



***SUBURBAN FRIENDSHIP LEAGUE***

***Proposed Club and Coach Guide  
Spring 2022 Season***

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## **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 a SFL Age Group Commissioner are provided in writing to the SFL Commissioner.

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**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/](http://www.cdc.gov/TraumaticBrainInjury/)), (2) US Youth Soccer ([www.ussoccer.com/about/recognize-to-recover/concussion-guidelines](http://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](http://www.cpsc.gov/Safety-Education/Safety-Guides/General-Information/Publications-Listing)).

1 (1) Inspect all goal posts and nets for safety (including making sure that they are  
2 properly anchored and secured).

3  
4 (2) Inspect the field and areas around the field that is being used.  
5

6 **Discussion:** While it is our understanding that the referees should be checking the  
7 goals to ensure that they are properly secured and the field is safe, we would also  
8 like both coaches to check the goals to make sure that they are properly secured  
9 and if you have any questions, ask the referee. If there is still a question, then do  
10 not play the game.  
11

#### 12 e. **Severe Weather**

13  
14 (1) Review the guidance from US Youth Soccer  
15 ([https://www.usyouthsoccer.org/news/lightning\\_safety\\_outdoors/](https://www.usyouthsoccer.org/news/lightning_safety_outdoors/)).

16  
17 (2) Cease play immediately upon seeing lightning and/or hearing thunder. Play may  
18 not start until 30 minutes after the last sighting of lightning or hearing of thunder.  
19 Because of the number of games played on a field during the day, most games will  
20 not be able to continue. If the game is terminated, then a game report should be  
21 filed and the SFL will decide on (1) whether to take the score at the time play was  
22 stopped or (2) ask for the game to be rescheduled.  
23

24 2. **Leadership** – At the older age levels, the coach assumes an increased level of  
25 responsibility regarding team leadership and maintenance of order and discipline of the  
26 team members and team spectators. The SFL expects each of its coaches to set a positive  
27 example for their players and spectators in promoting good sportsmanship and self-control.  
28 Accordingly, coaches are expected to be present at every game with their team or to ensure  
29 that responsible adult leadership is present for the team in their absence. A history of  
30 disciplinary infractions by a team can be grounds for team, coach, and/or player dismissal  
31 from the league as discussed in Section XII. of the SFL Administrative Rules For The  
32 Laws of the Game.  
33

34 C. **Sideline Placement of Teams and Spectators** – The SFL does not have a rule regarding the  
35 placement of teams and spectators on the sidelines.  
36

37 **Discussion:** Some clubs have the teams placed on the same side of the field with the  
38 spectators on the other side of the field while others have the teams and spectators on opposite  
39 sides of the field. We have had a great deal of discussion on this subject at the various  
40 preseason meetings concerning whether the SFL should adopt a standard policy. The SFL  
41 Club Representatives have reaffirmed their desired to leave this up to the home team's club on  
42 the placement of teams and spectators, e.g., both teams on the same side of the field, or teams  
43 on opposite sides of the field. Covering this topic during the weekday phone call should  
44 reduce any confusion.  
45

1 **II. Team Registration**

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

1. The current registration dates are March 10 for the spring seasons and August 10 for the fall seasons.

**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**

1. Initial placement of new teams



- 1  
2 a. Under 11 teams – All teams are placed in the same division for the fall season.  
3  
4 b. Placement of teams when the initial age group is after Under 11 – Clubs are free to  
5 assign the teams to either division when the teams fall into the “initial age group” for  
6 the club.  
7  
8 2. The SFL normally has two (2) divisions in each age group with the teams assigned to a  
9 given division based on skill. The goal is to have between 40 and 50 percent of the teams  
10 in a given age group assigned to division 1.  
11  
12 a. The SFL will make a recommendation on the division placement of the teams that  
13 played in the previous season based on that team’s previous season’s performance.  
14  
15 (1) Division 1 teams with a game point percentage around 60 percent will remain  
16 division 1 teams with the remaining teams moved to division 2.  
17  
18 (2) Division 2 teams with a game point percentage around 70 percent will be moved to  
19 division 1 with the remaining teams assigned to division 2.  
20  
21 (3) The applicable SFL Age Group Commissioner may adjust these percentages in  
22 order to arrive at a more equitable allocation of division 1 and division 2 teams.  
23  
24 b. Clubs are free to move a team recommended for division 2 to division 1 or from  
25 division 1 to division 2 without the SFL’s approval.  
26

27 **III. Master Player Roster (SFL Form 4E)**  
28

- 29 **A. Master Roster Preparation Responsibility** – Each SFL Club Representative is responsible  
30 for preparing and maintaining the Master Player Roster (SFL-4E) for their club.  
31  
32 1. The SFL Club Representative is responsible for providing any changes to the Master Player  
33 Roster in a timely manner.  
34  
35 2. The Master Player Roster is required to accurately represent the data on the player  
36 contained in the club’s registration system which is expected to comply with applicable  
37 VYSA requirements, e.g., player birth dates are validated  
38  
39 3. It is up to the club to address any issues identified by the SFL with the data contained on  
40 the Master Player Roster and submit a revised Master Player Roster when required.  
41 Otherwise, the club’s team(s) may be unduly penalized.  
42  
43 4. A club is allowed to have player names on their uniforms. When a club decides to allow  
44 names on uniforms, the name on shown on a player’s uniform must also be shown on the  
45 SFL Team Roster. The SFL recognizes that a club may only show the player’s first and  
46 last name on the Master Player Roster. However, when clubs allow other names, such as

1 the player's middle name, on the uniform, this can cause unnecessary confusion for the  
2 opposing coach and lead to allegations of illegal players being used.  
3

- 4 5. Coaches and clubs are encouraged to include nicknames for the players on their Master  
5 Player Roster when the nickname is not common. This helps to avoid confusion during  
6 roster checks and during games when one team hears a player on the other team routinely  
7 called by a name that does appear on the SFL Team Roster. For example, assume that the  
8 roster shows player 17 is John Smith but the player goes by Sam (his middle name), the  
9 Master Player Roster should show the name for the player wearing 17 as John Samuel (or  
10 Sam) Smith.  
11

12 **B. Master Player Roster Form** – Clubs must submit the Master Player Roster on the SFL  
13 provided form. The current SFL Form SFL-4E is the official form used for submitting Master  
14 Player Rosters. No substitute forms may be used even if those forms provide the same  
15 information.  
16

17 **C. Roster Submission Dates** – Each club is required to submit at least two Master Player  
18 Rosters each season.  
19

- 20 1. March 10 for the spring season and August 10 for the fall season. This submission is used  
21 by the SFL to validate that the club has a sufficient number of players to support the  
22 registered teams. Valid uniform numbers are not required for this submission and the  
23 player assignments to a team are not binding, i.e., the clubs are free to reassign players to  
24 other teams.  
25

26 **Note:** Teams without sufficient players, as defined by the SFL, will automatically be  
27 dropped and not scheduled. If a club fails to submit a Master Player Roster by the  
28 submission deadline, then all teams from that club will be dropped.  
29

- 30 2. On the Monday preceding the first game week, the SFL must receive by 6:00 PM the actual  
31 Master Player Roster that should be used to generate the SFL Team Rosters. This  
32 submission must contain the actual player assignments and the uniform numbers that are  
33 expected to be used by the players on a given SFL Team Roster. The SFL Team Roster  
34 section discusses the process that should be used when a club cannot provide accurate  
35 uniform numbers for this submission.  
36

- 37 3. During the season, the SFL Club Representative may submit one (1) revised Master Player  
38 Roster and request changes to the SFL Team Roster each week prior to the week 4 games  
39 being played. The SFL Team Rosters generated for the week 4 games are considered final.  
40

41 a. The weekly submissions for SFL Team Rosters must be received by the SFL before 6:00  
42 PM on Wednesday.  
43

44 b. The SFL will generate the applicable SFL Team Rosters by Friday at 9:00 PM. These  
45 are placed in the club's Dropbox folder and the SFL Club Representative then

1 distributes them to their coaches. **The SFL will not send SFL Team Rosters to the**  
2 **affected coaches.**

3  
4 **IV. SFL Team Rosters**

5  
6 **A. General Requirements**

- 7  
8 1. Coaches are required to exchange a paper roster before the game. **Electronic copies are**  
9 **not acceptable.** If a roster is not available, the team will forfeit the game.  
10  
11 a. Regular season games only. If the opposing coach agrees to play, both coaches forfeit  
12 any claim for an appeal.  
13  
14 2. Some clubs require that the referees be given a paper copy of each team's roster. The  
15 coach, and/or a designated individual should bring extra rosters to a game.  
16  
17 3. **Team Roster Certification** – The SFL Team Roster contains a certification statement that  
18 is required to be signed before each game by the individual that is considered the coach for  
19 the team for that game. For example, assume that the normal coach cannot attend a game  
20 on week 2 and the assistant coach or a parent is acting as the coach. The assistant coach or  
21 parent is the individual required to sign the certification while the coach would be signing  
22 the certification on the weeks where the coach was actually the coach on the field. The  
23 certification also requires that the individual signing the certification also print his or her  
24 name.  
25

26 **B. Roster Issues** – It is the coach's responsibility to make sure that the uniforms worn by the  
27 player are consistent with the SFL Team Roster.  
28

- 29 1. Tape is not allowed to be used for uniform numbers unless explicitly stated on the SFL  
30 Team Roster.  
31

32 **Discussion:** A concern has been raised on the costs associated with players being forced to  
33 buy new jerseys when teams are combined to resolve uniform number issues. To mediate  
34 this concern, the rules allow the use of a permanent marker to make a new uniform  
35 number. For example, a printed uniform number of 16 can be modified to 116 using a  
36 permanent marker. As long as the SFL Team Roster shows that this player's uniform  
37 number is 116, then the modification made with the permanent marker is considered  
38 acceptable.  
39

- 40 2. **Roster Issues Identified on the SFL Team Roster** – The SFL Team Roster may identify  
41 roster issues such as missing numbers and duplicate uniform numbers. Whether the issue  
42 identified impacts the ability to play in a given game, may depend on whether it is a regular  
43 season or tournament game.  
44

- 45 3. Regular season games  
46

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

3  
4 (1) Week 1 uniform number changes allowed on SFL Team Roster – An unlimited  
5 number of uniform number changes in the Actual Number column on the SFL  
6 Team Roster may be made.

7  
8 (2) Weeks 2 through 8

9  
10 (a) When clubs have problems getting the uniforms delivered from their supplier,  
11 the SFL Club Representative may ask permission from the SFL to allow the  
12 coaches to continue showing unlimited uniform number changes in the Actual  
13 Number column of the roster. When such permission is granted, the SFL Club  
14 Representative will provide the approval Email to their coaches to show they  
15 have permission to make unlimited changes in the Actual Number column.

16  
17 (b) Teams are allowed to make up to three (3) changes in the Actual Number  
18 column of the SFL Team Roster to address any uniform number issues.

19  
20 (c) The opposing coach may agree to allow more than three (3) uniform number  
21 changes. If such approval is given, then the opposing coach cannot request a  
22 forfeit because of the uniform numbers.

23  
24 (i.) The opposing coach may limit the number of players over the three (3)  
25 allowed that the team may use. For example the opposing coach may  
26 only allow five (5) uniform number changes even though the team  
27 requests approval for more than five (5) uniform number changes.

28  
29 (d) If the number of approved uniform number changes does not result in the team  
30 having the required minimum number of players for the game, then the team  
31 forfeits the game and a scheduling forfeit is assigned to the team.

32  
33 (e) Any players with uniform number issues that have not been approved by the  
34 opposing coach, above the three (3) allowed, are considered as ineligible and  
35 must leave the field or take other actions, such as replacing their uniform  
36 jersey with some other form of clothing, so that there is no confusion on the  
37 players allowed to play.

38  
39 (3) Goalkeepers must have a uniform number that is consistent with the number  
40 shown on the SFL Team Roster unless (1) the uniform number shown on the  
41 goalkeeper jersey is shown as an allowed uniform number change (regular season  
42 games only) or (2) the goalkeeper can provide a field jersey with the uniform  
43 number shown on the SFL Team Roster when the goalkeeper's jersey does not  
44 have a number on it. If the goalkeeper jersey does not have a number on it, then  
45 the goalkeeper must be able to present the appropriate field jersey should a roster  
46 check be required.

1  
2 **Example A**  
3

4 A roster check is being performed prior to a tournament game as required and the  
5 goalkeeper is wearing a goalkeeper’s jersey with the number 34 on it. The SFL  
6 Team Roster shows that the player’s uniform number is 20. The coach (or the  
7 goalkeeper) shows the game official a field jersey for the player with the number  
8 20 on it. In this case, the player **IS NOT ALLOWED** to play since the number on  
9 the goalkeeper’s jersey does not agree with the SFL Team Roster. Specifically,  
10 uniform number changes are not allowed for tournament games. On the other  
11 hand, if this were a regular season game, the SFL Team Roster should show that  
12 the goalkeeper's number was 34 as one of the three allowed changes which would  
13 allow the goalkeeper to play with that number.  
14

15 **Example B**  
16

17 A roster check is being performed prior to a tournament game as required and the  
18 goalkeeper is wearing a goalkeeper’s jersey without a number on it. The SFL  
19 Team Roster shows that the player’s uniform number is 20. The coach or the  
20 goalkeeper shows the game official a field jersey for the player with the number 20  
21 on it. In this case, the player is allowed to play. However, if the player or coach is  
22 unable to provide a field jersey with the number 20 on it, the player would not be  
23 allowed to play. On the other hand, in a regular season game, the opposing coach  
24 may waive the requirement for the goalkeeper to have a jersey number on the  
25 goalkeeper jersey if the coach (or player) does not have a field jersey with the  
26 proper uniform number on it.  
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.  
40

41 **Note:** The SFL Team Roster should show any leading zeros used for uniform  
42 numbers, e.g., if the player’s permanent uniform number is “07”, then the SFL  
43 Team Roster should show “07" for that player’s uniform number.  
44

- 1 c. Opposing coaches may not waive any roster issues identified during the player  
2 validation process, e.g., uniform number issues shown on the SFL Team Roster,  
3 uniform number discrepancies, player name issues, etc.  
4
- 5 d. When player validations are being performed for tournament games, a team  
6 representative from each team must be present during the player validation process.  
7 This representative does not have to be the coach.  
8

## 9 V. Travel Players

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

1  
2 5. Although some people maintain that as long as a player is not contained in VYSA’s travel  
3 data base, then that player may play on a SFL team. This is incorrect. One of the proposed  
4 rules in past season was to adopt this definition and it was not accepted by the member  
5 clubs by almost 75 percent of the clubs that voted.  
6

7 **Discussion:** Hopefully, the coach’s discussion with each player about the prohibition of  
8 playing on a travel team and SFL team will allow (1) travel players who did not know that  
9 they could not play on both teams to self-identify themselves to the coach so that they can be  
10 removed from the roster and (2) other members of the team who may know of a travel player  
11 on the team to notify the coach so that the team as a whole will not be penalized by the actions  
12 of one player. In prior seasons we had teams that were suspended from the tournament  
13 because of players that participated as a guest player on a travel team during the same  
14 weekends as the SFL held regularly scheduled games.  
15

16 B. Clubs are required to implement processes that provide the club reasonable assurance that  
17 travel players or other illegal players are present on SFL Teams. These include (1) ensuring  
18 that travel players from their club are not present on SFL teams from their club and (2)  
19 ensuring that adequate information, as required by VYSA, has been obtained to validate a  
20 player’s age. Failure of a club to implement reasonable processes to eliminate illegal players  
21 from its SFL teams may warrant the club be placed on probation.  
22

## 23 VI. Game Responsibilities

### 24 A. General

- 25  
26  
27 1. Providing a suitable game field for the given age group (for example for the 14 age groups  
28 the field will be a minimum of 50 yards X 100 yards), goals with nets, lines, corner flags,  
29 and game ball.  
30  
31 2. Responsibilities for the game officials are discussed in the SFL’s Guide for Game  
32 Officials.  
33

### 34 B. Coach/Team Contact Responsibilities

- 35  
36 1. If your contact information is not correct, then it you are required to contact your opponents  
37 and let them know the correct information.  
38  
39 2. Contacting the visiting coach by the Wednesday preceding the game to confirm the team  
40 colors, game time, location, directions, and any other information they may need. This  
41 applies to regular season games only. However, for tournament games, it is useful if the  
42 Tournament Group Commissioner reaches out to the other teams in the group to make sure  
43 that they understand the requirements listed above.  
44  
45 a. If unable to contact the coach, refer to the season mailing for that clubs SFL Club  
46 Representative.

- 1  
2 3. Determining if a color clash exists. In case of a color clash the home team must (1) wear  
3 pennies over their jerseys or (2) change jersey colors. See Section IV. of the SFL  
4 Administrative Rules for The Laws of the Game.  
5  
6 a. Tournament games – It is important to remember that the home team, regardless of club  
7 affiliation, is the team required to comply with this requirement.  
8

9 **Example**

10  
11 A tournament game is being played at Sterling between Northern Virginia 1 (home  
12 team) and Sterling 1 (visiting team). The Northern Virginia 1 team would be required  
13 to comply with the requirements to address color clashes.  
14

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



1 sent to the appropriate SFL Age Group Commissioner, SFL Club Representative,  
2 and other individuals that are considered appropriate by the SFL for their  
3 information.  
4

5 (a) The individuals receiving these reports are not required to respond to the SFL  
6 on whether any actions were taken or the actions that were taken.  
7

8 (b) Repeated offenses may result in a team being suspended from the tournament  
9 by the appropriate SFL Age Group Commissioner.  
10

11 C. **Game Delays** – The team must be ready to play within 15 minutes of the scheduled start time.  
12 A team is considered ready to play if it has the required minimum number of players present  
13 for its age group – six (6) players for 12 and under and seven (7) players for 13 and above. A  
14 team that does not have the required number of players is assessed a scheduling forfeit. Once  
15 the scheduling forfeit has been assessed, the teams should leave the field. In other words, the  
16 teams should not use the game as a scrimmage.  
17

## 18 VII. **Game Cancellations and Rescheduling Games** 19

20 A. **Game Cancellations** – Clubs are encouraged to make decisions on whether a field is going to  
21 be closed as soon as possible in order to give the visiting team adequate time to notify their  
22 players so that they can avoid an unnecessary trip. This notice should be at least 3 hours  
23 before the game time where possible so the necessary notifications can be made. The SFL  
24 makes the following recommendations on cancelling games when a reasonable possibility  
25 exists that a game scheduled to start prior to 10:00 AM on the following day may be  
26 cancelled.  
27

28 1. **Regular season games** – On the day before a scheduled game, the club should determine  
29 whether a reasonable possibility exists that the game field will be closed for any games  
30 involving teams from a different club that start prior to 10:00 AM, i.e., this would be done  
31 on Friday for Saturday games and on Saturday for Sunday games. If a reasonable  
32 possibility exists, then the SFL Club Representative should make a decision on whether the  
33 game should be cancelled without waiting for an official decision to be made. Such games  
34 will be rescheduled using the game rescheduling process discussed elsewhere.  
35

36 a. Coaches are not allowed to make this decision, i.e., only the SFL Club Representative or  
37 the Club Field Coordinator is allowed to make this decision. Should the coaches make  
38 this decision, the home team's club is allowed to decline rescheduling the game without  
39 a penalty to either team, i.e., the game will simply remain as an unscheduled game.  
40

41 2. **Tournament games** – Clubs are encouraged to wait until an official decision is made to  
42 close the fields before cancelling any tournament games. While the SFL recognizes that  
43 this recommendation may result in teams traveling to games that end up being cancelled,  
44 the SFL believes that adverse consequences associated with prematurely cancelling a  
45 tournament game outweighs this disadvantage.  
46

1 **B. Game Cancellation Notifications**

2  
3 1. **Notifying Teams of Game Cancellations** – The web site – Phone Numbers for Checking  
4 Field Conditions – may show a field is closed. However, the home team or Tournament  
5 Group Commissioner is still required to contact the affected team(s). Teams should be  
6 notified at least 3 hours in advance of game cancellations. Difficulties in contacting a  
7 given team can be addressed by contacting the applicable SFL Club Representative.

8  
9 2. Notifying the SFL of game cancellations

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

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

26  
27 (a) When scheduling forfeits are assigned to cancelled games between teams from  
28 different clubs, the SFL will make no efforts to reschedule the game.

29  
30 (i.) Although a scheduling forfeit has been assigned to the game, the teams  
31 are free to make other arrangements to play the game. The scheduling  
32 forfeit will not be removed until the game is actually played and the  
33 score reported.

34  
35 (2) **Tournament Game Cancellations** – All notifications of tournament game  
36 cancellations must be sent to the SFL by 7:20 AM on the day of the game. This  
37 will allow the SFL to update the game schedules on the web site by 7:30 AM.

38  
39 **C. Regular Season and Tournament Game Times** – the following business rules are used for  
40 games being scheduled (or rescheduled) between teams from different clubs.

41  
42 a. **Regular Season Game Start Times** – Games cannot be scheduled to start before 8:30  
43 AM on Saturday and 12:30 PM on Sunday for teams that normally play their home  
44 games on Sunday. Games may not be scheduled to start after 7 PM.

45  
46 b. **Mandatory Game Rescheduling and Tournament Sunday Times** – Games may be

1 scheduled starting at 10:30 AM although 12:30 PM or later is preferred. Games may  
2 not be scheduled to start after 7 PM.

3  
4 c. **Game Days** – Games may only be scheduled on a Saturday and Sunday as long as the  
5 schedule does not result in either team playing two games on the same day.

6  
7 d. **Game Spacing** – The normal game spacing between games is at least 90 minutes  
8 although for 16s and above a minimum of 105 minutes is recommended for regular  
9 season games. All tournament games are scheduled using 105 minute time slots to all  
10 sufficient time for the required roster validation.

11  
12 D. Game Changes and Rescheduling Games

13  
14 1. There are no limitations on rescheduling games when (1) the game is being played between  
15 teams from the same club or (2) both teams have agreed to a given game schedule, e.g.,  
16 teams from different clubs agree to play on Friday night or play two games on the same  
17 day.

18  
19 2. Game changes for the convenience of the club – Two types of game schedule changes are  
20 made for the convenience of the club. Examples of game schedule changes made for the  
21 convenience of the club include changing fields, game times, and game dates.

22  
23 a. **Field Only Changes** – When the only game change is the game field only, i.e., the  
24 game date and time do not change, then the following applies.

25  
26 (1) The SFL, opposing coach, and opposing coach’s SFL Club Representative must be  
27 notified of the field change by 6 PM on the Wednesday preceding the game.  
28 Although the opposing coach is notified of the change, the opposing coach does  
29 not have to approve the change.

30  
31 (a) It is recommended that the opposing coach’s SFL Club Representative take  
32 the appropriate actions to make sure that the coach receives the notification of  
33 game field change.

34  
35 (2) Game field changes made after 6 PM on the preceding Wednesday, are considered  
36 as “other game schedule changes” and must be approved by the opposing coach.

37  
38 b. **Other Game Schedule Changes** – When a game schedule change is desired to a game  
39 between two different clubs, other than simply changing the game field, the opposing  
40 coach must agree to the change, e.g., the hosting club desires to change the game time  
41 from 1:30 PM to 2 PM.

42  
43 (1) The SFL should not be requested to post schedule changes to the web site until the  
44 opposing coach has agreed to the game schedule changes.

45  
46 (a) Should a game schedule change provided to the SFL not be approved by the

opposing coach, the opposing coach may elect to not play the game. If the opposing team does not play the game, then (1) the home team will be assessed a scheduling forfeit and (2) the game is shown as unscheduled.

3. **Game Changes Required Beyond the Control of the Club** – Sometimes a game schedule change is needed because of reasons that are beyond the control of the club. For example, the field permitting authority may notify the club that the field permit has been revoked for a given weekend and this notification is received during the week preceding the game, i.e., it was unknown at the start of the season. When this condition exists, the following applies.

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

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

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

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

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

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

a. Should a game still be shown as unscheduled past Wednesday at 6 PM, it is assumed

1 that the hosting club is unable to reschedule the game and the home team is assessed a  
2 scheduling forfeit.

3  
4 b. Acceptable methods for the hosting club to use in rescheduling games include the  
5 following.

6  
7 (1) **Voluntary Game Rescheduling** – a game schedule that is agreeable to both teams  
8 and the hosting club. Clubs are not required to support voluntary game  
9 rescheduling.

10  
11 (2) **Mandatory Game Rescheduling** – scheduling a game at a time and field that is  
12 acceptable to the club without team involvement.

13  
14 (a) Mandatory game rescheduling is only allowed to be used prior to 6 PM on the  
15 Wednesday following the game cancellation, i.e., after a scheduling forfeit has  
16 been assigned to a game the hosting club may not use the mandatory  
17 rescheduling process.

18  
19 (b) When games are rescheduled using a mandatory rescheduling process, the  
20 following business rules apply.

21  
22 (i.) The game must be scheduled on either a Saturday or Sunday when  
23 neither team already has a game scheduled, i.e., the rescheduled game  
24 may not result in either team having two games on the same day. Since  
25 most SFL games are played on Saturday, normally Saturday is not a  
26 valid game day.

27  
28 (ii.) The game must be scheduled (1) within the allowed game start times  
29 for reschedule games, e.g., for Sunday games the start times must be  
30 between 10:30 AM and 7 PM (12:30 PM or later is preferred) and (2)  
31 the game day must be at least 2 game weeks in advance of the game  
32 week where the game was cancelled. For example, assume the game  
33 was cancelled in week one. The game can only be rescheduled in  
34 weeks 3 through 8.

35  
36 (iii.) Clubs are required to identify the games that have been rescheduled  
37 using the mandatory game rescheduling process. Failure to notify the  
38 SFL of a game rescheduled using the mandatory rescheduling process  
39 can result in the home team being assessed a scheduling forfeit.

40  
41 (c) Once a game has been rescheduled by the hosting club, changes are not  
42 allowed unless both teams and the hosting club agree. If a change is desired  
43 and all parties do not agree, then the party desiring the change is assessed a  
44 scheduling forfeit. For example, assume a club has used the mandatory  
45 rescheduling process and a team states that it cannot play the game on the  
46 rescheduled game date, that team will be assessed a scheduling forfeit.

1  
2 E. **Excessive Game Schedule Changes** – The SFL recognizes that game schedule changes are  
3 needed for a variety of reasons that include weather closures, field permitting authorities  
4 revoking permits after the season has started, teams desires, etc. However, it has also found  
5 cases where the game schedule changes were done simply because the club did not have a  
6 process to ensure that the fields assigned to the games during the scheduling process were the  
7 fields the teams would ultimately use for the games when they were played. The reasons for  
8 this vary, e.g., dedicating the ultimate field to other leagues even when those leagues did not  
9 use the field when their initial schedules were developed, etc. In some cases, the change is  
10 only the field, i.e., the game time does not change (commonly referred to as field only  
11 changes) while in other cases the game time is also changed. Such changes create a burden on  
12 the SFL and the opposing teams to make these changes. Compounding the adverse effects of  
13 these changes, although required by the rules, experience has shown that the opposing team is  
14 not always properly notified of the change and the hosting club expects the opposing team’s  
15 parents and players to check the SFL web site. Clubs which are unable to implement effective  
16 game scheduling practices should be penalized.

- 17  
18 1. Clubs which average more than one (1) change per team where the game date does not  
19 change but a different field is used will be assessed a \$20 per game penalty. For example,  
20 a club that has ten (10) teams and nine (9) changes where the game date remains the same  
21 but the game field changes would not be assessed any penalty while the same club having  
22 eleven (11) such changes would be assessed a \$220 penalty.  
23

## 24 VIII. **Tournament Game Responsibilities**

25

26 A. **Site Coordinator Responsibilities** – Generally, the site coordinator is the SFL Club  
27 Representative for club hosting a given tournament site.

- 28  
29 1. Fields, nets, and ensures that fields are properly lined.  
30  
31 2. Game officials.  
32  
33 3. In cases of game cancellations due to weather, the Site Coordinator first notifies the  
34 Tournament Group Commissioners and then the SFL.  
35  
36 4. Either picking up the tournament awards or assigning someone to perform this function.  
37 The SFL sends an Email on how to pick up the awards and when they are ready for pickup.  
38 All tournament awards should be picked up by the Friday night preceding the first  
39 tournament game and should be taken to the first tournament game.  
40  
41 (1) When the SFL Rules call for the tournament awards to not be distributed because  
42 of cancellation of one or more tournament group games, then the SFL Club  
43 Representative is responsible for obtaining and returning to the SFL the  
44 tournament awards assigned to that tournament group in accordance with the  
45 guidance received from the SFL.  
46

1 B. **Tournament Group Commissioner Responsibilities** – The Tournament Group  
2 Commissioner is approved by the applicable SFL Club Representative and is responsible for  
3 the following.  
4

- 5 1. Notifying the teams in their tournament group of game cancellations. **In the case of**  
6 **inclement weather, the tournament group commissioner should also notify the teams**  
7 **in their group if games are going to be played and of any schedule changes.** This  
8 responsibility remains with assigned tournament group commissioner even if the  
9 tournament group commissioner’s team loses before the final tournament game unless the  
10 site coordinator performs these duties.  
11
- 12 2. Distributing the tournament awards to the appropriate teams in their tournament group.  
13  
14 a. Generally the site coordinator is assigned the responsibility for picking up the  
15 tournament awards. Other individuals may be assigned to pick up the awards as  
16 directed by the SFL Club Representative.  
17
- 18 3. The tournament group commissioner is **NOT RESPONSIBLE** for collecting rosters.  
19 However, as noted elsewhere, each team is required to present their roster to the other team  
20 **BEFORE** the start of their game.  
21
- 22 4. In the case of teams playing the “round robin” tournament format, determines the final  
23 team rankings for the group.  
24

## 25 IX. **Game Results and Ranking of Teams**

26  
27 A. **Game Points** – Game points will be awarded for each game played. Game points are  
28 awarded as follows: 4 points for a win, 2 points for a tie, 1 point for a loss, and 0 points for a  
29 forfeit. Bonus points will also be awarded based on the goal differential up to a maximum of  
30 three (3) points per game. For example, a game score of 5 – 1 would result in 3 bonus points.  
31 Bonus points are not awarded to teams that report their scores late and assessed the one (1)  
32 game point penalty.  
33

34 **Note:** The web site shows the actual score of the game when forfeits are assessed although  
35 the standing calculations are calculated without using these game results. For example,  
36 assume the score between Team 1 and Team 2 is 3 – 0 and Team 1 is assessed a forfeit. The  
37 web site will show the game score as 3 – 0. However, the team and standings pages will show  
38 that Team 2 has 4 game points even though it lost the game. This is done since the effects of  
39 forfeits are removed when determining team placement in tournament groups. Using this  
40 example, for tournament placement purposes, Team 1 would be ranked as if no forfeit had  
41 been received, i.e., Team 1 would be credited with a win and Team 2 would be credited with a  
42 loss.  
43

44 B. **Web Site Rankings** – The SFL web site displays team rankings in the following order: game  
45 point percentage, game points, bonus points, and goals allowed.  
46

- 1 1. The game point percentage is calculated as follows: game points earned divided by total  
2 games played times maximum number of points that can be earned for a game. For  
3 example, if a team plays 4 games, wins 2 games, ties 1 game, and loses the remaining  
4 game, its game point percentage would be calculated as follows:  $(11 \text{ game points earned } (4$   
5  $+ 4 + 2 + 1) / 16 \text{ game points } (4 \text{ games } \times 4 \text{ points per game})) = 68.8 \text{ percent.}$   
6

7 **C. Tournament Group Ranking** – The following methods will be used to rank teams unless  
8 otherwise stated.  
9

- 10 1. **Round Robin Groups** – When the tournament schedule is played as expected and teams  
11 within a tournament group are scheduled using the round robin format, they will be ranked  
12 in the following order: (1) tournament game points, (2) head to head competition during  
13 the tournament, (3) tournament bonus points, (4) least goals allowed during the  
14 tournament, (5 ) head to head competition during the regular season games if they have  
15 played each other, (6) least average goals allowed during the regular season, and (7) shoot  
16 out. A 3 or 4-way tie is broken in the following order: (1) tournament bonus points, (2)  
17 least goals allowed during the tournament, (3) least average goals per game allowed during  
18 the regular season, (4) regular season game point percentage, and (5) coin flip. After one  
19 team is eliminated, then the remaining teams will be ranked by starting at the top of the  
20 appropriate tie breakers.  
21

22 **Note:** Normally head to head results are not used in breaking 3 or 4-way ties since one  
23 team will not have defeated all the other teams during the tournament. However, if one  
24 team has beaten all the other teams that are tied in the tournament, then that team will be  
25 placed ahead of all the other teams that it is tied with based on game points.  
26

- 27 2. **Single Elimination Tournament Groups** – When the tournament schedule is played  
28 using the single elimination format, the teams will be ranked as follows:  
29

30 a. Three, Four, and Five Team Groups – The winner of the final game receives the first  
31 place awards while the loser receives the second place awards.  
32

33 b. **Six Team Groups** – Teams scheduled for 6 team groups are ranked as follows:  
34

- 35 (1) Original tournament game schedule played – In 6 team groups, the two teams  
36 winning the second round games, play for first and second place awards with the  
37 winner of this game receiving the first place awards and the loser receiving the  
38 second place awards.  
39

40 (a) Fields and officials permitting, another game to decide the winner of third  
41 place awards will also be played. The teams playing in the game to determine  
42 who wins the third place awards are the losers of the second round game.  
43

- 44 c. Should a game be tied at the end of regulation play AND the tournament group is  
45 scheduled as a single elimination tournament, then a shoot-out will be conducted.  
46 Therefore, games in groups scheduled using the round robin format may end in a tie



1 except for the final games in a six (6) team round robin tournament group. The winner  
2 of a shoot out will be awarded one goal to their game score regardless of the number of  
3 goals scored in the shoot out. For example, if the game score is tied 2 – 2, and one team  
4 scored 5 goals during the shoot out while the other team scored 3 goals, then the final  
5 game score will be 3 – 2 with the team winning the shootout having the 3 goals.  
6

7 (1) **Shoot Outs** – If a shoot out is required, the FIFA Procedures to Determine the  
8 Winner of A Match – Kicks from the Penalty Mark will apply, in accordance with  
9 applicable USSF guidance, except as noted below.

10 (a) Players who participate in the shoot out.

11 (i.) If the tournament is scheduled as a single elimination tournament, then  
12 only the players on the field at the end of the game may participate in  
13 the shoot out. This is consistent with the FIFA rules.

14 (ii.) If a shoot out is required for some other reason, such as to determine  
15 the ranking of teams who are not playing each other in the final games,  
16 then the coaches may select the 11 players who will participate in the  
17 shoot out. This rule is very rarely used and generally only applies in  
18 tournament groups scheduled using a round robin format where all  
19 other tie breakers have been exhausted.  
20  
21  
22

23 (b) Coaches may stay with the players in the midfield circle.  
24  
25

## 26 X. **Regular Season Game Scheduling**

27  
28 A. **Scheduling Approach** – The following scheduling approach will be used for age group  
29 divisions that have an odd number of teams.

- 30  
31 1. When an odd team division has at least one team scheduled to play its home games on  
32 Sunday, then the team that normally plays its home games on Sunday will generally be  
33 assigned to be the “Sunday team” for all four (4) Sunday games.  
34  
35 2. When a division (or an odd team scheduling group within an age group division that cannot  
36 be readily paired with another odd team scheduling group within a given division), then  
37 four (4) teams will be scheduled to play the required Sunday home games, i.e., each team  
38 will be required to play one (1) home game on Sunday.  
39  
40 a. Should the team or the club not be willing to play this game or support the game being  
41 scheduled on Sunday, then the team will be assessed a scheduling forfeit and the SFL  
42 will make no attempt to reschedule the game. As with any scheduling forfeit, if the  
43 teams and clubs are able to reschedule this game, then the scheduling forfeit will be  
44 removed once the game is played.  
45

46 **Note:** While, in theory, all four teams may be with the same club, this is an unlikely

1 event because of the way that the scheduling groups are created. Normally, no more  
2 than two (2) teams from a club will be required to play Sunday home games. The SFL  
3 will make the decision on which teams will be assigned Sunday games in these cases  
4 and a team's club will have very little ability to make a change. This limited flexibility  
5 for the club is necessary because of the way that game schedules are created.  
6 Specifically, the SFL goes to great lengths to pair teams to share a time slot and this  
7 drives where a team may appear in a scheduling group. Since where a team appears in a  
8 scheduling group drives which teams will play on Sunday, the SFL needs to retain the  
9 flexibility to place teams in a given scheduling group.

- 10  
11 3. The following process is used to handle the Sunday teams once a decision has been made  
12 on which teams will be assigned a Sunday home game.
- 13  
14 a. The SFL will notify the club once a final decision has been made when one of its teams  
15 has been identified as a Sunday team and the week when that game needs to be  
16 scheduled. If the club has a "substitution" opportunity, then the club will be told that as  
17 well. For example, assume the club has two teams in a given scheduling group but only  
18 one of the teams is assigned to play a Sunday home game. The club may switch the  
19 teams as long as that decision is made before the SFL generates the schedules.
- 20  
21 b. The club is told the game week where the Sunday game will be scheduled. Sunday  
22 games are scheduled on weeks 1, 3, 5, and 7.
- 23  
24 c. Once the club has been identified that it needs to support a Sunday home game for a  
25 given team, the club has two options for scheduling the game – provide the SFL the  
26 necessary scheduling data before the schedules are generated or provide it once the draft  
27 schedules are available for review. The only requirements for the Sunday games are  
28 that the game must (1) be assigned to the same game week selected by the SFL and (2)  
29 start at 12:30 PM or later. For example, assume that the team normally plays its home  
30 games in the morning on Field 1. The Sunday game can be scheduled on Field 2 in the  
31 afternoon. In addition, assume that two teams from the club are assigned to play a  
32 Sunday home game. The club may have one game played at 1:00 PM on Field 1 and  
33 4:00 PM on Field 2 for the second team.
- 34  
35 d. When a club does not provide a specific field slot for a Sunday game before the  
36 schedules are generated, then the SFL will assume that the game will be scheduled on  
37 the team's normal field and start at 1:00 PM. The club is free to change that  
38 information, within the above parameters, once the draft schedules are available for  
39 review.
- 40  
41 (1) Should a club decline to provide a Sunday time slot prior to the schedules being  
42 released to the public pages or the team declines to play the game on Sunday, then  
43 the home team will be assessed a scheduling forfeit and the SFL will make no  
44 attempts to reschedule the game. As with any scheduling forfeit, if the teams and  
45 clubs are able to reschedule this game, then the scheduling forfeit will be removed  
46 once the game is played.

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**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 be played each game week. If, on average, less than 200 games are played each week, then the tournament will not be scheduled and the weekend reserved for the tournament will be used to make up games.
      - (a) In determining whether the majority of games have been played, the SFL reviews the forfeits that have been assigned to determine whether those games should be counted as games played.
      - (b) Two types of forfeits are assessed by the SFL – forfeits assessed for scheduling or roster problems (commonly referred to as scheduling forfeits) and forfeits assessed for game related reasons, e.g., using an illegal player. Scheduling forfeits are not considered games played for the purpose of determining whether the tournament will be scheduled.

**Example**

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

1 Team A and Team B would be given credit for a game played.

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

6  
7 **a. Teams Must Play A Sufficient Number of Games** – Teams must be in good standing  
8 and play an adequate number of games in order to be scheduled for the tournament. In  
9 other words, teams that are in good standing and play an adequate number of games do  
10 not have to register to play in the tournament and can be expected to be scheduled for  
11 the tournament if their club has provided adequate fields and referees to support the  
12 teams associated with their club.

13  
14 (1) A team is considered in good standing if (1) it has properly reported its disciplinary  
15 issues and (2) has not been assessed more than one (1) forfeit/scheduling forfeit.

16  
17 (a) Teams that (1) have received two (2) or more forfeits/scheduling forfeits, (2)  
18 have not played the required number of games, or (3) have not properly  
19 reported their disciplinary issues by the time the tournament process begins  
20 are automatically eliminated from the tournament without appeal.

21  
22 (i.) Forfeits associated with using illegal players may be eliminated from  
23 this computation at the SFL Commissioner’s discretion after obtaining  
24 the applicable SFL Age Group Commissioner’s views. No appeal of  
25 this decision is available.

26  
27 (2) A team will be considered to have played an adequate number of games, if that  
28 team has played 3 games in a 7 game regular season and 4 games in an 8 game  
29 regular season when the tournament scheduling process begins. This is normally  
30 after week 5 in a season with 7 regular season games and after week 6 in a season  
31 with 8 regular season games.

32  
33 (a) Games where a team is assessed a scheduling forfeit are not considered games  
34 played for the purposes of this computation. For example, assume that Team  
35 A is assessed a scheduling forfeit in a game against Team B because it did not  
36 have a roster. This game does not count as a game played by Team A and as a  
37 game played by Team B since Team B was not assessed a scheduling forfeit.  
38 On the other hand, if Team A and Team B were both assessed a scheduling  
39 forfeit because neither team reported a game score, then the game would not  
40 be considered as a game played by either team.

41  
42 **3. Clubs are required to provide adequate fields and officials to support their teams.**

43  
44 **a.** An acceptable field must have at least 5 Saturday slots and 3 Sunday slots. While a club  
45 may provide an alternative field configuration, e.g., a field that has fewer game slots, it  
46 is up to the SFL Administrator on whether the field configuration can efficiently be used

1 by the SFL. If it cannot be efficiently used by the SFL, the SFL may drop teams without  
2 appeal.

- 3  
4 b. If a club has more teams than it can support in a given age group and adequate field  
5 slots are not available elsewhere, then the SFL will drop all teams from that age group  
6 from the tournament. The SFL uses the following three age groups for this  
7 determination – Under 11/12, Under 13/14, and Under 16/19.

- 8  
9 (1) The club may not (1) appeal a decision by the SFL to drop teams because it did not  
10 provide sufficient field slots or (2) provide additional slots after the SFL dead line  
11 for the final field slot submission, i.e., it may not submit additional field slots after  
12 it finds out that teams have been dropped to prevent those teams from being  
13 dropped.

- 14  
15 c. Determination of tournament fields.

- 16  
17 (1) No later than five weeks after the season starts, the SFL Club Representatives will  
18 be requested to confirm the field and referee availability information for the  
19 tournament weekend. This notification will include the number of fields by age  
20 group that are required to adequately support a club's teams. The information  
21 received by this dead line is the only information that the SFL will use in  
22 determining the tournament size and teams that can be supported.

- 23  
24 (a) The SFL will use this information to determine the maximum number of  
25 tournament time slots that are available for each club. The number of time  
26 slots will then be translated into number of teams supported. For the purposes  
27 of this computation, a field available all day on Saturday and Sunday  
28 afternoon translates into 9 time slots in the spring (6 on Saturday and 3 on  
29 Sunday) and 7 time slots in the fall (5 on Saturday and 2 on Sunday). These  
30 time slots can support about 9 or 10 teams.

- 31  
32 (b) The final field submission must specifically name the field and provide the  
33 field slots. Information such as "To Be Determined" is inadequate and will be  
34 considered as the club not having an available field. Accordingly, this type of  
35 submission may result in teams being dropped.

36  
37 **Example**

38  
39 Assume a club is required to provide one field suitable for Under 13/14  
40 games. The club states on its final field submission that it will provide one  
41 field with the field name as "To Be Provided." The SFL will treat this  
42 submission as a club that does not have a field available to support its teams.  
43 If field slots cannot be found elsewhere, then that club's Under 13/14 teams  
44 will be dropped from the tournament.  
45

1 d. Since the SFL identifies the number of fields required to adequately support its teams, a  
2 club has the necessary information to understand whether it can provide the necessary  
3 fields. Appendix II contains examples of how the SFL determines whether a club has  
4 provided sufficient fields and how it makes a decision on whether to drop teams because  
5 of insufficient field slots.

6  
7 (1) When a club realizes that it does not have adequate fields to support its teams and  
8 may have teams dropped, then it may request that the SFL dedicate the available  
9 slots to a specific age group, e.g., Under 19 Boys, as long as that decision is  
10 conveyed to the SFL prior to the dead line for providing the tournament field  
11 information. However, the SFL is not required to honor this request and may  
12 decide to drop these teams anyway because they cannot be efficiently scheduled  
13 into the slots provided.

14  
15 4. **Placement of Teams in Tournament Groups** – Two types of tournament formats are  
16 used for the tournament groups – single elimination and round robin. Almost all  
17 tournament groups are scheduled using the single elimination format.

18  
19 a. **Eligible Teams Are Broken down into Two Broad Groups** – teams that have played  
20 the majority of their regular season games and teams that have not played the majority  
21 of their regular season games. Teams that have played a majority of their games will be  
22 ranked for tournament play based on their game point percentage, game points, bonus  
23 points, and least goals allowed. Games where a team is assessed a scheduling forfeit  
24 and points lost due to reporting scores late do not count in this calculation since the goal  
25 of the tournament is to place teams with comparable abilities against each other.  
26 Therefore the actual game results associated with games played are used to determine  
27 the rankings that are used for creating tournament groups. As noted elsewhere, the  
28 tournament ranking will normally be based on the results through the fifth or sixth  
29 game.

30  
31 **Note:** Using the game point percentage for ranking the teams addresses the potential  
32 problem of teams that may not have played the same number of games.

33  
34 5. Only teams that have played a majority of their games are eligible for the top and bottom  
35 tournament groups unless the applicable SFL Age Group Commissioner determines  
36 otherwise.

### 37 38 C. **Actions Taken When Tournament Games Cannot Be Played as Scheduled**

39  
40 1. A cancelled game is a case where both teams are available for play, however, due to  
41 weather, field conditions, or some other reason, a scheduled game cannot be played. The  
42 following are examples of games that are not completed under normal circumstances and  
43 whether a given condition is considered as a cancelled game for purposes of this section.

44  
45 a. Games where a team has received a forfeit are considered games played as scheduled  
46 regardless of the reason for the forfeit.

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- b. When tournament games are halted due to unsafe playing conditions, the game result at the time of termination will be used as the final game result unless waived by the SFL Age Group Commissioner regardless of when the game is terminated. Accordingly, these games are considered as games played as scheduled.
  - c. The tournament is designed so that the clubs ensure that adequate officials have been assigned to cover the scheduled tournament games. In the past, due to circumstances beyond the control of the club, the assigned referees may not appear at the game. When referees are not available at the scheduled start time, the teams should wait 15 minutes to determine if officials will be present. If the referees are still not present, the game is considered a cancelled game. If the game is not played, then all remaining games for that tournament group are cancelled and the tournament awards are returned to the SFL.
    - (1) In the past, some teams have agreed to play the game using someone other than the assigned referees. The SFL has consistently maintained that should the teams agree to play the game using someone other than the tournament site assigned referees, then (1) the game is considered as a game played and (2) no protests are allowed due to referee issues.
  - d. If one or more tournament games in a tournament group are cancelled, then (1) the remaining tournament games in that tournament group are cancelled and (2) the tournament awards will be returned to the SFL unless one of the following exceptions is met.
    - (1) Last tournament game in a single elimination tournament group is cancelled before completion due to weather or some other reason – Tournament awards will be issued if a tournament game played in the single elimination format is cancelled when the game (1) has started but is terminated due to weather and (2) would have directly resulted in the issuing tournament awards, i.e., the championship game or the game to decide third place tournament awards. As noted elsewhere, the score at time of game termination will be used to determine the winner. If the teams are tied when it is terminated, then the following process is used.
      - (a) If the teams did not play the same number of tournament games, then the team results for the team with the most tournament games played will be adjusted by eliminating the results of the first tournament game for that team. For example, if Team A and Team B are playing in the cancelled game and Team A had played two tournament games and Team B had played one tournament game, then the results from Team A’s first game would be eliminated from the ranking process. The teams are then ranked using the same ranking factors as used for round robin tournament groups with the exception of tournament game points and penalty kicks. If the teams are still tied after applying these ranking factors, then the second place tournament awards are returned to the SFL and the SFL will provide first place tournament awards to both teams. If

1 the game is being used to settle third place, then the SFL will provide third  
2 place tournament awards to both teams.

3  
4 (2) All Saturday games are played in a 3 team round robin tournament group and one  
5 team wins both games, however, the Sunday game is cancelled. In a 3 team round  
6 robin tournament group, one team normally plays two games on Saturday. If that  
7 team wins both of its games on Saturday and Sunday's game is cancelled, then the  
8 first place tournament awards will be issued to the team winning both of its  
9 Saturday games since that team would have received the first tournament awards  
10 regardless of the outcome of the Sunday game. The second place tournament  
11 awards will be returned to the SFL. On the other hand, if the team playing two  
12 games on Saturday did not win both games, then it is impossible to determine  
13 which of the 3 teams should be awarded first place tournament awards and no  
14 tournament awards will be issued.

15  
16 2. A tournament group is scheduled using a 6 team round robin format with mini groups or a  
17 6 (or 7) team single elimination format and all Saturday games are played, however, only  
18 one Sunday tournament game can be played since the field is unavailable for the other  
19 game normally scheduled using this format. In these three game formats, the Saturday  
20 results clearly show the two teams eligible for first and second place tournament awards  
21 and the two teams eligible for third place tournament awards. When only one of the  
22 expected two games can be played because of field conditions, then (1) if possible, the field  
23 slot available for play will be used by the teams eligible for first and second place  
24 tournament awards, (2) the first and second place tournament awards will be issued based  
25 on the results of the game played, (3) the game for third place tournament awards will be  
26 cancelled with the SFL Club Representative returning the third tournament awards to the  
27 SFL. It should be noted that this situation is only expected to occur when two fields are  
28 used for playing the Sunday games. If the game for first and second place tournament  
29 awards cannot be moved, then (1) the game for third place tournament awards will be  
30 played as scheduled and (2) the first and second place tournament awards will be returned  
31 to the SFL.

32  
33 The following are examples of how these rules apply to a tournament group.

34

Condition	Impact on Game Schedule and Tournament Awards
36 Team A is assessed 37 a forfeit since it 38 does not show up to 39 play its scheduled 40 tournament game 41 with Team B or 42 fails to have a 43 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.



Condition	Impact on Game Schedule and Tournament Awards
<p>1 One or more 2 Saturday 3 tournament games 4 are cancelled</p>	<p>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.</p>
<p>5 Sunday tournament 6 games are 7 cancelled</p>	<p>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.</p>
<p>8 Teams A and B are 9 playing and the 10 game has to be 11 terminated early 12 because of weather</p>	<p>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.</p>
<p>13 All Saturday games 14 are played and one 15 Sunday game can 16 be played in a 6/7 17 team single 18 elimination group 19 or 6 team round 20 robin group using 21 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>

22  
23 D. **Tournament Penalties** – Each season the SFL experiences problems with teams being  
24 dropped during the tournament scheduling process and after the schedules are published. In  
25 addition, some teams do not show up for their assigned tournament games or show up with

1 roster issues that prevent the game from being played. Furthermore, some clubs make  
2 extensive changes to the game fields after the schedules are developed which causes  
3 additional problems. The penalties associated with these events fall into two categories – club  
4 penalties and team penalties.  
5

6 1. **Club Penalties** – Financial penalties are assessed to the clubs for teams being dropped  
7 from the tournament, excessive tournament field changes, and teams not showing up for  
8 tournament games or being assessed a scheduling forfeit because of roster issues. The  
9 following fee schedule for these types of events:

10 a. Dropping a team during the schedule generation process – \$125  
11

12 b. Dropping a team after schedules are posted or teams not showing up for their assigned  
13 games – \$250  
14

15 c. Excessive game field changes after the schedules are finalized – \$20 per game  
16

17 **Note:** These charges will be deducted from the applicable club’s referee reimbursement  
18 or added to the next season’s assessment.  
19

20  
21 2. **Team Penalties** – Teams that drop out of the tournament after the schedules have been  
22 published, fail to show up for a tournament game, or assessed a scheduling forfeit for roster  
23 issues we be considered ineligible to participate in the subsequent season’s tournament,  
24 i.e., they will automatically dropped from the tournament scheduling process. Teams that  
25 fall into this category are commonly referred to as “returning teams”.  
26

27 a. Returning teams subject to this penalty are defined as teams that have a high percentage  
28 (at least 51 percent or more) of returning players, as defined by the SFL Commissioner.  
29

### 30 **Discussion**

31  
32 It is recognized that the team penalty may end up penalizing players for the actions of  
33 adults, e.g., a coach failing to provide a roster, a coach failing to address roster issues  
34 early in the season, parents failing to notify the coach of player availability, etc. It is  
35 also recognized that new coaches or players added to the team will suffer for the actions  
36 of the prior coaches or team members.  
37

## 38 **XII. Special Regular Season Games**

39  
40 A. **Overview** – The SFL may decide that the the Wayne Gilbert Memorial Tournament cannot be  
41 scheduled using the processes described elsewhere for reasons that include a shortage of the  
42 required resources or adequate number of regular season games have not been played. In such  
43 cases, the SFL may create Special Regular Season Games that are designed to specifically pair  
44 teams of comparable abilities against each other. The Special Regular Season Games are  
45 expected to be scheduled for play the week after the last game generated during the regular  
46 season scheduling process.

1  
2 **Note:** When Special Regular Season Games are scheduled, these games should provide  
3 about 50 percent of the teams with the same number of games they would have had  
4 if the Wayne Gilbert Memorial Tournament had been conducted using the  
5 processes discussed elsewhere.  
6

7 **B. Pairing Teams for Special Regular Season Games** – The basic process for pairing teams for  
8 regular season games is same regardless of whether the age group and division has an even  
9 number or odd number of teams. However, when an age group division contains an odd  
10 number of teams that are expected to be scheduled, then some additional actions are required.  
11

- 12 1. A key step in scheduling the Special Regular Season Games is the approach used for  
13 pairing the teams for this game. Two competing requirements apply to this process –  
14 teams should have comparable records and teams should not be playing each other for a  
15 second time where possible. The following steps are used to pair teams in an attempt to  
16 balance these competing requirements.  
17
- 18 a. Teams are ranked using the existing process for determining the tournament scheduling  
19 groups, i.e., actual game results are used after eliminating the effects of forfeits and late  
20 score reporting penalties. Teams that would have been dropped from the tournament  
21 because the team could not play or for other reasons outlined elsewhere would be  
22 dropped from this ranking process. For example, assume that Team 1 did not play  
23 enough games to qualify for the tournament or had been assessed two or more forfeits.  
24 Team 1 would not be ranked and scheduled for a Special Regular Season Game.  
25
  - 26 b. Once the teams are ranked, they are broken down into potential “scheduling groups”  
27 much like the process used for developing the tournament scheduling groups. This is  
28 done to help identify groups of teams that have comparable records. A “scheduling  
29 group” for the Special Regular Season Games generally consists of an even number of  
30 teams – 2, 4, or 6 teams – so that the teams in a given group can be paired for a Special  
31 Regular Season Game.  
32
  - 33 c. A review of the possible pairing combinations within a group of comparable teams is  
34 made to determine whether a combination exists that eliminates teams from having to  
35 play another team twice during the regular season. For example, assume a logical  
36 “scheduling group” consists of six (6) teams. The following table shows how this can  
37 work.  
38

1 **Example**

2

3 <b>Team (In Rank Order)</b>	<b>Teams Played (Weeks 1 – 8)</b>	<b>Week 9 Opponent</b>
4 Team 1	Team 2, Team 4, Team 6	Team 3
5 Team 2	Team 1, Team 3, Team 6	Team 4
6 Team 3	Team 2, Team 4, Team 5	Team 1
7 Team 4	Team 1, Team 5, Team 6	Team 2
8 Team 5	Team 4	Team 6
9 Team 6	Team 1, Team 2, Team 4	Team 5

10  
11 As can be seen in this example, the Special Regular Season Game opponent for a given  
12 team may or may not be the closest to it by rank to avoid teams from playing each other  
13 twice during the regular season. However, this is not considered significant since all the  
14 teams in this “scheduling group” were considered having comparable records.

- 15  
16 d. When a “scheduling group” requires one or more teams to play another team that they  
17 have already played, then a review is conducted to determine (1) whether the game was  
18 actually played and (2) which combination produces the longest time between the two  
19 games. The following table shows how this can work.

20  
21 **Example**

22

23 <b>Team (In Rank Order)</b>	<b>Teams Played (Weeks 1 – 8)</b>	<b>Week 9 Opponent</b>
24 Team 1	Team 2 (week 3), Team 4 (week 1)	Team 4
25 Team 2	Team 1 (week 3), Team 4 (week 2)	Team 3
26 Team 3		Team 2
27 Team 4	Team 1(week 1), Team 2 (week 2)	Team 1

28  
29 As can be seen in this example, a combination does not exist that allows all the teams to  
30 play another team in the scheduling group that they have not played during the regular  
31 season. Accordingly, a Special Regular Season Game between Team 1 and Team 4  
32 provides the greatest time distance between teams that must play each other twice  
33 during the same season.

- 34  
35 (1) The League Administrator may make a determination that a different combination  
36 may produce better results. Continuing with above example, assume that the game  
37 between Team 1 and Team 2 ended in a tie, a better approach may be to have those

1 two teams play each other a second time. The League Administrator’s decision  
2 cannot be protested or appealed.  
3

- 4 2. Pairing Teams for Odd Team Age Group Divisions – Age group divisions that have an odd  
5 number of teams that are eligible and plan on participating in the Special Regular Season  
6 Games need an additional step. Specifically, one “scheduling group” will need a team to  
7 play two games so that all teams can play at least one game. The odd team “scheduling  
8 group” will consist of 3, 5, or 7 teams based on what is needed to create a “scheduling  
9 group” of comparable teams. Much like with the process described for the even team  
10 “scheduling groups” discussed elsewhere, the pairings will be made to reduce the games  
11 where teams are playing their opponent a second time during the season. However, the  
12 League Administrator will select one team to play two games so that all teams will play at  
13 least one game. When this occurs, then the team playing two games will have one game on  
14 Saturday and the second game on Sunday. The following illustrates how this may work.  
15

16 **Example**  
17

18 <b>Team (In Rank Order)</b>	<b>Saturday Opponent</b>	<b>Sunday Opponent</b>
19 Team 1	Team 2	Team 5
20 Team 2	Team 1	
21 Team 3	Team 4	
22 Team 4	Team 3	
23 Team 5		Team 1

24  
25 **Note:** For simplicity it is assumed that all teams within this “scheduling group” did not  
26 play each other during weeks 1 through 8  
27

28 As can be seen in this example, Team 1 will play two games while all the other teams play  
29 one game. The League Administrator selects the team playing the two games and this  
30 decision is considered final and cannot be protested or appealed.  
31

- 32 C. **Determining the Home Team and Game Field** – Once the teams have been paired for the  
33 Special Regular Season Games, a determination needs to be made on which team is  
34 considered the home team since this will determine the club responsible for hosting the game.  
35 The following are the business rules that are used for determining the home team.  
36

- 37 1. The teams associated with clubs that provide the Special Regular Season Game resources  
38 will be given preference for home games. When (1) both teams are associated with clubs  
39 that provide Special Regular Season Game resources or (2) the number of games associated  
40 with a club exceeds the tournament resources available, then the home team assignment  
41 will be at the discretion of the League Administrator and may not be protested or appealed.  
42

- 1 2. When a team pairing consists of teams where neither club provided Special Regular Season  
2 Game resources then the game will be dropped since neither club is considered willing to  
3 support the Special Regular Season Games.  
4
- 5 3. Once the Special Regular Season Game schedule has been drafted, the clubs will have an  
6 opportunity to review the draft schedules for their club and to make the necessary  
7 adjustments to fit their resource availability. If a club cannot support a given game, e.g., no  
8 field is available or game officials cannot be provided, then the SFL must be notified  
9 immediately and the game will be dropped or moved to another location that can support  
10 the game. This decision will be made by the League Administrator and cannot be protested  
11 or appealed.  
12

13 **Note:** Other situations may arise, e.g., games associated with coaches with two teams, that  
14 may result in the League Administrator deciding that the above business rules should not  
15 be strictly followed.  
16

- 17 **D. Other Issues** – The Wayne Gilbert Memorial Tournament involves (1) reimbursing the clubs  
18 hosting the tournament for the game officials based on a standard rate determined at the  
19 preseason meeting, (2) providing tournament awards to the first and second place teams in a  
20 given tournament division, and (3) special rules requiring roster checks and how uniform  
21 number issues are addressed. The costs for tournament game officials and tournament awards  
22 are built into the team registration fees that are also approved at the preseason meeting. When  
23 the Wayne Gilbert Memorial Tournament is replaced with Special Regular Season Games,  
24 some adjustments are needed for these three items.  
25

- 26 1. **Reimbursing Clubs for the Game Officials Supporting the Special Regular Season**  
27 **Games** – Clubs need to be reimbursed using the standard rates approved at the preseason  
28 meeting for the game officials used to support the Special Regular Season Games since a  
29 club may incur more than its fair share of these costs. Accordingly, the SFL will reimburse  
30 the clubs hosting the Special Regular Season Games in the same manner it does for  
31 tournament games.  
32

33 **Note:** Since the number of Special Regular Season Games will be less than the number of  
34 expected tournament games if a tournament is held, the team registration fees are expected  
35 to be less when the Special Regular Season Games approach is used because of the reduced  
36 costs.  
37

- 38 2. **Tournament Awards** – The Wayne Gilbert Memorial Tournament normally provides  
39 tournament awards to the first and second place teams in each tournament division or  
40 group. When the tournament is replaced with Special Regular Season Games, no  
41 tournament awards or regular season awards will be given to the teams. Accordingly, the  
42 team registration fees are not expected include any amounts to cover these costs.  
43

1 3. **Impact on Special Tournament Rules** – As noted elsewhere, the Wayne Gilbert  
2 Memorial Tournament has several rules that are different from those used for regular  
3 season games. These include roster checks, changes to the SFL Team Rosters, game times,  
4 and whether games can end in ties. Since the Special Regular Season Games are replacing  
5 the tournament games, some confusion may exist on which set of rules apply to the Special  
6 Regular Season Games. As shown below, the rules used for the for Special Regular  
7 Season Games are the same as those used for the regular season games.  
8

9 a. **Roster Checks** – The tournament rules require roster checks before each tournament  
10 game. Roster checks are not required before Special Regular Season Games.  
11 Specifically, the rules relating to roster checks to regular season games apply to the  
12 Special Regular Season Games. In addition, since roster checks are not applicable to the  
13 Special Regular Season Games, late arriving players do not have to wait until halftime  
14 to be checked in by a game official.  
15

16 b. **Uniform Number Changes** – The tournament rules do not allow a coach to make any  
17 changes to the SFL Team Roster, e.g., changing the uniform number for a player to the  
18 actual number worn by the player while a coach can change up to three (3) uniform  
19 numbers on the SFL Team Roster for week 2 through 8 regular season games. The  
20 Special Regular Season Games use the regular season rules for uniform numbers, i.e., a  
21 coach can make up to three (3) uniform number changes on the SFL Team Rosters to  
22 address (1) missing uniform numbers and (2) cases where the uniform number on a  
23 player’s jersey does not agree with the SFL Team Roster.  
24

25 c. **Game Times** – The regular season game time applicable to a given age group are used  
26 for the Special Regular Season Games. Specifically, the U11/12 games have two 30  
27 minute halves, U13/14 games have two 35 minute halves, U16 games have two 40  
28 minute halves, and U19 games have two 40/45 minute halves if time allows and both  
29 coaches agree.  
30

31 d. **Game Ending In Ties** – All Special Regular Season Games can end in a tie. During  
32 the tournament, most games go to penalty kicks if they end in a tie.  
33  
34  
35  
36

## 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](http://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](http://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](mailto: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**

<b>Fields Provided By Club</b>	<b>Teams the SFL Can Be Expected to Schedule/Drop</b>
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.

	<p align="center"><b>Teams the SFL Can Be Expected to Schedule/Drop</b></p>
<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.