

Game Procedures

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Game Procedures

To plan, prepare and implement the game day operations in a consistent manner, an overall game procedures system has been developed. Each home team shall comply with these game procedures. SYL understands that there will be a wide range of facilities throughout the SYL. Some facilities are better than others. It is important that each facility have a "Saturday Night Soccer" atmosphere rather than a Sunday afternoon park feeling, even though you may be competing on Sunday afternoon.

Game Day Presentation

Each team's game day presentation objective shall be to ensure a professional and consistent "look" for all SYL games. This shall be accomplished by adhering to uniform standards developed by SYL. While variations resulting from local traditions are expected, the team shall ensure the game day presentation is highly professional. Each team shall develop its own signature presentation, which shall remain consistent throughout the season.

The following procedures shall apply to all SYL games, including, but not limited to, all regular season, exhibition, playoff, championship, Cup, All-Star, and international games in which any team or Select Team participates, other than unadvertised scrimmages or practice games at which no admission is charged or moneys collected.

Pre-Game Procedures

Prior to kick-off, SYL pre-game procedures, as described below, shall be implemented. While these procedures shall not vary, additional activities may be included based on the home team's game day entertainment, presentations, and dignitary or VIP recognition.

Exchange of Score sheet

Home team must complete lineup on score sheet 25 minutes prior to the match and then give to visiting team. Once visiting team has completed the line up on the score sheet they should return it to the home team no later than 15 minutes prior to the start of the game.

Team Warm-ups Period

Each Team shall be entitled to a concurrent warm-up period of no less than TWENTY (20) minutes.

Officials and Starting Team Entry

The Game Officials and starting Teams shall enter the field prior to the start of the Game "International Style" and face the spectators.

Coaches and Reserve Players Entry

Coaches and Reserve Players will remain in their Bench Areas.

National Anthem

The National Anthem of the Home Team shall be played immediately following the entry of the Players. Both Teams shall remain in public view and pre-Game presentation formation during the National anthem and all Players shall face the flag. If the Visiting Team is from another country, the Visiting Team's National anthem shall be played first and their country's flag displayed. The Home Team's anthem shall follow. In this case the Game Timing Sheet shall be adjusted.

Demeanor

During the National anthem(s), the Head Coach, Trainer, Physician, and other authorized bench personnel shall remain standing on the touchline facing the flag. The Game Officials shall stand at center field facing the flag. Players and Game Officials shall refrain from jogging in place, chewing gum, and talking during the National anthem. A respectful appearance shall be maintained.

Introduction of Game Officials, Coaches, and Players

The Game Officials, Coaching Staff, and Players shall comply with the introduction procedures designated in the Game Day Information sheet.

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The Referees shall be introduced first, starting with the Junior Assistant Referee, Senior Assistant Referee, and then Referee.

The Visiting Team's starting lineup shall be introduced after the Game Officials and in the order listed on the starting lineup. The Head Coach and Assistant Coaches shall remain on the sideline but shall be introduced after the Visiting Team.

The Home Team's starting lineup shall be introduced according to Team Preference. The Head Coach, Assistant Coaches, Trainer, and Team Physician shall remain on the sideline but shall be introduced after the Home Team.

The Home Team shall script the introductions for the PA Announcer.

Flag

The Home Team shall ensure the United States and / or Canadian flag is displayed at all Home Games. In the event the opponent is from a foreign country, that country's flag shall also be displayed. Color guards are acceptable.

Supervision

The Field Manager appointed by the Home Team shall oversee the pre-Game procedures and ceremonies of each Home Game.

Game Procedures

The Game shall commence on the Referee's signal. During the Game, the Referee is in control and in charge of the Game. In conjunction with the Field Manager the Referee shall ensure the Game begins at kickoff and second half at the time so designated.

Timing for the Game and Game Clock

The official time shall be displayed on the stadium clock, but the time remains under the control of the referee at all times. Before the Game and each half, the clock shall be set at 45:00 and shall run down to 0:00. Note: The clock is NEVER to be stopped for the last two minutes of the game.

Halftime shall consist of 12 minutes. At the end of the first half, the clock shall immediately be reset to 9:00 and run down to 0:00. At 0:00, the Timekeeper shall reset the clock.

The Referee shall signal the start of each half, ensuring the second-half clock prior to his signal. The referee shall signal for play to begin or to recommence by raising and dropping his arm and blowing his whistle. He shall signal time-out by crossing his arms at the wrist over his head.

During the course of the game, the referee may adjust the official time on the scoreboard clock by so indicating to time keeper.

Putting a New Ball into Play

When the ball goes out of play beyond the sideline or over the goal line, the nearest Ball Boy or Ball Girl shall make sure that the Player putting the ball back into play has a ball for the restart as quickly as possible.

Halftime

Halftime shall officially begin as soon as the Referee blows his whistle signifying the end of the first half. The duration for all Games shall be Ten (12) minutes unless otherwise authorized by the League.

The Home team shall replenish the water and ice for the visiting team and provide additional cups if necessary.

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Second Half Preparation

FIVE (5) minutes before the start of the second half, each Team shall be notified by the Team Liaison. No later than THREE (3) minutes before the start of the second half, each Team shall exit the locker rooms for the field.

Post-Game Procedures

At the conclusion of the game, whether following regulation, or overtime the following post-Game procedures shall be followed.

Official Score Sheet

The Official Score Sheet shall be faxed, mailed or emailed to the Regional Administrator no later than 12 hours after the completion of the match.

Field Regulations

The Field Manager shall meet with the Referee at least Thirty (30) minutes prior to the kickoff to assure the field is properly marked, the goals are in place and secure, the nets are properly fastened, the corner and midfield flags are proper and in place, and the balls are properly inflated.

Playing Field Dimensions and Markings

The game shall be played on a field that remains a constant size throughout the league season, unless the League approves a change at least SEVENTY-TWO (72) hours in advance of the game. The dimensions and markings of the field shall conform to the FIFA Laws of the Game.

Condition of the Field of Play

Each team shall work with its stadium management to ensure the field is in the best possible condition for each game.

Grass Specification

The grass length on game day shall not exceed ONE and ONE-HALF (1 1/2) inches.

Corner Flags, and Center Circle

Corner flags shall be on posts not less than FIVE (5) feet high with non-pointed tops. The center of the field shall be so marked and have a circle, which has a TEN (10) yard radius, drawn around it.

Goal Area

At each end of the field, a line perpendicular to the goal line shall be drawn parallel on each side of the goal and SIX (6) yards from each goalpost. This line shall extend SIX (6) yards into the field of play from the goal line. A line running parallel to the goal line shall be drawn connected to two perpendicular lines, forming the "goal area."

Penalty Area

At each end of the field, a line perpendicular to the goal line shall be drawn parallel to each side of the goal and EIGHTEEN (18) yards from each goalpost. This line shall extend for the EIGHTEEN (18) yards into the field of play from the goal line. A line running parallel to the goal line shall be drawn to connect the two perpendicular lines, which shall form the "penalty area."

Corner Area

At each of the four corners of the field, measuring from the corner flags post, a circle having a radius of ONE (1) yard shall be drawn inside the field of play.

Goals

Each goal shall be centered on the goal line and equal distance on each side from the corner flags. Game day goals shall be the size approved by FIFA.

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Bench Area

Both the home and visiting team's benches shall be placed on the same side of the field, on the side designated by the stadium field plan. The home team shall designate the bench locations at the start of the season, and shall not change these locations during the season. The bench area shall be marked according to FIFA's technical area markings. It is suggested that the home team provide tents over each bench.

Game Day Management

Game Day Staff

Game day staffing requirements shall depend on the duties of the stadium staff pursuant to the stadium lease. Each home team shall have a pre-written arrangement with their stadium outlining both the team's and the stadium's responsibility, and which entity is ultimately responsible for in-game equipment repair (goals), implementation of emergency medical and evacuation procedures, spectator misconduct, and contraband items including pirated merchandise, knives, firearms, alcohol, etc. In addition to the stadium's staff, each home team shall have the game day personnel listed below. Game day staff may be volunteer or part-time employees.

Game day staff shall arrive at the stadium at least ONE and ONE-HALF (1 ½) hours before the game.

Director of Operations

The home team's Director of Operations shall have overall responsibility for the day of game operations. The Director of Operations must be available by cellular phone on game day.

Field Manager

The home team shall designate a Field Manager who shall be wholly responsible for all organization and supervision of the field and bench, and activities occurring thereon. His responsibilities shall include:

- Providing the required lining and proper placement of equipment for the playing field including benches, goals, corner flags, game balls, sideline product, beverages, and additional team needs
- Supervising set-up and take down of sponsor field signage and signage positions
- Supervising pre-game and halftime with the officials
- Supervising ball boys / girls
- Providing game officials with any assistance needed before, during, or after the game
- Assuring compliance with the game timing sheet and game day information

Home Team Liaison

The home team liaison shall be responsible for the needs of the home team at the stadium. He shall give notice to the home team to ensure they take their position for opening ceremonies and that they return for the second half. He shall assist with coordinating information on lineup changes.

Visiting Team Liaison

On game day, the visiting team liaison shall meet with the head coach or designee. They shall review the visiting team schedule and discuss any additional game day instructions. The visiting team liaison shall facilitate stadium needs including checking them into the locker room, ensuring they take their positions for pre-game ceremonies / introduction, and that they return on time for the second half.

The visiting team liaison shall station himself near to, but separate from, the visiting team bench throughout the game.

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Referees' Liaison

This section shall be read in conjunction with the Referee Section in this manual. The referees' liaison shall assist the officials with pre-game, halftime, and post-game requests and needs.

Game Conduct

Player Appearance and Travel Dress Code

Players and all team staff shall maintain a neat, clean, and professional appearance at all times while in public. All members of the travel party shall wear a coat and tie, team polo shirt and slacks or dress shorts, team warm-ups, or other distinctive and suitable team apparel. No uniform shorts, T-shirts, or sandals shall be permitted.

A dress code shall also be in effect as outlined above for home team players and staff to and from the stadium and at post-game events. The head coach shall also designate appropriate team apparel to be worn at all non-game player activities and appearance.

Player Uniforms, Equipment, and Identification

Each player shall be uniformly dressed in jerseys, shorts, and socks for pre-game introductions and the Game. Players shall ensure that their shirts are tucked in and their socks up while on the field and bench, for both pre- and post-game activities. Only game roster players may be in uniform; other players shall be in warm-ups. No player shall sit on the bench in street clothes.

Uniform and Equipment Specifications

All players shall wear uniforms supplied by their home team.

Goalkeeper Uniform and Equipment

The goalkeeper's uniform shall be different colors than the team uniform. The goalkeeper uniform and equipment shall conform to FIFA guidelines.

Compression Pants

Slide pants (or thermal compression shorts) may be worn under uniform shorts if they match the predominate color of the uniform shorts. All players wearing slide pants shall wear the same style, which may not extend more than TWO (2) inches below the uniform shorts and beyond the top of the knee.

Other Equipment

All players in uniform on game days shall wear shin guards. Equipment deemed dangerous by the referee shall be removed and all FIFA equipment rules shall be complied with and enforced by the referee.

Coaches, Trainers, and Non-Playing Bench Personnel Attire

Coaches and assistant coaches are strongly encouraged to professional attire during the game. Jeans and soccer shorts are prohibited.

Approaching Game Officials

Coaches, assistant coaches and other team personnel shall not be permitted to enter the playing field to approach the game officials before, during, a halftime or at the conclusion of any SYL game. Game officials shall report such behavior, which is subject to League disciplinary action. Similarly, team staff shall not confront game officials in the locker room, corridor, parking lots or any area surrounding the complex.

Referee Guidelines

Given the changes relative to game officials being in complete charge of game timing as is common in international competitions, referees will no longer "stop the clock" for time lost through situations described in Law 7 of the FIFA Laws of the Game (substitution, assessment and removal from the field of injured players, wasting time, or other causes). Instead, the time lost will be managed on the field by the

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referee, who has complete discretion regarding the exact amount of time to be recovered. The intent of Law 7 is to recover the time lost due to excessive delays for injuries, substitutions, goal celebrations and so forth.

Serious injuries, however, are likely to be the most common sort of situation for which the referee is called upon to “add time” at the end of a period of play. The time to be recovered includes the original assessment of the injury and, where necessary, the removal of the injured player from the field by medical personnel.

It is absolutely imperative that trainers cooperate with referees in the application of the following FIFA and USSF guidelines.

- a. If a player is seriously injured, the referee shall stop play.
- b. After assessing the condition of the injured player, the referee shall authorize one, or at the most, two medical staff to enter the field to ascertain the type of injury and to arrange to players swift transport off the field (but not to treat the injury on the field).
- c. Any player suffering from an open wound is compelled to leave the field to have the wound treated.
- d. To remove the player as quickly as possible, stretcher-bearers shall enter the field with a stretcher immediately upon being beckoned by the referee.
- e. If the referee has determined that the player must leave the field due to injury, whether or not medical personnel has been beckoned to assist the player, the injured player is required to leave the field, either on foot or on the stretcher. If the player refuses to comply, the referee shall caution him for hindering the restart of play.
- f. If a player has received permission from the referee to leave the field during play for an injury that is serious, that player must have the referee’s permission to re-enter the field. If the ball is in play, such a player may only re-enter the field across either of the touchlines. When the ball is out of play, the player may re-enter across any of the boundary lines. Only the referee is authorized to allow an injured player to re-enter the field whether the ball is in play or not.
- g. If a player is bleeding, he must leave the field immediately to have the bleeding stopped and his skin and uniform cleaned as thoroughly as possible (or replace the uniform with a clean one). When the player is ready to return to the game, the referee will inspect the injured area and the uniform for blood at a stoppage in play before giving his permission to re-enter the game. The referee may not delegate this task to another official and must make himself available to inspect the bleeding. The referee inspection can occur only at a stoppage in play and the player may then enter the field from any point on the boundary line. The referee will not stop play for his player’s re-entry, but will wait for a stoppage called for some other reason.
- h. If play has been stopped solely for a serious injury with no other breach of the laws of the game, the referee shall restart play with a dropped ball.
- i. The referee shall add on time lost on account of injury (with or without medical attention on the field) in full at the end of the half (or overtime period) in question.

Nevertheless, nothing shall be done that would potentially cause further permanent injury to a player. In the case of on-field injuries, it is incumbent on the referee and medical personnel to communicate with each other, and to use their best professional judgment.

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Under no circumstances shall a player be removed if there is an injury to the head, neck, or back until it can be accomplished without risk of further injury or permanent injury to the player. Similar restraint shall be shown for injuries which are deemed to be potentially limb threatening; however, for the majority of less serious injuries, the trainer will oversee the removal of the player from the field. The trainer and referee shall work together to ensure the safety and well being of the player while trying to return him to play as soon as possible.

Trainer Guidelines

Adhering to these guidelines, the Trainer shall utilize the following Universal Trainer Hand Signals to facilitate the care of an injured player.

1. Ambulance: Trainer raises hand overhead, extends index finger and rotates finger mimicking the lights of an ambulance siren.
2. Physician: With index finger of either hand, trainer points to the corner of his / her ipsilateral eye.
3. SPLINTS: With hands in clenched fists, trainer strikes thumb sides of hands together.
4. Spine Board: With hands together, palms open and pronated, trainer moves hands apart as if describing a flat surface.
5. Stretcher: Universal signal employed by all FIFA officials when signaling for a stretcher.

Travel Party

No team shall travel to an SYL Game with less than FOURTEEN (14) Players. The head coach shall be in charge of the travel party, but may delegate this responsibility to another capable travel party member.

Emergency Medical & Evacuation Plans

Every team shall establish game day emergency medical and evacuation procedures. Above all, necessary precautions shall be taken to ensure spectator, team, and staff safety at all times. As most teams do not own their stadiums, it is imperative that security, stadium management, and a team official discuss and coordinate these procedures prior to Opening Game. If your stadium does not have an emergency plan, contact the League Office immediately.

Medical Emergency Plan

Medical emergencies create a need for immediate medical attention on the field, in the stands, and in press / VIP areas. In addition to field injuries wherein a player is injured during the game, non-participant emergencies may include heart attacks, eye injuries, head or neck trauma, heat exhaustion, obstetrical (labor) emergencies, insect or bee stings, respiratory (choking) problems, fractures, allergic reactions, etc. Utilize the following basic parameters in developing team policies.

- Assign staff to report initial problems to the Field Manager; notify security and any on-site EMS agency immediately of the problem and location; and deploy a Staff member to the scene.
- Once the Medical Response Team arrives and relieves the Staff member, the Staff member shall record initial information, including time, location, and who placed the injury call, before they leave the accident/injury area. This information shall be recorded on the Stadium Incident Report form provided at the end of this section.
- If the patient is transported to the hospital, the designated Staff member shall record the time of departure, which hospital the patient was transported to, and who transported the patient.
- Emergency equipment on site shall be listed in the plan and its location shall be detailed.

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Evacuation Plan

In the event that a stadium, or parts thereof, need to be evacuated due to an Act of God (earthquakes, hurricanes, and floods), bomb or terrorist threats, fire and smoke, etc., each team shall develop, in conjunction with their stadium, a Game Day Emergency Evacuation Plan. This plan shall include at least the following specifications:

- Directions on how to safely and quickly remove all spectators, teams and staff from the effected area
- A detailed list of on-site employees responsible for overseeing an evacuation
- A detailed notification system for law enforcement agencies, fire, or other emergency response departments

Preemptive measures shall include day of game stadium inspections and advisory to security of their duties and expectations, particularly concerning fights and alcohol abuse, etc. Many municipal and established stadiums shall already have policies in place; teams may incorporate existing stadium plans.

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Stadium Incident Report

Date: _____ Stadium: _____

Severity: ? Critical ? Significant ? Minor

Incident Type:

? Automobile	? Fan Incident	? Facilities
? Concessions (Food)	? Medical / Injury	? Property Damage
? Property Theft	? Ticketing	? Other

Parties Involved:

? Ticket Holder	? Staff / Volunteer	? Player
? Officials	? Stadium Representative	? Other

Time of Incident: _____ (am/pm) Location of Incident: _____

Name(s) of Parties / Co.

Name

Address

Phone Number

Description: _____

Resolution / Action

Steps:

Witness #1

Name: _____

Address: _____

Telephone: _____

Description of Incident _____

Witness #2

Name: _____

Address: _____

Telephone: _____

Description of Incident:

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1. If there was a Staff Member involved:
A. What was the Staff Member doing at the time of the injury? (Please be specific. Identify tools, equipment or materials the Staff Member was using.)

2. If there was a physical injury:
A. Injured person's description of injury / attitude of comments:

- B. Aid given:

3. If there was a vehicle involved:

Vehicle #1

Year: _____ Make: _____ Model: _____ License Plate: _____

Registered Owner: _____

Address: _____

Driver's License No.: _____ Issuing State: _____

Driver's Name: _____ Passengers: _____

Address: _____

Phone numbers : (H) _____

(W) _____

Email address: _____