



# Team Handbook

A concise supplement to accepted policies

–Updated July 5, 2024–

**Paul Maloney**

District Chairman, State Assoc. Vice President

**Scott Shakley**

District Registrar

**John Hester**

District Referee Administrator

**Rich Zimmerman**

District League Commissioner

**Dave Brouillette**

District State Representative

**Karen Puskas**

District Treasurer / League Administrator

*nwdcjsa.org (District) cjsa.org (state)*

## District Personnel

Vice President	Paul Maloney	pmaloney@nwdcjsa.org	203-588-1802
Representative	Dave Brouillette	dbrouillette@nwdcjsa.org	860-836-5485
Secretary	Vacant		
Treasurer	Karen Puskas	kpuskas@nwdcjsa.org	203-515-9013
League Commissioner	Rich Zimmerman	rzimmerman@nwdcjsa.org	203-470-8946
Registrar	Scott Shakley	sshakley@nwdcjsa.org	860-567-5583
Protest Chair	Vacant		
District Ref Administrator (DRA)	John Hester	jhester@nwdcjsa.org	860-309-2334
Disciplinary	Corrado Perugini	cperugini@nwdcjsa.org	203-578-7085

## District Clubs

Brookfield [300]	Lauren Janofsky	bscpresident@brookfieldsoccer.com	203-313-4124
CT Impact United	Ricardo Schmidt	rschmidt@impactusact.com	203-648-6668
Danbury Youth [310]	Michael Diker	michaelfdiker@gmail.com	203-746-9989
Litchfield [311]	Dave Shannon	dshannonlsc@gmail.com	860-567-4789
Highlander (New Hartford) [325]	Dyan Vaccari	dvaccari07@hotmail.com	860-307-3867
New Fairfield [320]	Chad Schaefer	cschaefer@hopenn.com	917-681-3627
New Milford (SCNM) [330]	James Bishop	Jamesrosie97@gmail.com	860-248-5251
Northwest United [327]	Samantha Case	skcaselcsw@gmail.com	860-248-1088
	Kristin Swati	kristinswati@gmail.com	917-952-2141
Pomperaug [342]	Jay Zalewski	Zalewski.jay@gmail.com	617-512-2736
Shepaug [353]	Joe Abdella	Jjabdella@yahoo.com	203-948-9273
Terryville [343]	Jen Gode	jengode1@gmail.com	860-883-9574
Thomaston [344]	Jeff Hepp	jeffhepp@sbcglobal.net	203-525-7006
Torrington [345]	Ian McDonald	ianm21@gmail.com	860-502-0929
Watertown (WAYS) [350]	Dave Santangeli	dsantangeli@clearheart.com	203-948-6615
Winchester United [352]	Kevin Lillie	Killie21@gmail.com	860-379-6029
	Nelson Waters	Nelsonwaters.com	203-228-2270
Wolcott [351]	Paul Maloney	phmaloney1@gmail.com	203-588-1802
Woodbury-Bethlehem [355]	Dan McGuirk	president@wbysclub.com	203-241-8447

## Table of Contents

<b>Prologue</b> .....	<b>3</b>
<b>SafeSport ACT</b> .....	<b>4</b>
<b>Before You Get Started</b> .....	<b>5</b>
<b>Team Safety</b> .....	<b>5</b>
<b>Risk Management Policy</b> .....	<b>6</b>
<b>Risk Management Procedure</b> .....	<b>6</b>
<b>Field Safety</b> .....	<b>7</b>
<b>Leagues</b> .....	<b>7</b>
<b>Classic Leagues</b> .....	<b>7</b>
<b>Classic League Structure &amp; Rules</b> ... ..	<b>7</b>
<b>Promotion &amp; Relegation</b> .....	<b>10</b>
<b>Seasonal Team Commitments and Fees</b> .....	<b>10</b>
<b>Seasonal League Assignment</b> .....	<b>12</b>
<b>Recreational Plus Leagues</b> .....	<b>12</b>
<b>Commissioners</b> .....	<b>13</b>
<b>Seasons &amp; Programs</b> .....	<b>13</b>
<b>The Roster</b> .....	<b>14</b>
<b>Roster Limits</b> .....	<b>14</b>
<b>Coach’s Checklist</b> .....	<b>16</b>
<b>Length of Game &amp; Ball Sizes</b> .....	<b>16</b>
<b>Seasonal Schedule</b> .....	<b>16</b>
<b>Reporting Game Results</b> .....	<b>17</b>
<b>Home Team Responsibilities</b> .....	<b>17</b>
<b>Game Rescheduling</b> .....	<b>18</b>
<b>Rescheduling Due to Inclement Weather or Unsafe     Field Conditions</b> .....	<b>18</b>
<b>Rescheduling Unfinished Games</b> .....	<b>18</b>
<b>Rescheduling Due to Conflicts (Lack of Players)</b> .....	<b>19</b>

# Table of Contents

*Continued*

<b>Failure to Appear .....</b>	<b>20</b>
<b>Forfeits.....</b>	<b>20</b>
<b>Scrimmage Games.....</b>	<b>21</b>
<b>Game Officials.....</b>	<b>21</b>
<b>Mandatory Referee Fees for District League Games... ..</b>	<b>22</b>
<b>Mandatory Referee Fees for Premier &amp; Cup Games... ..</b>	<b>22</b>
<b>Cards &amp; Ejections.....</b>	<b>23</b>
<b>Yellow Cards .....</b>	<b>23</b>
<b>Red Cards .....</b>	<b>23</b>
<b>Ejection of Registered Adults.....</b>	<b>23</b>
<b>Insurance &amp; Injuries .....</b>	<b>24</b>
<b>Rules of the Game .....</b>	<b>25</b>
<b>Protests .....</b>	<b>25</b>
<b>Standing &amp; Championships.....</b>	<b>27</b>
<b>Point System .....</b>	<b>27</b>
<b>Standings .....</b>	<b>27</b>
<b>League Champions .....</b>	<b>27</b>
<b>Tournament &amp; Travel .....</b>	<b>28</b>
<b>Discipline .....</b>	<b>29</b>
<b>U-09 &amp; U-10 Modifications .....</b>	<b>30</b>
<b>U-11 &amp; U-12 Modifications .....</b>	<b>31</b>
<b>U-19 Modifications .....</b>	<b>32</b>
<b>NW District Table of Minimum Standards &amp; Sanctions .....</b>	<b>33</b>
<b>How To Be a Good Sports Parent/Coach .....</b>	<b>35</b>

## **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.org](http://www.cjsa.org)) and the Northwest District website ([www.nwdcjsa.org](http://www.nwdcjsa.org)), and it is strongly recommended every travel coach be familiar with exact verbiage contained in these publications.

This is our policy book. It has been published so you can see how we govern our leagues. Throughout this book, if you see something in **bold or boxed, it is important to read**. Please pay close attention to the material.

We will enforce the rules of this handbook. Lack of knowledge or understanding is no excuse.

## **SafeSport ACT**

The *Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017* (the “**SafeSport Act**”), amends the Sports Act, and requires applicable amateur sports organizations to:

- Comply with the SafeSport Act’s reporting requirements and prohibit retaliation by the applicable amateur sports organization against any individual who makes a report.
- Establish reasonable procedures to limit one-on-one interactions between an amateur athlete who is a minor and an adult (who is not the minor’s legal guardian) at a facility under the jurisdiction of the applicable amateur sports.
- Offer and provide consistent training to adult members in regular contact with minor amateur athletes and, subject to parental consent, to members who are minors, regarding prevention and reporting of child abuse. The purpose of the CJSA Athlete and Participant Safety Policy is to require an Athlete and Participant Safety/Safe Soccer program as part of CJSA’s risk management program.

**All adult members of clubs, from boards to team managers, must complete all SafeSport and U.S. Soccer Abuse Prevention training, and are now considered Mandatory Reporters.**

To enroll in this program, you will first need to obtain the proper access code. To do so, you must send an email to [safesport@cjsa.org](mailto:safesport@cjsa.org).

The SafeSport training and refresher are online and about 90 minutes and is MANDATORY. Please read and educate yourself and understand your requirements by going to the district website and clicking on the administrative documents tab to find the SafeSport information. You will also find it under the documents tab.

## **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
- Multiple copies of certified roster (explained later)
- Complete SafeSport Training
- Have a working knowledge of the game and rules
- 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 MANAGMENT PROCEDURE**

Volunteers/Staff must complete a risk management assessment available at [cjsa.org](http://cjsa.org). Individuals will be permitted to begin participation pending completion of a satisfactory background check. The disclosure statement must be updated any time the information supplied as to criminal history becomes inaccurate or incomplete in any respect.

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/She is the one with the final say as to safety issues. If the game is not played, contact the NWD administrator via email within 48 hours of the day of assigned game.**

## **LEAGUES**

### **CLASSIC LEAGUES**

#### **Classic League Structure & Rules**

The Northwest District maintains two distinct types of 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:** Leagues 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:** Leagues of only girls' teams who were rostered and may or may not have been chosen by ability, ranking or some other method of assessment.

Both Classic Boys and Girls leagues will be established based on age, and then team competitiveness (except U09, which is non-competitive).

- All age groups will have at least one league (L1).
- Additional leagues will be added as needed. (example: L2, L3, etc.)
- Within each age group the composition of each league will be based on competitiveness; L1 being the most competitive.
- All flights will have a minimum of 5 and a maximum of 11 teams.
- Combined Leagues (as needed):
  - When necessary, there may be combined leagues between age groups (U9&10, U11&12, or U13&15).
  - Combined leagues will have a minimum of 3 teams within each sub-league. If there are less than 3 teams, they will be placed in a league that matches their competitiveness as much as possible.
- Six (6) Goal Differential Rule:
  - For leagues other than L1, the six (6) goal max differential can't exceed 6 goals. This includes combined leagues as well.

The table below lists the game format, roster restrictions, minimum playing time, days of the week games are scheduled, and maximum goal differential allowed by age for both Boys and Girls Classic Leagues.

	U9	U10	U11, U12	U13, U15	U19
Game Format	7 vs. 7	7 vs. 7	9 vs. 9	11 vs. 11	11 vs. 11
Max Roster Size	22	22	22	22	22
Max Game Day Roster Size	14	14	16	22	22
Min Required Players	5	5	6	7	7
Standings/Champions	No	Yes	Yes	Yes	Yes
Scheduled Game Day	Sat	L1: Sun. All others: Sat			Sun
6 Goal Max Differential	Yes	L1: No. All others: Yes			No
Equal Playing Time	Yes	L1: No. All others: Yes			No

**The following bullets apply to the preceding table:**

- **Notwithstanding the number of players on the roster, no more than 14 (U9/U10) or 16 (U11/U12) players will be allowed to participate in a specific game.**
- **A roster used for CUP play must be compliant with the limits defined by that event; 11U/12U - 16, U13/U19 - 22. A specific Cup roster may have to be made if your NWD roster exceeds these limits**
- **For U9 and up, standings will be kept on the district website [nwdcjsa.org](http://nwdcjsa.org) and champions will be declared for U10 and up. The district will provide league championship trophies each fall and spring season for U10-U12 leagues and championship t-shirts for U13-U19 leagues. The U9 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 for each game except in the event of illness, injury, or discipline. It does NOT apply to U19 or L1 leagues.**
- **Exceeding the maximum 6 goal differential will result in a forfeit, fines, coach suspension and loss of standings. (Loss of standing does not apply to U9.)**
- **Game day for ALL U19 and L1 leagues will be scheduled for Sundays. All other leagues will be scheduled for Saturday. However, ALL leagues may play on any day if mutually agreed upon by both teams; Coaches need to confirm which day well ahead.**
- **U15 teams cannot contain players currently in the 9th grade and playing on a high school team. All 9th grade players must play in the high school bracket (U16/19) in the spring and are not eligible for fall play.**

**\*Exceptions are private schools that encompass an education model with the 9<sup>th</sup> grade in middle school.**

- U19 games are nominally 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 were present, 9v9. 9 players present, 8v8. The laws of the game allow 7 v 7 as lowest format. No team will be forced to play with less than 7.

### **Promotion & Relegation**

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

- Each season League Champions will automatically be promoted to the next most competitive flight.
  - When required to make viable leagues, additional teams with 4 or more wins per season may be promoted based on standings from previous season(s).
  - This will be done even if it means playing in a Flight 1 league.
- Each season the team finishing last in a league may be relegated to the next less competitive bracket. The club will be consulted.

### **Seasonal Team Commitments and Fees**

Seasonal commitments and fees are submitted each season now through each club's Blue Sombrero registration page which is linked to US Sports Connect.

**There will be a strict deadline for seasonal commitments and fees.** The exact date will be announced (via District Meetings

and website) to all Clubs in the Northwest District at least 2 months in advance, but in general the deadline will be 5 weeks prior to the start of the season. **Teams will NOT be assigned leagues until seasonal fees are paid.**

·Teams **added or dropped** to team commitments after the deadline but before leagues assignments are finalized 1 week prior to the Northwest District Meeting will be charged a **\$125 per team and result in loss of \$500 bond.**

·Team entry fees **MUST BE PAID** at the time of registration. Teams will not be accepted without payment.

When Clubs input team commitments each season, they should designate which league (L1 or other) they feel the team should be assigned to. When submitting more than one team in a gender/age bracket they should indicate their relative strength. Clubs should also identify whether a team is “Returning” or “New”. In general, returning teams should play in the same league (L1 or other) unless they have been relegated or promoted, and new teams will generally be assigned based on Club preferences as indicated in the Seasonal Team Commitments, except as deemed required by the Commissioner to create viable leagues for all teams. U09 leagues will NOT be formed based on competitiveness. **It is important that Clubs provide accurate information on each teams’ status (New/Returning) and relative strength, since the league assignment timeline cannot accommodate fixing these errors.**

Individual teams wishing to play up in the next age bracket can make the request when registering their team. 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.

## Seasonal League Assignment

Final league assignments are reviewed with the Clubs at the Northwest District Meeting just prior to the start of each season. There will be no league assignment changes at, or after, this meeting except as deemed necessary by the Commissioner. The Commissioner, in conjunction with the District Chairman, have the final say as to competition assignment of any given team.

**·Teams dropped after the Northwest District Meeting final league review will result in a *loss of performance bond (\$500) and a fine of \$50 for each game not played up to a maximum of \$400.***

As a courtesy, each season the District will create and e-mail the draft league assignments to the Clubs 1 week prior to the Northwest District Meeting. The Clubs have 3 days to review them and confirm via e-mail there are no errors (such as: missing or extra teams, team identity errors, wrong age bracket assignments, etc.). Team strength and status (New/Returning) changes cannot be accepted at this time.

## RECREATIONAL LEAGUES

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

***Premier rostered players are not allowed to play in Recreational 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. (Vice President)
- Mediate disputes between clubs related to other league issues. (Vice President)
- Assist in scheduling make-up games
- Declare forfeits
- Assess league related fines and penalties. (Administrator)
- DECISIONS OF COMMISSIONERS ARE FINAL!

Although the decision of the commissioners is final, the District Vice President 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.

## **SEASONS & PROGRAMS**

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

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

## **THE ROSTER**

The Northwest District strictly adheres to the NO ROSTER, NO PLAY rule. **Player passes are not utilized by the Northwest District. Game day rosters should contain player's pictures for identification along with the team's name and game day date.**

**ALWAYS CARRY MULTIPLE COPIES OF YOUR GAME DAY TEAM ROSTER. A COPY NEEDS TO BE PRESENTED TO THE CENTER REFEREE TO RETAIN.**

PRESENT 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-PLAY WITHOUT ROSTER RULE!** IMPROPER VERIFICATION OF REGISTRATION (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! GAMES PLAYED WITHOUT A VALID ROSTER SUBJECT THE COACH AND THE CLUB TO DISCIPLINARY ACTIONS.

In the event you don't have an official roster and you can pull up an electronic copy on your phone on the field, the game may be played. Electronic copies must be sent immediately to the referee at the time of presentation.

### **ROSTER FREEZE**

The Northwest District's standard roster freeze is two weeks and four days after the first Saturday of the season. At this time, no players may be added or deleted to the team roster for the remainder of the season. EXCEPTION will be a new player just moving into the community. Proof will be required.



## **ROSTER RESIDENCY RULES**

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. If one of not more than two 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 they become applicable. Remember, any "out of district" player is considered an "out of town" player.

At least one properly registered coach 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.) 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 a referee or NWD board member, must be on the roster. Violation of these rules WILL result in offending team forfeiting the match and a club fine of \$250.

Registration and rosters are handled and prepared by the club registrar. Consult your club president and/or club registrar with questions regarding district & state registration.

## **COACH'S CHECKLIST**

·All players must have minimum equipment including shin-guards and appropriate soccer shoes – molded rubber or plastic cleats only.

·All players must be listed on team roster

## **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 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. ***It is MANDATORY for each team to complete the assigned schedule.***

Generally, a ten (10) week time frame is allotted for completion of a minimum of eight (8) games. Whenever possible, a grace period of two (2) weeks is given for make-up games. Bye -weeks along with “holes” for holiday tournaments are inserted into the schedule whenever possible.

Each league will consist of between five (5) and ten (11) 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) must be reported to the District through your team at [www.nwdcjsa.org](http://www.nwdcjsa.org). Both the home and away teams are responsible for submitting the score of the game.

### **REPORT YOUR GAME!**

**FAILURE TO PLAY OR REPORT ALL GAMES ON A SEASONAL SCHEDULE, WHETHER HOME OR AWAY, WILL RESULT IN LOSS OF STANDING AND ASSESMENT OF CLUB FINES. Both home and away teams are responsible for playing and reporting the score within 48 hours of playing the match. All rescheduled matches must be played and reported by the official NWD end-of-season deadline.**

## **HOME TEAM REPONSIBILITIES**

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.
- Report game results
- Confirm game time and location with visiting coach no later than 1 week prior to scheduled match**
- Responsible for shirt change in the event of like colors

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

## **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. IF rescheduling is needed, follow the procedures ahead to ensure proper finish:

### **1. 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, if 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 and before the end-of-season deadline.*** 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 if both teams mutually agree. All games MUST HAVE two equal halves.

### **2. RESCHEDULING UNFINISHED GAMES**

Unfinished games due to any cause shall be rescheduled and replayed in their entirety ***within two weeks of original assignment and before the end-of-season deadline.*** Unfinished games due to the fault of one team as judged by the Commissioner shall be ***declared a forfeit*** by the that team.

### 3. 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 field the **minimum required 5 players for U9/U10, 6 players for U11/U12, 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 and before the end-of-season deadline.**

·Conflicts due to a CT Cup tournament match should always be rescheduled without question.

·***District matches take precedence.*** Conflicts due to a non-holiday tournament should be avoided. All effort shall be made to play the match on the scheduled date, even if one team must 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.

IF A GAME CAN NOT BE RESCHEDULED WITHIN 3 DAYS AND PLAYED WITHIN TWO WEEKS OF THE ORIGINALLY ASSIGNED DATE AND BEFORE THE END-OF-SEASON DEADLINE, AND A MUTUAL AGREEMENT CAN'T BE REACHED, THE LEAGUE COMMISSIONER MUST 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 must contact the league commissioner.

**Please make sure to change the game date on your schedule at [nwdcjsa.org](http://nwdcjsa.org) when needed** BEFORE it is played on its new date.

## **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** properly registered players within thirty (30) minutes after the scheduled game start time.

Similarly, a team that fails to produce a current valid roster 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. DO NOT TEXT OR EMAIL.... CALL!!

## **FORFEITS**

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

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

- Be disqualified** from current season divisional standings
- Be fined** not more than \$150 and loss of \$500 bond
- Be required to **pay** game officials (for failure to appear only)
- Have possible disciplinary action towards the head coach

## **SCRIMMAGE GAMES**

For CJSA insurance purposes, all inter- club scrimmage games (games between teams from different clubs) must have at least one USSF 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.
- The NW District has a ***zero-tolerance policy*** for abuse, insults, threats, assaults, or the like directed towards any game official, player or spectator.

### **Parents & Spectators:**

- \*Should not dispute calls
- \*Shall not make remarks to the referees or the players

### **Coaches, Assistants and Team Personnel:**

- \*Shall be role models to show support and respect of each other, players and referees
- \*Coaches shall not address referees during the game except:
  - \*To respond to referees who have initiated a conversation
  - \*\*Point out emergency or safety issues

·For all district travel matches, the home team is required to provide a currently certified center and two (2) currently certified assistant referees (linesmen). If circumstances exist that you do not have certified AR's (linesmen), a club representative can perform the duties but **IS RESTRICTED TO ONLY CALLING OUT OF BOUNDS.**

·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 fall under the jurisdiction of the State Referee Program and the State Referee Administrator. **Contact is syra@ctreferee.net**

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 (Higher rates are at the discretion of the clubs)

<b><u>DISTRICT LEAGUE</u></b>	<b><u>Referee Fees</u></b>	<b><u>Qualified Linesperson</u></b>
U19, 18, 17	\$80	\$50
U16, 15	\$70	\$45
U14, 13	\$60	\$40
U12, 11	\$50	\$30
U10, 9	\$50	\$30
U12 single	\$70	
U11-U9 single	\$60	

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

Games

<b><u>PREMIER</u></b>	<b><u>Referee Fees Qualified Linesperson /AR</u></b>	
U19, 18, 17	\$100	\$60
U16, 15	\$90	\$55
U14, 13, 12, 11	\$80	\$50
<b><u>CUP</u></b>	<b><u>Referee Fees Qualified Linesperson /AR</u></b>	
U19-15	\$100	\$60
U14-11	\$80	\$50



## **COACH/TEAM RESPONSIBILITIES**

Coaches are role models and are expected to behave as such. **Coaches are also responsible for the conduct of their team and spectators and lead by example.** Coaches will be subject to a minimum of a one game suspension for unacceptable behavior by their coaches, players and/or their spectators. The goal of the NWD is to create an environment that promotes a positive learning experience through good sportsmanship. All referees are to be treated with respect. Our younger, teenage referees are still learning the game and need respect and patience. **Any referee abuse will be remanded to the State.**

### **Coaches, Teams and Spectators:**

- Both teams should be on the same side of the field with all spectators on the opposite side. Coaches must remain in their technical area or ten (10) yards off the center line of the field: on his/her own half of the field and on the same side as the "bench." A three (3) yard spectator line is recommended.

- ***Coaches are responsible for their own conduct AND the conduct of their players and spectators. Abuse of referees will not be tolerated. Misconduct by coaches, players, parents and/or spectators may be referred to the CJSA's Appeals/Discipline Committee for disciplinary action.***

## **CARDS & EJECTIONS**

Game officials may issue red and yellow cards. These are issued accordingly for infractions in accordance with the FIFA laws of the game. These are final and CANNOT BE UNDONE.

Coaches can be issued yellow and/or red cards and can be dismissed or ejected from a game. Games can be terminated by the official as well for inappropriate spectator behavior.

### **Yellow Cards:**

- Given for minor infractions or fouls or misconduct.

### **Red Cards:**

- Given for more serious infractions
- A report is filed with state referee reporting system
- 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.”
- Suspensions are automatic. Case may be referred to district disciplinary committee by the District Chairman or the DRA for further sanctions.

### Ejections of Coaches and Team Personnel:

- A report filed with state referee reporting system
- Case reviewed and referred to district disciplinary committee by the District Chairman or the DRA for further sanctions.

### Alcohol

Alcohol possession is NOT TOLERATED AND IS UNACCEPTABLE AT ALL GAMES AND PRACTICES. Player and coaches’ sanctions are on page 33 if violated. Spectators consuming alcohol will be reported to the police.

## **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 Vice President by telephone, text 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 Vice President who will assign a claim number and provide further instructions.

## **RULES OF THE GAME**

With exceptions noted herein, currently accepted "FIFA Laws of the Game" shall govern all play in The Northwest District.

NOTE: Substitutions can be made at any stoppage of play with permission from the referee. Substitutions must report to the middle of the field and then the referee will admit them on the field.

## **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 \$200.

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

- Qualifications of game officials (current certification)
- Age of game officials (required differential)
- Field dimensions and goal size
- Illegal registration issues
- Playing time in each half is not equal. ( 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 Vice President by telephone, text or e-mail within 24 hours of match being protested.

·Submit a written report, in duplicate, to the District Vice President with the fee of \$200 (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 Vice President 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 NWD Board 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 \$200 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-10 and up. Fall winners will be recognized at a district- wide awards banquet where trophies/shirts will be distributed. Spring winners are recognized with trophies/shirts.

### **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 tiebreaker 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 [www.nwdcjsa.org](http://www.nwdcjsa.org). 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.

### **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
- Team has not forfeited any games
- Team declared “in good standing” by appropriate division commissioner and/or district chairman

**Co-champions will be declared when two or more teams meet the requirements above and there is no victor based on points and tiebreakers. 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 CJSJ website 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 this is not supplied, please check with the CJSJ office to make sure our insurance covers the event. USYS events are the only events insured. You will need to ask for a waiver if the event is not USYS to make sure it is covered.

## 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

## **DISCIPLINE**

In accordance with UUSF, USYS, and CJSJ, 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.

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. 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 §CJSJ7310, 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.

## **Northwest District Rules of Competition**

In the Northwest District, certain modifications to our leagues are observed:

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

- Results are non-competitive for U9. No winner is declared at the end of the season. U10 will be competitive and have winners.
  - Records are maintained to aid in future league assignments.
  - Roster sizes are limited to the numbers previously stated. While roster limits are 22, 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 the opponent 8 yds 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 accept 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.

·The build out line will also be used to denote where offside offenses can be called. Players can't be penalized for an offside offense between the halfway line and the build out line.

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

- 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.
- The goal area is 16 yds wide by 5 yds into the
- pitch.
- The penalty area is 36 yds wide by 14yds into the pitch. Free kicks must be taken with the opponent 8yds from ball.
- **No player on a U11 team may head the ball regardless of age.**

## **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:

- It is recommended that games are played on a regulation pitch of 110-120 yards long and 70-80 yards wide. The size of the pitch can be modified by mutual agreement of the coaches.
- Normal standings are kept
- Unless mutually agreed upon, games are played 11 v 11. 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 were present, 9v9. 9 players present, 8v8. Laws of the game allow 7 v 7 as lowest format.
- No team will be forced to play with less than 7 players.

## Sanctions

ALL club fines MUST be paid within 30 days of being given. ALL fines involving suspensions MUST be paid before said individual(s) can return to competition. Fines will be invoiced by NWD Administrator and payment is expected by cash or check.

<b>OFFENSE</b>	<b>Maximum Sanction</b>	<b>Fine to Club</b>
Referee abuse by coach (as defined by current CT Referee definition)	3 game suspension for all teams coaching in the NWD	\$500
Referee abuse by player (as defined by current CT Referee definition)	3 consecutive games for all teams rostered to in the NWD	
Referee assault by player or coach (as defined by CT Referee definition)	Remanded to state referee association	\$1,000 if found guilty
Team or spectator actions requiring any game official to summon police	Varied	\$1,000
Playing of an NWD match without presenting a valid roster	1 game suspension of coach	\$150
Alcohol possession by a coach or player	1 year suspension	\$1,000
Ejection of a player (red card)	Minimum 1 game suspension	
Refusal to leave the field of play after the ejection of a player	Game is terminated	\$250
Alcohol possession by spectator at playing field	is unacceptable and police will be notified	
Fighting, attempting to fight, threatening or attempting to threaten or otherwise engage or attempt to engage any other coach, player or spectator in an intimidating fashion (as defined by current CT Referee definition)	3 game suspension	\$500
Ejection of coach (red card)	Minimum 2 game suspension	\$500
Refusal to leave field after ejection of coach and the game is terminated	Suspended for the season	\$1,000
Exceeding three (3) adult maximum on team side of field	Forfeit of match	\$250

<b>OFFENSE</b>	<b>Maximum Sanction</b>	<b>Fine to Club</b>
Team dropped or added to commitments after registration deadline but before league assignments are finalized	Loss of \$500 bond	\$125 per team
Teams dropped/added/changed after league scheduling meeting	Loss of \$500 bond	\$400
Forfeit/Unplayed games	Loss of \$500 bond & Loss of standings	\$150/game
Non-reporting of played games by end of season deadline		\$50/game
Exceeding the maximum 6 goal differential in a L2 or L3 League	Forfeit of match & Loss of standings Coach suspended for 1 game	\$250
Illegal Players on team – 1st Offense	Coach suspended 3 games	\$500
Illegal Players on team – 2nd Offense	Team not eligible to compete any further.	\$1,000
Submitting false player registration information and/or falsifying any other administrative document used to create a team roster - 1st Offense	Club needs to provide both parent licenses of town player is playing in plus a report card from the player's school.	\$500
Submitting false player registration information and/or falsifying any other administrative document used to create a team roster - 2nd Offense	Club is suspended for one year and labeled "not in good standing".	\$1,000

This table is in supplement 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.

## **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.
- Always treat all referees with respect.

It is expected that at the end of every match that both teams and coaches shake hands to exhibit good sportsmanship and show a game well played.