



SUBURBAN FRIENDSHIP LEAGUE

Club and Coach Guide

Table of Contents

Prologue	1
I. SFL Club Representative and Coach – General Responsibilities and Duties	2
SFL Club Representative	2
Coach/Team Contact	2
Sideline Placement of Teams and Spectators.....	3
II. Team Registration	4
Registration Due Date	4
Registration Fees	4
Registration Method.....	4
Division Placement	4
III. Master Player Roster (SFL Form 4E)	7
Master Roster Preparation Responsibility	7
Master Player Roster Form	7
Roster Submission Dates	8
IV. SFL Team Rosters	8
General Requirements	8
Roster Issues.....	9
V. Travel Players	11
Travel Player Identification	11
VI. Game Responsibilities	12
General.....	12
Coach/Team Contact Responsibilities	12
Game Delays	14

Table of Contents

VII. Game Cancellations and Rescheduling Games	14
Game Cancellations	14
Game Cancellation Notifications	14
Regular Season and Tournament Game Times	15
Game Changes and Rescheduling Games	16
VIII. Tournament Game Responsibilities	18
Site Coordinator Responsibilities	18
Tournament Group Commissioner Responsibilities	19
IX. Game Results and Ranking of Teams	19
Game Points	19
Web Site Rankings	20
Tournament Group Ranking	20
X. Regular Season Game Scheduling	22
Scheduling Approach	22
XI. Tournament Scheduling	23
Coaches with Two Teams	23
General Tournament Requirements	23
Actions Taken When Tournament Games Cannot Be Played as Scheduled	27
Standard Club and Team Registration Process	31
Electronic Club and Team Registration	31
Club and Team Contact Information Excel File	32
Field Excel File	33

Field Directions 34

Master Player Roster 35

**Examples of How The SFL Determines Whether
A Club Has Provided Adequate Field Slots 36**

Prologue

As stated in 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 an SFL Age Group Commissioner are provided in writing to the SFL Commissioner.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45

**Suburban Friendship League
Club and Coach Guide**

I. SFL Club Representative and Coach – General Responsibilities and Duties

A. **SFL Club Representative** – The official representative of the club and is responsible for (1) ensuring that all rules and regulations of their club and those of the SFL are being followed, (2) acting as a liaison between the club and the SFL over disputes and rule infractions and (3) performing other responsibilities required by the SFL. 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. 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.

B. **Coach/Team Contact** – The primary individual responsible for the team’s actions and compliance with the club’s and SFL requirements.

1. **Safety – The Primary Responsibility**

a. **Concussion Protocol** – Follow guidance provided by (1) the Centers for Disease Control (www.cdc.gov/TraumaticBrainInjury/), (2) US Youth Soccer (www.ussoccer.com/about/recognize-to-recover/concussion-guidelines), (3) Virginia Youth Soccer Association (VYSA) and (4) clubs. Attached are some applicable guides.

(1) VYSA has 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.

b. **Properly training players in the proper and legal techniques**, e.g., going straight up for headers (headers in practice for the younger age groups are limited by VYSA and US Soccer), cleats down on slide tackles, avoiding tackles from behind, etc.

c. **Player injuries** – 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. ***WHEN IN DOUBT, SIT THEM OUT***

d. **Field Safety** – A continuing point of emphasis from VYSA is the need to ensure that the goals on a game field are properly secured. VYSA and the SFL are asking that all clubs, coaches, referees, parents, and players to pay close attention to the safety of the goals on the fields you are using. Take a few moments to make sure that all the players are safe. The Consumer Product Safety Commission has also published a goalpost safety manual. (See Movable Soccer Goals Can Fall Over On Children on www.cpsc.gov/Safety-Education/Safety-Guides/General-Information/Publications-Listing).

- (1) Inspect all goal posts and nets for safety (including making sure that they are properly anchored and secured).
- (2) Inspect the field and areas around the field that is being used.

Discussion: While it is our understanding that the referees should be checking the goals to ensure that they are properly secured and the field is safe, we would also like both coaches to check the goals to make sure that they are properly secured and if you have any questions, ask the referee. If there is still a question, then do not play the game.

e. Severe Weather

- (1) Review the guidance from US Youth Soccer (https://www.usyouthsoccer.org/news/lightning_safety_outdoors/).
- (2) Cease play immediately upon seeing lightning and/or hearing thunder. Play may not start until 30 minutes after the last sighting of lightning or hearing of thunder. Because of the number of games played on a field during the day, most games will not be able to continue. If the game is terminated, then a game report should be filed and the SFL will decide on (1) whether to take the score at the time play was stopped or (2) ask for the game to be rescheduled.

2. Leadership – 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 players 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 as discussed in Section XII. of the SFL Administrative Rules For The Laws of the Game.

C. Sideline Placement of Teams and Spectators – The SFL does not have a rule regarding the placement of teams and spectators on the sidelines.

Discussion: Some clubs have the teams placed on the same side of the field with the spectators on the other side of the field while others have the teams and spectators on opposite sides of the field. We have had a great deal of discussion on this subject at the various preseason meetings concerning whether the SFL should adopt a standard policy. The SFL Club Representatives have reaffirmed their desired to leave this up to the home team's club on the placement of teams and spectators, e.g., both teams on the same side of the field, or teams on opposite sides of the field. Covering this topic during the weekday phone call should reduce any confusion.

1 **II. Team Registration**

2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

A. **Registration Due Date** – The SFL Administrator will notify the clubs of the due date that team registrations must be submitted.

B. **Registration Fees** – The registration fees are used to fund the SFL’s operations and are established to recover the expected costs.

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 team mailings, tournament awards, reimbursement for game officiating costs incurred by the clubs hosting the tournament, etc.
 - a. The registration fees and tournament game reimbursement rates must be approved by a majority of the SFL Club Representatives present at the preseason meeting.
2. Registration penalties are imposed when clubs fail to provide required information in a timely manner. These include the following.
 - a. Teams dropped after the registration deadline – Full team registration fee.
 - b. Late fee for teams the SFL agrees to accept after the registration deadline – \$20 per team. This fee is in addition to the registration fee.
 - c. Late fee for general club registration data, e.g., club information, SFL Club Representative, Club Field Coordinator, and Club Referee Coordinator – \$50 per club.
 - d. Late fee for not providing reliable field information by the registration deadline – \$20 per field used by the club. For example, if the club used three (3) fields in a season, then the penalty would be \$60.
 - e. Late fee for Master Player Roster submission –\$50 per club.
 - f. The SFL Administrator will advertise the due date that clubs payments must be received. A late fee of 10% will be charged for any club in arrears.

C. **Registration Method** – Each club must register their team(s) with the SFL in the manner prescribed by the SFL. Appendix I describes the club and team registration requirements and process.

D. **Division Placement** (Effective for the Fall 2019 season)

1. Initial placement of new teams
 - a. Under 11 teams – All teams are placed in the same division for the fall season.

- 1 b. Placement of teams when the initial age group is after Under 11 – Clubs are free to
2 assign the teams to either division when the teams fall into the “initial age group” for
3 the club.
4
- 5 2. The SFL normally has two (2) divisions in each age group with the teams assigned to a
6 given division based on skill. The goal is to have between 40 and 50 percent of the teams
7 in a given age group assigned to division 1.
8
- 9 a. The SFL will make a recommendation on the division placement of the teams that
10 played in the previous season based on that team’s previous season’s performance.
11
- 12 (1) Division 1 teams with a game point percentage around 60 percent will remain
13 division 1 teams with the remaining teams moved to division 2.
14
- 15 (2) Division 2 teams with a game point percentage around 70 percent will be moved to
16 division 1 with the remaining teams assigned to division 2.
17
- 18 (3) The applicable SFL Age Group Commissioner may adjust these percentages in
19 order to arrive at a more equitable allocation of division 1 and division 2 teams.
20
- 21 b. Clubs are free to move a team recommended for division 2 to division 1 without the
22 SFL’s approval.
23
- 24 3. A club must assign the same number of teams to division 1 when registering teams as those
25 identified by the SFL as division 1 teams unless (1) 75 percent of the players assigned to a
26 team identified by the SFL as a division 1 team no longer play in the SFL or (2) the total
27 number of teams changes from the previous season.
28
- 29 a. When the number of teams has a significant change, then the club is responsible for
30 identifying which teams will be assigned to division 1 so that the ultimate number of
31 division 1 teams results in the same ratio of division 1 and division 2 teams as the SFL
32 recommendation. The following examples illustrate how this process is implemented.
33

34 **Example A**

35
36 A club had four (4) teams registered in the SFL during the previous season. The SFL
37 assignment process shows that two (2) teams (Team 1 and Team 2) should be placed in
38 division 1 for the upcoming season. In the upcoming season, the club places Team 2
39 and Team 3 in division 1 and Team 1 and Team 4 in division 2. **The SFL division**
40 **placement requirement has been met** since two (2) teams were expected to be placed
41 in division 1 and two (2) teams were placed in division 2.
42

43 **Example B**

44
45 A club had six (6) Under 12 teams in the previous season and expects to have four (4)
46 U13 teams in an upcoming season. Based on the previous season’s performance, the

1 SFL recommended that three (3) of the six (6) teams be placed in division 1. However,
2 because of the reduction in the number of teams, the club only places two (2) teams in
3 division 1 even though the team contacts for three (3) of the teams were the team
4 contacts for the teams recommended for division 1. **The SFL division placement**
5 **requirement has been met** since 50 percent of the registered teams were placed in
6 division 1 which was consistent with the SFL's recommendation. Specifically, the
7 Team Contact information did not impact the SFL's decision on which teams should be
8 considered as division 1 teams.
9

10 **Example C**

11
12 A club had six (6) Under 12 teams in the previous season and expects to have three (3)
13 U13 teams in an upcoming season. Based on the previous season's performance, the
14 SFL recommended that three (3) of the six (6) teams be placed in division 1. The club
15 expects to register three (3) teams and has placed one (1) team in division 1 since one of
16 the U12 teams no longer plays in the SFL, i.e., at least 75 percent of the players assigned
17 to the previous season's U12 team no longer play in the SFL. The remaining two (2)
18 teams are assigned to division 2. **The SFL division placement requirement has been**
19 **met** since if the team no longer playing in the SFL had returned, then it would have
20 been placed in division 1 and the ratio of division 1 and division 2 teams would have
21 been consistent with the SFL's recommendation.
22

23 **Example D**

24
25 A club had six (6) Under 12 teams in the previous season and expects to have three (3)
26 U13 teams in an upcoming season. Based on the previous season's performance, the
27 SFL recommended that three (3) of the six (6) teams be placed in division 1. The club
28 expects to register three (3) teams due to lower than expected registrations and has
29 placed one (1) team in division 1 and two (2) teams are assigned to division 2. A review
30 of the returning players shows that 60 percent of the players were assigned to teams in
31 the prior season that were recommended for division 1 placement. **The SFL division**
32 **placement requirement has not been met** since the ratio of teams placed in division 1
33 was not consistent with the SFL's recommendation. Specifically, the number of teams
34 was reduced and resulted in an odd number of teams which made it impossible to
35 achieve the desired 50 percent ratio in this example. The club decided to "round down."
36 However, the club should have "rounded up" since the player registrations in this
37 example showed that more than 50 percent of the registered players were coming from
38 teams that, had all the teams advanced, would have been required to play division 1
39 teams. Accordingly, the club will have to identify one additional team to play division 1
40 teams.
41

42 **Example E**

43
44 A club had six (6) Under 12 teams in the previous season and expects to have three (3)
45 U13 teams in an upcoming season. Based on the previous season's performance, the
46 SFL recommended that three (3) of the six (6) teams be placed in division 1. The club

1 expects to register three (3) U13 teams due to lower than expected registrations and has
2 placed one (1) team in division 1 and two (2) teams in division 2. Shortly after the initial
3 registration, the club notifies the SFL that additional registrations have been received
4 and they will now have four (4) U13 teams – one (1) division 1 and three (3) division 2
5 teams since the new team is considered by the club to be a division 2 team. **The SFL**
6 **division placement requirement has not been met** since the ratio of teams placed in
7 division 1 was not consistent with the SFL’s recommendation. Accordingly, the club
8 will have to identify one additional team to play division 1 teams. In this example, it
9 does not matter whether the “returning player composition” was primary from the
10 previous season’s division 2 teams since the expected ratio of division 1 and division 2
11 teams can be achieved simply based on team numbers.
12

13 **III. Master Player Roster (SFL Form 4E)**
14

15 **A. Master Roster Preparation Responsibility** – Each SFL Club Representative is responsible
16 for preparing and maintaining the Master Player Roster (SFL-4E) for their club.
17

- 18 1. The SFL Club Representative is responsible for providing any changes to the Master Player
19 Roster in a timely manner.
20
- 21 2. The Master Player Roster is required to accurately represent the data on the player
22 contained in the club’s registration system which is expected to comply with applicable
23 VYSA requirements, e.g., player birth dates are validated
24
- 25 3. It is up to the club to address any issues identified by the SFL with the data contained on
26 the Master Player Roster and submit a revised Master Player Roster when required.
27 Otherwise, the club’s team(s) may be unduly penalized.
28
- 29 4. A club is allowed to have player names on their uniforms. When a club decides to allow
30 names on uniforms, the name on shown on a player’s uniform must also be shown on the
31 SFL Team Roster. The SFL recognizes that a club may only show the player’s first and
32 last name on the Master Player Roster. However, when clubs allow other names, such as
33 the player’s middle name, on the uniform, this can cause unnecessary confusion for the
34 opposing coach and lead to allegations of illegal players being used.
35
- 36 5. Coaches and clubs are encouraged to include nicknames for the players on their Master
37 Player Roster when the nickname is not common. This helps to avoid confusion during
38 roster checks and during games when one team hears a player on the other team routinely
39 called by a name that does appear on the SFL Team Roster. For example, assume that the
40 roster shows player 17 is John Smith but the player goes by Sam (his middle name), the
41 Master Player Roster should show the name for the player wearing 17 as John Samuel (or
42 Sam) Smith.
43

44 **B. Master Player Roster Form** – Clubs must submit the Master Player Roster on the SFL
45 provided form. The current SFL Form SFL-4E is the official form used for submitting Master

1 Player Rosters. No substitute forms may be used even if those forms provide the same
2 information.

3
4 **C. Roster Submission Dates** – Each club is required to submit at least two Master Player
5 Rosters each season.

- 6
7 1. March 15 for the spring season and August 15 for the fall season. This submission is used
8 by the SFL to validate that the club has a sufficient number of players to support the
9 registered teams. Valid uniform numbers are not required for this submission and the
10 player assignments to a team are not binding, i.e., the clubs are free to reassign players to
11 other teams.
- 12
13 2. On the Monday preceding the first game week, the SFL must receive by 6:00 PM the actual
14 Master Player Roster that should be used to generate the SFL Team Rosters. This
15 submission must contain the actual player assignments and the uniform numbers that are
16 expected to be used by the players on a given SFL Team Roster. The SFL Team Roster
17 section discusses the process that should be used when a club cannot provide accurate
18 uniform numbers for this submission.
- 19
20 3. During the season, the SFL Club Representative may submit one (1) revised Master Player
21 Roster and request changes to the SFL Team Roster each week prior to the week 4 games
22 being played. The SFL Team Rosters generated for the week 4 games are considered final.
- 23
24 a. The weekly submissions for SFL Team Rosters must be received by the SFL before 6:00
25 PM on Wednesday.
- 26
27 b. The SFL will generate the applicable SFL Team Rosters by Friday at 9:00 PM. These
28 are placed in the club’s Dropbox folder and the SFL Club Representative then
29 distributes them to their coaches. **The SFL will not send SFL Team Rosters to the**
30 **affected coaches.**

31
32 **IV. SFL Team Rosters**

33
34 **A. General Requirements**

- 35
36 1. Coaches are required to exchange a paper roster before the game. **Electronic copies are**
37 **not acceptable.** If a roster is not available, the team will forfeit the game.
- 38
39 a. Regular season games only. If the opposing coach agrees to play, both coaches forfeit
40 any claim for an appeal.
- 41
42 2. Some clubs require that the referees be given a paper copy of each team’s roster. The
43 coach, and/or a designated individual should bring extra rosters to a game.
- 44
45 3. **Team Roster Certification** – The SFL Team Roster contains a certification statement that
46 is required to be signed before each game by the individual that is considered the coach for

1 the team for that game. For example, assume that the normal coach cannot attend a game
2 on week 2 and the assistant coach or a parent is acting as the coach. The assistant coach or
3 parent is the individual required to sign the certification while the coach would be signing
4 the certification on the weeks where the coach was actually the coach on the field. The
5 certification also requires that the individual signing the certification also print his or her
6 name.

7
8 **B. Roster Issues** – It is the coach’s responsibility to make sure that the uniforms worn by the
9 player are consistent with the SFL Team Roster.

10
11 1. Tape is not allowed to be used for uniform numbers unless explicitly stated on the SFL
12 Team Roster.

13
14 **Discussion:** A concern has been raised on the costs associated with players being forced to
15 buy new jerseys when teams are combined to resolve uniform number issues. To mediate
16 this concern, the rules allow the use of a permanent marker to make a new uniform
17 number. For example, a printed uniform number of 16 can be modified to 116 using a
18 permanent marker. As long as the SFL Team Roster shows that this player's uniform
19 number is 116, then the modification made with the permanent marker is considered
20 acceptable.

21
22 2. **Roster Issues Identified on the SFL Team Roster** – The SFL Team Roster may identify
23 roster issues such as missing numbers and duplicate uniform numbers. Whether the issue
24 identified impacts the ability to play in a given game, may depend on whether it is a regular
25 season or tournament game.

26
27 a. When the player’s actual uniform number has a leading zero, e.g., “07” that is
28 permanent, then this is not considered as a uniform number change. Specifically, the
29 DUNMBC comment is not considered as a limitation on whether the player can play in
30 any regular season or tournament game when the coach has noted the leading zero in the
31 Actual Number column of the SFL Team Roster, e.g. “07” and the SFL Team Roster
32 shows the uniform number as “7.”

33
34 3. Regular season games

35
36 a. **Uniform Numbers** – All players are required to have a unique uniform number for that
37 team that is consistent with the team’s SFL Team Roster.

38
39 (1) Week 1 uniform number changes allowed on SFL Team Roster – An unlimited
40 number of uniform number changes in the Actual Number column on the SFL
41 Team Roster may be made.

42
43 (2) Weeks 2 though 8

44
45 (a) When clubs have problems getting the uniforms delivered from their supplier,
46 the SFL Club Representative may ask permission from the SFL to allow the

1 coaches to continue showing unlimited uniform number changes in the Actual
2 Number column of the roster. When such permission is granted, the SFL Club
3 Representative will provide the approval Email to their coaches to show they
4 have permission to make unlimited changes in the Actual Number column.
5

6 (b) Teams are allowed to make up to three (3) changes in the Actual Number
7 column of the SFL Team Roster to address any uniform number issues.
8

9 (c) The opposing coach may agree to allow more than three (3) uniform number
10 changes. If such approval is given, then the opposing coach cannot request a
11 forfeit because of the uniform numbers.
12

13 (i.) The opposing coach may limit the number of players over the three (3)
14 allowed that the team may use. For example the opposing coach may
15 only allow five (5) uniform number changes even though the team
16 requests approval for more than five (5) uniform number changes.
17

18 (d) If the number of approved uniform number changes does not result in the team
19 having the required minimum number of players for the game, then the team
20 forfeits the game and a scheduling forfeit is assigned to the team.
21

22 (e) Any players with uniform number issues that have not been approved by the
23 opposing coach, above the three (3) allowed, are considered as ineligible and
24 must leave the field or take other actions, such as replacing their uniform
25 jersey with some other form of clothing, so that there is no confusion on the
26 players allowed to play.
27

28 4. Tournament games 29

30 a. Player validation is mandatory at the beginning of each tournament game and coaches
31 must exchange paper rosters. See Section III. of the SFL Administrative Rules for The
32 Laws of the Game.
33

34 (1) If a coach does not have a paper roster, it is an automatic forfeit.
35

36 (2) If neither coach has a roster, the SFL needs to be contacted to determine how this
37 will affect the tournament schedule.
38

39 b. The coach may not alter, change, or make entries on their roster. (See discussion
40 elsewhere on leading zeroes.)
41

42 c. Opposing coaches may not waive any roster issues identified during the player
43 validation process, e.g., uniform number issues shown on the SFL Team Roster,
44 uniform number discrepancies, player name issues, etc.
45

- 1 d. When player validations are being performed for tournament games, a team
2 representative from each team must be present during the player validation process.
3 This representative does not have to be the coach.
4

5 V. Travel Players

- 6
- 7 A. **Travel Player Identification** – In past seasons, travel players have been found on SFL teams
8 although the SFL rules clearly prohibit this practice. In most cases, the review found that the
9 coach and club did not know that the player in question was on a travel team. When the
10 player was questioned, the player normally stated something like they did not know that they
11 could not do both. In addition, the SFL has received questions on when it is permissible for
12 an SFL player to play as a guest player on a travel team and some travel leagues are at least
13 considering allowing recreational players to participate as guest players on travel teams during
14 the regular season. Accordingly, the SFL adopted rules clarifying the use of SFL players on
15 travel teams. Coaches and players should never rely on someone's assertion that "this is
16 allowed by travel."
17
- 18 1. Coaches should discuss with each player on their team the prohibition of playing on an
19 SFL team and a travel team and make sure that the players realize that the identification of
20 a travel player on that team will result in forfeiture of games and elimination from the SFL
21 tournament. The coach should clearly explain to all members of the team what is allowed
22 and what is not allowed.
23
 - 24 2. Players are not allowed to routinely practice with the travel team. This does not exclude a
25 one time "try out" for the travel team.
26
 - 27 3. An SFL player may be a guest player on a travel team participating in a tournament that
28 occurs either (1) before the first game of the SFL season, (2) after the last game of the SFL
29 season, or (3) during a week when the SFL does not normally hold games, e.g., holiday
30 weekends. The SFL must be notified by Email of the player's name and date of birth along
31 with the game dates that the player is playing for the travel team if the game dates fall
32 between the start and end of the SFL season, e.g., holiday weekends.
33
 - 34 4. Although some travel leagues may allow recreational players to play on a travel team
35 during that team's regular season travel games, the SFL does not support this policy for
36 many reasons. This includes the potential that a player may end up playing on a travel
37 team and SFL team throughout the season which would effectively eliminate the
38 prohibition against travel players playing on SFL teams. Accordingly, if an SFL player
39 participates in a regular season travel game, then (1) the club must notify the SFL of the
40 player's name and birth date and (2) ensure that the player no longer plays on the SFL team.
41 Subsequent participation of the player in SFL games will result in game forfeits and the
42 team's elimination from the SFL tournament.
43
 - 44 5. Although some people maintain that as long as a player is not contained in VYSA's travel
45 data base, then that player may play on an SFL team. This is incorrect. One of the

1 proposed rules in past season was to adopt this definition and it was not accepted by the
2 member clubs by almost 75 percent of the clubs that voted.
3

4 **Discussion:** Hopefully, the coach's discussion with each player about the prohibition of
5 playing on a travel team and SFL team will allow (1) travel players who did not know that
6 they could not play on both teams to self-identify themselves to the coach so that they can be
7 removed from the roster and (2) other members of the team who may know of a travel player
8 on the team to notify the coach so that the team as a whole will not be penalized by the actions
9 of one player. In prior seasons we had teams that were suspended from the tournament
10 because of players that participated as a guest player on a travel team during the same
11 weekends as the SFL held regularly scheduled games.
12

13 **VI. Game Responsibilities**

14 A. General

- 15 1. Providing a suitable game field for the given age group (for example for the 14 age groups
16 the field will be a minimum of 50 yards X 100 yards), goals with nets, lines, corner flags,
17 and game ball.
18
- 19 2. Responsibilities for the game officials are discussed in the SFL's Guide for Game
20 Officials.
21

22 B. Coach/Team Contact Responsibilities

- 23 1. If your contact information is not correct, then it you are required to contact your opponents
24 and let them know the correct information.
25
- 26 2. Contacting the visiting coach by the Wednesday preceding the game to confirm the team
27 colors, game time, location, directions, and any other information they may need. This
28 applies to regular season games only. However, for tournament games, it is useful if the
29 Tournament Group Commissioner reaches out to the other teams in the group to make sure
30 that they understand the requirements listed above.
31
- 32 a. If unable to contact the coach, refer to the season mailing for that clubs SFL Club
33 Representative.
34
- 35 3. Determining if a color clash exists. In case of a color clash the home team must (1) wear
36 pennies over their jerseys or (2) change jersey colors. See Section IV. of the SFL
37 Administrative Rules for The Laws of the Game.
38
- 39 a. Tournament games – It is important to remember that the home team, regardless of club
40 affiliation, is the team required to comply with this requirement.
41
- 42
- 43
- 44

1 **Example**
2

3 A tournament game is being played at Sterling between Northern Virginia 1 (home
4 team) and Sterling 1 (visiting team). The Northern Virginia 1 team would be required
5 to comply with the requirements to address color clashes.
6

- 7 4. Coaches are required to check the web site after Friday at 8:00 PM to ensure that no
8 changes have been made to their Saturday (or Sunday) game schedule for that week.
9
- 10 5. Game reports must include (1) game number, (2) game results, (3) cards, (4) individuals
11 asked to leave the field, and (5) any roster issues. The preferred method of reporting game
12 results is Email (sfl@sflsoccer.org).
13
- 14 a. Both teams are responsible for submitting game reports, regardless of the outcome.
15
- 16 (1) Game Misconduct – Game reports are required to be submitted by Email on the
17 game day by both teams when (1) a red card has been issued or (2) an individual is
18 asked to leave the field regardless of whether a red card is shown.
19
- 20 (a) A proper red card report includes (1) player’s team, name, and uniform
21 number; (2) infraction(s) resulting in the red card, and (3) any other relevant
22 information. Teams not submitting the required red card information in a
23 timely manner are assessed forfeits.
24
- 25 (b) A proper report for a coach or spectator who has received a red card or been
26 asked to leave the field of play is the same as above except for the uniform
27 number.
28
- 29 (2) Game reports involving games without “red cards” must be submitted by 6:00 PM
30 on the following Monday.
31
- 32 (a) If a score is not received by 6:00 PM on Monday, both teams will be assessed
33 a scheduling forfeit until the score is reported. When the score is reported, the
34 scheduling forfeit is removed and a one (1) game point penalty is assessed to
35 both teams. Therefore, failure to promptly report a score will effect game
36 points and may affect a team’s standing.
37
- 38 (3) When a report is received that a team did not have a roster, then this report will be
39 sent to the appropriate SFL Age Group Commissioner, SFL Club Representative,
40 and other individuals that are considered appropriate by the SFL for their
41 information.
42
- 43 (a) The individuals receiving these reports are not required to respond to the SFL
44 on whether any actions were taken or the actions that were taken.
45

1 (b) Repeated offenses may result in a team being suspended from the tournament
2 by the appropriate SFL Age Group Commissioner.
3

4 C. **Game Delays** – The team must be ready to play within 15 minutes of the scheduled start time.
5 A team is considered ready to play if it has the required minimum number of players present
6 for its age group – six (6) players for 12 and under and seven (7) players for 13 and above. A
7 team that does not have the required number of players is assessed a scheduling forfeit. Once
8 the scheduling forfeit has been assessed, the teams should leave the field. In other words, the
9 teams should not use the game as a scrimmage.
10

11 VII. **Game Cancellations and Rescheduling Games** 12

13 A. **Game Cancellations** – Clubs are encouraged to make decisions on whether a field is going to
14 be closed as soon as possible in order to give the visiting team adequate time to notify their
15 players so that they can avoid an unnecessary trip. This notice should be at least 3 hours
16 before the game time where possible so the necessary notifications can be made. The SFL
17 makes the following recommendations on cancelling games when a reasonable possibility
18 exists that a game scheduled to start prior to 10:00 AM on the following day may be
19 cancelled.
20

21 1. **Regular season games** – On the day before a scheduled game, the club should determine
22 whether a reasonable possibility exists that the game field will be closed for any games
23 involving teams from a different club that start prior to 10:00 AM, i.e., this would be done
24 on Friday for Saturday games and on Saturday for Sunday games. If a reasonable
25 possibility exists, then the SFL Club Representative should make a decision on whether the
26 game should be cancelled without waiting for an official decision to be made. Such games
27 will be rescheduled using the game rescheduling process discussed elsewhere.
28

29 a. Coaches are not allowed to make this decision, i.e., only the SFL Club Representative or
30 the Club Field Coordinator is allowed to make this decision. Should the coaches make
31 this decision, the home team's club is allowed to decline rescheduling the game without
32 a penalty to either team, i.e., the game will simply remain as an unscheduled game.
33

34 2. **Tournament games** – Clubs are encouraged to wait until an official decision is made to
35 close the fields before cancelling any tournament games. While the SFL recognizes that
36 this recommendation may result in teams traveling to games that end up being cancelled,
37 the SFL believes that adverse consequences associated with prematurely cancelling a
38 tournament game outweighs this disadvantage.
39

40 B. **Game Cancellation Notifications** 41

42 1. **Notifying Teams of Game Cancellations** – The web site – Phone Numbers for Checking
43 Field Conditions – may show a field is closed. However, the home team or Tournament
44 Group Commissioner is still required to contact the affected team(s). Teams should be
45 notified at least 3 hours in advance of game cancellations. Difficulties in contacting a
46 given team can be addressed by contacting the applicable SFL Club Representative.

1
2 2. Notifying the SFL of game cancellations
3

4 a. The SFL Club Representative is responsible for notifying the SFL of all games
5 cancelled on their home fields. The clubs are encouraged to provide this information to
6 the SFL as soon as possible so that the web site can be updated with change in game
7 status. However, the notification to the SFL does not eliminate the requirement for (1)
8 the home team to notify the visiting team of the game or (2) the Tournament Group
9 Commissioner to notify the other teams in his/her tournament group of the game
10 cancellation.

11
12 (1) **Regular Season Games** – The dead line for providing game cancellation
13 information relating to field closures is 6:00 PM on the day of the game. Failing to
14 provide this information, which must include the game reference numbers, by the
15 deadline may (1) result in the home team being assessed a scheduling forfeit and
16 (2) eliminating the ability of the home team to use the mandatory game
17 rescheduling process discussed elsewhere on how cancelled games are
18 rescheduled.

19
20 (a) When scheduling forfeits are assigned to cancelled games between teams from
21 different clubs, the SFL will make no efforts to reschedule the game.

22
23 (i.) Although a scheduling forfeit has been assigned to the game, the teams
24 are free to make other arrangements to play the game. The scheduling
25 forfeit will not be removed until the game is actually played and the
26 score reported.

27
28 (2) **Tournament Game Cancellations** – All notifications of tournament game
29 cancellations must be sent to the SFL by 7:20 AM on the day of the game. This
30 will allow the SFL to update the game schedules on the web site by 7:30 AM.
31

32 C. **Regular Season and Tournament Game Times** – the following business rules are used for
33 games being scheduled (or rescheduled) between teams from different clubs.

34
35 a. **Regular Season Game Start Times** – Games cannot be scheduled to start before 8:30
36 AM on Saturday and 12:30 PM on Sunday for teams that normally play their home
37 games on Sunday. Games may not be scheduled to start after 7 PM.

38
39 b. **Mandatory Game Rescheduling and Tournament Sunday Times** – Games may be
40 scheduled starting at 10:30 AM although 12:30 PM or later is preferred. Games may
41 not be scheduled to start after 7 PM.

42
43 c. **Game Days** – Games may only be scheduled on a Saturday and Sunday as long as the
44 schedule does not result in either team playing two games on the same day.
45

- 1 d. **Game Spacing** – The normal game spacing between games is at least 90 minutes
2 although for 16s and above a minimum of 105 minutes is recommended for regular
3 season games. All tournament games are scheduled using 105 minute time slots to all
4 sufficient time for the required roster validation.
5

6 D. Game Changes and Rescheduling Games
7

- 8 1. There are no limitations on rescheduling games when (1) the game is being played between
9 teams from the same club or (2) both teams have agreed to a given game schedule, e.g.,
10 teams from different clubs agree to play on Friday night or play two games on the same
11 day.
12
- 13 2. Game changes for the convenience of the club – Two types of game schedule changes are
14 made for the convenience of the club. Examples of game schedule changes made for the
15 convenience of the club include changing fields, game times, and game dates.
16
- 17 a. **Field Only Changes** – When the only game change is the game field only, i.e., the
18 game date and time do not change, then the following applies.
19
- 20 (1) The SFL, opposing coach, and opposing coach’s SFL Club Representative must be
21 notified of the field change by 6 PM on the Wednesday preceding the game.
22 Although the opposing coach is notified of the change, the opposing coach does
23 not have to approve the change.
24
- 25 (a) It is recommended that the opposing coach’s SFL Club Representative take
26 the appropriate actions to make sure that the coach receives the notification of
27 game field change.
28
- 29 (2) Game field changes made after 6 PM on the preceding Wednesday, are considered
30 as “other game schedule changes” and must be approved by the opposing coach.
31
- 32 b. **Other Game Schedule Changes** – When a game schedule change is desired to a game
33 between two different clubs, other than simply changing the game field, the opposing
34 coach must agree to the change, e.g., the hosting club desires to change the game time
35 from 1:30 PM to 2 PM.
36
- 37 (1) The SFL should not be requested to post schedule changes to the web site until the
38 opposing coach has agreed to the game schedule changes.
39
- 40 (a) Should a game schedule change provided to the SFL not be approved by the
41 opposing coach, the opposing coach may elect to not play the game. If the
42 opposing team does not play the game, then (1) the home team will be
43 assessed a scheduling forfeit and (2) the game is shown as unscheduled.
44
- 45 3. **Game Changes Required Beyond the Control of the Club** – Sometimes a game
46 schedule change is needed because of reasons that are beyond the control of the club. For

1 example, the field permitting authority may notify the club that the field permit has been
2 revoked for a given weekend and this notification is received during the week preceding
3 the game, i.e., it was unknown at the start of the season. When this condition exists, the
4 following applies.
5

6 a. **Field Only Changes** – When the only game change is the game field only, i.e., the
7 game date and time do not change, then the following applies.
8

9 (1) The SFL, opposing coach, and opposing coach’s SFL Club Representative must be
10 notified of the field change by 6 PM on the Thursday preceding the game.
11 Although the opposing coach is notified of the change, the opposing coach does
12 not have to approve the change.
13

14 (a) It is recommended that the opposing coach’s SFL Club Representative take
15 the appropriate actions to make sure that the coach receives the notification of
16 game field change.
17

18 b. **Other Game Schedule Changes** – The deadline for notifying the opposing coach and
19 coach’s SFL Club Representative of these changes is Thursday at 6 PM. The SFL
20 should not be provided these changes until the opposing coach agrees to the change.
21

22 (1) If an opposing coach does not approve the change, then the game is considered an
23 unscheduled game that will use the mandatory game rescheduling process
24 discussed elsewhere with the following exception – the game may be rescheduled
25 starting in the following week. For example, assume the club is notified by the
26 permitting authority on the Thursday preceding the week 3 game that the field is
27 not available and the opposing coach does not agree to the proposed change in
28 game time. The home team’s club may schedule that game, in accordance with the
29 mandatory game rescheduling rules, starting in week 4 rather than waiting to week
30 5.
31

32 4. **Game Cancellations Beyond the Control of the Club** – Games may be cancelled for
33 reasons beyond the control of the clubs and teams, e.g., weather conditions. The hosting
34 club is responsible for rescheduling these games by 6 PM on the Wednesday following the
35 game cancellation. The following business rules apply to rescheduling games when (1) the
36 teams are associated with different clubs and (2) the tournament scheduling process has not
37 started.
38

39 a. Should a game still be shown as unscheduled past Wednesday at 6 PM, it is assumed
40 that the hosting club is unable to reschedule the game and the home team is assessed a
41 scheduling forfeit.
42

43 b. Acceptable methods for the hosting club to use in rescheduling games include the
44 following.
45

- 1 (1) **Voluntary Game Rescheduling** – a game schedule that is agreeable to both teams
2 and the hosting club. Clubs are not required to support voluntary game
3 rescheduling.
4
- 5 (2) **Mandatory Game Rescheduling** – scheduling a game at a time and field that is
6 acceptable to the club without team involvement.
7
- 8 (a) Mandatory game rescheduling is only allowed to be used prior to 6 PM on the
9 Wednesday following the game cancellation, i.e., after a scheduling forfeit has
10 been assigned to a game the hosting club may not use the mandatory
11 rescheduling process.
12
- 13 (b) When games are rescheduled using a mandatory rescheduling process, the
14 following business rules apply.
15
- 16 (i.) The game must be scheduled on either a Saturday or Sunday when
17 neither team already has a game scheduled, i.e., the rescheduled game
18 may not result in either team having two games on the same day. Since
19 most SFL games are played on Saturday, normally Saturday is not a
20 valid game day.
21
- 22 (ii.) The game must be scheduled (1) within the allowed game start times
23 for reschedule games, e.g., for Sunday games the start times must be
24 between 10:30 AM and 7 PM (12:30 PM or later is preferred) and (2)
25 the game day must be at least 2 game weeks in advance of the game
26 week where the game was cancelled. For example, assume the game
27 was cancelled in week one. The game can only be rescheduled in
28 weeks 3 through 8.
29
- 30 (iii.) Clubs are required to identify the games that have been rescheduled
31 using the mandatory game rescheduling process. Failure to notify the
32 SFL of a game rescheduled using the mandatory rescheduling process
33 can result in the home team being assessed a scheduling forfeit.
34
- 35 (c) Once a game has been rescheduled by the hosting club, changes are not
36 allowed unless both teams and the hosting club agree. If a change is desired
37 and all parties do not agree, then the party desiring the change is assessed a
38 scheduling forfeit. For example, assume a club has used the mandatory
39 rescheduling process and a team states that it cannot play the game on the
40 rescheduled game date, that team will be assessed a scheduling forfeit.
41

42 **VIII. Tournament Game Responsibilities**

43

- 44 **A. Site Coordinator Responsibilities** – Generally, the site coordinator is the SFL Club
45 Representative for club hosting a given tournament site.
46

1. Fields, nets, and ensures that fields are properly lined.
2. Game officials.
3. In cases of game cancellations due to weather, the Site Coordinator first notifies the Tournament Group Commissioners and then the SFL.
4. Either picking up the tournament awards or assigning someone to perform this function. The SFL sends an Email on how to pick up the awards and when they are ready for pickup. All tournament awards should be picked up by the Friday night preceding the first tournament game and should be taken to the first tournament game.

- (1) When the SFL Rules call for the tournament awards to not be distributed because of cancellation of one or more tournament group games, then the SFL Club Representative is responsible for obtaining and returning to the SFL the tournament awards assigned to that tournament group in accordance with the guidance received from the SFL.

B. Tournament Group Commissioner Responsibilities – The Tournament Group Commissioner is approved by the applicable SFL Club Representative and is responsible for the following.

1. Notifying the teams in their tournament group of game cancellations. **In the case of inclement weather, the tournament group commissioner should also notify the teams in their group if games are going to be played and of any schedule changes.** This responsibility remains with assigned tournament group commissioner even if the tournament group commissioner’s team loses before the final tournament game unless the site coordinator performs these duties.
2. Distributing the tournament awards to the appropriate teams in their tournament group.
 - a. Generally the site coordinator is assigned the responsibility for picking up the tournament awards. Other individuals may be assigned to pick up the awards as directed by the SFL Club Representative.
3. The tournament group 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.
4. In the case of teams playing the “round robin” tournament format, determines the final team rankings for the group.

IX. Game Results and Ranking of Teams

- A. Game Points** – 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

1 forfeit. Bonus points will also be awarded based on the goal differential up to a maximum of
2 three (3) points per game. For example, a game score of 5 – 1 would result in 3 bonus points.
3 Bonus points are not awarded to teams that report their scores late and assessed the one (1)
4 game point penalty.
5

6 **Note:** The web site shows the actual score of the game when forfeits are assessed although
7 the standing calculations are calculated without using these game results. For example,
8 assume the score between Team 1 and Team 2 is 3 – 0 and Team 1 is assessed a forfeit. The
9 web site will show the game score as 3 – 0. However, the team and standings pages will show
10 that Team 2 has 4 game points even though it lost the game. This is done since the effects of
11 forfeits are removed when determining team placement in tournament groups. Using this
12 example, for tournament placement purposes, Team 1 would be ranked as if no forfeit had
13 been received, i.e., Team 1 would be credited with a win and Team 2 would be credited with a
14 loss.
15

16 B. **Web Site Rankings** – The SFL web site displays team rankings in the following order: game
17 point percentage, game points, bonus points, and goals allowed.
18

19 1. The game point percentage is calculated as follows: game points earned divided by total
20 games played times maximum number of points that can be earned for a game. For
21 example, if a team plays 4 games, wins 2 games, ties 1 game, and loses the remaining
22 game, its game point percentage would be calculated as follows: (11 game points earned (4
23 + 4 + 2 + 1) / 16 game points (4 games X 4 points per game)) = 68.8 percent.
24

25 C. **Tournament Group Ranking** – The following methods will be used to rank teams unless
26 otherwise stated.
27

28 1. **Round Robin Groups** – When the tournament schedule is played as expected and teams
29 within a tournament group are scheduled using the round robin format, they will be ranked
30 in the following order: (1) tournament game points, (2) head to head competition during
31 the tournament, (3) tournament bonus points, (4) least goals allowed during the
32 tournament, (5) head to head competition during the regular season games if they have
33 played each other, (6) least average goals allowed during the regular season, and (7) shoot
34 out. A 3 or 4-way tie is broken in the following order: (1) tournament bonus points, (2)
35 least goals allowed during the tournament, (3) least average goals per game allowed during
36 the regular season, (4) regular season game point percentage, and (5) coin flip. After one
37 team is eliminated, then the remaining teams will be ranked by starting at the top of the
38 appropriate tie breakers.
39

40 **Note:** Normally head to head results are not used in breaking 3 or 4-way ties since one
41 team will not have defeated all the other teams during the tournament. However, if one
42 team has beaten all the other teams that are tied in the tournament, then that team will be
43 placed ahead of all the other teams that it is tied with based on game points.
44

45 2. **Single Elimination Tournament Groups** – When the tournament schedule is played
46 using the single elimination format, the teams will be ranked as follows:

- 1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
- a. Three, Four, and Five Team Groups – The winner of the final game receives the first place awards while the loser receives the second place awards.

 - b. **Six Team Groups** – Teams scheduled for 6 team groups are ranked as follows:
 - (1) Original tournament game schedule played – In 6 team groups, the two teams winning the second round games, play for first and second place awards with the winner of this game receiving the first place awards and the loser receiving the second place awards.
 - (a) Fields and officials permitting, another game to decide the winner of third place awards will also be played. The teams playing in the game to determine who wins the third place awards are the losers of the second round game.

 - c. Should a game be tied at the end of regulation play AND the tournament group is scheduled as a single elimination tournament, then a shoot-out will be conducted. Therefore, games in groups scheduled using the round robin format may end in a tie except for the final games in a six (6) team round robin tournament group. 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.
 - (1) **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.
 - (a) Players who participate in the shoot out.
 - (i.) 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.

 - (ii.) 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 groups scheduled using a round robin format where all other tie breakers have been exhausted.

 - (b) Coaches may stay with the players in the midfield circle.

1 **X. Regular Season Game Scheduling**

2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

A. **Scheduling Approach** – The following scheduling approach will be used for age group divisions that have an odd number of teams.

1. When an odd team division has at least one team scheduled to play its home games on Sunday, then the team that normally plays its home games on Sunday will generally be assigned to be the “Sunday team” for all four (4) Sunday games.
2. When a division (or an odd team scheduling group within an age group division that cannot be readily paired with another odd team scheduling group within a given division), then four (4) teams will be scheduled to play the required Sunday home games, i.e., each team will be required to play one (1) home game on Sunday.
 - a. Should the team or the club not be willing to play this game or support the game being scheduled on Sunday, then the team will be assessed a scheduling forfeit and the SFL will make no attempt to reschedule the game. As with any scheduling forfeit, if the teams and clubs are able to reschedule this game, then the scheduling forfeit will be removed once the game is played.

Note: While, in theory, all four teams may be with the same club, this is an unlikely event because of the way that the scheduling groups are created. Normally, no more than two (2) teams from a club will be required to play Sunday home games. The SFL will make the decision on which teams will be assigned Sunday games in these cases and a team’s club will have very little ability to make a change. This limited flexibility for the club is necessary because of the way that game schedules are created. Specifically, the SFL goes to great lengths to pair teams to share a time slot and this drives where a team may appear in a scheduling group. Since where a team appears in a scheduling group drives which teams will play on Sunday, the SFL needs to retain the flexibility to place teams in a given scheduling group.

3. The following process is used to handle the Sunday teams once a decision has been made on which teams will be assigned a Sunday home game.
 - a. The SFL will notify the club once a final decision has been made when one of its teams has been identified as a Sunday team and the week when that game needs to be scheduled. If the club has a “substitution” opportunity, then the club will be told that as well. For example, assume the club has two teams in a given scheduling group but only one of the teams is assigned to play a Sunday home game. The club may switch the teams as long as that decision is made before the SFL generates the schedules.
 - b. The club is told the game week where the Sunday game will be scheduled. Sunday games are scheduled on weeks 1, 3, 5, and 7.
 - c. Once the club has been identified that it needs to support a Sunday home game for a given team, the club has two options for scheduling the game – provide the SFL the

necessary scheduling data before the schedules are generated or provide it once the draft schedules are available for review. The only requirements for the Sunday games are that the game must (1) be assigned to the same game week selected by the SFL and (2) start at 12:30 PM or later. For example, assume that the team normally plays its home games in the morning on Field 1. The Sunday game can be scheduled on Field 2 in the afternoon. In addition, assume that two teams from the club are assigned to play a Sunday home game. The club may have one game played at 1:00 PM on Field 1 and 4:00 PM on Field 2 for the second team.

d. When a club does not provide a specific field slot for a Sunday game before the schedules are generated, then the SFL will assume that the game will be scheduled on the team's normal field and start at 1:00 PM. The club is free to change that information, within the above parameters, once the draft schedules are available for review.

(1) Should a club decline to provide a Sunday time slot prior to the schedules being released to the public pages or the team declines to play the game on Sunday, then the home team will be assessed a scheduling forfeit and the SFL will make no attempts to reschedule the game. As with any scheduling forfeit, if the teams and clubs are able to reschedule this game, then the scheduling forfeit will be removed once the game is played.

XI. Tournament Scheduling

A. **Coaches with Two Teams** – Clubs are required to determine whether a coach with 2 teams has someone who can handle conflicting games. If the coach does not have someone, then the club is required to notify the SFL which team should be dropped. The SFL will take very limited actions to eliminate schedule conflicts.

B. General Tournament Requirements

1. The tournament is normally held on the last weekend of the season. However, the tournament will only be scheduled if a majority of the regular season games can be played before the tournament scheduling process is expected to begin.

a. If weather or other circumstances do not allow a majority of games to be played by the time that the tournament scheduling process normally begins, the tournament will not be scheduled and the tournament weekend will be used to make up games.

(1) If the tournament is cancelled under these circumstances, then no tournament awards will be provided to the teams.

(2) A majority of regular season games will be considered played if scores have been received for 80 percent of the games that were originally expected to be played at the start of the season by the tournament scheduling date. For example, assume the SFL has 500 registered teams. Accordingly, about 250 games can be expected to

1 be played each game week. If, on average, less than 200 games are played each
2 week, then the tournament will not be scheduled and the weekend reserved for the
3 tournament will be used to make up games.
4

5 (a) In determining whether the majority of games have been played, the SFL
6 reviews the forfeits that have been assigned to determine whether those games
7 should be counted as games played.
8

9 (b) Two types of forfeits are assessed by the SFL – forfeits assessed for
10 scheduling or roster problems (commonly referred to as scheduling forfeits)
11 and forfeits assessed for game related reasons, e.g., using an illegal player.
12 Scheduling forfeits are not considered games played for the purpose of
13 determining whether the tournament will be scheduled.
14

15 **Example**

16
17 Team A was awarded a scheduling forfeit because a game was cancelled due
18 to weather and an adequate slot was not available to make up the game. This
19 game will not be considered played for purposes of determining the number of
20 games that have been played. On the other hand, if Team B was assessed a
21 forfeit because the team used a red carded player not eligible to play, then
22 Team A and Team B would be given credit for a game played.
23

24 **2. Teams Eligible to Participate in the Tournament** – Two factors determine whether
25 teams in good standing are allowed to participate in the tournament – regular season games
26 played and available fields and officials provided by a club to support its teams.
27

28 a. **Teams Must Play A Sufficient Number of Games** – Teams must be in good standing
29 and play an adequate number of games in order to be scheduled for the tournament. In
30 other words, teams that are in good standing and play an adequate number of games do
31 not have to register to play in the tournament and can be expected to be scheduled for
32 the tournament if their club has provided adequate fields and referees to support the
33 teams associated with their club.
34

35 (1) A team is considered in good standing if (1) it has properly reported its disciplinary
36 issues and (2) has not been assessed more than one (1) forfeit/scheduling forfeit.
37

38 (a) Teams that (1) have received two (2) or more forfeits/scheduling forfeits, (2)
39 have not played the required number of games, or (3) have not properly
40 reported their disciplinary issues by the time the tournament process begins
41 are automatically eliminated from the tournament without appeal.
42

43 (2) A team will be considered to have played an adequate number of games, if that
44 team has played 3 games in a 7 game regular season and 4 games in an 8 game
45 regular season when the tournament scheduling process begins. This is normally

1 after week 5 in a season with 7 regular season games and after week 6 in a season
2 with 8 regular season games.

3
4 (a) Games where a team is assessed a scheduling forfeit are not considered games
5 played for the purposes of this computation. For example, assume that Team
6 A is assessed a scheduling forfeit in a game against Team B because it did not
7 have a roster. This game does not count as a game played by Team A and as a
8 game played by Team B since Team B was not assessed a scheduling forfeit.
9 On the other hand, if Team A and Team B were both assessed a scheduling
10 forfeit because neither team reported a game score, then the game would not
11 be considered as a game played by either team.
12

13 3. Clubs are required to provide adequate fields and officials to support their teams.
14

15 a. An acceptable field must have at least 5 Saturday slots and 3 Sunday slots. While a club
16 may provide an alternative field configuration, e.g., a field that has fewer game slots, it
17 is up to the SFL Administrator on whether the field configuration can efficiently be used
18 by the SFL. If it cannot be efficiently used by the SFL, the SFL may drop teams without
19 appeal.
20

21 b. If a club has more teams than it can support in a given age group and adequate field
22 slots are not available elsewhere, then the SFL will drop all teams from that age group
23 from the tournament. The SFL uses the following three age groups for this
24 determination – Under 11/12, Under 13/14, and Under 16/19.
25

26 (1) The club may not (1) appeal a decision by the SFL to drop teams because it did not
27 provide sufficient field slots or (2) provide additional slots after the SFL dead line
28 for the final field slot submission, i.e., it may not submit additional field slots after
29 it finds out that teams have been dropped to prevent those teams from being
30 dropped.
31

32 c. Determination of tournament fields.
33

34 (1) No later than five weeks after the season starts, the SFL Club Representatives will
35 be requested to confirm the field and referee availability information for the
36 tournament weekend. This notification will include the number of fields by age
37 group that are required to adequately support a club's teams. The information
38 received by this dead line is the only information that the SFL will use in
39 determining the tournament size and teams that can be supported.
40

41 (a) The SFL will use this information to determine the maximum number of
42 tournament time slots that are available for each club. The number of time
43 slots will then be translated into number of teams supported. For the purposes
44 of this computation, a field available all day on Saturday and Sunday
45 afternoon translates into 9 time slots in the spring (6 on Saturday and 3 on

1 Sunday) and 7 time slots in the fall (5 on Saturday and 2 on Sunday). These
2 time slots can support about 9 or 10 teams.
3

- 4 (b) The final field submission must specifically name the field and provide the
5 field slots. Information such as “To Be Determined” is inadequate and will be
6 considered as the club not having an available field. Accordingly, this type of
7 submission may result in teams being dropped.
8

9 **Example**

10 Assume a club is required to provide one field suitable for Under 13/14
11 games. The club states on its final field submission that it will provide one
12 field with the field name as “To Be Provided.” The SFL will treat this
13 submission as a club that does not have a field available to support its teams.
14 If field slots cannot be found elsewhere, then that club’s Under 13/14 teams
15 will be dropped from the tournament.
16

- 17
18 d. Since the SFL identifies the number of fields required to adequately support its teams, a
19 club has the necessary information to understand whether it can provide the necessary
20 fields. Appendix II contains examples of how the SFL determines whether a club has
21 provided sufficient fields and how it makes a decision on whether to drop teams because
22 of insufficient field slots.
23

- 24 (1) When a club realizes that it does not have adequate fields to support its teams and
25 may have teams dropped, then it may request that the SFL dedicate the available
26 slots to a specific age group, e.g., Under 19 Boys, as long as that decision is
27 conveyed to the SFL prior to the dead line for providing the tournament field
28 information. However, the SFL is not required to honor this request and may
29 decide to drop these teams anyway because they cannot be efficiently scheduled
30 into the slots provided.
31

- 32 **4. Placement of Teams in Tournament Groups** – Two types of tournament formats are
33 used for the tournament groups – single elimination and round robin. Almost all
34 tournament groups are scheduled using the single elimination format.
35

- 36 a. **Eligible Teams Are Broken down into Two Broad Groups** – teams that have played
37 the majority of their regular season games and teams that have not played the majority
38 of their regular season games. Teams that have played a majority of their games will be
39 ranked for tournament play based on their game point percentage, game points, bonus
40 points, and least goals allowed. Games where a team is assessed a scheduling forfeit
41 and points lost due to reporting scores late do not count in this calculation since the goal
42 of the tournament is to place teams with comparable abilities against each other.
43 Therefore the actual game results associated with games played are used to determine
44 the rankings that are used for creating tournament groups. As noted elsewhere, the
45 tournament ranking will normally be based on the results through the fifth or sixth
46 game.

1
2 **Note:** Using the game point percentage for ranking the teams addresses the potential
3 problem of teams that may not have played the same number of games.
4

- 5 5. Only teams that have played a majority of their games are eligible for the top and bottom
6 tournament groups unless the applicable SFL Age Group Commissioner determines
7 otherwise.
8

9 C. Actions Taken When Tournament Games Cannot Be Played as Scheduled
10

- 11 1. A cancelled game is a case where both teams are available for play, however, due to
12 weather, field conditions, or some other reason, a scheduled game cannot be played. The
13 following are examples of games that are not completed under normal circumstances and
14 whether a given condition is considered as a cancelled game for purposes of this section.
15
- 16 a. Games where a team has received a forfeit are considered games played as scheduled
17 regardless of the reason for the forfeit.
18
- 19 b. When tournament games are halted due to unsafe playing conditions, the game result at
20 the time of termination will be used as the final game result unless waived by the SFL
21 Age Group Commissioner regardless of when the game is terminated. Accordingly,
22 these games are considered as games played as scheduled.
23
- 24 c. The tournament is designed so that the clubs ensure that adequate officials have been
25 assigned to cover the scheduled tournament games. In the past, due to circumstances
26 beyond the control of the club, the assigned referees may not appear at the game. When
27 referees are not available at the scheduled start time, the teams should wait 15 minutes
28 to determine if officials will be present. If the referees are still not present, the game is
29 considered a cancelled game. If the game is not played, then all remaining games for
30 that tournament group are cancelled and the tournament awards are returned to the SFL.
31
- 32 (1) In the past, some teams have agreed to play the game using someone other than the
33 assigned referees. The SFL has consistently maintained that should the teams
34 agree to play the game using someone other than the tournament site assigned
35 referees, then (1) the game is considered as a game played and (2) no protests are
36 allowed due to referee issues.
37
- 38 d. If one or more tournament games in a tournament group are cancelled, then (1) the
39 remaining tournament games in that tournament group are cancelled and (2) the
40 tournament awards will be returned to the SFL unless one of the following exceptions is
41 met.
42
- 43 (1) Last tournament game in a single elimination tournament group is cancelled before
44 completion due to weather or some other reason – Tournament awards will be
45 issued if a tournament game played in the single elimination format is cancelled
46 when the game (1) has started but is terminated due to weather and (2) would have

1 directly resulted in the issuing tournament awards, i.e., the championship game or
2 the game to decide third place tournament awards. As noted elsewhere, the score
3 at time of game termination will be used to determine the winner. If the teams are
4 tied when it is terminated, then the following process is used.
5

6 (a) If the teams did not play the same number of tournament games, then the team
7 results for the team with the most tournament games played will be adjusted
8 by eliminating the results of the first tournament game for that team. For
9 example, if Team A and Team B are playing in the cancelled game and Team
10 A had played two tournament games and Team B had played one tournament
11 game, then the results from Team A's first game would be eliminated from the
12 ranking process. The teams are then ranked using the same ranking factors as
13 used for round robin tournament groups with the exception of tournament
14 game points and penalty kicks. If the teams are still tied after applying these
15 ranking factors, then the second place tournament awards are returned to the
16 SFL and the SFL will provide first place tournament awards to both teams. If
17 the game is being used to settle third place, then the SFL will provide third
18 place tournament awards to both teams.
19

20 (2) All Saturday games are played in a 3 team round robin tournament group and one
21 team wins both games, however, the Sunday game is cancelled. In a 3 team round
22 robin tournament group, one team normally plays two games on Saturday. If that
23 team wins both of its games on Saturday and Sunday's game is cancelled, then the
24 first place tournament awards will be issued to the team winning both of its
25 Saturday games since that team would have received the first tournament awards
26 regardless of the outcome of the Sunday game. The second place tournament
27 awards will be returned to the SFL. On the other hand, if the team playing two
28 games on Saturday did not win both games, then it is impossible to determine
29 which of the 3 teams should be awarded first place tournament awards and no
30 tournament awards will be issued.
31

32 2. A tournament group is scheduled using a 6 team round robin format with mini groups or a
33 6 (or 7) team single elimination format and all Saturday games are played, however, only
34 one Sunday tournament game can be played since the field is unavailable for the other
35 game normally scheduled using this format. In these three game formats, the Saturday
36 results clearly show the two teams eligible for first and second place tournament awards
37 and the two teams eligible for third place tournament awards. When only one of the
38 expected two games can be played because of field conditions, then (1) if possible, the field
39 slot available for play will be used by the teams eligible for first and second place
40 tournament awards, (2) the first and second place tournament awards will be issued based
41 on the results of the game played, (3) the game for third place tournament awards will be
42 cancelled with the SFL Club Representative returning the third tournament awards to the
43 SFL. It should be noted that this situation is only expected to occur when two fields are
44 used for playing the Sunday games. If the game for first and second place tournament
45 awards cannot be moved, then (1) the game for third place tournament awards will be

1 played as scheduled and (2) the first and second place tournament awards will be returned
 2 to the SFL.

3
 4 The following are examples of how these rules apply to a tournament group.
 5

Condition	Impact on Game Schedule and Tournament Awards
7 Team A is assessed 8 a forfeit since it 9 does not show up to 10 play its scheduled 11 tournament game 12 with Team B or 13 fails to have a 14 roster.	The tournament game is shown as a game played with Team B being declared the winner with a 1 – 0 score. Assuming the remaining games in that tournament group are played, the tournament awards will be issued in accordance with the process applicable for that type of tournament group, i.e., (1) teams will be ranked using the processes outlined in the rules if the tournament group is scheduled as a round robin group or (2) the team will play in the next applicable game or issued first (or third) place tournament awards if this game is the final tournament game for that team when it is associated with the single elimination group.
15 One or more 16 Saturday 17 tournament games 18 are cancelled	All remaining Saturday games are cancelled and all Sunday tournament games are cancelled. No attempt is made to reschedule any tournament games and no tournament awards are issued. The SFL Club Representative returns the tournament awards to the SFL.
19 Sunday tournament 20 games are 21 cancelled	No tournament awards are provided and the SFL Club Representative returns the tournament awards to the SFL unless (1) the tournament group is a 3 team group playing a round robin format and (2) one team has won both of the Saturday games. In this specific case, first place tournament awards are issued to the team that won both of its Saturday games while the second place tournament awards are returned to the SFL by the SFL Club Representative.
22 Teams A and B are 23 playing and the 24 game has to be 25 terminated early 26 because of weather	The game results at the time of termination are used to determine the winner of the game. If the game is tied when the game is terminated and the teams are playing in a round robin format tournament group, the tie stands. On the other hand, if the teams are playing in a single elimination tournament group, they should call the SFL to determine how the tie is handled – essentially, regular season results are used to break the tie.

Condition	Impact on Game Schedule and Tournament Awards
<p>1 All Saturday games 2 are played and one 3 Sunday game can 4 be played in a 6/7 5 team single 6 elimination group 7 or 6 team round 8 robin group using 9 mini groups.</p>	<p>In these two game formats, the Saturday results clearly show the two teams eligible for first and second place tournament awards and the two teams eligible for third place tournament awards. For example, all tournament games are played on Saturday and based on Saturday's results (1) Team A and Team B were scheduled to play for first and second place tournament awards on Field 1 and (2) Team C and Team D were scheduled to play for third place tournament awards on Field 2. However, due to weather or other conditions, Field 1 cannot be used on Sunday while Field 2 is available. Accordingly, if possible, (1) the game between Team A and Team B is moved to Field 2 with the results of that game used to determine who receives first and second place tournament awards and (2) the game for third place tournament awards is cancelled and the third place tournament awards are returned to the SFL by the SFL Club Representative. If the game cannot be moved, then the game for third place tournament awards is played and the first and second place tournament awards are returned to the SFL.</p>

10
11

Standard Club and Team Registration Process

The following topics are covered in this document.

- Electronic club and team registration files
- Club and team contact information
- Field information
- Field directions
- Master Player Roster

Electronic Club and Team Registration

The SFL uses an electronic process to obtain the club and team registration information. An Email is sent to each club with several Excel spread sheets and files. The files included in this Email normally change from season to season and the current files are the only ones that should be used. The following provides an overview of each of these files.

- **CLUB TEAM REGISTRATION.XLSX** (e.g., LM CLUB TEAM REGISTRATION.XLSX)
 - This Excel file is used to provide the SFL with club and team information. It is designed to (1) capture all the required contact information in one file along with the teams that should be registered, (2) eliminate the need to provide duplicate contact information except when an individual coaches more than one team and/or is the SFL Club Representative, and (3) provide error checking on the data entered to eliminate common errors such as using duplicate team names in the same age group which results in teams not being registered, assigning more than one person to the same non coaching role, and imputing data that does not conform to certain business rules. **PLEASE REVIEW THE ERROR MESSAGES SHOWN ON THE FORM AND MAKE THE NECESSARY CHANGES PRIOR TO SUBMITTING THE FORM TO THE SFL.** Only the teams contained on this list that are received by the registration dead line will be considered registered. Any additions made after this date will be put on a waiting list and (1) may not be scheduled or (2) scheduled with other teams on the waiting list which means that they may be playing with teams that are not in their geographical location. **It is not important to have accurate team contact information by the registration dead line. Therefore, you may use the existing team contact information as a place holder for that team even if you know that a change will be made but have not yet identified the new contact. The team contact information can be changed at a later date as discussed elsewhere in this letter. Failure to provide accurate information by the deadline subjects your club at best to a penalty. It may also result in none of your teams being registered.** This file also contains a work sheet (Instructions) designed to provide specific instructions for the remaining work sheets.

- 1
- 2 • **MASTER PLAYER ROSTER.XLSX** – This spread sheet is used to show all the players
- 3 that have been assigned to a team. If a club needs a copy of what it used last season, please let
- 4 us know. A blank form is also posted on the web site’s SFL Forms page
- 5 (<http://www.sflsoccer.org/sfl4e.xlsx>) that can be used for this season. This file also contains a
- 6 work sheet (Instructions) on how to complete the form.
- 7
- 8 • **FIELD SLOTS.XLS** (e.g., LMFIELD.XLS) – **This spread sheet is used to provide the**
- 9 **field information that should be used for three purposes – scheduling teams,**
- 10 **rescheduling games, and possible tournament fields.** The fields shown in this listing are
- 11 the fields used in previous seasons. **Only fields that are going to be used for scheduling**
- 12 **regular season games need to have Columns D – U completed.** In other words, if the field
- 13 is only going to be used for possible makeup games or the tournament, all that is needed is to
- 14 complete is Columns A – C which is the club name and field name. **PLEASE TAKE THE**
- 15 **TIME TO PUT IN THE FIELD NAMES THAT MAY BE USED FOR**
- 16 **RESCHEDULING GAMES OR USED IN THE TOURNAMENT.** It will save the club
- 17 and the SFL time later when games need to be rescheduled or added to support the club’s
- 18 teams for the tournament. **IT IS ALSO IMPORTANT THAT NO CHANGES OR**
- 19 **DELETIONS ARE MADE TO THE FIELD NAME INFORMATION SHOWN. You**
- 20 **may change the location, e.g., “1” to “Turf 1”.** The new data base we are using keeps old
- 21 games in it and needs to keep this information for its use.
- 22

23 These Excel files contain the information from last season and each of the work sheets include

24 explanations to help clarify the data that is needed. The data may be changed to reflect the current

25 status. However, **PLEASE DO NOT CHANGE THE ORDER OF THE COLUMNS IN THESE**

26 **SPREAD SHEETS.**

27

28 **Special Note: If you are an AOL user, you may need to save your changes under a different**

29 **file name before you send them back to us. In the past, for some reason, AOL does not pick**

30 **up the revised file.**

31

32 **Club and Team Contact Information Excel File**

33

34 The files are designed to allow duplicate names to be used. For example, an individual may be both a

35 SFL Club Representative and a coach or the individual coaches two or more teams. Accordingly, their

36 name will be shown more than once in the CLUB TEAM REGISTRATION spread sheet. This is okay.

37 When the data base is loaded with this information, it eliminates the duplicates. However, it is critical,

38 that the name, address, phone number, and Email addresses are identical each time it is used. (The last

39 time the name is used in the file is the one that is used for all the other names when the data base is

40 updated.) The only other item that helps to avoid confusions involves coaches with 2 or more teams. If

41 a person is coaching more than one team in different age groups, then make sure that the same standard

42 team name is used for both teams. For example, if a person in McLean is coaching an Under 14 Boys

43 team and an Under 16 Girls team, then the standard team name for both teams should be the same, e.g.,

44 McLean 1. Please note that we may have made some changes that affect coaches with two teams.

1 Each club is required to provide/confirm the name, address, and phone information for the Club, SFL
2 Club Representative, Referee Coordinator, and Field Coordinator for the club. Only one name may be
3 shown for each of these roles. If a club desires to send information to other individuals who may assist
4 with these roles or desires that other individuals such as club age group commissioners receive SFL
5 mailings, then these individuals should be shown as “Club Other.” For example, some clubs have more
6 than one person who handles field assignments. The primary person should be shown under the “Field”
7 role and a secondary person should be shown under “Club Other.” An easy way to ensure that all the
8 field people get any Emails relating to fields, is to include their Email address with the one provided to
9 the individual shown as the Field Coordinator (the same applies to the Referee Coordinator). SFL Club
10 Representatives automatically get a copy of these Emails.

11 12 **Field Excel File**

13
14 The field spread sheet, FIELD SLOTS.XLS contains (1) the field information that is used to schedule the
15 regular season games and (2) the fields that may be used to reschedule games or support tournament
16 games.

- 17
18 • **Field Name and Location** – The name of the game field, e.g., Baron Cameron 1, Baron
19 Cameron 2, etc. – This is required for all fields that may be used for any purpose. The listing
20 shows the fields used in previous seasons. **When in doubt, put in a name.** It will save the
21 club and SFL time later in the season when games need to be rescheduled or the tournament is
22 scheduled.
- 23
24 • **First Time Slot (Saturday)** – Only required if the field is going to be used for regular season
25 games. The first game time available on that field when that field is normally used for
26 Saturday games, e.g., 8:30, 1:00 PM, etc. Games will not be scheduled before 8:30 AM and
27 the first time slot should normally be 9:00 or later.
- 28
29 • **Games Must End By (Saturday)** – Only required if the field is going to be used for regular
30 season games. If the field is not available the entire day, then the time that the last game must
31 end, e.g., 3:00 PM. If the game field is available the entire day, then enter 6:00 PM. (Do not
32 worry, we will not schedule games after dark.)
- 33
34 • **First Time Slot (Sunday)** – Only required if the field is going to be used for regular season
35 games. The first game time available on that field when that field is normally used for Sunday
36 games, e.g., 1:00 PM, etc. Games will not be scheduled before 12:30 PM and the first time
37 slot should normally be 1:00 PM or later. If the field is not normally used for regular season
38 Sunday games, i.e., only used for makeups, then leave the times blank, i.e., if your club
39 normally plays its regular season home games on Saturday, then leave the fields blank.
- 40
41 • **Games Must End By (Sunday)** – Only required if the field is going to be used for regular
42 season games. If the field is not available the entire day, then the time that the last game must
43 end, e.g., 3:00 PM. If the game field is available the entire day, then enter 6:00 PM. (Do not
44 worry, we will not schedule games after dark.)

- 1 • **Time slot minutes** – Only required if the field is going to be used for regular season games.
2 The minimum time allowed is 90 minutes.
3
- 4 • **Game Schedule Order** – Only required if the field is going to be used for regular season
5 games. The order that should be used to schedule games on a field, e.g., 19 Boys, then 14
6 Boys, then 14 Girls, etc. A value is only required to be entered if a given age group plays on
7 the field. For example, if only 12s play on the field, then add the appropriate values for the 12
8 Boys and 12 Girls. The other columns may be left blank. **When in doubt, put in a value**
9 since if the field is used for a given age group and no value is shown, it will be scheduled in
10 the first available slot which may not be the desired order and require the club to make
11 significant changes when the draft schedules are prepared. For example, assume that Field A
12 (1) is used for 14 Boys, (2) is used on some weeks by a 16 Boys team, and (3) has the first
13 time slot starting at 8:30. If only a value for the Under 14 Boys is shown and a game for 16
14 Boys is scheduled on that field, then the 16 Boys team will be scheduled at 8:30 rather than
15 the last game of the day although the club would rather the 16 Boys team play the last game
16 on the day when it ends up on that field. Although these games can be changed after the draft
17 schedules are prepared, it will save the club and SFL a great deal of time and effort to do it
18 correctly at the start. Do not worry if an age group does not end up using that field. The
19 system schedules the first team available in the first slot. Using the example above, if the club
20 stated that 16 Boys should be scheduled first and 16 Boys second and no 16 Boys teams ended
21 up scheduled on the field, then the 14 Boys games would always start at 8:30.
22

23 Finally, the tournament spread sheet, TOURNAMENT FIELDS.XLS is used to capture the tournament
24 fields that can be supported by your club. The Procedures and Processes – Tournament Scheduling
25 document provides additional information concerning this spread sheet and can also be obtained from
26 the web site. This spread sheet is due on September 1.
27

28 **Field Directions**

29

30 Field directions for all fields used for SFL games during the last 3 seasons have been posted to the web
31 site (www.sflsoccer.org/field.htm). Please review the field address and field directions on the web site
32 and make sure that they are still current and the phone numbers for game cancellations
33 (www.sflsoccer.org/weather.htm) are correct. The field address is used by the web site to provide a link
34 to Google Maps. The field directions presented also need to be reviewed since sometimes stop lights
35 have been added or exit numbers changed. As you will note, some of these fields were not used last
36 season, however, we leave them in our data base since fields change from season to season and
37 sometimes makeup games are scheduled on these fields. Therefore, when the Web Site is updated, the
38 current field directions are available to be posted. In addition, if the field that you will be using this
39 season is not on this list, then you will need to provide field directions. The phone numbers for field
40 closings are also posted on the web site (<http://www.sflsoccer.org/weather.htm>) and should also be
41 reviewed.
42

1 **Master Player Roster**

2

3 **The SFL Club Representative must submit a preliminary Master Player Roster (SFL Form 4E) to**
4 **the SFL (sfl@sflsoccer.org) by March 15/August 15. This roster is not required to contain the**
5 **uniform numbers of the players.** Section III. of the Club and Coach Guide discusses the requirements
6 for the Master Player Roster and the related Master Player Roster Summary that is generated by the SFL
7 based on the Master Player Roster submission. A blank version of the form may also be obtained from
8 the SFL Forms page. This spread sheet has a work sheet (Instructions) that describes how to complete
9 the form and the steps that should be taken to check the data before submission and correct errors. A
10 PDF version of these instructions has been posted to the web site under SFL Forms. The data contained
11 on the Master Player Roster is used to generate the SFL Team Rosters.

12

13

14

**Examples of How The SFL Determines Whether
A Club Has Provided Adequate Field Slots**

The following are examples of how the SFL determines whether a club has provided adequate field slots using the following assumptions for Club A.

Assumptions

Age Group	Teams	Age Group	Teams	Total
Under 11 Boys	2	Under 11 Girls	0	2
Under 12 Boys	3	Under 12 Girls	3	6
Under 13 Boys	2	Under 13 Girls	1	3
Under 14 Boys	1	Under 14 Girls	2	3
Under 16 Boys	1	Under 16 Girls	1	2
Under 19 Boys	1	Under 19 Girls	1	2

Based on this team distribution, the SFL would probably request the club to provide one field that would support Under 11/12 games and one field that would support U13/19 games.

Examples

Fields Provided By Club	Teams the SFL Can Be Expected to Schedule/Drop
Club A only provides one field suitable for Under 11/12 games. Space on fields provided by other clubs is inadequate to meet the scheduling needs for the Under 13/19 teams.	The SFL would drop all teams for Club A in the Under 13/19 age groups from the tournament since no field was provided to support the teams in those age groups. The Under 11/12 teams would be scheduled.
Club A provides one field suitable for Under 11/12 games and 4 Saturday and 1 Sunday time slot on a field suitable for Under 13/14 games. Space on fields provided by other clubs is inadequate to meet the scheduling needs for the remaining Under 13/19 teams.	The SFL would drop the Under 16/19 teams for Club A. In addition, it may also drop the Under 13/14 teams because the field slots provided only support a 4 or 5 team scheduling group and the club has 6 teams in the U13/14 age group.

Fields Provided By Club	Teams the SFL Can Be Expected to Schedule/Drop
<p>1 Club A provides one field suitable for Under 2 11/12 games that has 4 Saturday and 1 Sunday 3 time slot and a field suitable for Under 13/19 4 games that has 4 Saturday and 1 Sunday time 5 slot. Space on fields provided by other clubs is 6 inadequate to meet the scheduling needs for the 7 remaining Under 11/19 teams.</p>	<p>The SFL would probably drop all the teams from the club since adequate fields had not been provided to support Club A's teams.</p>
<p>8 Club A provides one field suitable for Under 9 11/12 games that has 4 Saturday and 1 Sunday 10 time slot and a field suitable for Under 13/19 11 games that has 4 Saturday and 1 Sunday time 12 slot. Space on fields provided by other clubs is 13 adequate to support the scheduling needs for the 14 remaining Under 11/12 teams. However, space 15 on other fields is inadequate to meet the 16 scheduling needs for the remaining Under 13/19 17 teams.</p>	<p>The SFL would probably schedule the Under 11/12 teams and drop all the teams from the Under 13/19 teams since the club did not provide adequate slots to support the teams in those age groups.</p>
<p>18 Club A provides one field suitable for Under 19 11/12 games and 4 Saturday and 1 Sunday time 20 slot on a field suitable for Under 13/19 games. 21 The club realizes that the slots are inadequate to 22 support all its U13/19 teams and requests that the 23 slots be used for the Under 19 teams prior to the 24 field submission deadline. Space on fields 25 provided by other clubs is inadequate to meet the 26 scheduling needs for the remaining Under 13/19 27 teams.</p>	<p>The SFL would schedule the Under 11/12 teams and drop the Under 13/16 teams. It may also drop the Under 19 teams if the Under 19 teams from that club cannot be efficiently scheduled on that field. For example, the tournament groups assigned to those teams are 6 or 7 team groups or the tournament groups with the teams from that club should be placed at another site because that site has 2 or more teams from the same club.</p>

Fields Provided By Club	Teams the SFL Can Be Expected to Schedule/Drop
<p>1 Club A provides one field suitable for Under 2 11/12 games and 4 Saturday and 1 Sunday time 3 slot on a field suitable for Under 13/19 games. 4 The SFL notifies the club that its Under 13/19 5 teams are being dropped since space on fields 6 provided by other clubs is inadequate to meet the 7 scheduling needs for the remaining Under 13/19 8 teams. Club A then asks the SFL to schedule at 9 least some U13/19 teams using the slots 10 provided.</p>	<p>The SFL would not “add teams back” to the tournament since the special request was received after the final field submission dead line. While the field slots provided would support a 4 or 5 team tournament group, the SFL does not pick “winners and losers” when deciding on the teams that should be dropped. Specifically, the club (1) had sufficient information to understand that it was not providing enough field slots to support its teams and (2) did not make the special request to attempt to schedule a given age group to use those field slots prior to the deadline for providing final field slot information. In other words, while the club is allowed to pick “winners and losers” when dropping teams, this must be done prior the deadline for providing final field slot information.</p>

11
 12 The following are the key points relating to providing fields and dropping teams.

- 13
- 14 • Clubs must provide specific field information in their final submission, i.e., specific field
- 15 name and actual time the field can be used.
- 16
- 17 • When a club is unable to provide the field slots requested by the deadline specified by the
- 18 SFL, then the club may have teams dropped from the tournament without the ability to appeal
- 19 that decision or attempt to come up with additional slots so that those teams can play.
- 20
- 21 • The SFL will not pick “winners and losers”. If a club does not provide the fields to support all
- 22 the teams in a given age group, then all teams in that age group may be eliminated. In other
- 23 words, the SFL will make no attempt to “find a place” where teams within an age group, e.g.,
- 24 Under 19 Boys, can play but the teams in the other age groups, e.g., Under 16 Boys and Girls
- 25 and Under 19 Girls are eliminated.
- 26
- 27 • A club may pick “winners and losers,” e.g., a club may request the SFL to use the available
- 28 slots to support the teams in a given age group, e.g., Under 19 Boys. However, this does not
- 29 assure that the SFL will honor that request and those teams may still be dropped.
- 30

31 It is important to remember that the examples provided are not all the possible examples and that other
 32 situations may also result in teams being eliminated from the tournament.