



SUBURBAN FRIENDSHIP LEAGUE

***Overview of SFL Processes and Procedures for
Coaches and SFL Club Representatives***

March 8, 2019

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**Suburban Friendship League
Overview of SFL Processes and Procedures
for Coaches and SFL Club Representatives**

The SFL has seven (7) key processes that involve its operations, the clubs, and coaches. The Administrative Rules for the Laws of the Game and the Club and Coach Guide, that are available on the web site’s SFL Documents page, describe in detail the various requirements and how the SFL handles various operations.

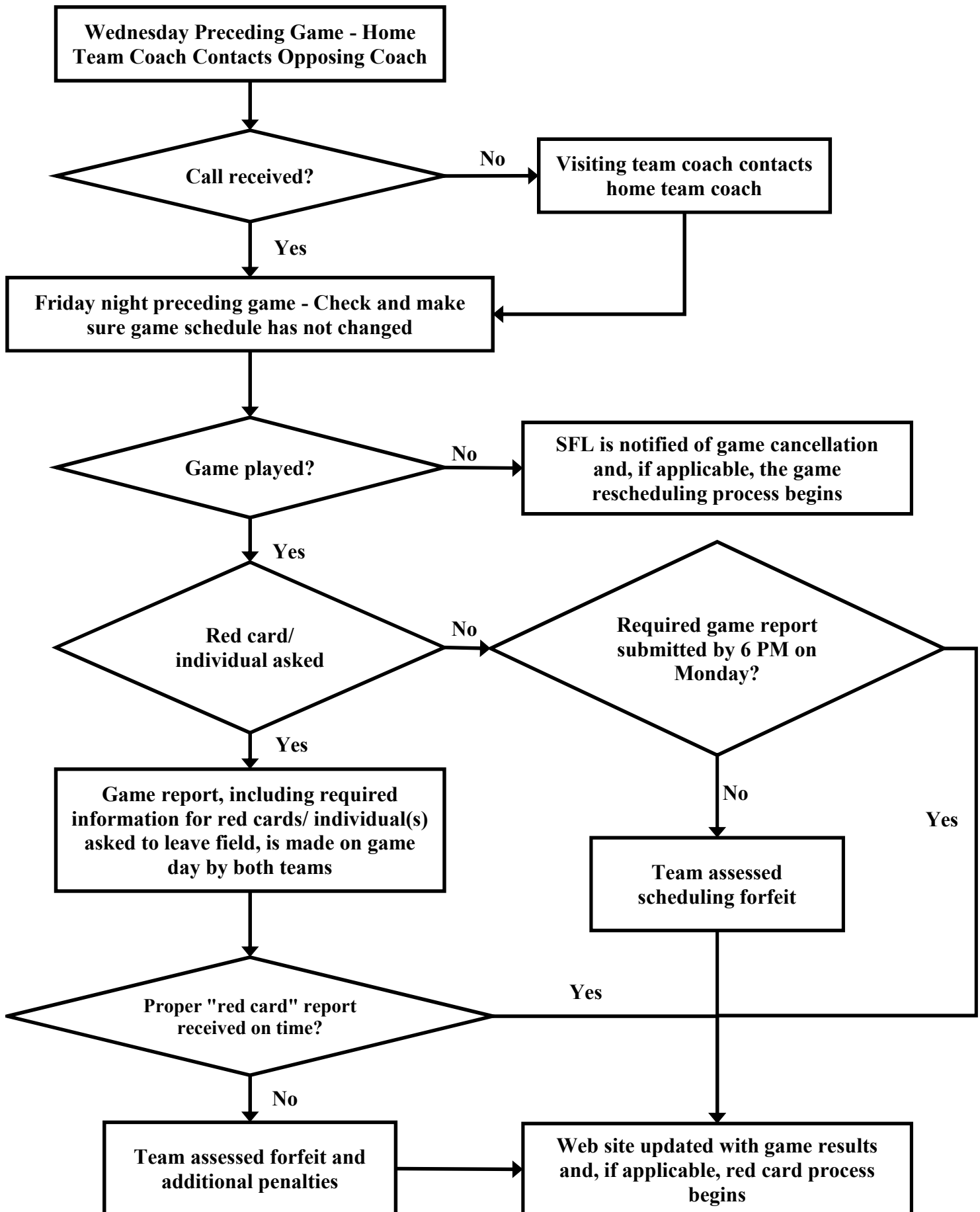
This document provides a high level overview that can be used to understand what information the SFL (1) requires of clubs and coaches and (2) how the SFL uses this information. The first section provides a high level overview of SFL Club Representative responsibilities and the high level business rules associated with certain functions such as “game schedule changes complying with scheduling criteria”. The second section contains a glossary of terms commonly used by the SFL

High Level Processes

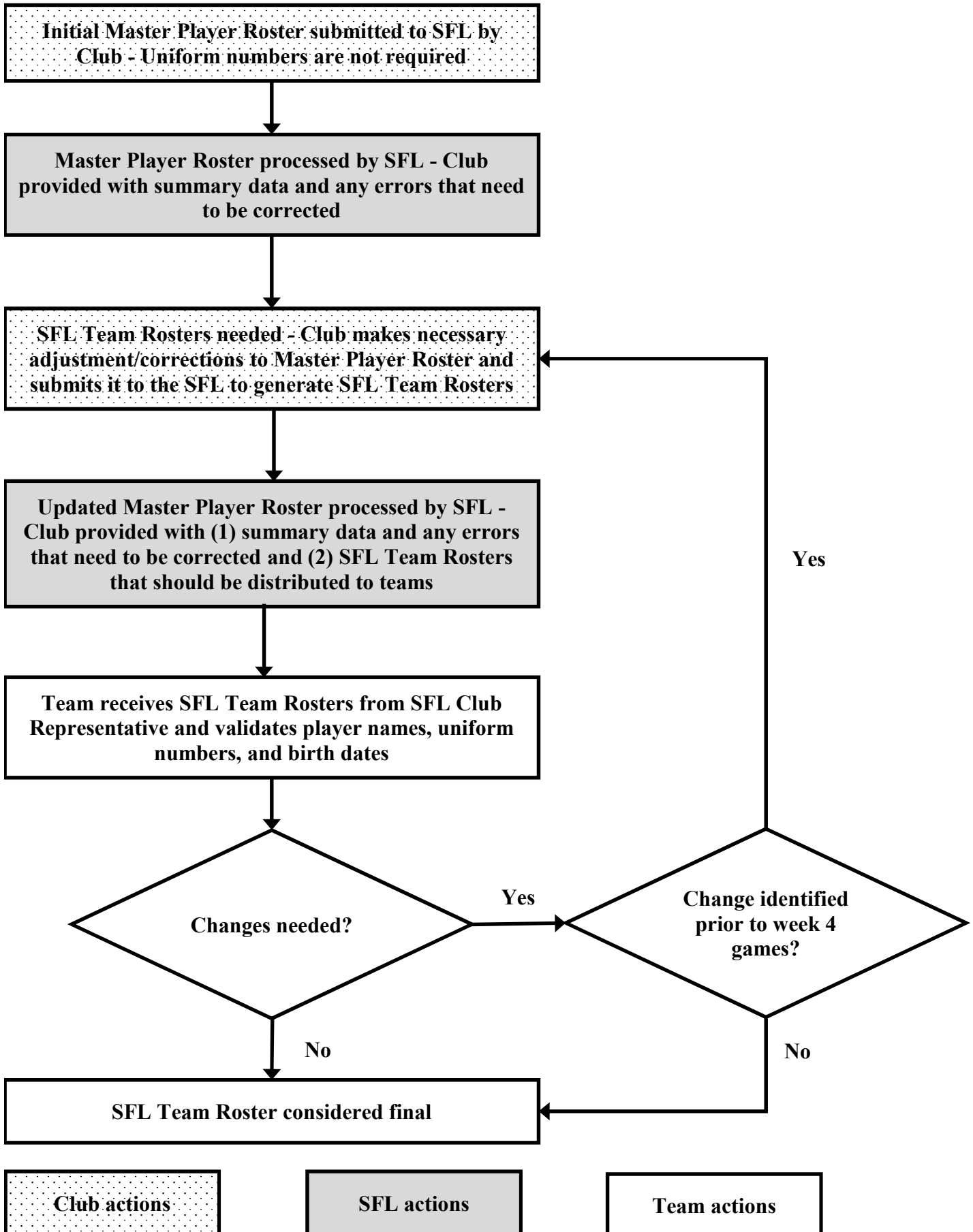
The following are the high level process charts.

Process	Description
Weekly Game Process	The weekly game cycle that is used for each week’s regular season games starting with the “Wednesday call” until the proper game report(s) are received. (Administrative Rules for the Laws of the Game – Section XII. and Club and Coach Guide – Sections VI. and VII.)
SFL Team Rosters	Process used for generating and updating the SFL Team Rosters. (Club and Coach Guide – Sections III. and IV.)
Rescheduling Cancelled Games	Process used for rescheduling regular season games. Cancelled tournament games are not rescheduled. (Club and Coach Guide – Section VII.)
Disciplinary Process	Process used for reported disciplinary infractions. (Administrative Rules for the Laws of the Game – Section XII.)
Team Registration Process	Process used for registering teams and obtaining team contact information. This is the process used to determine how a team is assigned to a given regular season division. (Club and Coach Guide – Sections II.)
Regular Season Game Scheduling	Process used for scheduling regular season games. (Club and Coach Guide – Sections VII. and X.)
Tournament Game Scheduling	Process used for scheduling tournament games. (Club and Coach Guide – Section XI.)

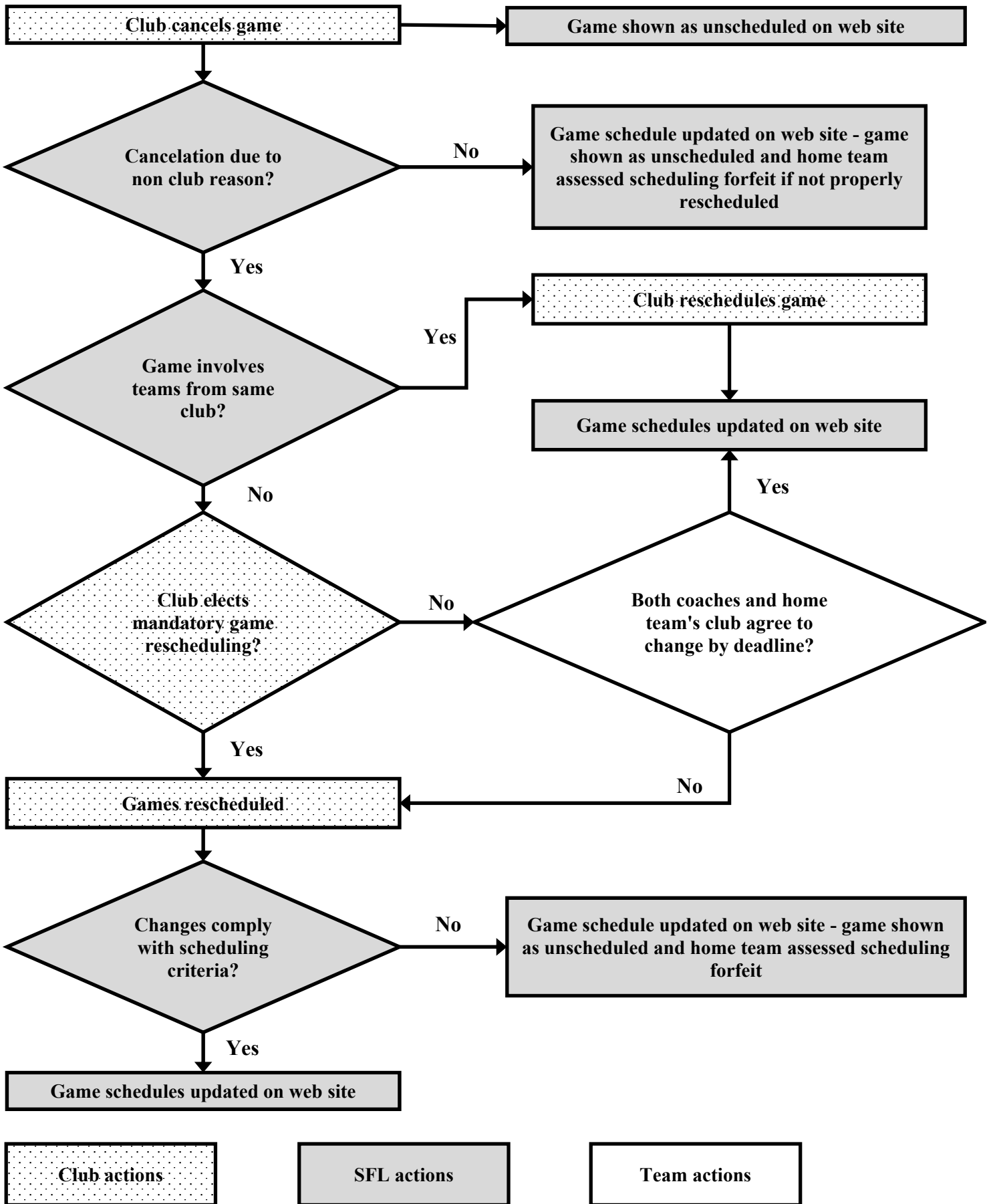
Weekly Game Process



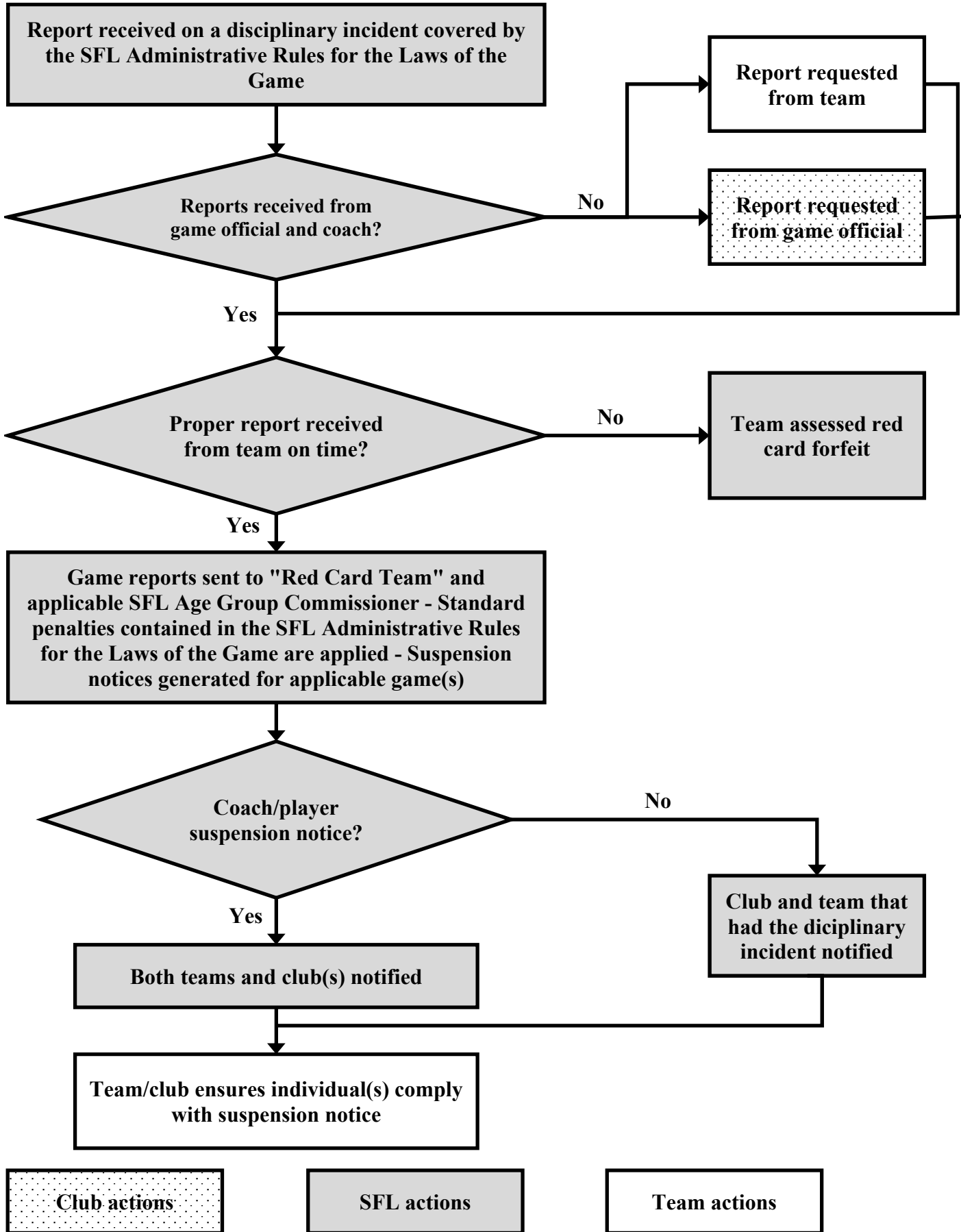
SFL Team Roster Process



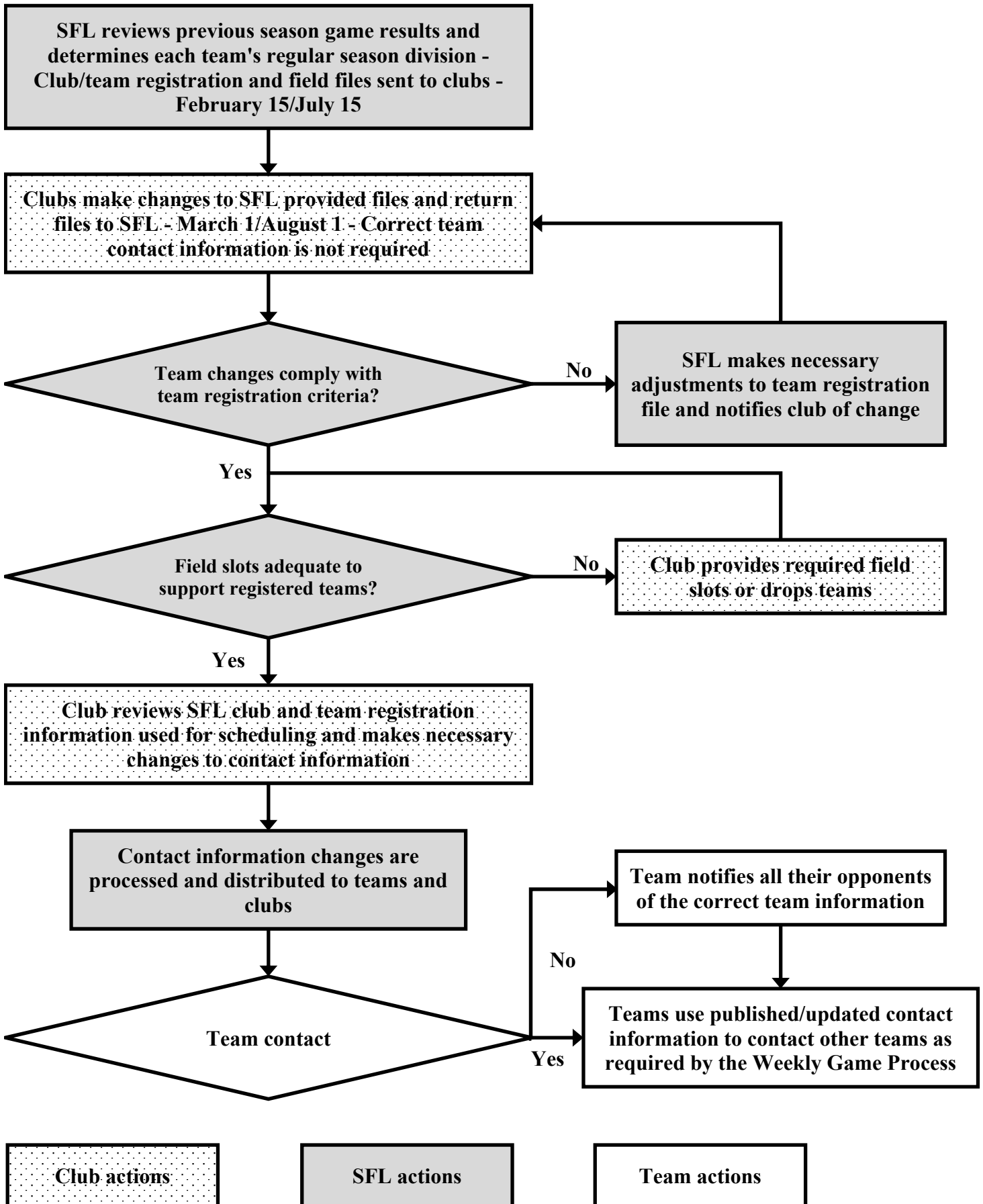
Rescheduling Cancelled Games Process



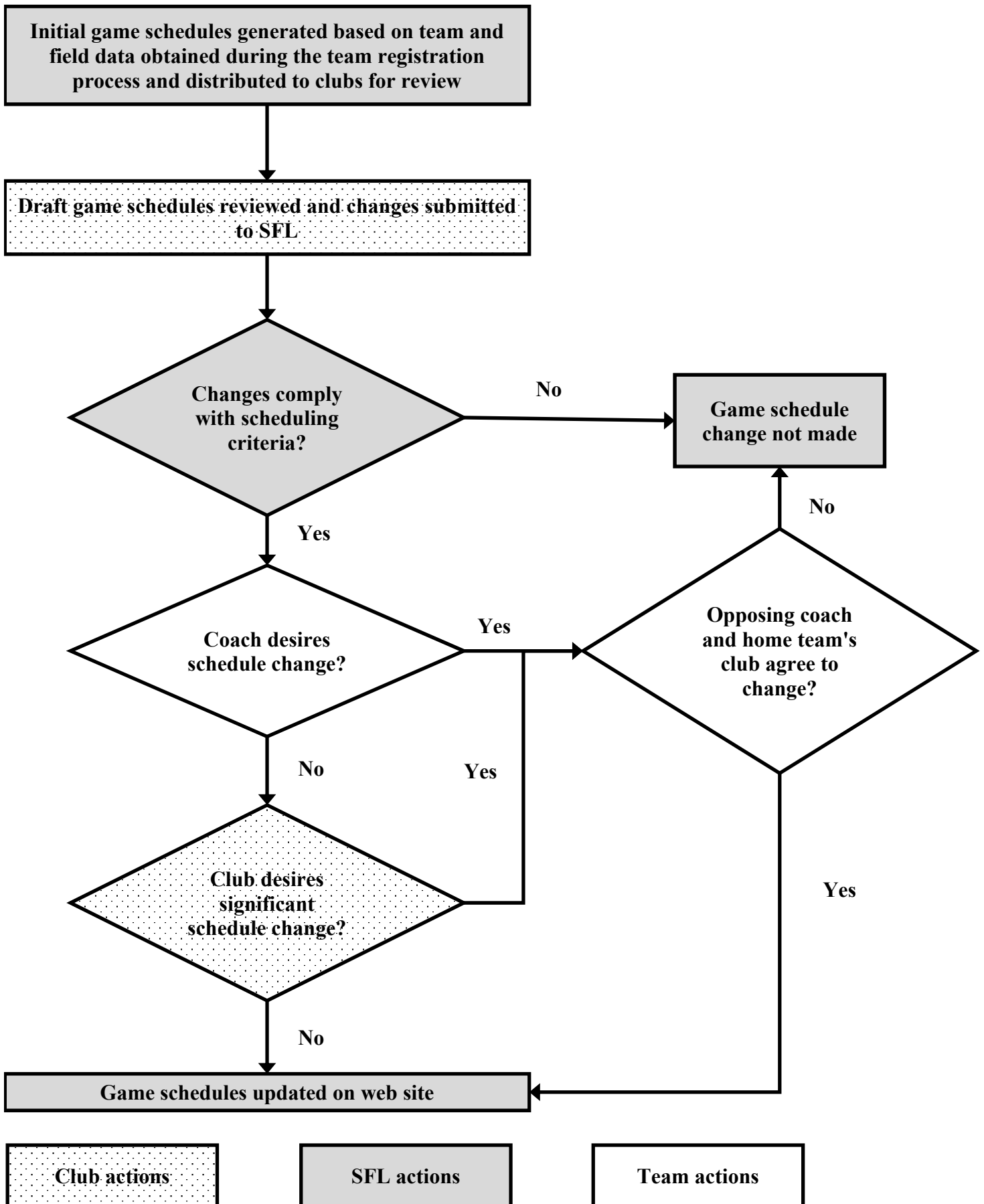
Process Used for Disciplinary Incidents



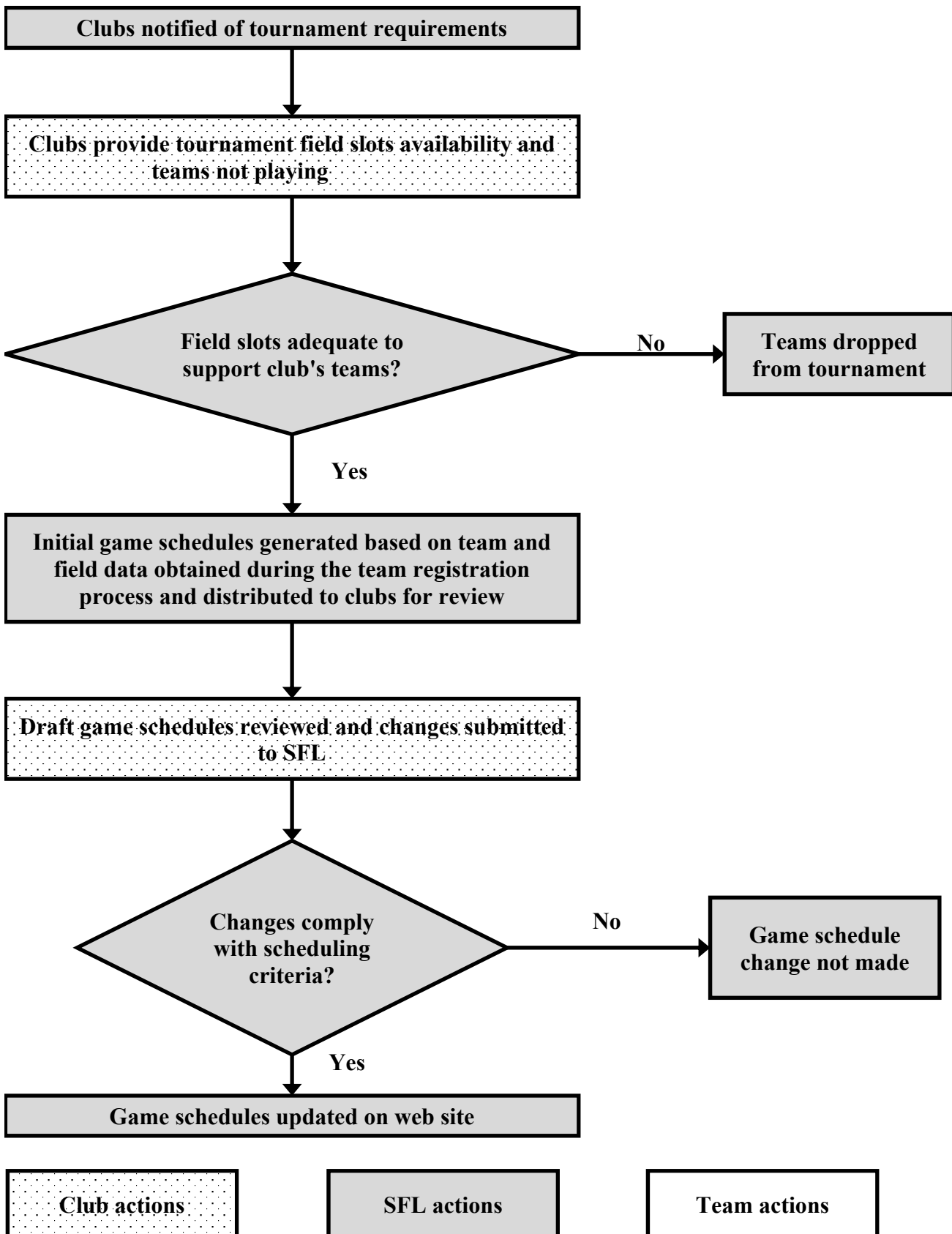
Team Registration and Team Contact Process



Regular Season Game Scheduling Process



Tournament Game Scheduling Process



SFL Club Representatives – Key Responsibilities and Dates

Functional Area	Description
Team Registration	<ul style="list-style-type: none"> • Initial registration information received from SFL – about February 15/July 15 • Initial club, team, and field information due to SFL – March 1/August 1 • Initial Master Player Roster (without numbers) due to SFL and final team registration – March 15/August 15 • Final team contact information – Specified by SFL appropriate dates are March 20/August 20
Master Player	<ul style="list-style-type: none"> • Initial Master Player Roster (without numbers) due to SFL – March 15/August 15 • Initial Master Player Roster used for generating SFL Team Rosters – Monday preceding the first weekend of games. • Master Player Roster Updates – Last update is 6 PM on the Wednesday after the week 3 games – One set of SFL Team Rosters may be requested per week.
Game Cancellations	<ul style="list-style-type: none"> • Regular season games – SFL must be notified on game day by 6 PM. • Tournament games – SFL must be notified by 7:20 AM on game day.
Game Rescheduling	<ul style="list-style-type: none"> • Games between teams within the same club – No restrictions. • Voluntary game rescheduling where hosting club and both coaches agree – No restrictions. • Field only changes – No coach approval required as long as it is done by 6 PM on the Wednesday preceding the game day. • Game time/date changes – Opposing coach must approve change prior to SFL being notified of change. • Mandatory game rescheduling – Club directed, i.e., neither coach has to approve change – Must be made by 6 PM on the Wednesday following game cancellation.
Disciplinary Issues	<ul style="list-style-type: none"> • Both coaches required to report disciplinary incidents on game day. • Referee report due from the hosting club by 6 PM on Tuesday following the game.
Tournament	<ul style="list-style-type: none"> • SFL provides tournament field requirements and requests final information on (1) teams participating in tournament and (2) field and referee confirmation – Normally after the week 5 games have been played.

Glossary of Terms

The following are explanations for some key terms used by the SFL.

Term	Explanation
Demerits – Individual	Individual Demerits are used to identify individuals that have a history of infractions related to misconduct and administrative issues. Individuals that accumulate three (3) Individual Demerits are suspended from SFL games for the remainder of the season. See Appendix I and Section XII. of the Administrative Rules for The Laws of the Game.
Demerits – Team	Team Demerits are used to identify teams that have a history of infractions related to misconduct and administrative issues. Appendix I and Section XII. of the Administrative Rules for the Laws of the Game discusses the standard Team Demerits assessed for a given infraction and the effects on a teams that accumulates an excessive number of Team Demerits.
Eligible Players	<p>All players must be registered with the proper state soccer association (e.g., Virginia Youth Soccer Association), listed in that state soccer's recreational player data base and has adequate insurance, as defined by the state association for their players. A player must be registered with an associated club and meet their requirements for being a recreational or house player.</p> <ul style="list-style-type: none"> • Players can only appear on one (1) SFL Team Roster. • Under no circumstances may a SFL player participate on a travel team on a weekend which the SFL normally has scheduled games. • If a player played on a travel or select team during the previous season, the player should complete SFL Form 3 (Player No Longer Playing Travel or Select Soccer). This form should also be signed by the Coach and SFL Club Representative. A copy should be sent by Email to the SFL with the original maintained by the coach. Players appearing on this form and complying with its certifications are not considered travel or select players. <p>See Section III. of the Administrative Rules for the Laws of the Game for additional information.</p>
Forfeit	Forfeits are awarded to teams for violations of the SFL rules and administrative items and are normally assessed to teams after a game has been at least partially played. Examples include using illegal players and failing to properly report red cards. Games where a forfeit has been assessed are not considered games where an individual has served their suspension and the required suspension

Term	Explanation
	<p>will become applicable to the next game the team plays. See Sections III. and XII. of the Administrative Rules for the Laws of the Game for additional information.</p> <p>Note: The web site shows the actual score of the game when forfeits are assessed although the standing calculations are calculated without using these game results. For example, assume the score between Team 1 and Team 2 is 3 – 0 and Team 1 is assessed a forfeit. The web site will show the game score as 3 – 0. However, the team and standings pages will show that Team 2 has 4 game points even though it lost the game. This is done since the effects of forfeits are removed when determining team placement in tournament divisions. Using this example, for tournament placement purposes, Team 1 would be ranked as if no forfeit had been received, i.e., Team 1 would be credited with a win and Team 2 would be credited with a loss.</p>
Forfeit – Scheduling	<p>Scheduling forfeits are generally assessed for administrative reasons and are not used when determining the placement of teams in tournament divisions. Scheduling forfeits are only assigned to games that were never started. Examples of reasons scheduling forfeits are assessed include (1) teams not showing up for games, (2) failing to properly report a game score for a game played until the score is reported, (3) failing to properly reschedule a game, and (4) failing to provide a proper SFL Team Roster when required. See Section Club and Coach Guide – Sections IV., VI., and VII.</p> <p>Notes</p> <ul style="list-style-type: none"> • Games where a scheduling forfeit has been assessed may be played at a later date. Once played, the scheduling forfeit is removed. For example, assume a team was assessed a scheduling forfeit because one team was unable to play a scheduled game and the teams agreed to play the game at a later date. Once the game is played, the scheduling forfeit is removed. • Games where a scheduling forfeit has been assessed are not considered games where an individual has served their suspension and the required suspension will become applicable to the next game the team plays. Section XII. of the Administrative Rules for the Laws of the Game for additional information.

Term	Explanation
Game Point Percentage	<p>The SFL web site displays team rankings in the following order – game point percentage, game points, bonus points, and goals allowed. 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. See Section VIII. of the Club and Coach Guide for additional information.</p>
Game Suspensions for Individuals	<p>Unserved suspensions carry over to the next season while the associated Individual Demerits and Team Demerits do not. Suspended players, coaches, and other individuals serving their suspension period are encouraged not to attend the game at all. Section XII. of the Administrative Rules for the Laws of the Game discusses (1) under what conditions an individual serving a suspension may attend a game and (2) the limitations on that individual should permission be given to attend the game.</p>
Game Schedule Limitations	<p>There are no limitations on game schedules when (1) the game is being played between teams from the same club or (2) both teams have agreed to a given game schedule, e.g., teams from different clubs agree to play on Friday night or play two games on the same day.</p> <p>When scheduling or rescheduling games the SFL uses the following business rules for games being scheduled between teams from different clubs.</p> <ul style="list-style-type: none"> • Regular season game start times – Games cannot be scheduled to start before 8:30 AM on Saturday and 12:30 PM on Sunday for teams that normally play their home games on Sunday. Games may not be scheduled to start after 7 PM. • Mandatory game rescheduling and tournament Sunday times – Games may be scheduled starting at 10:30 AM although 12:30 PM or later is preferred. Games may not be scheduled to start after 7 PM. • Game days – Games may only be scheduled on a Saturday and Sunday as long as the schedule does not result in either team playing two games on the same day. • Game spacing – The normal game spacing between games is at least 90 minutes although for 16s and above a minimum of 105 minutes is recommended for regular season games. All tournament games are

Term	Explanation
	<p>scheduled using 105 minute time slots to allow sufficient time for the required roster validation.</p> <p>See Sections VII., X., and XI. of the Club and Coach Guide for additional information for the process used to reschedule games.</p>
<p>Late Call Penalty</p>	<p>When a proper score report is not received for a game scheduled to be played prior to 6:00 PM on the following Monday, both teams are assessed a scheduling forfeit. Should a score for the game be reported after the scheduling forfeit has been assessed, a one (1) game point penalty is assessed. Therefore, failure to promptly report a score will affect game points and a team's standing. See Section VI. of the Club and Coach Guide for additional information.</p> <p>Note: Late call penalties are not considered when determining a team's placement in a tournament division.</p>
<p>Mandatory Game Rescheduling</p>	<p>When games between clubs are cancelled (1) because of circumstances, such as weather, beyond the control of the club and (2) these cancellations occur prior to the start of the tournament scheduling process, then the mandatory game rescheduling process applies. The teams and clubs have until 6 PM on the Wednesday following the game cancellation to either (1) arrange a game schedule that is agreeable to both teams and the hosting club or (2) reschedule the game without approval from either team. It is important to remember that a club may decide to forgo allowing a voluntary rescheduling effort and simply use the mandatory game rescheduling process, i.e., teams may not have the option to arrange a rescheduled game schedule.</p> <p>Should a game between two clubs still remain unscheduled past the Wednesday 6 PM deadline, the home team is assessed a scheduling forfeit. The following business rules apply to games rescheduled using the mandatory process.</p> <ul style="list-style-type: none"> • Game must be scheduled on either a Saturday or Sunday when neither team already has a game scheduled, i.e., the rescheduled game may not result in either team having two games on the same day. Since most SFL games are played on Saturday, normally Saturday is not a valid game day. • The game must be scheduled within the allowed game start times for reschedule games, e.g., for Sunday games the start times must be between 10:30 AM and 7 PM with 12:30 PM or later preferred. <p>The game day must be at least 2 game weeks in advance of the game week where the game was cancelled. For example, assume the game was cancelled</p>

Term	Explanation
	<p>in week one. The mandatory rescheduling process only allows the game to be scheduled in weeks 3 through 8.</p> <p>See Section VII. of the Club and Coach Guide for additional information.</p>
Proper Red Card Report	<p>“Red card” reports are required to be submitted on the day of the game by both teams any time (1) a red card is issued to the team and/or (2) an individual is asked to leave the field regardless of whether a red card is shown. A proper red card report for the offending team includes (1) player’s team, name, and uniform number; (2) infraction(s) resulting in the red card, and (3) any other relevant information. When the infraction is for a non player, then the same information is required except for the uniform number. Teams not submitting the required red card information are assessed forfeits. See Section XII. of the Administrative Rules for the Laws of the Game and Section VI. of the Club and Coach Guide for additional information.</p>
Proper Score Report	<p>Both teams must submit game reports that must include (1) game number, (2) game results, (3) cards, (4) individuals asked to leave the field, and (5) any roster issues. The preferred method of reporting game results is Email (sfl@sflsoccer.org). Score reports for games without disciplinary infractions must be received by 6 PM on the Monday following the game. Game reports are required the day of the game when (1) a red card is issued or (2) an individual is asked to leave the field. See Section VI. of the Club and Coach Guide for additional information.</p>
Ranking Teams for Tournament Division Placement	<p>Teams that have played a majority of their games are ranked for tournament play based on their game point percentage, game points, bonus points, and least goals allowed. Games where a team is assessed a scheduling forfeit and points lost due to reporting scores late do not count in this calculation since the goal of the tournament is to place teams with comparable abilities against each other. Therefore, the actual game results associated with games played are used to determine the rankings that are used for creating tournament groups. The tournament ranking will normally be based on the results through the fifth or sixth game week. See Section XI. of the Club and Coach Guide for additional information</p>
Red Card Team	<p>When a disciplinary infraction is reported. The SFL uses a “Red Card Team” to (1) provide reasonable assurance that all infractions are properly reviewed and (2) determine the appropriate Individual Demerits, Team Demerits, and game suspensions that should be applied based on the requirements contained in the Section XII. of the Administrative Rules for the Laws of the Game. The</p>

Term	Explanation
	<p>initial classification is made by the SFL Administrator and reviewed by the SFL Commissioner to ensure that all infractions are contained in the system used by the SFL Age Group Commissioners who make an initial determination of the penalties that apply to infractions associated with their age group(s). Should the SFL Age Group Commissioner and SFL Administrator have a question on the appropriate penalty, the SFL Commissioner then makes the final determination. All reports related to a given infraction are sent to the SFL Commissioner and appropriate SFL Age Group Commissioner. This process is used to help ensure that (1) all infractions are reviewed and (2) the penalties for similar infractions are consistent regardless of age groups.</p>
<p>SFL Team Roster</p>	<p>The SFL Team Roster is generated by the SFL based on the information the club provides on its Master Player Roster. Each coach is expected to provide a paper copy of the SFL Team Roster to the opposing coach (and referee if requested) before the start of each game. Failure to provide a paper copy of the SFL Team Roster to the opposing team in regular season games may result in a scheduling forfeit. Failing to provide a paper SFL Team Rosters during the tournament is a mandatory scheduling forfeit. Electronic copies of SFL Team Rosters are not acceptable substitutes.</p> <p>Section III. of the Administrative Rules for the Laws of the Game and Section IV. of the Club and Coach Guide discusses the SFL Team Roster in greater detail. Examples of topics covered include (1) what changes may be made to the SFL Team Roster, e.g., changes to player names and birth dates are not allowed while changes to uniform numbers may be allowed, (2) how to handle issues shown on SFL Team Roster that may prevent a player from participating in a game, and (3) the processes used to conduct player validations.</p>
<p>Uniform Numbers</p>	<p>A coach is allowed to make an unlimited number of uniform number changes on the SFL Team Roster during week one. After week one, the coach is limited to no more than three (3) uniform number changes during the regular season without the other coach's permission. Accordingly, if your roster (1) shows unknown uniform numbers or (2) incorrect uniform numbers, you need to contact your SFL Club Representative so the necessary changes can be made BEFORE you play the next week's games. No uniform number changes can be made in the tournament games and players with missing and incorrect numbers may not play. Importantly, the opposing coach cannot waive roster issues in the tournament. Furthermore, the roster information after the week 3 games have been played is considered final and no additional changes can be made after the following Wednesday. If your roster shows a large number of uniform number issues (missing numbers and duplicate numbers), then your team may be automatically eliminated from the tournament. Each</p>

Term	Explanation
	<p>coach is encouraged to take the necessary actions to address any uniform number issues sooner rather than later.</p> <p>Please remember that tape is not allowed to be used for uniform numbers unless explicitly stated on the SFL Team Roster. A concern has been raised on the costs associated with players being forced to buy new jerseys when teams are combined to resolve uniform number issues. To mediate this concern, the rules allow the use of a permanent marker to make a new uniform number. For example, a printed uniform number of 16 can be modified to 116 using a permanent marker. As long as the SFL Team Roster shows that this player's uniform number is 116, then the modification made with the permanent marker is considered acceptable.</p> <p>As noted elsewhere, the process used for generating rosters eliminates leading zeroes. If a player has a printed uniform number with a leading zero, e.g., 01, then (1) the coach is allowed to make this uniform number change on the roster and it is not considered a uniform number change and (2) is not considered a duplicate number, e.g., 1 and 01 are not considered duplicate numbers.</p> <p>Section III. of the Administrative Rules for the Laws of the Game and Section IV. of the Club and Coach Guide discusses the SFL Team Roster in greater detail.</p>

Individual and Team Demerits

As noted in Section XII. of the Administrative Rules for The Laws of the Game, Individual and Team Demerits for various infractions. An individual (player or coach) that receives three (3) Individual Demerits is suspended for the remainder of the season. Any team that accumulates six (6) Team Demerits by week 6 is suspended from the tournament while any team that receives 8 Team Demerits is suspended for the remainder of the season. The following table shows how various infractions are treated. The following table shows how various infractions are assessed Individual and Team Demerits.

Infraction Description	Individual Demerits	Team Demerits
<p>Player Infractions</p> <ul style="list-style-type: none"> • Denying an obvious goal scoring opportunity to an opponent moving toward the player's goal by an offense punishable by a free kick or a penalty kick. • Denying the opposing team a goal or an obvious goal scoring opportunity by deliberately handling the ball (this does not apply to a goalkeeper within his own penalty area). • Receiving a second caution in the same match (note 1). • Serious foul play. 	1	1
<ul style="list-style-type: none"> • Using offensive, insulting or abusive language and/or gestures. • Individual Conduct Detrimental to the League – Conduct that warrants a one game suspension that is not specifically covered by other suspension offenses. Examples include failing to serve a game suspension by a player. When an individual does not properly serve suspension period, this penalty is in addition to the original penalty. For example, assume a player is suspended for one game and does not serve the one game suspension. The player would be suspended for one additional game. 		
<p>Head Coach and Player Infractions</p> <ul style="list-style-type: none"> • Violent conduct and fighting as defined by the SFL regardless of whether a red card is shown. Conduct which will be treated as fighting, regardless of whether a red card is shown, includes but is not limited to (1) fighting in the opinion of the referee, (2) shoving another player or any other aggressive action after the whistle has 	2	2

Infraction Description	Individual Demerits	Team Demerits
<p>blown to stop play, (3) kicking/striking or attempting to kick/strike a player, or spitting. A player "defending himself/herself " is not exempt from this penalty.</p> <ul style="list-style-type: none"> Individual Conduct Detrimental to the League – Conduct that warrants a two game suspension rather than the standard one game suspension or not specifically covered by other infractions. Examples, include racial slurs, non players (such as coaching staff or spectators) being asked to leave the field or showed a red card, inappropriate behavior toward a game official, etc. Inappropriate conduct toward a game official includes persistent inappropriate comments, verbal threats, being followed to the parking lot in an inappropriate manner, or other actions that would make a referee fear for his/her safety. 		
<p>Other</p> <ul style="list-style-type: none"> Team Conduct Detrimental to the League – Three Team Demerits. Conduct by members of the team or its supporters that are not specifically covered by other suspension or team offenses and warrant three Team Demerits. Examples include actions that warrant review by VYSA. 	Various	Various
<ul style="list-style-type: none"> Illegal players used – One (1) Team Demerit per illegal player per game. Illegal players include (1) travel players regardless of whether they are shown on the SFL Team Roster, (2) players shown on the SFL Team Roster but declared ineligible during a roster check or roster challenge, and (3) players not shown on the SFL Team Roster. As noted elsewhere, a team using illegal players will be assessed forfeits for the games where illegal players are used and may be excluded from the SFL tournament. Note: If the coach is assessed a penalty for using illegal players, then this penalty is not assessed unless more than three (3) illegal players are used. Team Conduct Detrimental to the League – One Team Demerit. Conduct by members of the team or its supporters that are not specifically covered by other suspension or team offenses and warrants one Team Demerit. Examples include failing to ensure a suspended player does not play (this is in addition to the penalty assessed to the individual), etc. 	Various	Various

Appendix I

Appendix I

Infraction Description	Individual Demerits	Team Demerits
<ul style="list-style-type: none"> Team Conduct Detrimental to the League – Two Team Demerits. Conduct by members of the team or its supporters that are not specifically covered by other suspension or team offenses and warrants two Team Demerits. Examples include actions that cause a game to be terminated early and failing to properly report red cards or individuals (including the Head Coach) being asked to leave the field. When suspension offenses are not properly reported, the team is also assessed additional Team Demerits and game forfeits until the information is properly received. 		

Note: If a player receives a red card after receiving a yellow card a decision is made on whether the red card was received based on the player committing a red card offense or receiving a second yellow card. For example, assume that a player receives a yellow card for a yellow card offense and then receives another yellow card for the same offense or some other yellow card offense later in the game. This is treated as a red card based on two yellow cards. On the other hand, assume that a player receives a yellow card for dissent by word or action and then receives a red card for using offensive, insulting or abusive language and/or gestures. This is treated as a red card for using offensive, insulting or abusive language and/or gestures rather than a second yellow card.