (2) Use an alternate colored jersey
    - (3) The requirement for unique uniform numbers is waived for the team required to change jerseys
3. Game location and directions.
4. Club web site and phone number to call in case of inclement weather.

**B. Contact information**

1. If unable to contact the coach, refer to the season mailing for that club's SFL Club Representative.

**C. Game Day/Start Time**

1. The team must be ready to play within 15 minutes of the scheduled start time.
  - a. A team is considered ready to play if it has the required minimum number of players present for its age group:
    - (1) 6 players for 12 and under
    - (2) 7 players for 13 and above
  - b. If the required minimum is not present, the opposing team has the right to request a forfeit, or have the game rescheduled.

- (1) If a forfeit is accepted because a team is not ready to play, then the teams should leave the field. In other words, the teams **should not** use the game as a scrimmage.
- (2) Teams are required to check the web site after Friday at 8:00 PM to ensure that no changes have been made to their Saturday (or Sunday) game schedule for that week.

#### **D. Circumstances Beyond the Control of the Coach**

1. Check the SFL web site on Friday after 8:00PM to ensure that no changes have been made to their weekend game schedule.
2. Cancellations:
  - a. The home team should call the visiting team as soon as possible that a game has been canceled because of weather. This notice should be at least 3 hours before the game time. The web site – Phone Numbers for Checking Field Conditions ([www.sflsoccer.org/phone-numbers-for-checking-field-conditions/](http://www.sflsoccer.org/phone-numbers-for-checking-field-conditions/)) – contains the necessary information on how to obtain field information for a given club. If additional information is needed, then please contact the applicable SFL Club Representative.
  - b. Field closures beyond the control of the coach by:
    - (1) Department of Recreation
    - (2) Club
    - (3) Referee
    - (4) As discussed elsewhere, this could be a game time decision.

#### **V. REGULAR SEASON SCHEDULE**

- A. The regular season play will consist of 7 or 8 games with a post season tournament.
- B. Game points will be awarded for each game played. Game points are awarded as follows: 4 points for a win, 2 points for a tie, 1 point for a loss, and 0 points for a forfeit. The game score for a forfeited game is 1 – 0 unless both teams are assessed a forfeit. When both teams are assessed a forfeit, then the game score is 0 – 0. Bonus points will also be awarded based on the goal differential up to a maximum of 3 points per game. For example, a game score of 5 – 1 would result in 3 bonus points.

C. The SFL web site displays team rankings in the following order: game point percentage, game points, bonus points, and goals allowed.

1. The game point percentage is calculated as follows: game points earned divided by total games played times maximum number of points that can be earned for a game. For example, if a team plays 4 games, wins 2 games, ties 1 game, and loses the remaining game, its game point percentage would be calculated as follows: (11 game points earned (4 + 4 + 2 + 1) / 16 game points (4 games X 4 points per game)) = 68.8 percent.

## VI. REPORTING GAME RESULTS AND RESCHEDULING GAMES

A. The following three methods are acceptable for reporting scores: Email (sfl@sflsoccer.org), voice mail (703-476-6610), and through the Web site (www.sflsoccer.org). The preferred method of reporting game results is Email. Both teams are responsible for reporting the game score, regardless of the outcome, by 6:00 PM on the Monday following the game.

1. If a score is not received by 6:00 PM on Monday, both teams will be assessed a 1 game point penalty. Therefore, failure to promptly report a score will effect game points and may affect a team's standing.
2. Teams are required to provide the following information when reporting scores: name of individual reporting the score, team name, game number, score for each team, and information on any yellow or red cards awarded. For example, Sam Jones, Reston 1, Game 4421, Reston 1 – 2, Reston 2 – 0, no red or yellow cards. In addition, if the opposing team did not provide a roster when requested, this should also be included with the game report. When reporting scores by Email, please put the game number in the “Subject” field. It makes filing the scores easier for us.
  - a. When a report is received that a team did not have a roster, then this report shall be sent to the appropriate SFL Age Group Commissioner, SFL Club Representative, and other individuals that are considered appropriate by the SFL for their information. The individuals receiving these reports are not required to respond to the SFL on whether any actions were taken or the actions that were taken. Repeated offenses may result in a team being suspended from the tournament by the appropriate SFL Age Group Commissioner.

B. The process and procedures used to reschedule regular season games are discussed in the Process and Procedures – Rescheduling Regular Season Games. This document may be obtained from the web site under SFL Documents.

## VII. TOURNAMENT GAMES

A. The Process and Procedures – Tournament Scheduling document discusses the following topics:

- General tournament requirements
- Teams eligible to participate in the tournament
- Placement of teams in tournament divisions
- Tournament format
- Actions taken when tournament games cannot be played as scheduled

This document may be obtained from the web site under SFL Documents.

B. Tournament Ranking – The following methods will be used to rank teams unless otherwise stated.

1. Round Robin Divisions – When the tournament schedule is played as expected and teams within a tournament division are scheduled using the round robin format, they will be ranked in the following order: (1) tournament game points, (2) head to head competition during the tournament, (3) tournament bonus points, (4) least goals allowed during the tournament, (5 ) head to head competition during the regular season games if they have played each other, (6) least average 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) least average goals per game 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. Note: Normally head to head results are not used in breaking 3 or 4-way ties since one team will not have defeated all the other teams during the tournament. However, if one team has beaten all the other teams that are tied in the tournament, then that team will be placed ahead of all the other teams that it is tied with based on game points.
2. Single Elimination Tournament Divisions – When the tournament schedule is played using the single elimination format, the teams will be ranked as follows:
  - a. Three, Four, Five Team Divisions – The winner of the final game receives the first place trophies while the loser receives the second place trophies.
  - b. Six Team Divisions – Teams scheduled for 6 team divisions are ranked as follows:

- (1) Original tournament game schedule played – In 6 team divisions, the two teams winning the second round games, play for first and second place trophies with the winner of this game receiving the first place trophies and the loser receiving the second place trophies. Fields and officials permitting, another game to decide the winner of third place trophies will also be played. The teams playing in the game to determine who wins the third place trophies are the losers of the second round game.
3. Should a game be tied at the end of regulation play AND the tournament division is scheduled as a single elimination tournament, then a shoot-out will be conducted. Therefore, games in divisions scheduled using the round robin format may end in a tie. The winner of a shoot out will be awarded one goal to their game score regardless of the number of goals scored in the shoot out. For example, if the game score is tied 2 – 2, and one team scored 5 goals during the shoot out while the other team scored 3 goals, then the final game score will be 3 – 2 with the team winning the shootout having the 3 goals.
    - a. Shoot Outs – If a shoot out is required, the FIFA Procedures to Determine the Winner of A Match – Kicks from the Penalty Mark will apply, in accordance with applicable USSF guidance, except as noted below.
      - (1) Players who participate in the shoot out:
        - (a) If the tournament is scheduled as a single elimination tournament, then only the players on the field at the end of the game may participate in the shoot out. This is consistent with the FIFA rules.
        - (b) If a shoot out is required for some other reason, such as to determine the ranking of teams who are not playing each other in the final games, then the coaches may select the 11 players who will participate in the shoot out. This rule is very rarely used and generally only applies in tournament divisions scheduled using a round robin format where all other tie breakers have been exhausted.
      - (2) Coaches may stay with the players in the midfield circle.
- C. Division Commissioner Responsibilities – The Division Commissioner is approved by the applicable SFL Club Representative and is responsible for the following.
1. Preparing a game board (round robin tournament divisions only) for their division and ensuring that the scores are posted. (The SFL Web site has a sample game board on the SFL Documents page.) 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.

2. Notifying 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 and of any schedule changes. This responsibility remains with assigned division commissioner even if the division commissioner's team loses before the final tournament division game unless the site coordinator performs these duties.
3. Distributing the trophies for their division. Generally the site coordinator is assigned the responsibility for picking up trophies. However, in some cases, in order to reduce the travel requirements, other individuals are assigned this responsibility.
4. The division commissioner is NOT RESPONSIBLE for collecting rosters. However, as noted elsewhere, 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 TEAM FORFEITS THE GAME, the referee is notified that the game will not be played, and both teams leave the field of play.
5. In the case of teams playing the “round robin” tournament format, determines the final team rankings for the division.
6. The individuals assigned for Trophy Pickup are also approved by the SFL Club Representative. The SFL sends these individuals an Email on how to pick up the trophies and when they are ready for pickup. All trophies should be picked up by the Friday night preceding the first tournament game. All trophies should be taken to the first tournament game.
  - a. When the SFL Rules call for the trophies to not be distributed because of cancellation of one or more tournament division games (see section on tournament game cancellations), then the SFL Club Representative responsible for the trophies assigned to that tournament division must return those trophies to the SFL in accordance with the guidance received from the SFL.

#### D. Other

1. In order to keep the tournament games on schedule, the referee will normally keep a running clock, i.e., the clock is not stopped for injuries, substitutions, etc. However, the referee may decide to stop the clock if the referee believes that it will not adversely affect the overall tournament game schedule. This is a decision made by the referee and may not be protested.

2. The referee is allowed to use their discretion on when it is too dark to play safely. Therefore, the last games of the day may be shortened because of darkness. This is a decision made by the referee and may not be protested.