



**Southside Soccer Club**  
**Blairs, Virginia**

## **Rules and Procedures Manual**

Revised July, 2015

## Table of Contents

<b>1. Registrations</b>	<b>Page 3</b>
<b>2. Withdrawal of Registration</b>	<b>Page 3</b>
<b>3. Scholarships</b>	<b>Page 3</b>
<b>4. KidSafe Forms</b>	<b>Page 4</b>
<b>5. Player Draft</b>	<b>Page 4</b>
<b>6. Change of Age Group</b>	<b>Page 5</b>
<b>7. Referees</b>	<b>Page 5</b>
<b>8. Scheduling Matches</b>	<b>Page 6</b>
<b>9. Practice Schedules</b>	<b>Page 7</b>
<b>10. Player Equipment</b>	<b>Page 7</b>
<b>11. Yellow Cards and Red Cards</b>	<b>Page 8</b>
<b>12. Sportsmanship</b>	<b>Page 8</b>
<b>13. Match Play Requirements</b>	<b>Page 9</b>
<b>14. Regular Season Standings Tie Breakers</b>	<b>Page 10</b>
<b>15. Championship Tournament Tie Breakers</b>	<b>Page 11</b>
<b>16. Injuries/Medical Conditions</b>	<b>Page 11</b>
<b>17. All Star Tournament Teams</b>	<b>Page 12</b>

# Southside Soccer Club Rules and Procedures Manual

## 1. Registrations

- 1.1. The Board of Directors (hereafter referred to as the BOD) will determine a cut off deadline date for fall and spring registrations. Returning players who **register and pay** the registration fee by the deadline date can return to their previous teams as long as the team exists for the upcoming season. Otherwise the player will be placed in the draft.
  - 1.1.1. A player is not considered to be registered until a properly completed **Player Registration Form** and proper payment has been received. Any payments (e.g. check) that do not clear will result in the registration not being complete.
  - 1.1.2. Players who do not register and pay on time will not automatically go back to their original team. They may be placed in the draft or may be assigned to a team based on the order the **Player Registration Form** was received and the draft order for that age group.
- 1.2. A player can miss one season (spring or fall) and still be considered a returning player and be placed on their previous team as long as there is room on the team roster and the team still exists. If there is no room on the team roster, the player will go into the draft.
- 1.3. Players may not play in more than one age group during the season.
- 1.4. Players may also elect to go into the draft even though they are returning players. This must be indicated by checking the appropriate block on the **Player Registration Form**.
- 1.5. If teams and/or age groups become full, players will be placed in a player pool for assignment to teams by the BOD or issued a refund or offered to use the registration for the next season.
- 1.6. The BOD may institute a late fee for Player Registration Forms that are received after a pre-determined date prior to the final deadline date.

## 2. Withdrawal of Registration

- 2.1. Withdrawal of registration fees will be granted up to draft day. Once a player is drafted to a team the club will not issue refunds unless approved by the BOD.

## 3. Scholarships

- 3.1. Scholarships may be granted to players by the BOD based on proven need by the family and availability of scholarships from the club. A properly completed and approved **SSC Scholarship Form** must be turned into the board prior to the draft. Families and players will have to earn the scholarship by volunteering an agreed upon amount of hours with the club by working in the concession stand, trash pickup, coaching, refereeing, or lining fields for example. The specific amount of hours to volunteer and the type of work will be determined on an individual basis with the player, family and the BOD. Failure to honor the scholarship contract will result in denial of scholarship awards to the family in the future and may result in player disqualification for the remainder of the season.

#### 4. KidSafe Forms

- 4.1. In an effort to protect our children, all adults associated with SSC to include, but not limited to, coaches, referees, assistant coaches and BOD members will submit their personal information for a KidSafe background check. This is done by the completion of a KidSafe form at the beginning of each season.
- 4.2. All adults associated with SSC are required to report any reports of child abuse to the proper authorities.

#### 5. Player Draft

- 5.1. Player drafts are held for each age group starting at U-10. Teams are selected in U-8 and down by a non-coaching member of the BOD.
- 5.2. If a returning player elects to enter the draft (by choosing the correct block on the **Player Registration Form**), the player cannot be drafted by the team played for during the previous season.
- 5.3. Players cannot request to switch teams during a season within an age group at anytime.
- 5.4. The draft order is determined by the coaches drawing numbers.
- 5.5. To begin the draft, each coach will get ONE draft pick, regardless of the amount of current players on the team unless that coach's team is full.
- 5.6. After the initial draft pick by each of the coaches, the coach with the fewest players will draft as many players as necessary to equal the amount of players of the other teams. This continues until all teams have the same amount of players.
- 5.7. The draft continues by the determined draft order until all players are drafted to a team.
- 5.8. Trading of players must happen at the draft meeting. No trades will be allowed after the draft.
- 5.9. The draft is considered completed when the coaches leave the building on draft day.
- 5.10. Coaches cannot refuse players for any reason once drafted or assigned to the team.
- 5.11. Once the draft is completed, all late signups will be placed on teams based on the draft order and the rosters of the teams, until the rosters are full. The team with the lowest number of players gets players first, and this continues until teams are full. This assignment is done by a non-coaching member of the BOD.
- 5.12. The BOD reserves the right to require all players in an age group to be placed in the draft. This may be required to ensure parity of teams, to increase the level of competition in an age group, reorganization due to lack of coaches or over-abundance of coaches, or any other reason the BOD deems is in the best interest of the Club. The need or desire to re-draft all players in an age group will be communicated as early as practical prior to the draft.
- 5.13. All age-appropriate siblings will be placed or drafted on the same team unless otherwise noted by the parents or legal guardian on the registration forms. Verbal instruction is not sufficient notice from anyone.

## 6. Change Of Age Group

- 6.1. Players are expected to play within their age group. The player's age group is determined by the player's age on August 1<sup>st</sup> of each year as defined by VYSA.
- 6.2. Players may not play down in any age group unless approved by the BOD.
- 6.3. A player may move up **one** age group if they meet the following conditions:
  - 6.3.1. The player is within 18 months of aging out of their appropriate age group and,
  - 6.3.2. The **Individual Age Group Transfer Form** has been completed by the parents and approved by the BOD. The Age Group Transfer Form must be received by the BOD at least ONE WEEK before the draft for each season.
- 6.4. Even if the requirements above are met, the BOD may deny the move based on team availability, advice of the coach, or for safety reasons.
- 6.5. If the request is denied by the BOD, the player must stay in the appropriate age group. No registration refund will be given in this situation unless approved by the BOD.
- 6.6. A player outside the 18 month rule will require approval from the BOD to move up to the next age group. The player must be observed by at least one BOD member during a game situation to determine if they are eligible to move up or not.
- 6.7. If a head coach or assistant coach desires to move up a group of players to the next age group and plans on coaching in that age group, the following conditions must be met:
  - 6.7.1. The coach must complete the **Team Age Group Transfer Form** and get it approved by the BOD a minimum of TWO WEEKS prior to the draft for the upcoming season.
  - 6.7.2. Each player moving up must be within 18 months of aging out of their current age group
- 6.8. If there is a situation where a group of players need to move to the next age group and the previous coach or assistant coach will not be coaching in that age group, that group of players will be placed into the draft.

## 7. Referees

- 7.1. All players, coaches and parents/spectators must understand that the referee's call is final. The BOD will not reverse a referee's call under any circumstances.
- 7.2. Referees must wear an approved referee jersey, black socks and shoes/cleats. Sandals may not be worn unless for medical reasons and approved by the Referee Director. Socks must not be rolled down unless for medical reasons.
- 7.3. Referees are expected to make every effort to arrive properly dressed for their assigned matches 15 minutes before the start of the match.
- 7.4. Match assignments are prepared weekly by the Referee Director and distributed via email.

## 8. Scheduling Matches

- 8.1. Scheduling of matches is overseen by the Scheduling Director for each season.
- 8.2. Scheduling is completed with the intent to provide the fairest and unbiased scheduling possible for teams and coaches. It is understood, however, that conflicts may arise that cannot be predicted or accounted for, and not all requests for schedule changes will be honored.
  - 8.2.1. If a coach knows of a schedule conflict prior to the start of a season, it must be communicated to the Scheduling Director via email or in writing, prior to the draft for the upcoming season.
  - 8.2.2. Coaches should not expect to be granted a schedule change to accommodate missing players or players who play in other leagues (i.e. Blast or other travel leagues).
  - 8.2.3. If there are schedule conflicts for coaches during the course of the season, the following should be attempted before requesting a schedule change:
    - 8.2.3.1. The Assistant Coach should coach the match at the original scheduled time.
    - 8.2.3.2. A player's parent should coach the match at the original scheduled time.
  - 8.2.4. If the schedule conflict still exists, the coaches of the scheduled match should discuss options for the rescheduling of the match with each other and the Scheduling Director.
  - 8.2.5. If the Scheduling Director cannot settle the re-schedule, the matter will then be presented to the BOD for settlement.
  - 8.2.6. If the BOD cannot settle the re-schedule, the match is to be played as originally scheduled. If each team does not have at least 7 players per side in U10 and up, the match will be abandoned by the referee crew. The BOD will decide if the match will be played, left abandoned or forfeited.
  - 8.2.7. The Scheduling Director and Referee Director must then meet to verify that the reschedule date can be accommodated. **COACHES ARE NOT ALLOWED TO RESCHEDULE THEIR OWN GAMES WITHOUT APPROVAL.**
  - 8.2.8. Once a match has been rescheduled, the official season schedule will be updated and sent out to all the coaches of that age group. New schedules will be posted in the concession stands by the following weekend.
  - 8.2.9. Season schedules will be emailed to coaches as soon as practical prior to the start of the season.
- 8.3. All coaches should keep in mind that SSC has a relatively short season in which to schedule games and that time is built in for weather delays and playoffs. In addition, with limited fields and time slots available each weekend of the season, every attempt must be made to adhere to the schedules as developed by the Scheduling Director.
- 8.4. Soccer matches at Southside Soccer Club will be cancelled or postponed for the following weather conditions: Hurricane Warning, Tornado Warning, and Lightning. The cancellation of matches will be decided by the BOD on the day of the matches and will take into consideration the safety of all players and spectators. A forecast for rain does not constitute postponement or cancellation of matches. If matches are postponed or cancelled, notification of this decision will be communicated to the coaches by email, text message or phone call as soon as possible after the decision is made. It is the coaches' responsibility to inform their players of any cancellation notices. It will also be posted on the SSC website – [www.southsidesoccer.club](http://www.southsidesoccer.club) and through [www.Rainedout.com](http://www.Rainedout.com).

- 8.4.1. Play must be halted upon any observance of thunder or lightning **for a minimum of 30 minutes** from the last observation.

## 9. Practice Schedules

- 9.1. All coaches will pick practice times and fields based on the practice draft order. Each coach will have the opportunity to select ONE day/time slot until all coaches have selected. Any subsequent rounds will be held in opposite order of the previous round until all coaches have selected their requested amounts of practice times and dates.
- 9.2. A practice schedule will be completed after the draft and sent to all coaches. This schedule will also be posted in the SSC concession stand on the communication board.
- 9.3. If a coach needs to change the time for the team to practice, the Coaching Director must approve the change. Once the requested change is approved, the Practice Schedule will be updated and sent to the coaches and updated on the communication board in the SSC concession stand.
- 9.4. With limited fields and time slots available, it is understood that there will be times where two coaches/teams will be required to share a field for practice.
- 9.5. Common courtesy will be exercised in adhering to assigned practice times and locations.
- 9.6. Any conflicts related to practice schedules must be addressed by the Coaching Director and then by the BOD if resolution cannot be reached.

## 10. Player Equipment

- 10.1. Players are not allowed to wear any jewelry, earrings, wristbands, bracelets, necklaces, watches etc. due to player safety. Referees may allow medical alert bracelets if they are properly secured.
- 10.2. Players cannot use tape or other means to cover up jewelry and visible piercings.
- 10.3. Casts- the center referee may allow a player to play with an arm cast as long as the coach or parent provides documentation of approval. The cast must be covered with material such as bubble wrap or foam rubber so that the player and other players are not injured.
- 10.4. All players are required to wear shin guards during practice and games. Shin guards are to be worn against the leg with the sock worn over the shin guard.
- 10.5. Cleats are not mandatory, but all players are encouraged to wear them. The cleats must be designed for soccer and cannot have metal or aluminum studs.
- 10.6. Players are not to remove jerseys or clothes while on the playing field. The only exception is for a goalie change or to clean or replace a uniform with blood on it. We are a co-ed club and must observe decency.
- 10.7. Because Southside Soccer Club is a co-ed club, players must be dressed and ready to play before they enter the field of play which includes the sidelines, team bench areas and fan areas.

## 11. Yellow Cards and Red Cards

- 11.1. If a player or coach is issued a red card, it carries an automatic one game suspension for the next scheduled game. The BOD can carry the game suspension further if the behavior warrants it.
- 11.2. If a player or coach receives a second red card in the same season, it carries an automatic 3 game suspension for the next 3 scheduled matches; even if this carries into the next season, championship games or tournaments. The suspension will be reviewed by the BOD if the behavior warrants it.
- 11.3. **Aggregate yellow cards** - if a player or coach receives 3 yellow cards in one season, the player or coach is suspended for the next scheduled match after the 3<sup>rd</sup> yellow card is issued. The player can finish the current match without leaving the field.
  - 11.3.1. The next scheduled match is defined as the next match that the player or coach is scheduled for. This may include games in the next season, championship games or tournaments.
- 11.4. When a yellow card is issued, the cautioned player must immediately leave the field of play and be replaced by a substitute. The cautioned player can re-enter the match at the coach's discretion and at the next substitution opportunity.

## 12. Sportsmanship

- 12.1. All fans, players, and coaches are expected to show good sportsmanship. There is to be no taunting, teasing, or negative remarks made to the players, coaches or referees before, during and after a match.
- 12.2. All players and coaches are expected to congratulate each other after a match.
- 12.3. Referees and members of the BOD have the authority to direct spectators to leave the field after being warned that their behavior is unacceptable.
- 12.4. While there is no scoring limit rule at SSC, in the spirit of good sportsmanship, coaches are expected to recognize when a team is overmatched (greater than a 4 goal differential) and make every effort to reduce scoring in order to allow the overmatched team to complete the game with their dignity intact.

## 13. Match Play Requirements

	<b>MM</b>	<b>U-6</b>	<b>U-8</b>	<b>U-10</b>	<b>U-12</b>	<b>U-14 +</b>
Field Size	10 X 20	10 X 20	25 x 30	30 X 60	40 x 75	100 x 60
# of Players	4 on 4	5 on 5	7 on 7	9 on 9	11 on 11	11 on 11
Ball Size	Size 3	Size 3	Size 3	Size 4	Size 5	Size 5
Length of Half	Four-5 min Qtrs	Four-10 min Qtrs	20 mins	25 mins	30 mins	35/40 mins
Level Of Play	Non competitive	Non competitive	Non competitive	Competitive	Competitive	Competitive
Max Roster Size	<=8	<=10	<=14	<=16	<=18	<=22
Practices per week	None	None	One	Two	Two	Two
Duration			1 hour	1 hour	1 hour 15 mins	1 hour 15 mins
Participation Trophies	YES	YES	YES	NO	NO	NO
1 <sup>ST</sup> and 2 <sup>nd</sup> Place Trophies for season	NO	NO	NO	YES	YES	YES

- 13.1. Coaches must make every effort to ensure that each player is allowed to play a minimum of 50% of each match they attend. This is a requirement whether they attend practice or not and applies to all age groups. The only exceptions are for injury or when the parent or player requests to play less time.
- 13.2. Southside Soccer Club teams cannot play other teams from clubs that are not VYSA sanctioned clubs due to insurance issues.
- 13.3. Mighty Mite and U-6 Guidelines
  - 13.3.1. Each team will have one Head coach and one Assistant Coach.
  - 13.3.2. No practices are held during the week for these age groups.
  - 13.3.3. The teams will meet at scheduled time (TBA) and each team will then hold a 30 - minute training session. After a short break, the team will then play a fun game vs. another team, consisting of four quarters. Substitutions can be made at any time during the game.
  - 13.3.4. All players are rewarded with participation trophies at the end of the season.
- 13.4. U-8 Guidelines
  - 13.4.1. Each team should hold one practice session a week; not to exceed one hour per session.
  - 13.4.2. The games are non-competitive, scores will not be kept and no standings will be recorded or updated.
  - 13.4.3. There will be one referee at the game to keep time and to serve as a mentor for the players and coaches.
  - 13.4.4. All kicks will be indirect and we will introduce the “corner kick”. Players will be allowed to “re-take” any wrong throw-in’s until they get it right.
  - 13.4.5. Substitutions can be made anytime the game is stopped (goal kick, throw-in, kick-off, corner kick and injury).
  - 13.4.6. There are no slide tackles to be allowed in age groups U10 and under. If one occurs, the referee is to call the tackle as a foul, and award an indirect kick.
  - 13.4.7. All players are rewarded with participation trophies at the end of the season.

### 13.5. U-10 and Up Guidelines

- 13.5.1. A minimum of 7 players are required to be on field in order to start the match. One of the 7 players must be designated as the goal keeper.
  - 13.5.2. If a team has less than 7 players at the start of the match, the head referee is to abandon the match. The head referee should give a reasonable amount of time to delay the match especially if the coach knows enough players are on the way.
  - 13.5.3. During the game, both teams will be on the same side of the field and all spectators will be on the opposite side of the field. Each coach, assistant coach and substitute players will be asked to stay within the “coaches box”, if marked. All parents and spectators must stay behind the marked line.
  - 13.5.4. At no time is any coach or parent / spectator allowed behind the goal. The referee will be instructed to stop the game and make sure that everybody is at the designated area before or during the game.
  - 13.5.5. Substitutions can be made on either team’s goal kicks, kick offs, corner kicks, your own throw in, or the opposing team’s throw in, provided the opposing team is also making substitutions.
  - 13.5.6. Players who are ready to enter must be at the midfield line and have to wait for the Referee’s permission to enter the game.
  - 13.5.7. All teams will compete in a season ending tournament. SSC will provide trophies for the 1<sup>st</sup>, and 2<sup>nd</sup> place teams in the season standings and in the championship tournament.
- 13.6. For all age groups, a match is considered “official” or “complete” once the first half (or 2<sup>nd</sup> Quarter) has ended. If the Referee ends a match due to weather or other reason after a match is considered “official”, it WILL NOT be rescheduled and the score at that time will be recorded and a winner determined for the purposes of the standings.
- 13.7. If the Referee has to end a regular season match before it is considered “official”, the match will be rescheduled and will start over (0-0) from the beginning of the match. For a Championship match that is called, the score and time are recorded and the match will continue from that time and score when it is rescheduled.
- 13.8. For the championship tournaments, teams will be seeded according to how they finished in the regular season. Example: if there are 8 teams in the division, the regular season champion will be the #1 seed, and the last place team will be the #8 seed. The highest seeded team will always play the lowest seeded team. If the #1 seed should lose in the first round, the next highest seeded team will become the #1 seed and play the lowest seeded team left.

## 14. Regular Season Standings Tie-breakers

- 14.1. If two or more teams are tied in points in the standings, the following criteria will be used to determine the team's order of finish and/or placement in any subsequent playoffs:
  - 14.1.1. Head to Head Competition
  - 14.1.2. Goal Differential (goals scored minus goals allowed, maximum 4 per game)
  - 14.1.3. Goals for (maximum 4 per game)
  - 14.1.4. Goals against
  - 14.1.5. Season draft order

## 15. Championship Tournament Tie Breakers

- 15.1. If the game is tied after regular play has expired:
  - 15.1.1. Two 5 minute overtime periods will be played, regardless of the score during overtime.
  - 15.1.2. The Overtime Kick-off is determined by coin toss by the referee.
  - 15.1.3. No substitutions are allowed during each 5 minute overtime period, except for injury (substitutions are then made on a "1 for 1" basis)
  - 15.1.4. Substitutions may be made at the break of the two 5 minute periods. The break between the two periods should be no longer than 5 minutes.
- 15.2. If the match is still tied after the two 5 minute overtime periods, the match will be decided by kicks from the penalty mark.
- 15.3. The Head referee decides which goal to use for penalty kicks.
- 15.4. The team to kick first is determined by coin toss by the referee
- 15.5. Each coach chooses 5 players to kick. This can include the goal keeper.
- 15.6. All players involved in the penalty kicks and the head coach will wait at midfield.
- 15.7. Each team will alternate kicks during the penalty kick-off tie breaker. The team that makes the most goals will be the winner of the match.
- 15.8. If the match is still tied after the first round of 5 kicks, then the coach chooses **5 new** players to kick. If the tie is in U10, the coach picks **4 new** players and then one player who kicked before.
- 15.9. If the match is tied after the 2<sup>nd</sup> round of penalty kicks, each coach chooses any 5 players from his field players to kick and this continues in rounds of five until a winner is established.

## 16. Injuries/Medical Conditions

- 16.1. If a player is injured and blood is present (this includes nose bleeds), the player cannot re-enter the match until the bleeding has stopped and is cleared by the head referee. There can be no blood on the body or clothing of the player.
- 16.2. Possible life-threatening medical conditions must have medical clearance in writing to participate in SSC functions.
- 16.3. Head injuries-if a player receives a head injury that results in the player being unconscious for any amount of time as determined by the referee, the player cannot re-enter the game or play another scheduled match or practice until SSC receives medical written clearance from a physician.

## 17. All Star Tournament Teams

- 17.1. If SSC decides to allow a team (or multiple teams) to attend a tournament that is hosted by another club, the following rules must be followed:
  - 17.1.1. Teams are chosen by a tryout process developed by the BOD. This process may change from tournament to tournament at the board's discretion. Tryouts are only required if the number of players signed up to play at a particular tournament exceeds the maximum number of players allowed on a team.
  - 17.1.2. Players are to play in their age groups unless specified in the tournament rules.
  - 17.1.3. Players and families are responsible for all fees and travel expenses.
  - 17.1.4. Players under age of 18 cannot stay in hotel rooms without adult supervision.
  - 17.1.5. Unless tournament rules specify, there is not a "50%" play rule in effect for the teams.
  - 17.1.6. Teams are to wear club approved uniforms.
  - 17.1.7. Players, coaches, and families are to exhibit good sportsmanship and behavior as they are representing Southside Soccer Club.
  - 17.1.8. Coaches are chosen for the teams by the Coaching Director.
  - 17.1.9. Players are placed on teams based on the player selection process that is in place. All placements are final and not subject to appeal to the BOD.
  - 17.1.10. All Coaches and Managers are responsible for ensuring that all tournament rules are followed.
  - 17.1.11. All tournaments attended by teams from Southside Soccer Club must be VYSA sanctioned tournaments.
  - 17.1.12. If a team wishes to attend a tournament outside VYSA sanctioning or outside the Commonwealth of Virginia or a VYSA sanctioned tournament that SSC is not attending as a club, the team coach or manager must get BOD approval by presenting the tournament information. Also, approval must be obtained from VYSA for non-sanctioned tournaments or out of state tournaments. If approved, the team coach or manager must complete all required paperwork to enter the tournament and it must be approved by the Coaching Director. Unless otherwise noted, all tournament fees and travel expenses are the responsibility of the team.