

Suburban Friendship League  
2416 Rosedown Drive  
Reston, VA 20191-1620  
February 15, 2019

Dear Club Representative:

First, thank you for all of your hard work in providing a safe, enjoyable soccer environment for our players. Please remind everyone involved that this is a recreation league and no one gets a college scholarship or a shoe contract based on these games. Play on!

This is the package that was discussed in our February 15, 2019, Email. The preseason meeting will be held at the North County Governmental Center in Reston on Friday, March 8, 2019, from 7 to 9 PM. Someone will be at the Center starting around 6:30 PM to answer any questions you may have on the electronic registration process or other SFL matters and we look forward to having another good meeting. If you need directions to the meeting site, please give me a call or check our Web Site ([www.sflsoccer.org/meetdir.htm](http://www.sflsoccer.org/meetdir.htm)).

We have completed the document review process we discussed at Fall 2018 preseason meeting. As a result of this review we have streamlined the documents and have reduced the number of documents to a basic document set of four documents with 2 of these summaries of the other two documents that are designed for specific needs. These documents are discussed in more detail below. Hopefully, you will be pleased with the changes and find them to be much more useful.

Enclosed in your package are the following items along with this letter:

- Proposed rule changes for the Spring 2019 season
- Proposed rules for the Spring 2019 season
- Proposed Club and Coach Guide for the Spring 2019 season
- Proposed SFL Overview of SFL Processes and Procedures for Coaches and SFL Club Representatives for the Spring 2019 season
- Proposed SFL Referee Guide for the Spring 2019 season
- Proposed budget for the Spring 2019 season
- Financial statements as of December 31, 2018

We have also adopted the following agenda for our meeting:

- Opening statement by the SFL Commissioner
- Approval of weekend game dates (April 6, 13, 27, May 4, 11, 18, June 1)
- Approval of tournament weekend (June 8/9)
- Establishment of registration and tournament fees
- Discussion of a revised “document package” to be used for the upcoming season
- Acceptance of rules, and registration fees to be used for the upcoming season
- Other matters

## KEY DATES

In our registration Email we provided the club, team, and field information from the previous season for your use as a starting point as discussed below. **PLEASE TAKE THE TIME TO CHECK THE ADDRESSES OF YOUR FIELDS ([www.sflsoccer.org/field-directions](http://www.sflsoccer.org/field-directions)).** We have a link to Google Maps for each field so the correct address is more important than ever. If at all possible, please provide us the updated field information as soon as possible by Email ([sfl@sflsoccer.org](mailto:sfl@sflsoccer.org)) and **DO NOT** wait until March 15. Waiting until the last minute does not allow any time to correct mistakes that may be made by your club or the SFL. Also, pay particular attention to a team's age group and division information. Each season we have several clubs make mistakes in this area. The division structure is discussed below. Please note the requirements to provide the Master Player Roster (**without uniform numbers**) for all your players by March 15. The following are the key dates for team registrations, scheduling, and rosters:

Date	Event
March 1	Deadline to provide club contacts, field information, and team numbers (including age group and division) and fields that should be used by each team. Accurate team contact information is not required at this time. If a team is dropped after this date, then the club will be assessed the registration fee for this team.
March 8	Preseason meeting.
March 15	Master Player Roster that contains all registered players and team assignments for all the teams registered with the SFL. <b>Accurate uniform numbers are not required for this submission.</b>
March 25	Expected deadline for changes to team contact information. The SFL Club Representatives will be notified of the actual date as the actual date for the team contact information is better known.
April 1	Game schedules finalized and packages sent to the contractor for mailing. SFL Team Rosters provided by the SFL to the SFL Club Representatives for distribution to their teams.
April 3	Deadline for providing the Master Player Roster that will be used by the SFL to generate the SFL Team Rosters.
April 6	First game weekend – This was the game date approved by the majority of the SFL Club Representatives.
May 1	Last day to submit changes on the Master Player Roster – SFL Team Rosters considered final.

## PROCESS AND RULE CHANGES

As discussed at the Fall 2018 preseason meeting, the SFL planned on (1) completing its review of the existing rules, procedures and processes documents and (2) develop a new “document set” that would “stream line” the existing documents. We have completed this process and the proposed documents for the Spring 2019 season were developed to accomplish this objective.

The new SFL “document set” now consists of the following five documents that will be the primary documents that govern the SFL operations.

- Charter (no significant changes from a prior version)
- SFL Administrative Rules for the Laws of the Game
- SFL Club and Coach Guide
- Overview of SFL Processes and Procedures for Coaches and SFL Club Representatives
- SFL Referee Guide

The latter two documents are designed to meet specific needs and are digests or subsets of the information contained in the SFL Administrative Rules for the Laws of the Game and SFL Club and Coach Guide. For all practicable purposes, two of these 5 documents now govern the SFL operations rather than the numerous documents used in the past. Specifically, this “document set” updates or replaces 11 previous documents.

The Overview of SFL Processes and Procedures for Coaches and SFL Club Representatives document is new and is designed to provide (1) a one page summary of the key SFL Club Representative duties and dead lines, (2) a one page summary for each of the seven (7) SFL processes, and (3) a glossary of terms commonly used in the process charts and by the SFL, e.g., proper red card report, scheduling forfeit, game rescheduling, etc. Reviewing pages 3, 4, and 5 of this document should help the vast majority of the coaches (1) understand what they must do and (2) how their actions (or inactions) impact their team, the club, and the SFL. If the coaches spend a few more minutes reading the glossary of terms, they will also have a better understanding of the specific requirements discussed in the process charts. This document also provides references to the applicable sections in the SFL Administrative Rules for the Laws of the Game and SFL Club and Coach Guide where an individual can obtain additional information.

### Proposed Rule Changes

Because of the major restructuring and consolidation of the SFL materials, the traditional traceability approach used in the past to discuss and highlight changes was not used for the new documents. **THE SFL COMMISSIONERS STRONGLY RECOMMEND READING THE ENTIRE DOCUMENT SET SO THAT A PROPER UNDERSTANDING CAN BE OBTAINED HOW THE RULE**

**CHANGES AND THE STREAMLINED RULES MAY IMPACT A CLUB.** The SFL welcomes suggestions on how these documents can be improved.

## **AGE GROUPS AND DIVISION ASSIGNMENTS**

In the registration Email, we provided a file that shows (1) the Fall 2018 teams and (2) the proposed age group and division placement for those teams for the Spring 2019 season. The process used in Section II.D. of the proposed Club and Coach Guide was used to make these recommendations. The process described in this section for making the initial recommendations is the same one used in previous seasons. This section also contains a proposed change that allows the SFL to mandate the division placement of teams starting for the Fall 2019 season. However, the SFL would like to start using it for the Spring 2019 season in order to better evaluate how well it will work. Specifically, since the team composition for many of the spring teams more closely match the fall teams, it should be easier to evaluate the methodology's effectiveness.

## **PROPOSED TOURNAMENT REIMBURSEMENT RATES**

The proposed per game tournament reimbursement rates for the current season are as follows:

- Under 11/12 (9 v 9) – \$75
- Under 13/14 – \$95
- Under 16/19 – \$125

These are the same fees that were paid last season. We want to establish rates that fairly compensate the officials for their time and attract the quality and number of officials that we need. If these rates are inadequate to reimburse your club for their officiating costs, please let us know the amounts that are adequate to cover your costs.

## **PROPOSED BUDGET**

The SFL designs its budget to recover its costs and this season the SFL has maintained the registration fee structure that was adopted last season. This budget also assumes no increase in the referee reimbursement. Should the discussion on tournament referee reimbursement rates also increase those paid to the other age groups, then those registration fees will also increase.

## **MAILING PROCESS**

We perform three mailings each season – preseason mailing (this package), season package, and a tournament package. All the mailings are handled by our contractor. An electronic version of this package is also distributed to the SFL Club Representatives by Email.

## **PRIVACY STATEMENT AND PUBLIC EMAIL ADDRESSES**

The SFL Club Representatives decided several seasons ago that Email addresses should be provided to improve communication between the team contacts when those individuals agreed to have their Email addresses published. This is commonly referred to as an “opt in” policy. As noted in Section II. of the Club and Coach Guide, the procedure adopted to implement this policy was for the SFL Club Representatives to contact each of their teams and provide the Email address(es) that the team contacts desired the SFL to publish in the enclosed listing. We do not provide this information on the web site. Because of this change, the SFL updated its privacy policy that would be used to manage it. This document is available on the web site on the SFL Documents page (<http://www.sflsoccer.org/sfldocs.htm>) and we suggest you take some time to review it. Please remember that you must have the team contact’s explicit permission to publish their Email address before you place that address in the public Email column of the spread sheet. This permission must be obtained each season.

-----

The SFL is expecting more than 500 teams this season. We appreciate the confidence in our program and look forward to working with you this season. In developing the registration procedures, we attempted to maximize the flexibility in the registration and scheduling process that we have enjoyed in past seasons while reducing the impact of late additions and deletions.

If you have any questions or comments, you may call either Chris Martin (703-476-6611) or myself (703-471-7407). You may also Email us at [sfl@sflsoccer.org](mailto:sfl@sflsoccer.org).

Thank you for your continued support and I hope to see you at the meeting.

John Paladino  
SFL Commissioner