



SUPER Y-LEAGUE 2003 SEASON HANDBOOK

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January 01, 2003

Dear Club, Director, Coach and Team Manager:

The SYL has taken many strides over the last four years and has become the elite level league for the top youth players around the U.S. and parts of Canada. As we look ahead to an exciting season of soccer in 2003, we are pleased to provide you with a copy of the 2003 SYL Handbook.

The Handbook provides you with the policies and guidelines to follow in the operation of your team(s) for the 2003 season. Everything you need to know -- from the registration of players to the actual staging of games -- is explained in this manual.

This manual is your guide to a successful 2003 season. Please take time to read through the entire Handbook and make yourself familiar with its contents. During the course of the year, we are asked many questions, the answers to which are thoroughly covered in the Handbook.

Please use your regional administrator or the league office if you have any questions about the information in the Handbook.

Yours in Soccer,
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Proud Member of U.S. Soccer
Proud Supporter of the Canadian Soccer Association

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General League Regulations

MEMBERSHIP

Rule 101 Super Y-League

The Super Y-League (SYL) is managed by USISL, Inc. USISL, Inc. operates under the auspices of United Soccer Leagues, better known as USL. The SYL is a Member of the United States Soccer Federation.

Rule 102 Regions

The SYL is divided into a number of Regions, based upon geographic proximity and other factors. SYL reserves the right to change any Region for purposes of scheduling and standings. This also includes the right of SYL to move a team into different Regions or add additional divisions/conferences as needed.

Rule 103 Right of Membership

Each team, subject to these League Regulations, the rules of U.S. Soccer, the Canadian Soccer Association and FIFA, shall have control over its own affairs.

Rule 104 Territories

The SYL does not sell franchises. No club has exclusive territory rights in the SYL.

Rule 105 Reference to Membership Agreement

Information concerning specific membership conditions for clubs shall be found in the SYL Membership Agreement, which is signed by the team and an officer of SYL when the team is admitted into the league.

Rule 106 Conditions for Termination of Team

Club affiliation and membership may be terminated because of violation of performance bond conditions set forth by Membership Agreement. Teams may also be terminated due to violation of League Regulations through the fixing of game results, bribery or attempts to bribe game officials, as are set forth in Rules 901, 902, and 903 herein.

Rule 107 Compliance Assessment

Following each season, League Office shall review the compliance record of each team in their specific league. The committee may find that compliance with standards is insufficient and recommend remedial actions to the League Office. In extreme cases of repeated non-compliance the respective executive committee may recommend the termination of the team in question.

LEAGUE STRUCTURE

Rule 201 Governance

All competition in the SYL is governed by regulations approved by the League Office.

Rule 204 League Alignment

Competitive Regions within the SYL are structured according to geography, except under special conditions approved by the League Office, which has final authority on all alignment issues. Should the League Office find that there are an insufficient number of teams to constitute a geographic Region; the team may be required to temporarily compete in a different Region until a sufficient number of teams exist for their geographic area.

Rule 205 Playing Rules

All games under league jurisdiction shall be played according to the rules and regulations recognized by SYL which shall be the same rules set by FIFA / U.S. Soccer (USSF) / Canadian Soccer Association (CSA), except for those exceptions authorized by FIFA / USSF / CSA herein.

Rule 206 The Playing Season

The season, which shall be designated by the SYL, will be provided in the Membership Agreement and be given prior to the scheduling meetings.

General League Regulations

Rule 207 Point System

The SYL will operate under a point system, which shall be the same for all leagues, and which may be altered from season to season. The point system for the current season shall be distributed to the teams prior to the start of the season. The League Office reserves the right to deviate from the regular season point system to deal with league playoff situations.

Rule 208 Playoffs

All playoff games shall be under the control and supervision of the League Office, which shall make all final decisions on dates and times for such games.

Rule 209 Finals

The SYL Finals will take place at the completion of the regular season and playoff series, with the League Office making the final choice on location and dates of each championship event. The SYL Finals for each league are SYL owned events.

Rule 210 League Schedule

The league schedule is the ultimate responsibility of the League Office. Once issued to the public by the league office, no changes shall be made to the league schedule without the written consent of the SYL.

Scheduling Changes

All schedule changes after the matches have been scheduled at the Regional Meetings need to be approved by the league office. A "Game Change Approval Form" must be completed before any changes are made.

No team may make any changes to the schedule without completion of the form and approval of the League Office. No team shall make any schedule changes within 21 days of the match.

Twenty Dollars (\$20.00) will be charged to the team making the request for a game change. If a game change is made within the twenty-one day period an additional twenty dollars (\$20.00) will be charged to the team making the request.

Once the "Game Change Approval Form" is received with consent of both team managers the game change will be processed. The form may be mailed, faxed or emailed to the Regional Administrator. Failure to comply with this form may result in penalties.

Rule 211 League Standings

Official standings of teams, the keeping of which is the responsibility of the League Office, are tabulated on a regular basis and distributed to all clubs. Official League standings include keeping track of wins, losses, ties, goals scored for, goals scored against and total league points.

Breaking Ties in the League Standings -- The breaking of ties in the final standings, playoffs and finals is accomplished by applying the following criteria, in order of importance:

1. Head-to-head record based on total points in League games. ^{1 2}
2. Total wins in League games
3. Head-to-head record based on total points in League games. ^{1 2}
4. Goal difference in League games.
5. Goals scored in League games.
6. Total points within smallest grouping. If number of games is unequal, then point percentage ³ will be used.

General League Regulations

7. Ranking based on points earned against top four group finishers. This tiebreaker will not be used if four or fewer teams comprise the group. If number of games is unequal, then point percentage³ applies.
8. Point percentage³ outside/smallest (division or conference in League games)
9. Total points in all regular season and US Club Soccer National Cup Qualifying games combined. If number of games is unequal, then point percentage³ applies.
10. FIFA Fair Play – Team with fewest disciplinary points in League games. (If number of games is unequal, points will be divided by games played to arrive at a common basis for comparison.)
11. Lottery conducted by USL at League office.

1. *League games refer solely to games that count towards the regular season standings. Open Cup qualifying specific games are NOT “League games” when it comes to determining placement in the League standings. (When determining tiebreakers for US Club Soccer National Cup groups, “League games” should be interpreted as all games that count toward the US Club Soccer National Cup group standings.)*
2. *Should more than two teams involved with any of them have played each other an UNEQUAL number of times, this tiebreaker will be skipped.*
3. *Point Percentage = number of total points earned / maximum possible points (3 per game)*

Rule 212 Game Length

AGE	GAME LENGTH	HALFTIME	OVERTIME
U14	2 X 35	12	1 X 15
U15	2 X 40	12	1 X 15
U16	2 X 40	12	1 X 15
U17	2 X 45	12	1 X 15
U19	2 X 45	12	1 X 15

If the game is tied at the end of regulation, teams shall play one (1) 15-minute “golden goal” (sudden death) overtime period.

If the game is still tied at the end of the 15-minute overtime period, the final score will remain a tie.

Rule 213 Substitution

Regulation Time

A team may have no more than 18 players eligible for games. A player may be substituted once in the first half. Once the player has been substituted the player may not re-enter the match until the second half. Once player is substituted in the second half, if or if they have not played in the first half, the player may not re-enter the match.

Overtime

If a match continues in overtime a team may have a maximum of 3 substitutions before or during the overtime period.

Entering / Re-entering a Match

Substitutes shall report and submit a substitution pass to the fourth official or assistant referee at midfield, and may not enter the field without the permission of the referee.

General League Regulations

Rule 214 Eligibility

All players and coaches must present their US Club Soccer Player Identification Card to the Referee prior to the match. If the individual's picture is not on the Identification Card and the card is not laminated, the individual will not be eligible for the match.

Rule 215 League Discipline

A send off (red card) will result in a minimum of a one (1) game suspension. The Disciplinary Review Committee at the League Office will determine if further punishment. A send off as a result of two (2) cautions will result in the player being suspended for the next match.

All suspensions (except referee assault / abuse) shall commence on the 3rd day following the date of the offense. However, the league office reserves the right to rescind the three (3) day grace period and have suspensions effectively immediately for misconducts that are especially violent or severe in nature.

Rule 216 Point System

- 3 points for a win
- 1 point for a tie

Rule 217 Incomplete Games

In the event that a game cannot be completed, the game counts if one-half of the game was completed. If there is no result and the match is suspended prior to the expiration of one-half due to inclement weather or extenuating circumstances, it will resume within the next 24 hours (or some other date / time agreed to by the competing teams in consultation with the league office) starting at the minute that the match was suspended.

The referee has the final say on postponement due to weather or field conditions.

Rule 218 Game Delays and Postponements

In case the game delays or postponement; each SYL home team shall communicate delay or postponement (cellular phones or pagers) with their Regional Administrator and or the League Office. The League Office shall have and distribute these phone numbers to all teams prior to the start of the league season. It is imperative that the rules and procedures of this section are explicitly followed in determining whether to delay, postpone, or cancel a game.

Authority to Delay or Postpone a Game – A SYL match may be delayed or postponed due to 1) a lack of preparedness of one or both teams to begin or continue playing a game or 2) unfavorable weather and/or other adverse conditions beyond the control of the participating teams which would make the playing of the game impractical for players, or dangerous for players, other participants, or spectators.

Postponing a Game Prior to Start -- A game may be called off / postponed no earlier than two hours prior to kickoff because of inclement weather or situations considered acts of God, unless agreed to by both teams and the league office. Exception: In a case where a third party (stadium owner) closes a stadium, a game may be canceled more than two hours prior to kickoff, as long as the league and both teams are notified in writing by the stadium owner / managing authority.

Grace Period Before Abandoning a Game -- Unless both teams, the referee, and the league office agree to an alternate plan, teams must wait one hour before abandoning a game that has been delayed. League personnel must be notified of any postponement issues immediately via pager or cell phone. Given the difficulty and cost of rescheduling, every attempt should be made to play the game irrespective of the length of the delay.

Game Cancellation Criteria – SYL game cancellations should occur only in the most serious circumstances, however the personal safety of participants, personnel, and spectators shall always be highest priority. Factors that the referee and SYL shall consider include: whether or not the teams have requested the cancellation, difficulty in rescheduling the game, current and forecasted weather conditions, travel conditions, and the current whereabouts of teams and officials.

General League Regulations

Incomplete Game / Standings -- If a game is delayed due to inclement weather or some other extenuating circumstance, and one-half of a game has been completed, the game will be considered complete (See Rule 217 for more detail).

Rescheduling a Postponed Game -- Any postponed game must be rescheduled within 72 hours of the original date of the game and must be replayed no later than the weekend prior to the last two weekends of the regular season.

Rescheduling Considerations – The League Office shall have the authority to review all the facts, (including fault on the part of either team, unavoidable conditions, expense for both teams, and requests by a team to take a particular action in the best interests of SYL and its teams) in determining whether and when a game shall be rescheduled, who should bear the financial burden as a result of cancellation or rescheduling, whether the game should be forfeited or cancelled permanently, and whether other fines should be levied. The integrity of the league and the home team schedule shall be given considerable weight in the resolution of these matters. Unless the sanction or remedy is set forth specifically in any SYL rules or regulations, the League Office shall decide what action to take, and its decision shall be final.

Written Explanation of Postponement -- Whenever a game is postponed or canceled, the league must receive within 24 hours of postponement or cancellation, a written notice of why the game was not played, including, if necessary, a statement from the owner of the stadium / playing facility.

Stadium Clearances are Final -- Once a team has approved its individual schedule and the league schedules are released, the league office assumes that a team's home facility / stadium is cleared for all dates on its schedule. The league will not automatically accept a postponement or cancellation of a game after schedules have been approved because a stadium is no longer available.

Rule 219 No-show / Forfeit

A no-show occurs when a club willfully does not show up at a game and there has been no league approved written agreement for a change of the scheduled game. Penalties for no-shows are as follows:

- A forfeit to the opposing team and additional loss of three (3) points in the standings
- If Youth Club fails to meet game schedule obligations and fails to attend a match, \$500.00 will be withdrawn from the Performance Bond and the team may be withdrawn from the league and the club may be withdrawn from any future seasons.

- If fines and compensation are not paid within seven (7) days, SYL will cash team's Performance Bond to satisfy the financial compensation to the opponent.

- One no-show may result in a team being terminated at the discretion of the league.

- The accumulation of two no-shows in a season shall result in forfeiture of a team.
- A forfeit will result in a 3-0 win to the team not at fault.

A team unable to attend a scheduled game because of an accident, weather or Act of God should immediately notify the opponent and the league office. Each situation will be reviewed by the league office, which shall render a decision that may be appealed through league RAD procedures (refer to Review, Appeals & Discipline section of the SYL Handbook).

Rule 220 Non-Performance by the Home Team

In the event the visiting team is present at the venue and able to perform and the home team is unable to provide a venue or fails to show at the scheduled venue and time, all sanctions listed in Rule 219 apply, including, but not limited to franchise rights, except for compensation to opponent.

General League Regulations

Compensation to opponent of \$500 will be withdrawn from the Performance Bond to be paid out in accordance to the away team.

Rule 221 Non-Performance by Both Teams

In the event neither team is prepared to commence the playing of a game at the scheduled kickoff time or does not complete such game, and the game is not played to a conclusion on that day, SYL may reschedule the game, or declare the game to have been forfeited by both teams with neither team receiving any points for the game, and may impose further penalties on the teams.

Rule 222 Withdrawal of a Club

In the event a club withdraws from the league without finishing its scheduled games, it shall forfeit its membership and the following regulations will take effect:

- If at least half of the full schedule of games has been played, all resulting scores stand as validated by the League Office.
- If less than one-half of the full schedule of games has been played, these completed games will be deleted from the standings.
- The League may, at its discretion, reschedule any or all remaining games.
- Any unscheduled remaining games shall be recorded as a forfeit victory for the opponents.

Rule 223 Liability

League clubs assume all risks, responsibilities and liabilities for loss, damage, injury or death while using property and facilities during games in leagues affiliated with SYL, whether such loss, damage, injury or death be occasioned by the team or by the league, its officers, agents, or otherwise.

Rule 224 Commitment Dates

Clubs intending to play in the next SYL season must irrevocably commit in writing to return for the next season by July 15 of the season. Once this is done, SYL will secure the clubs position in the league, as long as club is in good standing with the league at the completion of the season.

FINANCIAL REQUIREMENTS FOR CLUBS

Rule 401 Performance Bond

All SYL clubs must post an annual cash bond of \$1000.00, which will be held by the league in order to guarantee schedule commitments during the season. Any remaining balance at the end of the season shall be returned at the completion of the season. Cash bond checks should be made payable to USISL, Inc.

Rule 403 League Administrative Fee

The league office provides a broad range of services for all teams, which include (but are not limited to) administrative support, scheduling, referee assignment, public relations support, the league internet site, staging of league meetings, marketing, league development, regional administration, Olympic Development Program administration and the SYL Finals. For these ongoing services, each team is charged a single administrative fee.

Rule 404 Fines

Fines will be assessed for violation of league rules and any minimum standard requirements. Fifty percent (50%) of the money collected from fines is deposited into the league's playoff travel pool. The remaining fifty percent (50%) will be deposited into the league's general operations budget.

Rule 405 Travel Pool

Travel Pool funds will be determined at each scheduling and operations meeting. Each club will have one vote to determine the amount of the travel pool within the season, which is not to exceed \$300.00 per team.

General League Regulations

These funds will remain within the Region. At the completion of the regular season, travel pool funds will be dispersed to the Regional Champions. This money should be used to offset the cost of the teams travel, meals and accommodations for the SYL Finals.

Rule 405 Payment

Deposits for the season will be required at a date specified by the League Office. Prior to the scheduling meetings all league fees must be paid in full. No team will be permitted to schedule matches until league fees, performance bonds and travel pool monies have been paid. All payments must be made out to USISL, Inc. and be sent to USL, Attn; SYL Financial Dept., 14497 N. Dale Mabry Hwy, Suite 201, Tampa, FL 33606.

GAME OFFICIALS

Rule 700 Match Officials

Match Officials must be currently registered through either the USSF or CSA and shall be assigned by the SYL Referee Services Department or the CSA. The match officials shall consist of the Referee, and Assistant Referees (AR1, AR2).

Rule 702 Assignment of Match Officials

Match Officials will be assigned and paid for by the SYL Referee Services Department.

Rule 703 Payment of Match Officials

The home team must pay the match officials prior to the start of the game. The referee fees for each game are \$95 per referee crew. The Referee receives \$45.00 and each Assistant Referee receives \$25.00 unless otherwise specified.

DISCIPLINARY REGULATIONS

Rule 800 Disciplinary Powers

The League Office shall have the authority to suspend, fine, or disqualify players, team officials or competing clubs for violating League rules, or for any action or conduct not in the best interest of soccer or the SYL. The League Office has the authority to act on behalf of the League regarding any breach of the League Regulations or rules, or it may refer discussion on any breach of the rules to the National Review, Appeals, and Discipline Committee for review. The League Office hands down any final decision on a breach of rules. *Please refer to the Referee Section, which contains misconduct classifications as well as other game misconduct.*

Rule 801 League Disciplinary Point System

The League Office has the authority to discipline players, coaches or team personnel based upon the SYL Disciplinary Procedures. Please refer to the Season Specific information regarding the latest disciplinary procedures.

Accumulation of Penalty Points -- SYL reserves the right to issue fines during the regular season and playoffs based on the accumulation of penalty points.

Rule 802 Serving Suspensions during the Regular Season

A player or coach will serve the suspension in the first game that occurs on or after the 3rd day from the date of the infraction.

The penalties set forth shall apply to all cards awarded to a Player in any SYL match. For the purposes of determining accumulations and Game Suspensions, any games that count as part of a team's official League schedule (League games and US Club Soccer Cup qualifiers) shall be utilized.

General League Regulations

Final Regular Season Game Send-off -- Any player sent off in a final regular season match must serve the suspension in the first playoff match, unless the season is over, in which case the suspension will be served in the team's first League game the following season.

Guidelines for send off (current match) – Players and coaches sent off from the field of play must be met at the sideline at midfield by home team security and escorted to the locker room, and are not permitted to watch the game. They must remain in the locker room for the remainder of the match. Additionally, coaches are not permitted to communicate with their team staff or players during the remainder of the game, and are not allowed to remain in the locker room during half time. The type of communication prohibited would include: cellular, 2-way radios, electronic/digital, written or verbal. Players or coaches returning to the field of play during or directly following the match are subject to additional sanctions.

Coaching Staff Suspension Parameters & Restrictions -- Any manager, coach, assistant coach, trainer or other official bench personnel is prohibited from assuming any official duty at or near the team bench while serving a suspension. Any infringement of this rule may result in the forfeiture of the game and will include discipline for each infraction. (Any trainer sent off during a match should remain in the locker room area through the end of the match and may only return to the pitch with the permission of the referee in the event of an emergency.)

- Coaches serving suspensions are allowed to communicate with players pre- and post-game only. Suspended coaches may not communicate with the team at half time. Suspended coaches must not be on the field during warm-ups and may not stand or in any way be in close proximity to the field of play. Following a game, a coach serving a suspension may enter the locker room, but must not be in or around the field of play. Coaches must sit in the press box or in some location other than in the grandstand. If this is not possible, then the coach is prohibited from attending the game.
- Communication via cellular, 2-way radios, electronic, written or verbal is strictly prohibited. Additional fines and/or suspensions will result.

Extending a Suspension -- In any case, the SYL reserves the right to impose suspensions beyond any of these parameters for offenses deemed to be particularly violent and against the spirit of the game.

Rule 803.1 Yellow Card Accumulation During the Regular Season

Any player accumulating 7 yellow cards during the regular season will be suspended for the following match.

Rule 803.2 Suspension during the Playoffs or Finals

Cautions – A player accumulating three (3) cautions during the playoffs will be prohibited from participating in the team's next playoff match. Subsequently, any player accumulating six (6) cautions during the playoffs will be suspended from the team's next playoff game.

Send-offs -- Any player who is sent off during the playoffs will be suspended from the next playoff game, unless the season is over, in which case the suspension will be served in the team's first League game the following season.

Rule 803.3 Straight Send Off vs. Two Caution Sendoff

Any player or coach that receives two yellow cards resulting in a red card send off is only dismissed for the remainder of the match and is not suspended for any subsequent matches. (See Rule 802)

Rule 804 Commencement of Suspensions

In most cases, suspensions shall commence on the third day following the date of the last offense. However, *the League Office reserves the right to rescind the three-day grace period and have suspensions commence immediately for misconduct that is especially severe or violent in nature.*

The three-day grace period is also rescinded for the playoffs due to scheduling of matches.

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Rule 805 Team Penalty Points

The accumulation of 200 penalty points in any one season will result in a \$150.00 fine.

- Yellow Cards will accrue 3 penalty points
- Red Cards will accrue 7 penalty points

The team with the fewest player penalty points in each League will be given the Fair Play Award. For the purpose of accumulating these numbers, red cards will be assigned seven (7) points and yellow cards will be assigned (3) points.

Rule 806 League Office's Discretionary Power on Suspensions

The League Office may, at its discretion, rule that a specific game shall not count toward the completion of a suspension, if satisfied that the game has been purposely arranged by the club with a view toward enabling the player in question to complete his suspension at a specific time in order to qualify him to play in another specific game.

The League Office also may, at its discretion, waive all suspensions for the accumulation of cautions against players and coaches prior to a league championship game.

Rule 807 SYL Disciplinary Committee

A panel of individuals from the League Office shall conduct the review of disciplinary issues. Such a panel will consist of at least three people -- a League Director, a staff member of the Referee Department, and another League Director from the A-League, Pro Select League, PDL or W-League.

Rule 808 Cautions, Suspensions and the Playoffs

SYL reserves the right to rule on any suspension that may occur in the last week of the season.

Rule 809 U.S. Soccer Fine for Serious Incidents

The Secretary General of U.S. Soccer has the power to impose fines up to \$10,000 for any incident bringing the game into disrepute.

CONDUCT OF TEAMS

Rule 901 Intentional Throwing of Games

Agreeing or promising to lose a game is in strict violation of the rules of SYL. Any club or personnel associated with a club who promises, agrees to lose, attempts to lose or otherwise adversely affects the outcome of any game with which he / she is or may be in any way associated, or who shall solicit or attempt to induce any player or other person associated with a member club to lose, attempt to lose or otherwise adversely affect the outcome of any soccer game, will be immediately declared ineligible and may be subject to expulsion from the league.

Likewise, any person from a member club that is solicited to commit or has knowledge of any of the foregoing acts and fails to inform the League Office immediately of all facts and circumstances connected with the solicitation, shall be declared by the SYL to be permanently ineligible and may be subject to suspension and expulsion from the league.

Additionally, any player who, in the opinion of the referee and/or the League Office, attempts to purposefully lose a game by intentionally scoring an own goal as a field player, or intentionally allowing an own goal to occur while playing as a goalkeeper, will be subject to disciplinary action which may include forfeiture of the game.

Rule 902 Illegal Incentives for Winning a Game

Any person connected with a member club who shall offer or give any gift or reward to a player or other person connected with another member club for services rendered, supposed to be rendered, or to have rendered in defeating or attempting to defeat a competing team or otherwise adversely affect the outcome of any game, shall be declared by the League Office to be ineligible for a period of not less than three years.

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Likewise, any person with knowledge of such an incident, who shall fail to inform the League Office immediately of such offer and of all facts and circumstances connected therewith, shall be declared by the League Office to be ineligible for a period of not less than three years.

Rule 903 Gifts to Referees or Assistant Referees

Any person connected with a member club who shall give or offer to give any gifts or reward to a referee or assistant referee for services rendered or supposed to be rendered in defeating or attempting to defeat a competing club, or otherwise adversely affect the outcome of any part of a game, shall be declared by the League Office to be permanently ineligible.

Likewise, any referee or assistant referee who shall render, or promise or agree to render, any such decision otherwise than on its merits, or who shall solicit or accept such a gift or reward for any such service or decision, shall be declared permanently ineligible by the League Office. Any referee or assistant referee who, having been offered any such gift or reward, or having been solicited to render any such decision otherwise than on its merits, shall be obligated to inform the League Office immediately of such offer or solicitation, and all facts and circumstances connected therewith. Failure to report such solicitation shall be cause for the League Office to declare the official permanently ineligible to work SYL games and recommend to USSF / CSA suspension from all matches.

Rule 904 Betting on Soccer Games

Betting on SYL games by any insider, manager, coach, referee, assistant referee, owner, employee, league officer or league official is strictly prohibited. Any person associated with the league or individual club who bets any sum on any game in any SYL-affiliated league, shall be declared persona non-gratis by the League Office and permanently banned from all SYL activities.

Rule 905 Scandalous Conduct

The League Office may suspend for a definite period and/or impose a fine on any officer, director, player or employee of a member club guilty of gross misbehavior in public, including intoxication, drug use, fighting, quarreling, indecency or other scandalous conduct, whether on or off the playing field, when such conduct is, in the League Office's opinion, prejudicial to the best interests of the sport of soccer or the league.

Rule 906 Moral Turpitude

Any employee, player or official of any member club or the league who shall be convicted of a felony, or who shall have been found by the League Office to have conducted themselves in a manner detrimental to the best interests of soccer or the league, may be declared by the League Office to be suspended for such period of time as the League Office shall deem to be appropriate.

Rule 907 Tampering

No manager, officer or representative of a club shall approach a registered player, coach or staff member of another club regarding employment unless that contracted party's employing club gives written permission to the requesting club to make such contact. Violations of this rule shall subject the offending party to disciplinary action from the League Office.

Rule 908 Vandalism / Destruction of Property

No player, manager, officer, or representative of a club shall intentionally damage or destroy the physical property of another club. This prohibition shall extend to the damage and destruction of locker rooms or other area of a leased or owned stadium facility.

Rule 909 Other Misconduct

Nothing contained in this rule shall be construed as exclusively defining or otherwise limiting conduct, acts, transactions, or practices that are not in the best interests of the sport of soccer or of the league. Any and all other conducts, acts, transactions or practices which are not in the best interests of soccer or the league are prohibited and shall be subject to such penalties imposed by the League Office, such as permanent ineligibility, ineligibility for a period of time, suspension of voting rights, suspension from

General League Regulations

playing, or suspension of an individual from sitting on committee or advisory board, as the facts in the particular case may, in his/her opinion, warrant.

LEAGUE MEETINGS

Rule 1001 League Annual Operations Meeting

The Annual Operations Meeting (AOM) of USL will take place no later than sixty (60) days following the completion of the ALeague Championship game, with date, time and location to be designated by the League Office. The AOM is the general meeting of all USL members. The League Office shall set the agenda prior to the meeting, including approval of new members, proposed bylaw and regulations amendments, the review of each member's structure and financial statement, setting the deadlines for the business and marketing plans, member assessment for the upcoming fiscal year, and other matters.

This meeting is not yet mandatory for SYL teams. At some time by the 2004 season, the USL AOM will be a mandatory event for club administrators.

Rule 1002 Regional/League Meetings

Additional League or Regional Meetings may take place on an individual league basis on dates designated by the League Office

Rule 1004 Rules of Order

Robert's Rules of Order, except as otherwise provided by the League Regulations, shall govern the parliamentary procedures at all meetings.

GOVERNING BODIES AND COMMITTEES

Rule 1101 SYL Director

The League Director will have the power to:

- Prepare the schedule for league play and playoffs/SYL Finals*.
- Propose and interpret the rules.
- Be the final appeal in protested games.
- Exercise disciplinary powers conferred upon him by the League Regulations.
- Maintain a headquarters office for the league in a city served by appropriate domestic and international air services, and in physical location commensurate with the professional status of the league in this competitive division.
- Conduct the day-to-day affairs of the league and shall employ administrative and clerical staff necessary to carry on the business of the league.
- Have full authority to take any action that, in his judgment, is necessary or desirable to prevent or discourage any conduct by a member(s) or any other person(s) which is not in the Directors opinion, in the best interest of the league, or which is not in the Directors judgment necessary or desirable to preserve or protect the integrity or reputation of the league, its members or the sport of soccer.
- Make known and enforce the provisions of these League Regulations and the rules of the league.
- Be responsible for all funds and securities of the league: shall receive all duties, fines, assessments and other revenues paid to the league. He shall deposit all such revenues in the name of the league in such depositories as may be elected by the Chief Operating Officer of USL. He shall keep an accurate account of all moneys of the league for payment of accounts, fees and dues and shall make such payments as shall be due by the league.
- Authority to hire league employees as may be necessary to carry out these rules, league operations, and any other business germane to SYL.

* SYL Finals are property of USL. Bid requirements will be communicated to teams in advance of Championship. SYL Director has the sole right to select the host site based upon factors such as stadium and field considerations, television arrangements, fan attendance, media coverage, hotel, transportation, etc. SYL holds all television, radio, and web cast rights to the SYL Finals.

General League Regulations

Rule 1102 Chief Operating Officer

The SYL Director shall report to the Chief Operating Officer shall have supervision, direction, control, of the SYL Director and staff.

Rule 1103 USISL Inc., Board of Directors

The Board of Directors is made up of five members who are elected by the shareholders of USISL, Inc. The Board of Directors of USISL, Inc. manages, oversees and implements policy for all leagues of the SYL system.

Rule 1105 SYL Executive Committee

The SYL Executive Committee provides assistance in development and direction to the League Office. Each Region has an official that serves on the Executive Committee. These committee members are appointed by the League Director.

Rule 1106 Standing Committees

The League Office shall have the discretion to appoint and disband a National RAD Committee, Competition Committee, Minimum Standards Committee, Marketing Committee, Public Relations and Media Committee, Referee Committee, Insurance Committee, and any other special committee deemed necessary for the welfare of the league. The Commissioner shall also prescribe the duties of each committee, which shall report directly to the Commissioner, who shall be an ex-officio member of all standing committees.

Minimum Standards

The minimum standards for competition in the SYL are applied to all teams. Minimum standards define the “minimum” level that teams must attain in the various management aspects of running a team. Teams that do not meet minimum standards run the risk of jeopardizing their status as members of their respective leagues.

Compliance with Minimum Standards

Teams are required to comply with the defined minimum standards. The League Director shall have the power to penalize clubs, individual club members or officers for non-compliance of minimum standards, with penalties consisting of warnings, loss of points and temporary or permanent suspension from soccer activities.

The league office regularly monitors compliance. In addition, teams are encouraged to report situations / teams to the SYL league office which, on the surface, appear to be in non-compliance with minimum standards. Reporting non-compliance on the part of other teams should not be viewed as a negative but rather as a positive attempt to maintain consistent league-wide standards that ensure professionalism and fairness, both on and off the field.

While all teams are required to adhere to minimum standards, some teams, because of extenuating circumstances, may have been given exemptions, approved in advance, to some minimum standards.

Director of League Operations / Operations Manager

The SYL will have a Director of League Operations and an Operations Manager. The Director of SYL Operations and Development will oversee all league operations for the SYL and develop the league for future seasons. The Operations Manager will assist the director and be responsible for coordinating the league schedules, control of regional management and administration of the league.

Authority of the Director

The Director of the SYL and his designates shall have the power to penalize clubs, individual club members or officers. Penalties may consist of warnings, loss of points in league standings and temporary or permanent suspension from soccer activities associated with SYL. Penalties may be assessed on a one-time basis upon discovery of the infraction, or they may be assessed each and every time a team is in non-compliance with minimum standards.

The SYL office is the highest level of authority in rendering decisions on league rules and possible resulting penalties and fines associated with violation of rules and non-compliance with minimum standards.

Teams may challenge a decision made by the League Director by following procedures set down by SYL’s Review, Appeals & Discipline (RAD) Committee, which is set up for this purpose. As a member of the U.S. Soccer Federation, USISL, Inc. is subject to oversight with regard to specific U.S. Soccer rules and must comply with U.S. Soccer requirements in order to remain a member in good standing.

Compliance Review for SYL Teams

At the end of each season a sub-committee made up of members of the Executive Committee, shall review the compliance record of all SYL teams. If the committee finds that compliance with standards is insufficient, it may recommend to the League Director that a team’s status be revoked for the following season. The Director will render a decision based upon the facts of each case.

Penalties

Penalties may be assessed to teams, or individuals for non-compliance with minimum standards or for violation of league rules. A table of such penalties is located within this document.

Club Management Requirements

Each club must have a Club Manager that handles the following responsibilities: scheduling, referee payments, game operations, travel coordination, web site information, head coach, assistant coach. Each individual team is also required to have a Team Manager.

Telephone / Email Communications Requirements

So teams may exhibit a level of professionalism, the following telephone / communications requirements are in place for all teams associated with SYL:

Minimum Standards

All teams must have a telephone number which is connected to some sort of 24-hour answering system, during the season

All team managers must have an email address that is checked on a regular daily basis. All league information such as schedules, standings, general correspondence, PR and announcements will be done through email. Teams should have an operating base of Microsoft Office on an IBM compatible computer.

Playing Venues

The stadium or playing field used by each club in SYL is the centerpiece of each club's operation. The goal of each club should be to provide an enjoyable experience for the fans, players, officials and everyone involved with the staging of a soccer game. To accomplish this, teams must meet the following standards, approved by the individual leagues, which relate to stadiums and playing surfaces.

Venue Requirements

- Natural grass / Field Turf surface in good playing condition at least 66 x 106 yards.
- Team benches - long enough to accommodate at least 11 persons per team.
- Field marked according to FIFA specifications.
- Clear, distinct field markings, with markings five inches wide.
- Goal nets and corner flags, both free of advertising; corner flags may be no less than five feet high.
- Home team to provide ice, water and cups for visiting team

Practice Facility

It is the responsibility of the home team to provide, upon request, a practice site/field for the visiting team to train on the afternoon or evening before a match.

Hotel Support for Visiting Teams

To help all teams save on the cost of team travel, it is required that home (host) teams provide a designated hotel to opponents.

Game Week Administrative Responsibilities for Home Teams

- The following tasks must be completed by home teams prior to all home games:
- Email visiting team directions to the venue.
- Contact the visiting team within 14 days prior to the game to review and verify plans regarding hotel, transportation, directions, phone numbers, kickoff time, etc.
- Email your designated Referee Assignor 72 Hours prior to the game to verify officials are assigned.

Game Week Administrative Responsibilities for Visiting Teams

- Review Directions and hotel information provided by Home Team Manager
- If there are any problems with directions or hotel information contact the Team Manger

Pre-Game Responsibilities of Home Team

- Home team coach must fill out the game roster on the Score Sheet and sign 25 minutes prior to the match.
- Home team must give the Score Sheet the visiting team's head coach to complete with their line up and substitutions.
- Home Team should collect the Score Sheet from the visiting team's head coach 15 minutes prior to kick off and give to their designated statistician.
- Ice and water must be provided at both benches, in both changing rooms and in the referee changing room. Water should be replenished on request or at half time.
- Home team must report to the stadium at least 60 minutes before the start of the game.

Pre-Game Responsibilities of the Visiting Team

- Visiting team must report to the stadium at least 60 minutes before kickoff.

Minimum Standards

- Visiting team coach must fill in and sign its game roster and substitutions located on the Score Sheet 25 minutes prior to the match. This needs to be returned to the home team head coach 15 minutes prior to the start of the match.
- Visiting team must bring all necessary medical supplies (pre-wrap, tape, cold packs, etc.)

Home Team Post-Game Responsibilities

The home team is responsible for faxing the Game Score Sheet to their Regional Administrator within twelve (12) hours of a game's conclusion. Detailed instructions will be provided prior to the season.

The home team must telephone the game score to the SYL Score Line no later than 20 minutes after the conclusion of the game. The instructions for the score line and numbers for other associated required media calls will be provided prior to the season.

Game Score sheet -- This is the official statistical sheet for the game, which lists the team lineups, scoring summary and official statistics, including a list of the game's cautions and send-offs. At the game's conclusion, the coach must initial the score sheet while the referee must verify the cautions, send-offs and goals/assists by also signing the score sheet. This form must be faxed, e-mailed, or mailed to the Regional Administrator within 12 hours after the completion of the match.

Uniforms

- Each team must have one complete set of home uniforms and one complete set of away uniforms, with uniforms of a given set being identical.
- Each uniform must have numbers of at least eight (8) inches on the back of jerseys.
- Numbers of players should run from 00 through 24. Other numbers may be used as long as the team produces substitution cards for every player number.
- Each player must keep the same jersey number as long as the player is on the Master Roster. A player may not change his/her number unless the player leaves the club for the rest of the season and then returns with another number.
- All team warm-ups should be identical and should tie in with the color scheme of the uniforms.
- Starting players introduced prior to the game must wear the same equipment.
- All Teams must bring both home and way uniforms to all matches.

Bench Dress Code (Coaches/Trainers)

Coaches and trainers must present a professional appearance. Professional appearance is defined as a collared shirt and dress pants / dress (Bermuda-type) shorts or team warm-up (jacket and pants). Soccer shorts, T-shirts, jeans and sandals are not permitted. The league reserves the right to introduce a more formal dress code for the Championship Game.

Personnel Allowed on Bench

A maximum of three (3) non-playing personnel is allowed on each team bench. These persons can either be coaches, medical staff, or a maximum of one (1) person from team management (for example, a general manager).

Media Requirements

Press Releases – Each team will be designated a time to produce a press release to the league during the season. Team stories, game stories, team profiles, player game diary, player profiles and club profiles are some ideas of what should be submitted. This information will be reviewed for the website and distribution to the national/local media.

Team Program -- Teams must produce a Team Program for the season.

The program should include the following information:

- Home roster, including players' name, number and position
- Player Bios
- League information

Minimum Standards

Home Team Requirements for Referees

All teams are required to provide a comfortable, safe, welcoming environment for officials, with the basic necessities for an athletic event.

Staff Referee Liaison -- All teams are required to appoint a Referee Liaison solely dedicated to meeting the requirements of the officials on game day. The liaison should provide hospitality and help to ensure that all routine and administrative duties of the referees are completed with as little difficulty as possible. Ideally, the staff referee liaison will have some knowledge of refereeing and the challenges facing soccer referees. The staff referee liaison can help in the following areas: referee transportation, making sure that the dressing room is properly equipped (water, towels, soap, etc.), running down staff personnel to answer referees' pre-game questions and facilitating the filing of game report forms after the game.

Regarding referees, teams should take note of the following:

At no time should anyone imply -- in any way at all -- criticism of the game officials or refereeing in general or make comments that criticize the visiting team. Teams who fail to heed the above guideline will be subject to severe disciplinary action by the league office.

Team Names, Logos

Name Changes -- All team name changes must be given to the League Office prior to the beginning of the season

Logos- Each club must have a logo that can be emailed to the league office prior to the season.

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.

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

Game Procedures

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.

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.

Game Procedures

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.

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 Procedures

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.

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 Procedures

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, at 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 soccer 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 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.

Game Procedures

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.

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

Game Procedures

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.

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:

Game Procedures

- 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.

Game Procedures

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:

Game Procedures

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: _____

Code of Conduct

The SYL will follow FIFA's Code of Conduct. It is just as important for parents and fans to know the Code of Conduct as it is the players and coaches. It is important that every player on the field understands this Code of Conduct before competing in their first match.

FIFA's Code of Conduct encapsulates all the sporting, moral and ethical principles for which FIFA has always stood and for which it will continue to fight in the future, regardless of the influences and pressures that may be brought to bear. The ten golden rules not only serve as a credo for FIFA as the world football body, but they also reinforce the sense of fraternity and cooperation among the members of the worldwide football family.

1. Play to Win

Winning is the object of playing any game. Never set out to lose. If you do not play to win, you are cheating your opponents, deceiving those who are watching, and also fooling yourself. Never give up against stronger opponents but never relent against weaker ones. It is an insult to any opponent to play at less than full strength. Play to win, until the final whistle.

2. Play Fair

Winning is without value if victory has been achieved unfairly or dishonestly. Cheating is easy, but brings no pleasure. Playing fair requires courage and character. It is also more satisfying. Fair Play always has its reward, even when the game is lost. Playing fair earns you respect, while cheats are detested. Remember: It's only a game. And games are pointless unless played fairly.

3. Observe the Laws of the Game

All games need rules to guide them. Without rules, there would be chaos. The rules of football are simple and easy to learn. Make an effort to learn them, so you understand the game better. This makes you a better player. It is just as important to understand the spirit of the rules. They are designed to make the game fun to play and fun to watch. By sticking to the rules, you will enjoy the game more.

4. Respect Opponents, Teammates, Referees, Officials and Spectators

Fair Play means respect. Without opponents there can be no game. They have the same rights as you have, including the right to be respected. Your teammates are your colleagues. You form a team in which all members are equal. Referees are there to maintain discipline and Fair Play. Always accept their decisions without arguing, and help them to help you enjoy the game more. Officials are also part of the game and must be respected accordingly. Spectators give the game atmosphere. They want to see the game played fairly, but must also behave fairly themselves.

5. Accept Defeat with Dignity

Nobody wins all the time. You win some, you lose some. Learn to lose graciously. Don't seek excuses for defeat. Genuine reasons will always be self-evident. Congratulate the winners with good grace. Don't blame the referee or anyone else. Determine to do better next time. Good losers earn more respect than bad winners.

6. Promote the Interests of Football

Football is the world's greatest game. But it always needs your help to keep it as Number One. Think of football's interests before your own. Think how your actions may affect the image of the game. Talk about the positive things in the game. Encourage other people to watch it or play it fairly. Help others to have as much fun from football as you do. Be an ambassador for the game.

7. Reject Corruption, Drugs, Racism, Violence and other Dangers to our Sport Football's huge popularity sometimes makes it vulnerable to negative outside interests.

Watch out for attempts to tempt you into cheating or using drugs. Drugs have no place in football or any other sport or in our society. Say No to Drugs. Help Kick Racism out of Football. Treat all players and everyone else equally, regardless of their skin color or origin. Show that football does not want violence, even from your own fans. Football is Sport, and Sport is Peace.

Code of Conduct

8. Help Others to Resist Corrupting Pressures

You may hear that teammates or other people you know are being tempted to cheat in some way. They need your help. Don't hesitate to stand by them. Give them the strength to resist. Remind them of their commitment to their teammates and to the game itself. Form a block of solidarity, like a solid defense on the field of play.

9. Denounce Those who Attempt to Discredit our Sport

Don't be ashamed to show up anybody who you are sure is trying to make others cheat. It's better to expose them and have them removed before they can do any damage. It often takes more courage to denounce what is wrong, than to go along with a dishonest plan. Your honesty will be admired but your complicity will not. Don't just say No. Denounce the culprits who are trying to spoil our sport before they can persuade somebody else to say Yes.

10. Honor Those who Defend Football's Good Reputation

The good name of football has survived because the vast majority of people who love the game are honest and fair. Sometimes somebody does something exceptional that deserves our special recognition. They should be honored and their fine example made public. This encourages others to act in the same way. Help promote football's image by publicizing its good deeds.

Registration

The regulations governing all players competing in United Soccer Leagues, along with the status, rights and privileges of these players are set by U.S. Soccer and the CSA, the national governing bodies for the sport in the United States and Canada. Both are affiliated with FIFA, soccer's international governing body. The following contains all the registration information for the SYL and US Club Soccer. US Club Soccer will be registering all SYL players. All US Club Soccer rules and regulations will be enforced concerning eligibility of players.

Rule 501 Player Registration Terminologies

Amateur Player -- An amateur player is defined by the following: A player who does not receive payment for playing soccer and who has signed an amateur registration form with U.S. Soccer or Canadian Soccer Association. Amateur players may be reimbursed for certain expenses as allowed by USSF / CSA / NCAA rules.

Registered Player -- A registered player is a professional or amateur player who has filed the proper forms as required by USSF / CSA / US Club Soccer, with the proper fees, and has secured any necessary clearances (foreign or domestic) from the player's former club.

International Clearance -- An international clearance is an official release from a foreign national association where a particular player competed before joining his/her present team. Any player born abroad and not a resident of the country in which they are playing prior to the age of 12, or who last played for any team in a foreign country, must obtain an international clearance from the national association where the player previously competed.

Rule 502 Registered Players / Release of Players

Once a player participates on a SYL team in an age group, that player may not participate on another SYL team in the same age group. Special circumstances of a player's release will be reviewed. This includes a player that is moving residence or being dropped from a roster by the team. This must be put into writing directed to the League Office.

Because amateur players are not held to contracts, they are free to leave a club at any time, provided he/she returns team's equipment. The league office will reserve the right to review a player's appeal if he/she is denied permission to play for another team.

Rule 504 Guidelines for Resolution of Disputes

In the case of a dispute between player and club or between clubs, the League Office, upon receiving written evidence from the club or the player, shall evaluate the evidence submitted and allow seven (7) days for player to respond (if the player so chooses). The League Office shall render his decision on the status of the player's contract and registration within seven (7) days from the last receipt of evidence from either party. The League Office's decision on these matters may be appealed to USSF by U.S.-based teams or to the CSA for Canadian-based teams.

Rule 505 Player Liability

Players shall assume all risks, responsibilities, and liabilities for loss, damage, injury or death to himself / herself while engaged as a player for a club, or as a player on a representative team of the league subject to applicable state laws and regulations.

TEAM ROSTERS, PLAYER ELIGIBILITY

Rule 601 Registration Deadline

All player registration information must be forwarded to US Club Soccer at least two weeks prior to the beginning of the season. Failure to comply will result in players being declared ineligible. Once the season begins, all registration paperwork must be submitted to the US Club Soccer office no later than 12:00 noon on Wednesday (team's local time) and USSF / CSA no later than 12:00 noon (team's local time) on Thursday in order to be eligible for the upcoming weekend games. As of deadlines, rosters are frozen for the rest of the week's games.

Registration

Rule 602 Master Roster

The US Club Roster, which may contain up to 26 players for a team is the official player roster of the club. There is no limit to the number of foreign players on the roster, as long as they have the proper international clearance. Only 18 players out of the 26 can be used for matches. The 18 players must be placed on the score sheet.

Rule 607 Eligible Player

A player who is properly registered with the league and either USSF / CSA, and who is not subject to any kind of suspension, is considered an eligible player. The League Office will send out updated player rosters weekly that specify the eligibility of suspended players. Teams using players before they have been properly cleared to compete by US Club Soccer or USSF/CSA will be subject to the appropriate disciplinary actions by the SYL League Office.

Rule 608 Ineligible Player

Players listed on the Master Roster but not eligible to play, due reasons such as missing registration forms, proof of citizenship, player contracts, awaiting international clearance, serving a league suspension, or not on the official game day roster and line-up sheet shall be considered an ineligible player.

Rule 610 Illegal Player

Any player that does not appear on the Master Roster shall be considered an illegal player. Any club using an illegal player shall be subject to a loss of three points in the league standings, and forfeiture of the game in which the illegal player was used to the opposing team.

Rule 612 Minimum Number of Players

Clubs must have a minimum of 14 players eligible and suited up for each game, both home and away. Teams not in compliance with this rule will be subject to a loss of 2 points in the standings.

Rule 613 Player Registration Cards

All players and coaches must present their US Club Soccer Player / Coach Identification Card to the referee prior to the match. If the individual's picture is not on the US Club Soccer Player / Coach Identification Card and the card is not laminated, the individual will not be eligible for the match. Other organization passes may not be used as a form of identification. The only identification for a SYL game is the US Club Soccer Player Card.

Rule 614 International Clearance of Foreign Players

Any SYL player who prior to signing with a SYL club, played with a foreign club or immigrated to the United States (U.S. teams) or Canada (Canadian teams) after the age of 12, must obtain the proper international clearance from the appropriate foreign national association, according to the rules of FIFA. Teams are prohibited from registering any foreign player without a proper international clearance, recognized and approved by USSF / CSA.

Rule 615 Roster Freeze

Teams will be provided the roster freeze date prior to the start of the season. No players will be permitted to be added to the Official Team Roster after August 1, 2003. No players will be permitted to be called up from younger age groups after the roster freeze date. All teams are limited to the 26 players on the Official Team Roster.

Teams will be notified by US Club Soccer of any missing documents. Until these documents are received, the player cannot play. Additionally, a player is not considered registered until the team receives a player pass card from US Club Soccer.

Player Registration Terminology

U-14 Player => any player having NOT YET ATTAINED the age of 14 prior to August 1 -- born on or after 08/01/88 -- may register and play as a U-14 player.

U-15 Player => any player having NOT YET ATTAINED the age of 15 prior to August 1 -- born on or after 08/01/87 -- may register and play as a U-15 player.

Registration

U-16 Player => any player having NOT YET ATTAINED the age of 16 prior to August 1 – born on or after 08/01/86 -- may register and play as a U-16 player.

U-17 Player => any player having NOT YET ATTAINED the age of 17 prior to August 1 – born on or after 08/01/85 -- may register and play as a U-17 player.

U-19 Player => any player having NOT YET ATTAINED the age of 19 prior to August 1 – born on or after 08/01/83 -- may register and play as a U-19 player.

US Club Soccer Registration Directions

HERE ARE SOME BRIEF UPDATES ON CHANGES MADE TO THE WEBSITE

Staff-- When you add or update staff, you can now designate several different roles within the club, as well as a primary role. This means, for example, that a registrar can also be designated as a coach, and can be added to a team or create a custom roster. This will avoid the former problem of adding in the registrar a second time as a coach with the same password, and locking the club out of the system. Each separate individual still needs their own password.

Staff Passcards Requests-- The registrar clicks on **Staff** and on *Enter Staff Passcard Request*. You'll see the staff entered, and whether or not a passcard as already been requested (blue: not requested; red: requested with a date). Check the appropriate boxes and submit. The primary role you have designated is what will appear on the passcard. On the left side of the staff screen, anyone marked with a "*"member not active" designation has not been issued a password.

Adding Teams-- You can now add an assistant coach, as well as a coach and manager, to a team.

Registrar Must Request Passcards-- The system structured so that the register must actually request the passcards, so the club has control over this. Note however a coach can be designated as a registrar, and there can be multiple registrars if this is how the club wants to set up their registration process. Once or coach or manager has entered the team, they should notify the registrar to proceed with the request.

Player Passcard Requests-- This is similar to before. The registrar goes to **Teams**, clicks on the team on the left, and on *Enter Passcard Requests* at the bottom. However, now you'll see a screen similar to staff passcard requests, where you can review players without cards (blue), and players who have had cards requested (red with dates). Click on the appropriate players and submit. This also allows you to easily add a player to an unlocked team, or request that a passcard be reissued.

NOTE: *A player is not covered by insurance until issued a passcard, and the timing of a passcard request may affect a situation wherein two clubs have attempted to register the same player (see Player Rule 102).*

Locked Team-- When you submit a team passcard request, the team is still locked until processed. However, it is now easier for us to unlock the team if you need to add an additional player. You must then re-request all players (both the first and second request). Email to admin@usclubsoccer.org to request a team be unlocked. You can still add a player to a locked team, but unless you request the unlock, the player is placed in **Open Players**. Then when the team is unlocked and this individual player is processed, you can move him from open players to the team.

Download Club-- When you download your club, all information is now downloaded, including addresses, etc. This will allow you to create a comprehensive database of your player information.

Registration

Forms-- Forms have now been divided into competition forms and registration forms, to more easily find the one you need. Also, form #R002 Registration & Treatment Authorization has been placed on the general site (under *Registration*) so parents can download it, as has the form #C003 Tournament Team Application.

Club Player Registration Schedule and Criteria: Prior to registering your players, please complete and email back to us a #R001 Player Registration Schedule, which can be found in the Registration Forms section above. This, together with the attached criteria, will help your club and us anticipate how many players you will be registering, in what age groups, and at what fee amounts. You are encouraged to discuss this with us, as each club is somewhat different in how their teams are structured. However, it is a USSF requirement that we register all competitive players.

The information below will assist you with the player registration process, from entering your team, staff, and player information, to managing your player database. You can always refer back to it by clicking on Help File above. You may also find it helpful to print out a copy. Please read these instructions in conjunction with the US Club Soccer Policies and Player Rules. If you have any questions, please call or email us.

1. Step #1: Adding Staff and Web Access Security Levels:

Your designated registrar has already received an initial user name and password which allows access to all areas of your Club information, and a level #2 security access. The registrar may now add level #3 access. There are three web security levels:

Level #1: Reserved for the US Club Soccer administration office.

Level #2: Allowing the individual designated as the registrar to perform all functions on the main Staff Administrator page. Only the designated registrar may add and alter staff profiles, user names, and passwords.

Level #3: Allowing a team coach or manager to register their team players, edit their player profile information, and create and print player rosters from the Coach/Manager page.

The first thing you must do is enter at least some of your staff. Irrespective of whether the registrar, or coach or manager is going to enter players, for every team you enter, a coach or manager must first have been entered who can then be assigned to that team. You can enter all your staff at the same time, or just prior to assigning them to a new team. Click on Staff and complete the form, including assigning a user name and password if desired. Then click Add Staff. You can go back at any time and delete staff, edit staff information, or change or delete user names or passwords to control club security access.

Note you can include multi functions for each individual (i.e. registrar and coach) and give them a priority function (which is the title which will appear on their passcard). Each separate individual still needs their own password.

Finally, note that below the Member Login on the Home Page there is a screen to access if a password is forgotten.

2. Registering Your Staff and Requesting Staff Pass Cards:

USSF rules require us to register coaches and administrative staff. Thus, all staff who interact with players, either at training or games, must register and obtain a passcard (see Policies). After staff have been added, click Staff, and go to Enter Staff Passcard Request on the staff screen. In order for a staff member to be

Registration

activated, a User Name AND Password must be assigned. Check the box for all staff that need cards, and click Submit Request. After the request is submitted, send to our office:

- The completed staff risk assessment form;
- and a check for the required staff registration fee (\$4 per staff card)

The passcard will be issued after receipt and review of the required information.

Again, unlike players, staff can be released at any time and deleted from your database. As new staff are added, check the box to submit the passcard request and submit the required information. The blue (new staff) red (staff passcards requested) will tell you which staff passcards have already been requested, and when.

3. Step #2: Adding Your Teams:

After staff, the first data to input are the Club's teams onto which you will be registering players. For registration purposes, teams are designated by a number, which is generated automatically. You also add a team name on the registration form.

To add a team, click on the Team button on the tool bar, fill in the required information, and click on Add Team. Remember, that a coach, assistant coach, or manager must already have been entered to be included on the team form.

You can always delete a team, but note that anytime a team is deleted the players are transferred to Open Players. This is true whether or not the team has been "locked" (see #8 below). Prior to lock-in, if you want to delete the team and players, drop the players first. After lock-in, if you delete a team, the players will automatically go to Open Players, and you can either move them to another team or request their release.

4. Step #3: Registering Your Players:

You are now ready to register players, which are added on a per team basis. Based on whom you've allowed security access, you determine who will do this, either the registrar, or a coach or manager. Presumably, you've already had the player and his parents complete and sign the Registration and Treatment Authorization Form (#R002), and obtained proof of birthdate.

Click on the Players tool bar button. The teams you've added appear on the left. Click on Add Player at the bottom left and complete the player information, assigning the player to a team on the pull down menu. Use a slash for birthdate (i.e. 12/24/85). You must enter all information except a middle initial, jersey number and email address. When done, click Add Player, and you'll get a message the player has been added. You can then click on the team on the left and confirm the player now appears on that team's roster.

You can halt the registration process and go back to it later. You may always view the players who have been added to a team by clicking on the Players tool bar, then on the team on the left. Before the team has been submitted for passcards, you may edit player information or delete a player by clicking on that player and on Update Player or Drop Player on the bottom to save.

It is advised that you do not submit a request for passcards from us until nearly an entire team is ready to be processed for passcards, as will be clear from noting the lock-in paragraph 8 below.

When registration is completed for that team and you're ready to submit it to us, if you're designated as a coach or manager only, contact the club registrar. The registrar clicks on Team on the tool bar, then on the appropriate team on the left side, and then on the Enter Passcard Requests at the bottom of the page.

Registration

Next, on the list of players click the box on those requiring passcards. The players in blue do not have passcards. Those in red have had a passcard requested and probably issued (see the displayed dates next to the player). When done, click on Submit Request at the bottom. You will receive an email message that your passcard request has been received.

5. Step #4: Additional Registration Information:

As soon as possible after you submit your player registration information, send the required additional information to US Club Soccer (2 day mail suggested), and staple together the information for each player.

--Form #R002 Registration and Treatment Authorization.

--Proof of date of birth (needs only to be submitted once).

--A check for player fees for all players being registered, unless you already have sufficient funds on deposit

Send this information to:

US Club Soccer Administration
716 8th Avenue North
Myrtle Beach, SC 29577

6. Player Passcards:

Once we've received your mailed information, we'll compare it against the online player registration information you submitted, and issue player passcards. Once cards are returned to you, have the player sign it, affix the picture (1" x 1.5"), and laminate the card.

7. Temporary Player Passcards:

You are urged to complete this process well in advance (at least 2 weeks) of when you require your pass cards. However, in emergency situations, US Club Soccer will endeavor to issue temporary passes. If you anticipate needing them, please call our office (843-429-0006) to discuss your situation.

8. Club/Team Roster Lock-in:

Once you submit player registration information to us by entering Request Team Passcards, that team's roster will be temporarily "locked-in", and that team's players cannot be deleted. This is necessary for us to determine for whom to issue pass cards and to calculate player fees that are due. After passcards are issued, the lock-in is released for purposes of updating your team profile, the player database (all data except names, registration numbers, and DOB may be edited at any time thereafter) and adding additional players or releasing players from that team (see paragraph #9) Also, at all times, additional teams of players can be registered in the normal way.

9. Adding and Releasing Players During the Year:

After a team roster has been submitted and passcards requested (i.e. the team has been locked), you may still add a player to that team by: 1. Requesting that we unlock the team (see note above); 2. By simply adding the player to another team, and transferring him to the locked team when it is unlocked (see #11 below). 3. You may also add the player directly to the locked team, which player will then be placed in Open Players. Once the player is processed and the team is unlocked, you can amend the player's profile and move him to the team.

Registration

When the team is unlocked, you can add players to that team in the normal way.

You may release a player from the club by double clicking on that player and clicking on Request Player Release. As indicated on the message you'll receive, the release must be processed by our office, after the paper release form and pass card is received by us. However, be sure to note the rules for releasing players in the Player Rules.

10. Creating Reports And Editing Your Club Data:

At any time after lock-in release, you may access your online player data and create and print an Excel report of that data, download to a file on your computer, and sort by name, club, birth date, address, etc. Once it's downloaded, you can add a column for GPA or other information if you wish. To create a report, click on the Download Club button, and choose to download team players, open players, or staff. An Excel spreadsheet will be created that you may then download to your computer.

You may also edit player information, (changing addresses, phone numbers, etc.) so your data remains current. However, as you can create an official team playing roster from this data, you may not modify player names, birth dates, or registration numbers. In the unlikely event that this information needs correcting, contact our office and we will edit this data for you. To edit player information or move a player to another team, click Players, the team on left, and then click on the player name on the team roster. Make the changes and click Update Player to save. You can also do a Player Search if you're not sure which team he is on.

11. Transferring Players Between Club Teams:

During the initial registration process, players are registered to a team. However, as there is free movement for players between Club teams (playing laterally or up in age group), you may change a player's team designation on your online database at any time by clicking on the Players toolbar, and team on the left, and then clicking on the player's name. Change the team, and click Update Player.

12. Creating Game Rosters:

Over the course of the registration year, you may create and print team rosters from your online player data. Rosters may be printed by team, or a custom roster may be created from any club-registered players. This will allow you, for example, to add younger age players to an older team for a specific competition. Both security levels #2 (Registrar) and #3 (Coach/Manager) can create rosters; only security level #3 can create a custom roster, but a Registrar can be designated as a coach as well under Staff, double clicking on that individual, and adding the appropriate designation.

To create a team roster for a current team, click on the Players tool bar and then the team on the left, then go to the bottom of the page and click on Print Version. You'll now see a roster of that team. A space is provided to add by hand any missing jersey numbers and scholastic information for college scouting purposes.

To create a custom roster, click on Custom Team on the level #3 toolbar, enter the team name and other information, and click on Add Team. The new team will now appear on the left. Click on View Roster under the team name, and on the right on Add/Remove Players. All club players are arranged in three alphabetical groupings. Click on the Add to Roster next to the player you want to add to the custom team, and the new roster will appear on the left. When done, click on Print Version and you'll create the printable roster. To delete a custom team, click on the team name on the left, Delete Team on the right.

Note that the custom team is saved until you delete it, and then only the custom team is deleted. Players always remain in the database on their currently assigned team. As a team coach at security level #3 can create a custom roster with any club players, caution must be exercised by the club to assure a coach is

Registration

adding available players to his custom roster and it is agreed to by the Director of Coaching. Clubs are expected to create their own internal controls to assure this.

13. Replacement Player Passcards:

As set forth in the Player Rules, if a player moves to another Club, a new registration and player passcard must be issued, and a registration fee paid. We will also reissue an amended player passcard to include a new club team if you wish, as discussed in paragraph #11 above. In addition, US Club Soccer will reissue a card if it is lost or stolen. Cards can be reissued by simply clicking on the player's box next to his name and submitted the request. There is a \$2 fee for reissued and replacement cards.

14. Other Tool Buttons

Competition and Registration Forms Go to these sites to download registration, sanctioning, and other forms. The forms are in Adobe .PDF format. If you do not have this software on your computer, you may download it from the bottom of the forms site.

Club Info. Use this to update your basic club information. You can change and add staff at any time from the Staff button. Staff are never "locked".

Player Search If you cannot find a player via his team, you may search for the player here by entering the player's first or last name.

Open Players Players should only appear in this area in the unlikely event you delete a team. You can delete a team at any time, but if passcards have been requested the players can only be released individually. If a team is deleted, go to Open Players and either move these players to another team or process an individual player release.

Insurance This button includes information about US Club Soccer insurance coverage, and a link to file a claim. To request an insurance certificate, mail to: admin@usclubsoccer.org

US CLUB SOCCER PLAYER RULES

SECTION 1

Rule 101. Player Registration

The US Club Soccer (Organization) player registration year (that time period for which Clubs register their players) shall be from August 1st to July 31st. Clubs must register or re-register players each year, pursuant to the rules and procedures herein. Players who are not re-registered are automatically considered released.

(a) The Organization shall abide by the seasonal year age groups commonly utilized in youth soccer. Such groups are comprised of youth players who are, before the first day of August, under 6 years of age through under 19 years of age.

(1) A player who reaches 19 years of age during any youth seasonal year shall be allowed to complete that seasonal year. A player who reaches 19 years of age during August of one seasonal year shall be allowed to complete all of the next seasonal year.

(b) Player registration fees shall be established annually by the Organization Board at least thirty (30) days prior to the end of the registration year.

(c) Member Clubs must register a minimum of three (3) competitive teams at different age groups, and all other competitive players who participate in the activities of the Organization, as those activities are defined by the Organization.

Registration

(d) No player may be registered on two US Club Soccer Member Clubs at the same time, other than as set forth in Policy Section 3 and Rule 301 herein. Member Club's players may be registered to another USSF member organization at the same time.

(e) Teams registering as tournament teams shall comply with Policy 7.03.

Rule 102. Player Registration Procedures

Clubs shall assign a registrar to be the primary person responsible for the registration process herein. The registrar may delegate the registration process to additional administrative staff. Member Clubs shall register their players with the Organization pursuant to the following procedures:

(a) Clubs shall register their players with the Organization on the online Club player form. Players may be registered to an entire Club as an open player, or on a team-by-team basis as competitive teams are formed for the year.

(b) A player shall be considered to be provisionally registered with a Club for the registration year when their parent or guardian has signed the paper player registration form and paid to the Club the US Club Soccer registration fee, and the Club has registered the player online.

(c) Within 10 days of completing the provisional registration, the Club shall complete the registration process by forwarding to the Organization the following player information:

--A copy of proof of date of birth (This need not be resubmitted by the same Club in successive years);

--A copy of the combined consent for medical treatment/player registration form.

--A check for the registration fee amounts due, unless such monies are already on deposit with the Organization.

(1) The consent for medical treatment/paper registration form shall be signed by the player's parent or guardian. In the case of forms submitted for the same player by two separate Clubs, the form first signed shall be recognized, unless Section 102(d) herein applies.

(2) Acceptable date of birth proof shall include: a birth certificate, a birth registration issued by the appropriate government agency, a passport, an alien registration card issued by the U.S. Government, a certificate issued by the INS attesting to age, a certification of a United States citizen born abroad issued by the appropriate government agency, or a current driver's license. Hospital, baptismal, or religious certificates shall not be accepted.

(d) If the registration process with the Organization is completed within fourteen (14) days of registering the player online, and the Club has requested a player pass, the player will be officially registered to that Club, and any other attempt to register the same player shall not be recognized. If not so completed, and another Club has completed the registration process for the same player, even with a player registration form signed at a later date, the Organization may, at its discretion, officially register the player with the second Club.

(e) As soon as practicable after all player information is received, the Organization will return the permanent official Club player pass to the Club, and the Club shall complete the pass as set forth in Rule 201(a)(1).

(f) If required by the Club, the Organization may issue temporary Club player passes as set forth in Rule 201 herein.

Registration

(g) *Additional players may be registered by a Club throughout the registration year by completing the online form, submitting the information in 101(c) above, and paying the annual player registration fee. Fees shall not be prorated for partial year registrations.*

(h) **International Player Clearances.** Any player who comes to the United States on or after 14 years of age shall receive an international clearance from the USSF. However, an international clearance is not required of a player who is 14, 15, or 16 years of age if the player and the player's parents sign a statement that the player has not signed a professional contract or received money from a professional team for playing soccer. Such statement shall be submitted with the player's paper registration form.

(i) For purposes of tracking scouting information for possible U.S. National Teams participation, US Club Soccer will track citizenship information on the online Club player roster.

(j) *Clubs may utilize their online Club player roster database to print copies of team rosters. For competition purposes, such printed copies are deemed official.*

Rule 103. Coach and Administrator Registration

USSF rules require the registration of all coaches and assistant coaches, and any Club administrators that may be present at competitions, including team managers, trainers, and Club officers, whether or not they are volunteers or paid staff. Such registrations shall occur in the same manner as players, on the online coaches/administrators registration form.

- (a) Coach and administrator fees shall be established annually by the Organization Board.
- (b) Coach and administrator passes shall be issued pursuant to Rule 201.
- (c) In addition to the online registration, a Club shall submit for all its coaches and administrators:
 - Risk management application;
 - Registration fees that are due.

Rule 104. Coach and Administrator Risk Management Policy

All Organization Members shall abide by the Organization's Risk Management Policy (Attachment A of the US Club Soccer Policies). Any coach or administrator who is required to register shall also comply with the registration provisions of this Policy.

Rule 201. Player, Coach, and Administrator Passes

(a) **Club Player Pass.** All players registered with a Member Clubs shall receive a Club player pass, which shall allow such player to play on any team in that Club at his/her age level or older, without limitations. That is, in any competition sanctioned by US Club Soccer, a Member Club's player may "play up" within his Club at any time. The team designation on the player pass shall not be considered. Rather, the official roster from the Club's online player roster shall be controlling. The US Club Soccer player pass shall be utilized for all competitions sanctioned pursuant to these Policies.

(1) When received from US Club Soccer, the Club shall have the player sign the back of the pass in the same manner as the registration form. The Club shall then affix the player's picture (1" x 1.5" maximum size) and shall have the pass laminated.

(2) The player pass shall expire on the 1st day of August. The pass shall be re-issued at the time of annual registration, or if a player changes Clubs within the registration year. Once a pass has expired, it may no longer be used. The Club shall destroy the pass, or forward it to the Organization if requested to do so.

Registration

(b) If a Member Club is participating in an event sanctioned by an entity other than US Club Soccer, the Club should ascertain what documentation in addition to the Club player pass and roster may need to be presented at the event.

(c) Temporary Club Player Pass. If required by the Club, once the registration list is received by the Organization, temporary Club player passes can be issued by the Organization until the permanent player pass is available. The temporary pass shall have an expiration date and may not be used after such date or after the permanent pass is received.

(d) Coach and Administrator Passes. Coach and Club Administrator passes shall be issued by US Club Soccer in the same manner as Club player passes.

Rule 301. Player Movements

The rules in this section do not apply to player movements after the end of the US Club Soccer registration year, prior to a player registering or re-registering with a Club. All mid-registration year releases shall be approved by the Organization.

(a) Mutual Release. A Club and its player may agree at any time to a release, irrespective of league roster freeze rules, by utilizing the mutual release form and complying with the procedures herein as if it were an involuntary release.

(b) Involuntary Player Release. Players may be released by their Club at any time, unless Club rules prohibit it by:

--The Club executing the paper player release form, providing a copy to the player, and sending the original to the Organization office;

--Completing the online release request;

-- Mailing the player pass to the Organization office on the next business day.

(c) Voluntary Player Release. Unless and until US Club Soccer adopts a rule regarding player-requested releases, each Club may establish its own rule. Any such voluntary release shall be processed utilizing both online request and paper release form, pursuant to subsection (b) above.

(d) New Club Registration. A player may register with another Club as soon as he has received his involuntary release form or otherwise executed a voluntary or mutual release form, by completing the player registration process with his new Club and paying the US Club Soccer annual registration fee. Such registration is subject to the Organization's approval of the original release. Annual registration fees shall not be pro-rated between Clubs. The Organization shall determine the actual release date should any disputes arise.

(1) The player is eligible to play for his new Club as soon as the registration process has been completed and the original release is approved by the Organization, but under no circumstances prior to the postmarked date on the mailing of his old player pass to the Organization office.

(e) Player Transfers Between Club Teams. There are no restrictions for transferring players from one Club team to another Club team at the same or older age group. The Club may choose to modify its online club player roster to reflect such transfers.

(f) Player Transfers Between Clubs. No players may be transferred between Clubs. Rather, the appropriate release and player registration forms shall be executed by the Clubs.

Registration

(g) Dual Player Registration. Players may not be registered to two (2) Member Clubs at the same time. Dual registrations are acceptable between a Member Club and an Alliance Club affiliate, or with an Academy affiliate with special permission from the Organization.

(h) Player Loans. In any competition, the loaning of US Club Soccer players between Member Clubs shall be determined by the competition rules. All competitions are encouraged to allow such loans to occur for the purposes of providing players with a meaningful playing opportunity.

(1) To accomplish such a loan, a player loan form must be executed by the Clubs and presented to the competition officials together with the team roster. The player shall use his regular US Club Soccer player pass. A copy of the loan form shall be faxed to the Organization office at least seventy-two (72) hours prior to the competition by the Club receiving the loaned player, and an approved form shall be faxed back by the Organization office.

Rule 401. General

(a) Falsification. The falsification or attempt to falsify records, documents, Club player passes, or any other official form or knowingly withholding or misusing a player pass, or utilizing an expired pass, shall be grounds for immediate suspension from membership in US Club Soccer, participation in its competitions, or other disciplinary action.

(b) Registration Fee Payment. Failure to pay the required registration fees in a timely manner may place a Club and all its players in bad standing, and cause suspension from participation in US Club Soccer competitions and events.

(c) Use of Ineligible Players. A team shall forfeit any game in which an unregistered or improperly registered player was placed on the game roster, whether or not he actually played. The Club and player are also subject to further disciplinary action.

(d) Official Rosters. The official US Club Soccer roster, printed from the online Club player roster, shall be accepted as an official roster for all US Club Soccer competitions, and is encouraged to be accepted for all other competitions.

(e) Professional Players. Any player who signs a letter of intent, retains a professional agent, or receives compensation for playing soccer, or violates any other National Collegiate Athletic Association (NCAA) amateur athlete restrictions shall be declared a professional player and may not further register or participate as a US Club Soccer Club youth player. Notwithstanding the foregoing, a youth player may otherwise play on the same team as a professional player.

(1) Unless this section applies, players shall not otherwise lose their youth eligibility if they play on an adult team.

Insurance

US Club Soccer Insurance Summary

Covered Persons

US Club Soccer provides the following insurance coverage for its registered member clubs, teams, academies, and leagues. Individuals covered: US Club Soccer staff, registered players, registered coaches and administrators, referees and volunteers of its members while participating in covered soccer activities**

**Note: coverage commences March 1, 2002 for covered persons.

Liability Insurance

- The US Club Soccer liability insurance plan provides a \$1,000,000 limit of liability per occurrence, with a policy aggregate limit of \$3,000,000. The policy provides coverage for Bodily Injury and Property Damage to spectators and participants arising out of sanctioned activities or the operations of US Club Soccer and its members. Note: The liability policy provides coverage only for travel on sanctioned activities of US Club Soccer.
- **Hired/Non-owned Auto Liability:** The liability policy provides non-ownership liability (Hired/Non-owned Auto Liability) only while an automobile is being used in the official business of the US Club Soccer. No liability coverage is provided to parents, coaches or volunteers while using any automobile to transport team members or volunteers to any practice, game or activity. The Hired/Non-owned Auto Liability coverage is excess over the driver's own automobile liability insurance and does not provide any coverage for physical damage or loss to the vehicle itself.
Therefore, Bollinger and US Club Soccer strongly advise that teams or leagues who are transporting participants make certain that the vehicle and the driver(s) are properly licensed and fully insured.

Liability Policy Limits:

Limit of Liability: \$1,000,000
Aggregate Limit of Liability: \$3,000,000
Products and Completed Operations \$1,000,000
Personal Injury/Advertising: \$1,000,000
Sexual Abuse Liability Aggregate: \$1,000,000
Hired/Non-Owned Auto (For Official Business): \$1,000,000
Fire Legal Liability: \$100,000
Medical Payments (to non-participants): \$5,000
Deductible: \$0

Accident Insurance

The US Club Soccer accident insurance plan includes the Covered Persons during sanctioned and supervised activities of US Club Soccer, such as tournaments, games and practices. In addition, group travel to and from a sanctioned activity is covered, provided the covered individuals are traveling with the soccer team or club, and are under the direct and immediate supervision of the team or club. Coverage applies outside the

United States if travel has been approved by US Club Soccer. Coverage applies within the United States without the issuance of travel approvals or permissions.

Accident Policy Limits:

Accident Medical Expense Benefit: \$100,000
Accidental Death/Dismemberment Benefit: \$10,000
Deductible per Injury: \$250
Benefit Period: 52 Weeks
This is a Full Excess Policy. The benefits are payable in excess of any other Health Care Plan, (as defined in the policy) regardless of any Coordination of Benefits provision

Insurance

contained in such Health Care Plan. The medical expenses must be incurred within 52 weeks (1 year) of the date of injury and be reported within 90 days of the date of injury. A deductible of \$250 will apply for each covered injury. Claims will be paid on a Usual and Customary basis.

The General Liability and Accident Plans are underwritten by **Markel Insurance Company**, "A" rated by A.M. Best's Rating Service.

Filing a Claim

To file an accident claim, link to www.Bollinger.com and choose "US Club Soccer" in the pull-down menu. Click on "Accident Claims Information."

Certificates of Insurance

US Club Soccer issues certificates of liability insurance on an as needed basis for participation in sanctioned US Club Soccer practices, games and tournaments. Please contact the US Club Soccer administrative office if you would need to request a certificate of insurance. Please allow 3 business days for processing.

You may contact our administrative office at 843-429-0006 or admin@usclubsoccer.org.

Review, Appeal, and Discipline

Complaint

A request for assistance. It is a request for a rules interpretation, a rule to be created because facts require it or a belief that a wrong has been done and requires correction.

All Complaints must:

1) Specifically refer to the Rule in the manual that is being violated. (Refer to Page No. and Item very specifically).

2) Should a Rule not exist to resolve your problem or wrong, then provide a simple statement on the problem form.

No complaint can result in the overturning of a game's result, although point forfeiture and other penalties may result from a complaint that has been upheld.

Types of RAD

The SYL has four (4) types of RAD. By playing in the SYL, your Team Management and players agree to utilize this process exclusively for the resolution of all disputes. Each type has its own progressive steps of review and final resolution. Each type and each step have very exacting requirements, both in format and timing. The party that misses or errs in format and/or does not adhere to time schedules loses a complaint, all rights to proceed and the decision, or in some cases the non-decision at the last step properly undertaken is final and binding.

The four (4) types of RAD are as follows:

1) A complaint about events that occur on the field of play during a game, pre-game or post game, affecting some component or outcome of the game.

A complaint may involve:

- a) players, field and/or bench including coaching and/or statistical or other persons supportive of the game itself.
- b) management, coaches, trainers and related personnel.
- c) fans, spectators or camera-media persons.

These complaints have a direct bearing on the game, future game, and/or games' outcome.

2) A complaint between your team management and another team management and/or players that is not about events upon the field or surrounding a game. These complaints are purely business and have no direct impact on a game's outcome

3). A complaint about the League, League office, officer, staff member and/or official of some type

Executive Committees in their official capacity (not as Team Owners, but as a League official.)

4). A complaint about a referee, linesman or related person.

There are no additional types of complaints and only if the League Executive Committees permit it, will any other complaint ever be permitted. permitted.

Filing a Complaint

The process for a Type 1, RAD Complaint is:

A complaint about events that occur on the field of play during a game, pre-game or post game, affecting some component or outcome of the game.

A complaint may involve:

- a) Players, field and/or bench including coaching and/or statistical or other person supportive of the game itself.

Review, Appeal, and Discipline

- b) Management, coaches, trainers and related personnel.
- c) Fans, spectators or camera-media persons.

These complaints have a direct bearing on the game, future game and/or games' outcome(s).

a) The complaint must be completed, reduced to writing, including a required proposed outcome within two (2) workdays of the event. A Friday game requires a complaint by Tuesday 5:00 PM, local team entity time. A Saturday or Sunday game would require a complaint (at the latest) also by Tuesday at 5:00 PM. All times are local as to the person required to make the submission. Early submission is requested.

b) The complaint must be accompanied by a Cashiers Check in the amount of \$100.00 to cover administrative cost for the complaint. This must be postmarked within two (2) workdays of the event.

c) The only extension of time will be for an event or events that are not discovered until later, in this case, 48 hours from discovery of the time when the event could or should have been discovered by you. This should be a very rare occurrence. An extension can be granted only in writing and only upon a detailed request to the League Office.

d) The complaint and other available documentation needs to be faxed prior to the deadline (5:00PM, as related in Item 1, above) to all of the following persons. Use the attached form, which can be supplemented as needed by additional sheets.

- 1). League Office
- 2). Party (Parties) and/or Team (Teams) complained of. In the case of the complaint about any team personnel service is to the fax machine of the employing Team.

e) A video, VHS format, of the game must accompany (follow) the fax, sent overnight to the League Office. Only if the complaint is pre-or post-game related and no video exists with no game tie-in will there not be a need to send a video. A video must accompany all other complaints. No complaint will be considered without the best possible video available.

f) The Team complained of will have 24 hours to communicate a position, written response and objections to the same parties reference in Item 3, above. A fax needs to go to the complaining party, of course, so they know the response.

g) The League Office will make a decision within seven (7) working days following receipt of the original complaint.

Note: This is a fast process. It needs to be because discipline, if warranted, must be immediate and impact the next game, if possible.

Should either party desire a continuance, one may be granted at the sole discretion of the Commissioner. A fax detailing the requested continuance, agreed-upon time frame, if possible, and clear reasons why adherence to the regular policy is not possible or not advisable, is required.

Nothing precludes the parties privately and/or at the direction of Commissioner from mutual attempts at resolution. Teleconferencing may be required, as may be beneficial.

h) If more than one Team entity, player, etc. is involved in the complaint or there are similar complaints, one representative shall be selected to represent the others and proceed on behalf of all of them, final binding and exclusive resolution of any and all complaints, regardless of form.

Failure to proceed at any level shall be treated as an acceptance of the written previous decision. Points from league standings may be deducted due to disciplinary decision.

Review, Appeal, and Discipline

The process for a Form 2, RAD Complaints is:

A complaint between your team management and another team management and/or players that is not about events upon the field or surrounding a game. These complaints are purely business and have no direct impact on a game's outcome.

- a) The complaint must be completed, reduced to writing, including a required proposed outcome within ten (10) days of the event, faxed not later than 5:00 PM on the 10th day. All times are local as to the person required to make the submission. Early submission is requested.
- b) The complaint must be accompanied by a Cashiers Check in the amount of \$100.00 to cover administrative cost for the complaint. This must be postmarked within two (2) workdays of the event.
- c) The only extension of time will be for an event or events that are not discovered until later, in this case ten (10) days from discovery or the time when the event could or should have been discovered by you. This should be a very rare occurrence. An extension can be granted only in writing and only upon a detailed request to the League Office.
- d) The complaint and other available documentation needs to be faxed prior to the deadline (5:00 PM, as related in Item 1, above) to all of the following persons. Use the attached form, which can be supplemented as needed by additional sheets:
 - 1). League Office
 - 2). Party (Parties) and/or Team (Teams) complained of. In the case of a complaint about any Team personnel service, is to the fax machine of the employing Team.
- e) A video, VHS format, of the game must accompany (follow) the fax, sent overnight to the League Office. Only if the complaint is pre- or post- game-related and no video exists with no game tie-in will there not be a need to send a video. A video must accompany all complaints unless such an inclusion is ridiculous, based upon the complaint.

No complaint will be considered without the best possible video available, if applicable.

The video is sent directly to the League Office.
- f) The Team complained of (Respondent) will have 72 hours to communicate a position, written response and objections to the same parties referenced in Item 3, above. The fourth fax needs to go to the complaining party, of course, so they know the response.
- g) The League Office will either: refer the complaint to a RAD committee who shall render a decision within seven (7) days of consideration of evidence or make a decision within seven (7) working days following receipt of the original complaint.**

Note: This is a deliberate process. It needs to be because discipline, if warranted, must be immediate and impact appropriate.

- h) If more than one Team entity player, etc. is involved in the complaint or there are similar complaints, one representative shall be selected to represent the others and proceed on behalf of all of them.

The process for a Form 3, RAD Complaint is:

A complaint about the League Office (Note- all complaints regarding actions or inaction on the part of League Officers, employees, staff members and Owners Committee members acting in their official capacity as league officials are to be brought as complaints against the League Office).

Note: A complaint or discipline against a Team and/or other party originated by the Commissioner or League falls into this category as well.

Review, Appeal, and Discipline

a) The complaint must be completed, reduced to writing, including a required proposed outcome within two (2) workdays of the event. A Friday game requires a complaint by Tuesday 5:00 PM, local Team entity time. A Saturday or Sunday game would require a complaint (at the latest) also by Tuesday at 5:00 PM. All times are local as to the person required to make the submission. Early submission is requested.

b) The complaint must be accompanied by a Cashiers Check in the amount of \$100.00 to cover administrative cost for the complaint. This must be postmarked within two (2) workdays of the event.

c) The only extension of time will be for an event or events that are not discovered until later, in this case, 48 hours from discovery or the time when the event could or should have been discovered by you. This should be a very rare occurrence. An extension can be granted only in writing and only upon a detailed request to the Commissioner.

d) The complaint and other available documentation needs to be faxed prior to the deadline (5:00 PM, as related in Item 1, above) to all of the following persons. Use the attached form, which can be supplemented as needed by additional sheets.

- 1). League Office
- 2). Party (Parties) complained of.

e) The person complained of will have 7 days to communicate a position, written response and objections to the same parties referenced in Item 3, above.

f) The League Office will make a decision within seven (7) working days following receipt of the original complaint.

Note: This is a fast process. It needs to be because discipline, if warranted, must be immediate and impact the next game, if possible.

Should either party desire a continuance, one may be granted at the sole discretion of the Commissioner. A fax detailing the requested continuance, agreed-upon time frame, if possible, and clear reasons why adherence to the regular policy is not possible or not advisable, is required.

Nothing precludes the parties privately and/or at the direction of Commissioner from mutual attempts at resolution. Teleconferencing may be required, as may be beneficial.

g) If the complaint has not been satisfactorily settled with the Commissioners answer, the Complainant and/or Respondent has up to a maximum of seven (7) days to request a final determination by a SYL Arbitration panel chosen from a list of disinterested SYL owners and general managers within the particular league of the complainant agreed upon by the parties. A request for arbitration shall be accompanied by a cashier's check in the amount of \$200.00.

The process for a Form 4, RAD Complaints is:

A complaint about a referee, linesman, or related person.

a). The complaint must be completed, reduced to writing, including a required proposed outcome within two (2) workdays of the event. A Friday game requires a complaint by Tuesday 5:00 PM, local Team entity time. A Saturday or Sunday game would require a complaint (at the latest) also by Tuesday at 5:00 PM. All times are local as to the person required to make the submission. Early submission is requested.

b). the complaint must be accompanied by a Cashiers Check in the amount of \$100.00 to cover administrative cost for the complaint. This must be postmarked within two (2) workdays of the event.

Review, Appeal, and Discipline

c). The only extension of time will be for an event or events that are not discovered until later, in this case, 48 hours from discovery or the time when the event could or should have been discovered by you. This should be a very rare occurrence. An extension can be granted only in writing and only upon a detailed request to the League Office.

d). The complaint and other available documentation needs to be faxed prior to the deadline (5:00 PM, as related in Item 1, above) to all of the following persons. Use the attached form, which can be supplemented as needed by additional sheets.

1). League Office

e). A video, VHS format, of the game must accompany (follow) the fax, sent overnight to the League Office. A video must accompany all complaints.

No complaint will be considered without the best possible video available.

f). The League Office will either: refer the complaint to a RAD committee who shall render a decision within seven (7) days of consideration of evidence or make a decision within seven (7) working days following receipt of the original complaint.

Note: This is a fast process. It needs to be because discipline, if warranted, must be immediate and impact the next game, if possible.

Should either party desire a continuance, one may be granted at the sole discretion of the Commissioner. A fax detailing the requested continuance, agreed-upon time frame, if possible, and clear reasons why adherence to the regular policy is not possible or not advisable, is required.

Nothing precludes the parties privately and/or at the direction of Commissioner from mutual attempts at resolution. Teleconferencing may be required, as may be beneficial.

RAD Panel

The League Office shall have the authority to convene a three person RAD panel from the pool of owners and general managers of disinterested SYL/A-League teams to hear Form 2 or Form 4 complaints when it deems referral to be in the best interests of the league.

Review, Appeal, and Discipline

Multi-Use Form For all Complaints

Person or Team making Complaint: _____

Date Written: _____

Date of Complaint-Events: _____ (If more than one event date, explain in fact narrative)

Specifically state the Rule Page/Number violated and describe violation:

Is a video of the event available? _____

Fact Narrative

Explain the nature of your Complaint:

(Remember, explain who, what, why, when, where, and how. Use additional sheet, if necessary.)

Your proposed outcome/resolution, be specific and complete. No Complaint will be considered without a proposed resolution:

Submitted by _____

Signed by Team Management

Print Name

Team Name: _____

\$100 Cashier's Check must accompany this form.

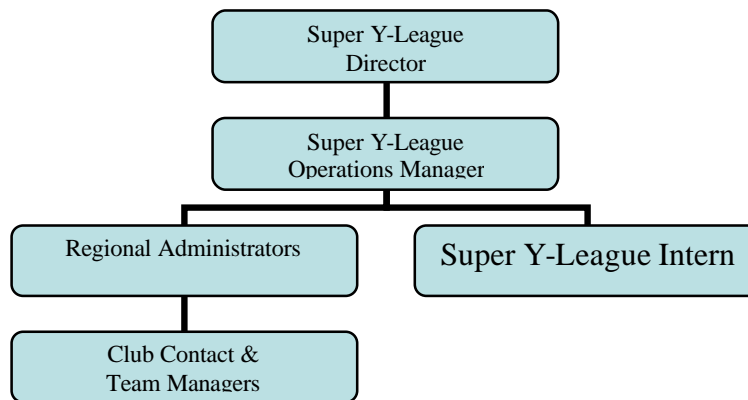
Regional Administrator

In order to better manage the expanding regions of SYL, we have introduced the Regional Administrators (RA). The Regional Administrators will be the main contact for all of clubs to coordinate with the national league office. The RA will be able to field most in-season problems that arise. The RA will give the clubs someone “close” to their situation to help the season run smooth. The RA will be responsible for the following:

The first point of information should be the web site. www.superyleague.com should be used for schedules, scores, standings, field directions, player profiles, team contact information and PR material. Anything and everything for season information should be posted on the site. If there are changes, updates, or discrepancies in any of these areas they should be reported to and handled by the RA. If there is a situation that cannot be handled by the RA or a decision that fall outside their jurisdiction then the club or RA would contact the SYL Operations Manager.

All league discipline will be handled in the league office.

Super Y-League Reporting Structure



1) Schedule Changes

Once the schedule is posted on the website, it becomes the official schedule of the league. All schedule changes will be handled by the Regional Administrator. The proper procedure for game changes must be followed by the club before contacting the Regional Administrator. The Regional Administrator will also review any “emergency” game changes. Any questionable changes should be directed to the SYL Operations Manager.

(Rule 210; see Rules section of Operations Manual)

Scheduling Changes

All schedule changes after the matches have been scheduled at the Regional Meetings need to be approved by the league office. A “Game Change Approval Form” must be completed before any changes are made. No team may make any changes to the schedule without completion of the form and approval of the League Office. No team shall make any schedule changes within 21 days of the match.

Twenty Dollars (\$20.00) will be charged to the team making the request for a game change. If a game change is made within the twenty-one day period an additional twenty dollars (\$20.00) will be charged to the team making the request. Once the “Game Change Approval Form” is received with all proper signatures the request will be processed. Failure to comply with this form may result in penalties.

Regional Administrator

The Game Change Approval Form may be emailed, faxed or mailed to the Regional Administrator. Once a change has been made by the Regional Administrator, the Regional Administrator will notify each team, the club contact and the referee assignor.

2) Score Reporting

Score sheets

The score sheets are a significant part of the league format. ALL score sheets must be accounted for.

- A) At the conclusion of each game in a region, the home team coach or manager will call in the game score to the score line where the RA will retrieve the scores. All score sheets will be mailed or faxed to the Regional Administrator to be logged on the website.
- B) The RA will make sure that all game score sheets are accounted for and accurate. All league statistics will be taken from the score sheets. The RA will track all score sheets and assure that they are being properly filled out in their region.

3) Referee Assignors

- a. The RA will have weekly contact with the referee assignors in their region to assure that all the upcoming games are covered. They will also discuss any policy updates.
- b. After the game change forms have been approved the RA will notify the referee assignor of the change and update the website

4) Monitoring League Minimum Standards

The Super Y-League's Minimum Standards is an area that sets us apart from other leagues in the country. SYL is working to professionalize the quality of the facilities and the way the games are treated. We are looking to make SYL more like Saturday night soccer than Sunday afternoon soccer. These standards should be recorded so that we can observe the clubs that our following the league's mission and understand where SYL is going.

- a. The RA will observe and report on the minimum standards of the clubs in their region.

Compliance with Minimum Standards

Teams are required to comply with the defined minimum standards. The League Director shall have the power to penalize clubs, individual club members or officers for non-compliance of minimum standards, with penalties consisting of warnings, loss of points and temporary or permanent suspension from soccer activities.

The league office regularly monitors compliance. In addition, teams are encouraged to report situations / teams to the SYL league office which, on the surface, appear to be in non-compliance with minimum standards. Reporting non-compliance on the part of other teams should not be viewed as a negative but rather as a positive attempt to maintain consistent league-wide standards that ensure professionalism and fairness, both on and off the field.

While all teams are required to adhere to minimum standards, some teams, because of extenuating circumstances, may have been given exemptions, approved in advance, to some minimum standards.

Media

The Public Relations Manual for the SYL has been produced to provide guidance and assistance to all teams in the SYL system. This manual summarizes the responsibilities and duties of those who serve as public relations contacts for teams affiliated with SYL.

Having a successful community-based team is much more than wins and losses. How well your city embraces your team -- regardless of its record on the field -- affects attendance, sponsorships and, ultimately, your organization's bottom line.

Many tools are at your disposal to help you stay in contact with the general public. One of the least expensive and most effective ways to do this is to utilize the media: newspapers, internet, television and radio. Taking advantage of opportunities with the news media starts with your ability to deliver your news to the media outlets in a consistent and professional way. This is especially true with soccer, a sport that is not readily accepted by mainstream sportswriters and editors. If they have to work too hard to get news of your team, it might not ever make the paper.

The most important thing to remember is that if you have questions or need advice please call or e-mail us. We are here to help you.

SOUNDBITES OF PR ADVICE

- Know what kind of stories fit in a particular newspaper and which stories will never have a chance to make it. For example, does your newspaper have room for feature stories, or is hard news your only chance for coverage?
- What do media want the most? Our experience tells us the media want compelling stories -- especially those with some interesting twists. With soccer, many times your best opportunity for placing a story is not soccer itself, but an activity off the field, which makes for an interesting feature that can run in a part of the newspaper other than sports.
- Make the media's job as easy as possible. Above all, success in dealing with the media depends on you. Do everything in your power to make their job easier so that the media know they can rely on your help, chances are you'll be able to get that desired coverage or place that big story.

NEWS RELEASES – The Most Important Tool in Dispersing Info

Press releases are a good starting point for building media interest in your team and studies have shown that nearly 60 percent of the editorial content of two of the nation's most respected newspapers, the New York Times and the Washington Post, were generated by news releases and other public relations efforts.

Do's Checklist

1. Put yourself in a reporter's role. What facts would you want for a story?
2. Write a news release only when you have something important to announce.
3. Write a headline that is to the point. (One line – two maximum)
4. Write your release in the "inverted pyramid" style, with the most important facts at the beginning to the least important in descending order.
5. Try to anticipate most of the questions the media would ask about your announcement.
6. Attribute the announcement to an official source (i.e., GM or Owner) other than yourself
7. Triple-check all the facts and other information for accuracy.
8. Include a release date, a contact name, phone number and e-mail address.
9. Edit your final draft so it's free of spelling and grammatical errors.
10. Release news only after you have obtained all the necessary approvals.
11. Issue the release on professional looking company letterhead with team logo and address.

Don'ts Checklist

1. Do not underline quotes. To draw attention to quotes, set them off in their own paragraph.
2. Do not use overblown headlines. Two lines is standard, either with a two-line headline or a headline with a sub-head. Four lines is too much.

Media

3. Editorialize or sensationalize, that's the reporter's job. In other words, don't write the story for them. Promoting or "pumping up" your team is to be expected, but a release should simply present the facts in an interesting way.
4. Criticize referees or league management. This reflects on your club negatively

News Release Terms

Disclosure: As your team's public relations director, you will often be privy to information that may never be disclosed. Make sure to ask what should not be publicized. A news release must be a complete story, because some publications may run it in its entirety.

Contact Info: Include information on whom to contact (usually the public relations director) and a phone number and e-mail address, so you can be reached if the media has questions or needs more details than your news release provides.

Dateline: Include the date the release was issued (and a date indicating when the information may be made public, if the dates differ). If the dates coincide, you may type: FOR IMMEDIATE RELEASE somewhere above the body of the release. A dateline (i.e., "TAMPA, Fla. (Nov. 13, 2001)--"), which tells the reader where and when the information is being generated, should open all releases.

Headlines: Unless the headline is obvious, you may want to write the news release first, then add the headline to the top. Remember to keep it succinct and to the point. It should grab the attention of the media without having to sensationalize. Cuteness and puns are not always appropriate and can often be confusing.

Quotes: Quotations should be used in most releases for a variety of reasons: 1) to lend authority to a statement you make or facts you submit in your release; 2) to add opinion to an announcement; and 3) to gain insight from an individual speaker. Some officials give their public relations directors authority to make up quotes for them. If you do, make sure all quotes are approved before sending out the final draft.

Style/Grammar: Grammatical mistakes can have the same negative effect on your appearance as factual ones. There are a number of stylebooks on the market, but since your news releases are most often directed at the media, we recommend the Associated Press Stylebook, which is available in major bookstores. Consistency in format and grammatical style will enhance your professional credibility and help you avoid the many pitfalls inherent in the English language. You may wish to develop and regularly update your own style sheet, so someone working in your absence will have a guideline and not stray from the norm.

Distribution: Each SYL team is required to fax or e-mail all news releases to the league office. If it's big news, we can send it out via fax and e-mail to our extensive national media list for wider readership. On the local level, find out if your media prefer receiving releases via fax or e-mail and compile a complete list for each for quick reference.

CONTENT: GET TO THE POINT.

Members of the media do not want to read a whole page or more to find out what your news is. Give them the basic news story in the first paragraph. If they want more they will read on. The most important details should come first with the least important last. In the first or "lead" paragraph, address the "five Ws" - who, what, where, when and why; ("how" is often called the sixth W) of the announcement. The reader should be able to get all of the basics by simply reading the opening paragraph.

LEAD PARAGRAPH CONTENT

POST-GAME

Opponent
Score
Outstanding
Individual performance
Attendance

PRE-GAME

Where & when
Opponent
Both teams' records
Key past meetings

GENERAL

What Happened
Who was involved
When did it happen

Media

Internet Operations

E-Mail

It is mandatory that every team have an e-mail address that is checked daily and can be used to send press releases. Media receive hundreds to thousands of faxes per day. E-Mail allows you to be certain that your release actually gets to the specific person covering your team and allows you to establish a web presence.

Website

A team website is the ultimate in media and fan service. Being graphically pleasing to the eye is good, but it is by far not the most important aspect of a website. The following items and features should be present on your site:

- Contact Info – address, phone, fax and e-mail
- Schedule with promotions (and scores as season rolls on)
- Link to SYL Website
- Ticket Prices
- News / Press Release Archive
- Statistics / Stats Archive from past years/postseasons
- Player bios
- Stadium information - Directions
- Link to www.us-soccer.com
- Photos
- Merchandise info (pictures & prices with a mailing address)

Your website can be a fantastic source for updated team information for the media, who need to look something up quickly, or for the team's fans. Fans are more likely to become involved if they are up to date on team news and details.

Submitting Changes to the SYL Website

The internet is the number one source of information for soccer. Our intent is to provide as much information as possible accurately on our website. The details about teams change and we will gladly change them for you. Please remember that there are often numerous projects or changes on a waiting list for the website, so please be patient. We will make the changes as soon as possible.

Submit the Change in Writing

Send an e-mail to kevin.mcGovern@usisl.com clearly stating what should be changed or print out the page in question and write in your changes and fax it to the League Office attn: PR Dept. (813) 963-3807. Faxes are not always high quality, so if you think we may have difficulty reading your changes, please attach a memo describing them.

Statistics

In order to get maximum coverage from media outlets, you should update team and player statistics the day after each game and make copies available. All key statistics (goals, assists, cautions, ejections, and goalkeeper information) should be generated from the official game score sheets.

At a minimum, player statistics should include games played, goals, assists, points scored, and minutes, goals allowed and goals-against average for 'keepers, but you can expand your statistical report as you see fit. While the league keeps official statistics for all the leagues, each team should keep its own statistics to compare against those produced by the Communications Department to ensure accuracy.

You may want to ask your media outlets for their requirements, because different outlets will go into more depth than others. Set up the statistics in a table that is easy to read, preferably using a computer spreadsheet application.

Assists: An assist is simply defined as any pass that directly leads to a goal. The key here is the word "directly." The pass must lead directly to a shot that results in a goal. An assist is not given following a

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pass where a player dribbles on his own to elude several defenders before scoring. [Note: Unlike Major League Soccer, the SYL does not recognize double assists and will not include them in official league statistics.]

Scorekeeper: Since most of the important statistics come from the game day score sheet, it is important that the following guidelines are followed:

- Select a competent scorekeeper whose sole responsibility on the day of the game is to complete the media report.
- The scorekeeper should also have a firm grasp for the rules of the game.
- The team scorekeeper must print clearly and legibly.
- The scorekeeper should use a copy of a score sheet for tallies during the game and fill out the official carbon version of the score sheet after the game is over that includes real numbers.
- The official scorer should have a "spotter" who acts as another pair of eyes and consults with the scorer on marginal calls.
- When in doubt, the team coaches should be consulted

Final Check: Check the final score sheet thoroughly and fill in any missing information before you fax it to the League Office. Doing so saves everyone time and aggravation.

Calculating Goals-Against Average: One of the easiest but most unfamiliar statistics to calculate is goals-against average. It's a simple formula and it has nothing to do with the number of games, but is a function of actual minutes played in goal:

$$\frac{\text{Goals Allowed} \times 90}{\text{Minutes Played}}$$

Here's an example: John Swallen has allowed 29 goals in 2,397 minutes, so we calculate his GAA as $29 \times 90 = 2,610 \div 2,397 = 1.09$. (Round off the answer to two figures to the right of the decimal.)

SYL Media Guide

The SYL Media Guide is invaluable as a public relations tool, but it can also serve your marketing, advertising, operations and other departments. All media outlets, large and small, print, TV and radio, should get a copy. Hand it to them in person, if at all possible. Usually, these people are anticipating the book anyway.

In addition to distributing the media guide to media, think of anyone else who might want or need a copy. Existing sponsors will want to see the national scope of the league and will react positively when they see its place in the larger picture. Meanwhile, potential sponsors will see the professionalism the book exudes and could be swayed by it.

Friends, supporters and VIPs could be thanked for their efforts by receiving a complimentary copy. Failing all else, you could designate some copies for sale to fans, or offer a free media guide as a prize for fans at games. Even if someone uses the book once, it has served them well. And always remember--undistributed media guides do no good.

Media Guide Requirements

The single most important public relations tool that the league office provides to member teams is the annual Media Guide. But we cannot put together a book with information on over 100 teams without the timely assistance of each and every one of the teams.

Media

Services

Stat Changes: All statistical changes must come directly from the home team. If the visiting team notices an error in the official score sheet, they must contact the home team and settle the matter. The home team is then responsible for faxing or e-mailing a memo stating the statistical change to the SYL Communications Department and the visiting team. It is important that the home team sends a copy of the memo to both places out of courtesy to the visiting team and so the change can be made promptly.

Web Site

We are currently building a new website. Our new site will have many added features including:

Player Profiles

Team pages

Statistics (goal scorers, assists, goals against)

Player evaluations (for ODP)

And more!

We will send you the information for this section when the site arrives.