



# Team Handbook

A concise supplement to accepted policies

- **Fall 2018** -

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District Chairman, State Assoc. Vice President

## **Scott Shakley**

District Registrar

## **John Hester**

District Referee Administrator

## **Rich Zimmerman**

District League Commissioner

## **Karen Puskas**

District Treasurer / League Administrator

***[www.nwdteams.com](http://www.nwdteams.com) (District) [www.cjsa.net](http://www.cjsa.net) (state)***

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## CONCUSSION AWARENESS

Effective January 1, 2016 all CJSA clubs are required to “make available a written or electronic statement regarding concussions to each youth athlete and a parent or legal guardian of each youth athlete participating in the youth athletic activity. Such written or electronic statement shall be made available upon registration of each youth athlete and shall be consistent with the most recent information provided by the National Centers for Disease Control and Prevention regarding concussions.”<sup>1</sup>

To comply with the law, and to provide consistent guidelines for all CJSA clubs, CJSA has developed a two (2) page concussion awareness document that is available under the administrative documents tab on the district website ([www.nwdteams.com](http://www.nwdteams.com)) The document is based on the Center for Disease Control (“CDC”) Heads Up Concussion parent and athlete guidelines. **Each club in the district is required to make these documents available to parents and players upon registration.** Please check with your club administrators on how this distribution is handled and complied with by law.

The document must be made available to the player and parent at the time of registration. How a club elects to make the material available is up to the individual club. Clubs could elect to:

1. Incorporate the guidelines into the club’s online registration system
2. Hand the guidelines out to each player when registering
3. Mail the guidelines to each player

CJSA also recommends posting the guidelines on the club’s website and sending it out in the club’s newsletter if applicable. It is highly important that you as a coach understand how to handle head injuries during your season. Please educate yourself by reading the document as well so you may recognize a serious head injury/concussion when it happens and you are prepared to know what to do.

## **PROLOGUE**

This booklet is intended to supplement the CJSA Handbook and Policies Manual as well as The Northwest District Constitution and By-Laws. These publications are available on the CJSA website ([www.cjsa.net](http://www.cjsa.net)) and the Northwest District website ([www.nwdteams.com](http://www.nwdteams.com)), and it is strongly recommended every travel coach be familiar with exact verbiage contained in these publications.

By virtue of inclusion herein; rules, regulations, policies etc. that are cited have either been adopted into by-law through a majority vote of the entire district board of directors, or in the case of procedure or policy, have been adopted through a majority vote of the executive committee as prescribed by §NW3200.

This book is organized into brief sections with bulleted points relating to the topic mentioned. Wherever possible, the applicable section of the district by-law is referenced in the format: §NWXXXX. A state by-law may be similarly referenced in this fashion: §CJSAXXXX. It is important to remember, this district legislates and administers its own policies directly related to competition within the district provided said policy enacted is not in direct contradiction to accepted state or national policy and does not violate state or federal law. In the absence of specifically addressing a given situation, state association policy shall assume jurisdiction immediately followed by The State of Connecticut General Statutes. This includes but is not limited to Classic and Recreational boys and girls inter (between) club, intra (within) district competition. District meetings are published and open to any member. You are encouraged to attend and become part of the process. You and your clubs have the right to enact, change, or modify district policy. GET INVOLVED!

This district has been around for over 30 years. It is here for the benefit of everyone no matter of gender, playing ability, who you may know or what you may have done in the past. Decisions

handed down by the executives of this district are sometimes not easy but are always carefully considered with fairness and consistency in mind.

Throughout this book, these symbols will be displayed. Pay particular attention to what they mean and the consequences they could have.



**ATTENTION!** This symbol will indicate a piece of information that is beneficial in helping your season run smoothly.



**WARNING!** This symbol will indicate information that if not followed or adhered to, may result in disciplinary action against a coach and/or a club.



**DANGER!** This symbol will indicate a policy or by-law that, if not followed or adhered to, will result in disciplinary action against a coach and/or a club and/or monetary fines and elimination of offending team from league standings.

No one at the district level wants to see a team disqualified or stripped of a title. Success in this district can be partly attributed to consistency and fairness. Rules must be enacted and enforced to maintain order and avoid chaos. The worst scenario any organization can find itself in is one where favors are granted or rules bent for the loudest or most threatening of members. No executive of this district does what they do to be unfair to kids or to stop kids from playing soccer. It is always a remiss coach, disorganized administrator or misinformed club that results in less than favorable outcomes to a situation. Membership in our organization is a privilege, not a right, and this is something we take very seriously.

## **BEFORE YOU GET STARTED**



These are some helpful items to have before you even start your season:

- First Aid Kit with plenty of ice packs – VERY IMPORTANT
- Schedule of practices and games with field directions
- Player Passes (explained later)
- Multiple copies of certified roster (explained later)
- Medical Release Forms (usually part of registration form)
- Have appropriate coaching license (§NW5002)
- Communication person for your team
- Extra balls, cones, pinnies, flags etc.
- Have a working knowledge of the game and its rules
- Have a working knowledge of district rules and policies
- Know the resources of your club and the district
- Cell phone or other means of communicating an emergency
- HAVE FUN AND ENJOY THE GAME!

## **TEAM SAFETY**

CJSA has established a risk management program to communicate to its members, clubs and districts methods of minimizing risk to CJSA players, coaches, administrators and other volunteers. The purpose of these policies is to provide a safe and healthy environment for the members of CJSA. Risk Management involves many different aspects of the game of soccer, from equipment, to field and goal conditions, to child abuse and safety issues. CJSA is committed to make every attempt to control risk exposure.

The following Risk Management policies and procedures apply to coaches, assistant coaches, trainers, administrators (including paid employees of CJSA and its affiliates), other volunteers (team helpers, team managers) and referees.

## RISK MANAGEMENT POLICY

It is the intent of CJSA to deny any person who has been convicted of a crime of violence or a crime against a person, or a felony involving the welfare of a child, the opportunity to be involved in any capacity (such as a coach, volunteer, player, administrator, employee or referee) with CJSA youth soccer players.

It is the intent of CJSA to suspend immediately any person who has become involved as a defendant in litigation detrimental to the welfare of any child or litigation based on activity detrimental to the welfare of any child until the completion of the litigation.

## RISK MANAGEMENT PROCEDURE

Volunteers/Staff must complete an Employee/Volunteer Disclosure Form upon initial appointment and every three years afterwards. The form is available from the Club and on the CJSA website ([www.cjsa.net](http://www.cjsa.net)). Individuals will be permitted to begin participation pending completion of a satisfactory background check by CJSA. The disclosure statement must be updated any time the information supplied as to criminal history becomes inaccurate or incomplete in any respect.



Failure to complete the Employee/Volunteer Disclosure Form, or failure to update said form in a timely manner, shall **disqualify** the individual from participating in any CJSA activity and any activity of a CJSA member organization.

Please help your club ensure compliance with this mandate.



## FIELD SAFETY

When on the field, check the following:

- Ensure proper anchoring of goals
- Check for holes, grates or other unsafe field conditions
- Listen and observe close lightning or dangerous wind
- Use your common sense!

If you arrive at the field and are presented with any of these situations, first discuss it with the opposing coach. Many times, simple remedies can be attained such as sandbags for goals or mats to cover an exposed sprinkler head. If you are still uncomfortable, approach the referee. **He is the one with the final say as to safety issues.** If the game is not played, contact your club president and the League Commissioner immediately (see Protest section, page 24, for more details).

## LEAGUES

### CLASSIC LEAGUES

#### Classic League Structure & Rules

The Northwest District maintains two distinct Classic travel leagues in the fall and spring. Remember, the seasonal year is a complete fall and spring which commences September 1<sup>st</sup> and ends August 31<sup>st</sup>. Winter training and leagues are also considered part of the seasonal year.

- **Classic Boys:** A league of boys or mixed teams who were rostered and may or may not have been chosen by ability, ranking or some other method of assessment.
- **Classic Girls:** A league of only girls teams who were rostered and may or may not have been chosen by ability, ranking or some other method of assessment.

When possible, each age group in the Girls and Boys Classic Leagues will have at two brackets:

- A Bracket: This bracket is for the most competitive teams.
- B Bracket: This bracket is for moderately competitive teams.

There can be more than one league per bracket as circumstances dictate.

The table below lists the game format, roster restrictions, minimum playing time, days of the week games are scheduled, and maximum goal differential allowed for each bracket.

	A Bracket			B Bracket			U16-U19
	U9/10	U11/U12	U13-U15	U9/10	U11/U12	U13-U15	
<b>Game format</b>	7 v 7	9 v 9	11v11	7 v 7	9 v 9	11v11	8 v 8 up to 11 v 11
<b>Maximum roster size</b>	25*- 14 game day	16	25	25*- 14 game day	16	25	25
<b>Minimum # of single rostered players</b>	0	0	11	7	9	11	8
<b>Maximum # of double/multi rostered players</b>	No limit	No limit	No limit	No limit	No limit	No limit	No limit
<b>Standings kept, Championships awarded</b>	No	Yes	Yes	No	Yes	Yes	Yes
<b>Minimum playing time</b>	Equal	None		Equal			None
<b>Game day</b>	Sundays			Saturdays			Sun
<b>Maximum goal differential</b>	6	None		6			None

\* The NWD is changing the roster size for the U9/10 brackets to the RECPLUS level of 25. To accommodate this, any club that needs to more than 12 players, you must change the “LEVEL” defined on the roster from “COMP” to “RECPLUS”. The RECPLUS level definition will allow the

submission of rosters up to 25 players. If you do not need the added roster size, please continue to use the "COMP" level. Notwithstanding the number of players on the roster, no more than 14 players will be allowed to participate in a specific game.

The following bullets apply to the preceding table:

- "Minimum number of single rostered players" means that these players can only be on one roster. They can NOT double roster on any other NWD Competitive team.
- Double rostered players are within a club. Multi rostered players are between clubs (Premier and Classic). "Maximum number of double/multi rostered players" means that the combination of double and multi rostered players shall not exceed the maximum number. There is no limit on the number of double or multi rostered players.
- See page 14 for additional roster limits.
- For U11 and up, standings will be kept and posted on the district website ([www.nwdteams.com](http://www.nwdteams.com)) and champions will be declared. The district will provide league championship trophies each fall and spring season. Fall season champions will be invited to the Northwest District Banquet held each January. The U9/10 leagues are not results oriented. As a result, no champions will be declared
- Equal playing time means that all players are to play the same amount of time of each game except in the event of illness, injury, or discipline.



- Exceeding the maximum 6 goal differential in the B League will result in a **forfeit, fines, and loss of standings.** (Loss of standings does not apply to U9/10.) For

combined A/B leagues, the maximum 6 goal differential shall apply for all games involving a B league team, but shall not apply when two A league teams play.

- For combined A/B leagues: Game day will be Sunday for all games involving A teams and Saturday for all games involving only B teams.

### Promotion & Relegation

Classic teams will be promoted/relegated each season in accordance with the following guidelines:

- The winner of a league will automatically be promoted to the next higher bracket if:
  - ♦ The team wins the league the prior season, or
  - ♦ The Commissioner and District Chairman deem that the team dominated the League.
  - ♦ This will be done even if it means playing in the A League.
- The last finish team in a league will automatically be relegated to the next lower bracket if:
  - ♦ The team finishes last in the league the prior season, or
  - ♦ The Commissioner and District Chairman deem that the team was not competitive in most league games.

### Seasonal Team Commitments

Seasonal commitments are submitted each season through [www.nwdteams.com](http://www.nwdteams.com). When Clubs input team commitments each season they should designate which bracket they feel the team should be assigned to. Clubs should also identify whether it team is "Returning" or "New". In general, returning teams should play in the same bracket unless they have been relegated or promoted. New teams (or those which have had a substantial change in their

roster affecting their competitiveness) will generally be assigned based on Club preferences as indicated in the Seasonal Team Commitments. For the fall season, the U9 brackets will be formed based on Club preferences as indicated in the Seasonal Team Commitments. It may be required to combine age brackets, particularly for U12 and up.

Individual teams wishing to play up in the next age bracket can make the request using the Commitment Form. It must be determined by the Commissioner, in conjunction with the District Chairman, that it is in the best interest of all teams affected. In addition, teams may be placed in leagues in the next age bracket or a combined age bracket if there are an insufficient number of teams to form a league at their age bracket.

League assignments are reviewed with all Clubs at the Northwest District Meeting just prior the start of each season. The Commissioner, in conjunction with the District Chairman, have the final say as to competition assignment of any given team.



- Teams added to team commitments after the deadline but before leagues assignments are finalized at the Northwest District Meeting will be charged a **\$75 late fee per team.**
- Teams dropped after the deadline but before the league assignments are finalized will result in ***loss of regular and late league fees.***
- Teams dropped after leagues are finalized will result in a ***loss of performance bond (\$100) and a fine of \$50 for each game not played.***

### RECREATIONAL PLUS LEAGUES

Clubs within the district also run Recreational Plus Leagues. These are travel leagues for Recreational teams where the players are not chosen by ability, ranking, special invitation, or any method of assessment. It is up to each Club to contact other NWD Clubs and set up Recreational Plus leagues and schedules.

**Premier players are not allowed to play in Recreational Plus leagues.**

**COMMISSIONERS**

There will be at least one Classic League Commissioner. The Commissioner(s) are listed on the front of this book as well as on the district website. The Commissioner's job includes but is not limited to:

- Assigning teams to leagues/brackets
- Administer the formation and conduct of the league
- Formulate seasonal schedule
- Maintain performance data and team standings
- Mediate disputes related to games played or not played due to weather or other conditions.
- Mediate disputes between clubs related to other league issues.
- Assist in scheduling make-up games (as necessary)
- Declare forfeits
- Assess league related fines and penalties
- DECISIONS OF COMMISSOINERS ARE FINAL! (§NW2300)

Although the decision of the commissioner is final, the District Chairman may appoint an independent arbiter to investigate a controversial ruling by a commissioner. If the arbiter finds significant cause illustrating the fact procedure was not followed or some other evidence presented, it may then be presented to the general membership for consideration, which would necessitate a 2/3 majority vote of board members present. League commissioners will oversee approximately 500-600 games in a season. When communicating issues, please remember this and allow ample time for a resolution. Remember, it is not the commissioner's job to chase coaches for game data.

## **SEASONS & PROGRAMS**

The Northwest District is active two seasons of the year, operating in the following time frame:

- **Fall Season** – Classic and Recreational Plus, boys and girls Commences 1st weekend in September thru mid-November
- **Spring Season** – Classic and Recreational Plus, boys and girls Commences 1st weekend in April thru mid-June

## **THE ROSTER & PLAYER PASS**

The Northwest District strictly adheres to the NO PASS, NO ROSTER, NO PLAY rule. §NW5200, §10000 §CJSA3117.

It is important to realize once endorsed by a district official, the player pass becomes the ultimate property of the Northwest District. They do not belong to a club, coach, player or parent and must be immediately surrendered upon the request of a game official or district executive.



**ALWAYS CARRY MULTIPLE COPIES OF YOUR TEAM ROSTER IN THE EVENT A REFEREE NEEDS TO RETAIN A COPY.**

PRESENT YOUR CURRENT VALID PLAYER AND COACH PASSES ALONG WITH YOUR CURRENT TEAM ROSTER TO THE GAME OFFICIAL PRIOR TO THE GAME FOR VERIFICATION.

**NO GAME OFFICIAL, TEAM COACH, CLUB REPRESENTATIVE OR THE LIKE, HAS THE AUTHORITY TO SUSPEND THE NO-PASS, NO-PLAY RULE! GAMES PLAYED WITHOUT PROPER VERIFICATION OF REGISTRATION (i.e. PASSES & ROSTERS) EXPOSES THE COACH, CLUB AND PROPERTY OWNERS TO UNNECESSARY LIABILITY IN THE EVENT OF A SERIOUS INJURY.**

IT IS THE COACHES RESPONSIBILITY TO ENSURE HE OR SHE HAS THESE ITEMS BEFORE ARRIVING AT A GAME!

## ROSTER LIMITS

The primary roster limits can be found in the table on page 9.

In addition, each player on a district Classic roster must:

1. Be a resident of the town in which the team's home field is located (*Clubs serving multiple towns are covered by this*); OR
2. Be a resident of a NW District town in which no Classic team exists in the player's age division in the current playing season; OR
3. Is one of not more than two (2) players not provided for in subsections 1 and 2 above.

State, tournament, and indoor rosters may have different requirements. Be familiar with these rules if it becomes applicable. Remember, any "out of district" player is considered an "out of town" player.

In certain instances, a player may be rostered to two teams within the same club, at the same time. Effective spring 2004, a player may be registered to two clubs at the same time in premier/classic situations. This involves the institution of "primary" and "secondary" roster and pass classification. Players still become "free agents" as of Sept. 1<sup>st</sup> and are allowed to register to a club of their choice.



At least one properly registered coach with a current valid player pass must be on the roster. While multiple coaches, assistants, managers, trainers, etc. can be listed on a team roster, ***no more than three (3) properly registered non-players (coaches, assistants, managers, trainers, etc.) with passes are allowed on the team side of the field*** during league games. Anyone, regardless of age, on the team side of the field who is not an official or NWD Officer, must have a current valid pass. Violation of these rules WILL result in offending team forfeiting the match. §NW5100.

Registration, rosters and player passes are handled and prepared by the club registrar. Consult your club president and/or club registrar with questions regarding district & state registration. §NW5000, §NW6700

## **PLAYERS' CHECKLIST**



- Must have minimum equipment including shin-guards and appropriate soccer shoes – molded rubber or plastic cleats only
- Must have current USYS player pass endorsed by NW District
- Must be listed on team roster endorsed by NW District
- Must be age-appropriate (or younger) for team on which he/she is playing
- 

## **LENGTH OF GAME & BALL SIZES**

In certain instances, coaches and game officials may decide to play a shorter game than recommended. This is acceptable provided it is mutually agreed upon and the game consists of ***two equal halves***.

U-09 & U-10: 2 – 35 minute halves, size 4 ball

U-11 & U-12: 2 – 40 minute halves, size 4 ball

U-13 & U-14: 2 – 40 minute halves, size 5 ball

U-15 to U-19: 2 – 40 minute halves, size 5 ball

## **SEASONAL SCHEDULE**



Each fall and spring, teams will be provided with a seasonal schedule illustrating game dates and opponents. §NW5010 ***It is MANDATORY for each team to complete the assigned schedule.*** §NW5020 Generally, a ten (10) week time frame is allotted for completion of a minimum, eight (8) games. Whenever possible, a grace period of one (1) to two (2) weeks is given for make-up

games. Bye-weeks along with “holes” for holiday tournaments are inserted into the schedule whenever possible. Silent Sidelines is scheduled the third weekend and May and October.

Each league will consist of between four (4) and ten (10) teams. Teams will be assigned to league brackets with the aim of making competitively balanced brackets. Fall U9 brackets may be created based on geographic considerations. League assignments are ultimately created at the discretion of the Commissioner and the District Chairman.

## **REPORTING GAME RESULTS**

The results of all games (including U9/10) must be reported to the District through the “Enter Score” option on the NWD CJSa website ([www.nwdteams.com](http://www.nwdteams.com)). Both the home and away teams should report the results of each game.



**FAILURE TO PLAY OR REPORT ALL GAMES ON A SEASONAL SCHEDULE, WHETHER HOME OR AWAY, WILL RESULT IN LOSS OF STANDING AND ASSESSMENT OF A CLUB FINE!**

## **HOME TEAM RESPONSIBILITIES**



Certain responsibilities are assigned to the home team:

- Provide and compensate officials
- Provide a safe and adequate playing field
- Provide regulation goals, ball, nets and flags

- Take reasonably prudent measures to ensure the safety of players, spectators and game officials. §SR801-A
- Confirm game time and location with visiting coach no later than **1 week prior to scheduled match**
  - Saturday matches shall take place no earlier than 12 noon unless mutually agreed upon by both coaches (§NW4300)
  - Sunday matches shall take place no earlier than 1 pm unless mutually agreed upon by both coaches (§NW4300)

If you have any trouble contacting a coach, contact the coach's Club President for assistance (see front cover for contact info).

- Responsible for shirt change in the event of like colors
- Ensure accurate completion of game report and submit/deliver such information by appropriate means to the Commissioner

## GAME RESCHEDULING



Certain circumstances may arise throughout the season, which necessitate rescheduling of a game. There are strict rules governing rescheduling that if not followed can result in heavy sanctions.

### RESCHEDULING DUE TO INCLEMENT WEATHER, UNSAFE FIELD CONDITIONS, OR LACK OF REFEREES

In the event of inclement weather, lack of referees, the closing of fields by town officials, or *the referee* deems the field unsafe for play (due to weather or non-weather related conditions) and the safety issue can't be immediately remedied, the game should be rescheduled. Remember, as long as town officials have not closed the field, it is the game official who determines if a game is played or not on the assigned date.

- If a reschedule is necessary due to weather, notify your club president within 24 hours. Then, it must be mutually agreed upon by both coaches and ***played within two weeks of original assignment***. If the game is rescheduled due to inclement weather, the game location remains with the home team. If the game is rescheduled due to lack of referees or unsafe field conditions, the home team will ***lose home field*** (become the away team) and be required to ***pay the referee fees*** for the rescheduled match. The game duration may be reduced (***two equal halves***) if both teams mutually agree.

### RESCHEDULING UNFINISHED GAMES

Unfinished games due to any cause shall be rescheduled and replayed in their entirety ***within two weeks of original assignment*** if neither team is at fault, and there were not two equal halves. Unfinished games due to fault of a team as judged by the Commissioner shall be ***declared a forfeit*** by the adjudged team.

### RESCHEDULING DUE TO CONFLICTS (LACK OF PLAYERS)

In the event a team notifies their opponent at least 1 week in advance that they can't get the ***minimum required 5 players for U9/U10, 6 players for U11/U12 or 7 players for U13 and up*** on the scheduled game date, the match can be rescheduled to a date mutually agreed upon by both coaches, but ***within two weeks of original assignment***.

- Conflicts due to a CT Cup tournament match should always be rescheduled without question.
- Conflicts due to a non-holiday tournament should be avoided. ***District matches take precedence***. All effort shall be made to play the match on the scheduled date, even if one team has to play multiple games. In the event a team can't play on the original scheduled game date because they are attending a non-holiday tournament, that team

will *lose home field* (become the away team) and be required to *pay the referee fees* for the rescheduled match.

- Unavoidable conflicts due to non-soccer group activities that leave a team with less than the minimum required 7 players (i.e., religious group activities, scouting or other similar club activities, etc.) can be rescheduled to a date mutually agreed upon by both coaches, but within two weeks of original assignment.



**FAILURE TO NOTIFY AN OPPONENT OF A CONFLICT AT LEAST 1 WEEK IN ADVANCE OF A GAME WILL RESULT IN A FORFEIT, A LOSS OF STANDINGS, AND AN ASSESSMENT OF A CLUB FINE.**



IF A GAME CAN NOT BE RESCHEDULED AND PLAYED WITHIN TWO WEEKS OF THE ORIGINALLY ASSIGNED DATE, THE LEAGUE COMMISSIONER SHOULD BE CONTACTED BY THE HOME TEAM TO ASSIGN A TIME AND PLACE FOR THE GAME TO TAKE PLACE! Also, if the away team is not contacted by the home team within two (2) weeks of the originally scheduled date, the away team should contact the league commissioner.

### **FAILURE TO APPEAR**

Failure of a team to appear for a scheduled match without notification or with less than 48 hours' notification, will result in assessment of a forfeit by the Commissioner.

A team that is delayed on the way to a regularly scheduled match will **not** automatically be assessed a forfeit. Bound by §NW5020, the offending team will be assessed a loss and forfeit if they arrive at the scheduled location with less than the **minimum required 5 players for U9/U10, 6 players for U11/U12 or 7 players for U13 and up** players within thirty (30) minutes after the scheduled game start time.

Similarly, a team that fails to produce a current valid roster and player passes within thirty (30) minutes after the scheduled game start time will be assessed a loss and forfeit.

Inclement weather should not cause a failure to appear. When inclement weather is forecasted for your match contact the opposing coach to arrange a mutually agreeable deadline for the home team to contact the away team and confirm the game is on.

## **FORFEITS**

### **ONLY A COMMISSIONER CAN DECLARE A FORFEIT.**



When a forfeit is assessed by the Commissioner (whose ruling is final), the offending team will (§NW5030):

- ***Surrender*** club's \$100 performance bond
- Be ***fin***d not more than \$50
- Be ***disqualified*** from current season divisional standings
- Be required to ***pay*** game officials (for failure to appear only)
- Possibly have offending coach ***suspended*** for subsequent match

## **SCRIMMAGE GAMES**

For CJSA insurance purposes, all inter-club scrimmage games (games between teams from different clubs) must have at least one game official. This rule does not apply to intra-club scrimmage games (games between teams from the same club).

All players participating in inter-club or intra-club scrimmage games must be registered.

## **GAME OFFICIALS**

It is important to remember the following with respect to game officials:

- Game officials have ultimate jurisdiction over a match.
- Game officials' calls cannot be protested.
- Game officials have the right to a safe and dignified working environment.
- This district has a **zero-tolerance policy** for abuse, insults, threats, assaults, or the like directed towards any game official.
- On all district travel matches, the home team is required to provide a currently certified center and two (2) currently certified assistant referees (linesmen). §NW4400
- Center officials must be two age-groups older than the game they are officiating up to U-15 and one age-group older from U-15 on. (Only the State Referee Administrator can waive the age requirement.)
- This district does not have disciplinary jurisdiction over game officials. They are treated as sub-contractors and fall under the jurisdiction of the State Referee Program and the State Referee Administrator.

As stated earlier, it is the duty of the home team to ensure payment of game officials. Although most clubs have developed standards for referee and assistant referee payment, these are the current minimum amounts required: (CJSA App. B)

**Mandatory Minimum Referee Fees for District League Games**

<b><u>DISTRICT LEAGUE</u></b>	<b><u>Referee Fees</u></b>	<b><u>Qualified Linesperson</u></b>
U19, 18, 17	\$65	\$40
U16, 15	\$55	\$35
U14, 13	\$50	\$30
U12, 11	\$40	\$20
U10, 9	\$40	\$20

**Mandatory Minimum Referee Fees for Premier League & Cup Games**

<b><u>PREMIER</u></b>	<b><u>Referee Fees</u></b>	<b><u>Qualified Linesperson /AR</u></b>
U19, 18, 17	\$65	\$40
U16, 15	\$55	\$35
U14, 13, 12, 11	\$40	\$20

<b><u>CUP</u></b>	<b><u>Referee Fees</u></b>	<b><u>Qualified Linesperson /AR</u></b>
U19-15	\$65	\$40
U14-11	\$50	\$30

Good sportsmanship is a major aspect of the values this district strives to instill in all its young members. Referees are sometimes young and learning the game as are the players. As coaches, you are expected to act accordingly.



**Coaches are also responsible for the conduct of their spectators.**

This district does have disciplinary jurisdiction over spectators. Severe fines, suspensions and other sanctions are levied in all cases of reported referee abuse. (See USSF Policy 531-9.3[4])

## CARDS & EJECTIONS

Red and Yellow cards become a concern each season. These are issued by a game official, are final and CANNOT BE UNDONE. Coaches and spectators can be ejected but not “carded”. Keep these following points in mind with respect to cards or ejections:

### Yellow Cards:

- Usually given for minor infractions or fouls
- Tracked by appropriate district commissioner
- Usually require no further intervention or action

### Red Cards:

- Usually given for more serious infractions
- Tracked by appropriate district commissioner
- Report filed with District Chairman by game official
- Pass retained by game official and sent to CJSA State Office.
- Player is suspended for remainder of game
- Player suspended at a MINIMUM for next scheduled game
- Minimum two (2) game suspension for acts of aggression towards teammates or opponents
- Minimum three (3) game suspension for acts of aggression towards game officials fitting the description of “referee abuse” as outlined in §CJSA7124
- Suspensions are automatic. Case may be referred to district disciplinary committee by the District Chairman or the DRA for further sanctions.

### Ejections of Registered Adults:

- Tracked by District Chairman
- Report filed with District Chairman by game official
- Pass retained by game official and sent to CJSA State Office.
- Case reviewed and referred to district disciplinary committee by the District Chairman or the DRA for further sanctions

In cases of additional suspension and hearings, the District maintains a qualified, independent disciplinary committee. Due process is followed and the accused is offered an opportunity to present his/her case with representation if desired. Discipline is subsequently discussed herein.

## **INSURANCE & INJURIES**

As members of this district, each properly registered player and adult is insured for accidents and medical expenses incurred while participating in sanctioned events. In most cases this insurance is secondary to a primary carrier. Insurance certificates and the actual policy is available for inspection from your club president. There are strict guidelines imposed by the insurance company, which is one of the reasons this district insists upon absolute compliance with all registration policies.

### **IF AN INJURY OCCURS:**

- Be sure to administer appropriate first aid and call for additional help if needed.
- Have signed medical release forms handy. These are most often included on the club's registration form.
- Notify parents if they are not present.
- That evening, notify your club president.
- Also notify the District Chairman by telephone or e-mail within 24 hours of the incident.
- File an accident report form with the District Chairman (available from the CJSA and district websites) within one week of the incident.
- If follow-up medical treatment is necessary or additional claims are filed, put the family in contact with the District Chairman who will assign a claim number and provide further instructions.

## **RULES OF THE GAME**

With exceptions noted herein, and §CJSA4111 currently accepted “FIFA Laws of the Game” shall govern all play in The Northwest District. NOTE: The NW District recognizes the “Unlimited substitution at any stoppage of play” rule.

## **PROTESTS**

This district maintains a qualified protest committee. There are only certain items which may be officially protested. Below is a brief listing of items that come up for protest. Remember, a protest requires submission of a fee. §NW2800, §NW13000

### **ITEMS THAT ARE PROTESTABLE:**

- Qualifications of game officials (current certification)
- Age of game officials (required differential)
- Number of game officials (U-13 & up)
- Field dimensions and goal size
- Illegal registration issues
- Unequal halves (playing time). The referee’s recording of playing time can’t be protested
- Safety issues

### **ITEMS THAT ARE NOT PROTESTABLE:**

- Calls by game officials
- Actions of opposing players or coach
- Actions of spectators
- Lack of corner flags
- Lack of assistant referees for U-12 and below
- “Light” markings on field
- Long grass, wet field, excessive mosquitoes, etc.

If presented with what you believe to be a legitimate protest, you must follow these steps:

- Notify the center official in writing of your intent BEFORE you start the game. **PLAY THE GAME HONORABLY!**
- Notify your club president, the district protest committee chairman and the District Chairman by telephone or e-mail within 24 hours of match being protested.
- Submit a written report, in duplicate, to the protest committee chairman with the fee of \$25 (returned if upheld), postmarked no later than 72 hours after match being protested.
- If a coach feels there is a safety issue but the referee does not agree, the coach should play the game. If a coach still chooses not to play the game for safety reasons, notify your club, the League Commissioner, and the District Protest Chairman by telephone or e-mail within 24 hours of the match being protested. The district will determine if the game is to be rescheduled or forfeited depending on the legitimacy of the safety concern.

Protests are heard at the discretion of the protest committee and most often, cases are decided in the absence of parties initiating the protest. The result of the protest committee is final and not appealable. The only two outcomes of a protest are: “Results Stand” and “Replay the Game”. In the event a protest is upheld and the game is ordered to be replayed, the \$25 fee is returned to the team filing the protest. The district commissioner will assign a neutral field and time for the match to be replayed. Referees will be hired by The Northwest District. Results of a game replayed due to the upholding of a protest can’t be protested.

## **STANDINGS & CHAMPIONSHIPS**

 Records will be kept and tallied for all district Classic games for each fall and spring season. Standings will be reported and winners declared for all brackets from U-11 and up. Fall winners will be recognized at a district-wide awards banquet where trophies will be distributed. Spring winners are recognized with trophies. §NW4500

## POINT SYSTEM

In determining the standings at the end of a playing season, the following point system will be implemented:

**Win = 3 points**

**Tie = 1 point**

**Loss = 0 points**

In the event two or more teams earn the same number of points upon concluding the season, the first tie-breaker is the result of head to head

competition after which an accounting of most games won followed by least games lost will be employed to determine the victor.

## STANDINGS

Game results are to be reported to the District through the NWD CJSA web site ([www.nwdteams.com](http://www.nwdteams.com)). The web site also reports the results and standings. Timely information is dependent upon timely reporting. Both clubs are assessed not more than \$50 per game not reported by the posted seasonal deadline in addition to loss of \$100 performance bond.

**Visit [www.nwdteams.com](http://www.nwdteams.com) for current standings and missing game information!**

## LEAGUE CHAMPIONS

A team will be declared League Champion when:

- Assigned schedule has been completed and all game results reported by announced deadline, whether home or away
- Team accumulates the greatest number of points based upon above point system

- There are no outstanding requirements for competition
- Team roster and players are legal and no participating member is under suspension §CJSA3100
- Team has not forfeited any games
- Team declared “in good standing” by appropriate division commissioner and/or district chairman §CJSA2220

**Co-champions will be declared when two or more teams meet the requirements above and there is no victor based on points and tie-breakers. Post season declarations of the commissioners are final.**

The NWD League Commissioner will declare League Champions and provide notification to the winning teams within two weeks of the end of the season. The standings on the NWD CJSA website ([www.nwdteams.com](http://www.nwdteams.com)) will also be updated to reflect the final standings.

Champions will be relegated in accordance with the Relegation and Promotion Policies on page 11.

## **TOURNAMENTS & TRAVEL**



District accident and medical insurance is valid only when participating in approved USYS sanctioned events. When participating in a tournament, a sanctioned event is required to furnish an approved “USYS Application to Host” document. If there is any doubt about the status or affiliation of a team or a tournament, please contact the district chairman.

### **TRAVEL**

When traveling for a tournament or game(s), please be sure to follow these policies:

#### **In District:**

- No notification or paperwork required

Out of District but within Connecticut:

- Notify District Chairman in writing or by e-mail

Out of Connecticut but within US, USVI, DC, & PR:

- Follow E-Travel Procedures as illustrated by following the links from the district or state website.

Foreign Country including Canada & Mexico:

- Requires permission directly from state association.  
Contact District Chairman for further information.

**DISCIPLINE**

In accordance with UUSF, USYS, and CJSA, this district maintains a qualified, independent board of internal discipline. This district has disciplinary jurisdiction over all registered members including, but not limited to, parents, players and coaches. §NW12000, §CJSA7000.

This district takes issues of non-compliance, willful misconduct, and ignorance of accepted policy very seriously. Membership in this organization is a privilege, not a right, and as such, the privilege of inclusion must be respected if the organization is to continue and prosper. Currently, the district disciplinary board hears between three and five cases per season. Sanctions range from formal reprimands, to monetary fines, to suspensions of varying terms, to being placed in bad standing, etc. Examples of common offenses and penalties is included herein (see last page).

Although individual clubs are encouraged to handle their own matters of discipline under §CJSA7310, statutorily, only the district chairman and the DRA have the authority to refer matters to the district disciplinary board. If done so, standards illustrated in the current USYS Appeals Manual are followed to ensure due process of the accused. Decisions of the district disciplinary committee may or may not be appealed based upon certain circumstances.

Your club president or the district chairman can provide more information on the disciplinary process should this become necessary.

## **U-16 & U-19 MODIFICATIONS**

To provide a productive playing league in the **SPRING ONLY**, so as not to interfere with CIAC rules, The Northwest District organizes boys' and girls' U-16 and U-19 leagues with the following modifications:

- All games are played on a regulation pitch
- Normal standings are kept
- Unless mutually agreed upon, games are played 11v11.
- In the event a team has 11 or less players present, the game will be played with that number of players which would allow that team, at the start of the game, to have one sub. For example, if one team had only 11 players present; 10v10. 10 players present, 9v9. 9 players present, 8v8.
- No team will be forced to play with less than 8 players.
- The size of the pitch can be modified by mutual agreement of the coaches.

## **U-09 & U-10 MODIFICATIONS**

In Northwest District Play, certain modifications to the U-09 and U-10 leagues are observed:

- Results are non-competitive. No winner is declared at the end of the season.
- Records are maintained to aid in future league assignments.
- Roster sizes are limited to the numbers previously stated. While roster limits are 25, a maximum of 14 of those players can be on a game day roster each game only.
- Game time is limited to the times previously stated.

- Play is limited to 7v7 (6+keeper).
- Pitch is 55-65 yards in length x 35-45 yards in width
- Build out lines should be equidistant between the penalty area line and the halfway line
- Goals can be 6'x12' but no larger than 6' x 18'.
- Center Circle and penalty arc is 8yd radius.
- Goal area is 4 yds from each goal post and 4 yds into pitch
- Penalty area is 12 yds from each goal post and 12 yds into pitch
- Free kicks must be taken with opponent 8yds from ball
- All players will have equal playing time in the game, regardless of which bracket they are in.
- **No player may head the ball.**

### **BUILD OUT LINE RULES for U9 & U10 LEAGUES**

When the goalkeeper has the ball in his/her hands during play from the opponent, the opposing team must move behind the build out line until the ball is put into play. However, the goalkeeper can put the ball into play sooner but he/she does so accepting the positioning of the opponents and the consequences of how play resumes. The goalkeeper essentially has 6 seconds to get rid of the ball once all opponents have moved behind the build out line.

Once the opposing team is behind the build outline, the goalkeeper can pass, throw or roll the ball into play (**punts and drop kicks are not allowed**)

After the ball is put into play by the goalkeeper, the opposing team can cross the build out line and play resumes as normal.

The opposing team must also move behind the build out line during a goal kick until the ball is put into play.

If a goalkeeper punts or drop kicks the ball, an indirect free kick should be awarded to the opposing team from the spot of the offense.

If the punt or drop kick occurs within the goal area, the indirect free kick should be taken on the goal area line parallel to the goal line at the nearest point to where the infringement occurred.

## **U-11 & U-12 MODIFICATIONS**

In Northwest District Play, certain modifications to the U-11 leagues are observed:

- Roster sizes are limited to the numbers previously stated.
- Game time is limited to the times previously stated.
- Play is limited to 9v9 (8+keeper).
- Pitch is 70-80 yards in length x 45-55 yards in width
- Goals are 6'x18' but no larger than 7' x 21'
- Center Circle and penalty arc is 8yd radius.
- Goal area is 16 yds wide by 5 yds into the pitch.
- Penalty area is 36 yds wide by 14yds into the pitch.
- Free kicks must be taken with opponent 8yds from ball.
- **No player may head the ball on a U11 team or younger**



***The above U11 field/goal requirements are mandatory for U11 Cup (8v8) matches.***

## Sanctions

This table is in supplement to §NW12000 and serves to illustrate minimum sanctions to be imposed for various infractions, due in part to minimum sanctions presented by The US Soccer Federation. The District Vice President and/or DRA, reserve the right to remand any incident to the district disciplinary committee for further sanctioning of actions which, in their opinion, are contrary to the ideals and philosophies of this district.

<b>Offense</b>	<b>Minimum Sanction</b>	<b>Monetary Consequence to offending club</b>
Referee abuse by coach (as defined by current CJSA definition)	3 game suspension	Loss of Bond
Referee abuse by player (as defined by current CJSA definition)	3 game suspension	-
Referee assault by player or coach (as defined by current CJSA definition)	Remanded to State Assoc.	-
Team or spectator actions requiring any game official to summon police	Varied	\$500 fine
Subsequent actions requiring any game official to summon police	Varied	\$1,000 fine
Playing of NWD Match without presenting roster and/or player/coach passes	1 game suspension of coach	Loss of Bond
Indecent gesticulation by coach on playing field	1 game suspension	Loss of Bond
Indecent gesticulation by player on playing field	1 game suspension	-
Alcohol possession by coach on playing field	1 year suspension	Loss of Bond
Alcohol possession by player on playing field	1 year suspension	
Alcohol possession by spectator at playing field	Varied	
Rescheduling of premier match officials less than five (5) days before scheduled match. (Reasons other than weather)	-	\$50 fine
Fighting, attempting to fight, threatening or attempting to threaten, intimidate, spit upon, strike, bite, or otherwise engage or attempt to engage any other coach, player or spectator in an intimidating fashion	3 game suspension	Loss of Bond
Ejection (Red Card) of player	1 game suspension	-
Ejection of coach or parent which results in official report being filed	3 game suspension	Loss of Bond
Refusal to leave field after ejection of parent, coach or player	Additional 1 game suspension	-
Exceeding three (3) adult maximum on team side of field	Forfeit of Match	Loss of Bond
Willful disregard of post-match handshake by player or coach	1 game suspension	-
Violation of accepted administrative policy	-	Loss of Bond
Team added to commitments after deadline, but before leagues assignments are finalized	-	\$75 / team late fee
Team dropped after commitment deadline, but before league assignments are finalized	-	Loss of league fees (regular and late)
Team dropped after league assignments are finalized	-	Loss of Bond and \$50/ unplayed game
Disregard for published or expressed district deadline	-	\$25/day

Defrauding or attempting to defraud the district through falsifying or attempting to falsify district documentation, including but not limited to player passes, rosters, travel forms or the like	Remand Club to District Discipline Committee	Loss of Bond
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NOTE: This compendium is a sampling only of common offenses and in no way is meant to represent a complete and total list of sanctionable offenses. "Coach" refers to any registered adult listed on team roster who presents him/herself as member of a given team's coaching staff or management.

## **How To Be a Good Sports Parent/Coach**

Here are some tips for parents and coaches:

- Encourage your child, regardless of his or her degree of success or level of skill.
- Ensure a balance in your student athlete's life, encouraging participation in multiple sports and activities while placing academics first.
- Emphasize enjoyment, development of skills and team play as the cornerstones of your child's early sports experiences while reserving serious competition for the varsity level.
- Leave coaching to coaches and avoid placing too much pressure on your youngster about playing time and performance.
- Be realistic about your child's future in sports, recognizing that only a select few earn a college scholarship, compete in the Olympics or sign a professional contract.
- Be there when your child looks to the sidelines for a positive role model.
- Treat all referees with respect at all times.
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For information about the Sports Done Right initiative, log on to [www.sportsdonerightmaine.org](http://www.sportsdonerightmaine.org) on the Web







"CREATING A BETTER SOCCER EXPERIENCE"

