

BUFFALO & WESTERN NEW YORK JUNIOR SOCCER LEAGUE POLICIES AND PROCEDURES 2017 SEASON

EFFECTIVE 11/01/2016

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Policy 1 – League Administration

- A. The league shall administrate all activity according to the league's bylaws, policies and procedures and within the scope of the bylaws and procedures of its associated national youth soccer organizations. The league is the sole judge of all applications of its administration.

Policy 2 – New Clubs

1. Procedures for New Club Applications:

- A. New clubs must be approved by NYSWSA prior to application to the league.
- B. New clubs must apply to the league no later than September 1.
- C. Letter of application is to be submitted to the League president with an email or hardcopy and a copy sent to the League secretary. The application must contain the following information:
 1. Club president & other club representatives mailing addresses, telephone numbers and email addresses. List the town or towns the club will be servicing.
 2. The gender & age groups of the teams they will enter into BWNYSJSL play.
 3. List of home field(s) with addresses & directions.
- D. The League will notify the applicant of the boards' decision on approval no later than the October Annual Meeting.

2. Newly Approved clubs

- A. Newly approved clubs must post a performance bond before team information forms can be submitted.
- B. All new clubs will be on probation for a period of 3 years and must enter a minimum of 4 teams in each probationary year. One team must be entered in at least two of the nine (9) age divisions (10, 11, 12, 13, 14, 15, 16, 17, and 19) during the probation period.

Policy 3 - Age Groups Offered:

- A. It is the policy of B&WNYJSL to promote competition, which further enhances the development of Junior Soccer. Pursuant to that policy, B&WNYJSL will offer the age groups – 10 and Under, 11 and Under, 12 and Under, 13 and Under, 14 and Under, 15 and Under, 16 and Under, 17 and Under, and 19 and Under.
- B. The age cutoff dates established by USYSA will prevail for determining player eligibility for each playing season.
- C. Players rostered must be between ages 8 – 19. That means born within the dates **August 1, 1997, to December 31, 2009.**

Policy 4 – Roster Sizes

- A. The following maximum rosters are allowed:
 - 10 and Under - 14 players
 - 11 and Under and 12 and Under - 18 players
 - 13 and Under Through 19 and Under – 22 players (see part B for game rosters)
- B. Game rosters for 13 and Under through 19 and Under age groups that allowed 22 players total will follow NYSW regulations as follows: Only 18 players are allowed to be on the ACTIVE ROSTER sheet for any game. The coach must cross out which players will not be part of the active roster for that game. The league has no jurisdiction over which 18 players are rostered for any game. Rosters that are improperly filled out may result in punitive action against the team with an improper roster.

Policy 5 - Eligibility of Teams to Participate in League Competition:

- A. Pursuant to the purpose of B&WNYJSL as an entry level Travel Soccer League, the Board of B&WNYJSL reserves the right to refuse entry to any team that does not meet the requirements of the B&WNYJSL, NYSWYSA, USYSA and USSF.

Policy 6 - Registration Process for Club Teams:

- A. Member Clubs may enter teams in any age group offered, provided each team has sufficient players, a licensed coach and a playing field available for the home game portion of the schedule. A head coach may only be assigned one team for any given normal weekday.
- B. Team registration must be completed in full on web site or via league spreadsheet and the Treasurer must receive the bond check by February 15th for 10 and Under through 14 and Under teams and March 15th for 15 and Under through 19 and Under teams. Any subsequent changes in club team status in these matters must be communicated to the Registrar immediately.
- C. Clubs admitted into League membership during the current playing season will be required to post a bond of \$75 per team entered, while Clubs that are members from prior playing seasons will be required to post a bond of \$50 per team entered.
- D. Bond monies will be returned at the end of each playing season, net of any unpaid fines or other costs properly chargeable to the Club.
- E. It is mandatory that each member club have at least one representative at all B&WNYJSL meetings. No proxies are allowed for meeting attendance. A representative can be any active member of the active club.
- F. Clubs dropping teams in the 10 and Under through 14 and Under Divisions after March 15 will forfeit the bond for that team. Clubs dropping teams after April 15 will forfeit the bond and an additional \$75 penalty will be incurred. Clubs dropping a team in the 15 and Under through 19 and Under divisions after April 1 will lose their bond money for that team. If the team is dropped after May 1, an additional \$75 fee will be incurred. Registration fees will only be returned for teams that drop prior to the beginning of their playing season.
- G. The dates for league meetings are announced on the website calendar. Clubs that fail to attend all meetings in the B&WNYJSL year will be required to post a meeting bond of \$250. This bond will be forfeited if the attendance requirement of B&WNYJSL meetings during the following year is not attained.
- H. Teams may not be registered if the club is in BAD STANDING. Bad standing is defined as the club failure to pay required fees, failure to meet the meeting requirements or for failure to adhere to the policies of the league.
- I. Each participating Club will receive an official notification of the placement of teams. All team placements will be posted on the B&WNYJSL web site. The placement of teams into playing divisions is solely at the discretion of the League. Any club may appeal the placement of a team; however, any appeals must be made to the League Administrator via email. The appeal must include the team's rosters for the current year and past year, the past year's record, and any other pertinent information. This must be submitted before the end of the official appeals period which is noted in the league calendar.
- J. DORMANCY Member clubs having a period of dormancy (no teams playing in a season) must reapply for membership under Policy 4.

Policy 7 - Licensing Of Coaches:

- A. It shall be the policy of B&WNYJSL to require one coach of each team has a USSF Coaching License or an equivalent certification such as a NCSAA License.
- B. It is further encouraged that all coaches make every effort to improve their coaching skills yearly and to obtain certification.
- C. Any coach that does not have a coaching license may apply to the B&WNYJSL for a temporary exemption to this policy. This must be done prior to accepting the position of head coach and will have written notification to the league Administrator of such intent.
- D. It shall be the responsibility of each member club to insure that all head coaches are licensed.
- E. The head coach must actively participate as coach of the team.

Policy 8 – Player Eligibility:

The Board of B&WNYJSL is the sole judge of player eligibility to play in B&WNYJSL, and Clubs will adhere to the following rules:

- A. Definitions
 - 1. Dual Registration is defined as rostering on a youth team playing in B&WNYJSL and on a second youth team not playing in B&WNYJSL.
 - 2. Club Pass is defined as a rostering on more than one team in B&WNYJSL for the same club.
 - 3. The term “Secondary” players includes those rostered on a team under Dual Registration or Club Pass, using the above definitions.
 - 4. All players in B&WNYJSL must possess a current NY-West player card with and be rostered by one and only one B&WNYJSL member club which is in good standing with the league.
- B. Secondary players are allowed in all age divisions and at all levels within each age division, with the following limitations:
 - 1. Teams playing 10 and Under through 14 and Under are limited to 4 secondary players, of which 2 may be dual registered
 - 2. Teams playing at 15 and Under and above are limited to 6 secondary players, of which 3 may be dual registered.
 - 3. Teams are allowed to utilize Club Pass players for all age divisions, regardless of whether the teams to which they are rostered play on the same night. In addition, teams are allowed to designate secondary players on higher level teams within the same age division, but not to a lower level division. For example, this means that a player listed as primary on the 12 and Under B Division team may be listed on the 12 and Under A division as a secondary player, but is not allowed to be listed as a secondary player on the 12 and Under C or lower age division.

Policy 9 – Rostering Requirements:

- A. All players must be listed on the official certified NYSWYSA roster given to the referee. There are no exceptions. Players who are hand-written or otherwise manually entered onto the roster will be illegal and the club will be subject to punitive action. If any illegal players have played on a team, that team will forfeit the game.. I
- B. Coaches that do not have a Risk Management pass, but are listed on the official roster may be on the sideline if they provide a driver’s license in order for the referee to verify the coach’s identity. If they cannot provide a driver’s license or other picture identification, the coach will not be allowed on the player sideline. .
- C. It is the responsibility of the Club to roster players in accordance with B&WNYJSL policies as well those of NYSWYSA. The league will monitor rosters and clubs may face fines and penalties for improperly registered players.
- D. The Board of B&WNYJSL is the sole judge of player eligibility, under these rules, to play in B&WNYJSL.

Policy 10 - Transfer Process for Players:

- A. In order to promote harmony and fair competition and minimize the impact of "recruiting", it is the policy of NYSWYSA and the B&WNYJSL that a team, during any playing season, may not add, to their team roster, more than three players who were already rostered to any other Club. When transferring a player from another member club, a transfer form must be completed and submitted to the State Office as per the policy of New York State West or other governing Youth Soccer Associations for each such player being transferred within a playing season.
- B. In case of the transfer of a player, their old Club shall give the player their pass and said pass must accompany re-registration for their new Club.
- C. No club to club player transfers are permitted between May 10th and August 10th of each year without prior permission from the Board of BWNYSJSL.

Policy 11 - Playing Days and Dates:

- A. Each league age group will normally play regular league games on a standard weekday. In order to avoid lengthening of the playing season, the Board of Directors may authorize a limited number of additional game days. All regular league games will be played on the date and start at the time published on the league web site, unless authorized by the League Administrator.
- B. Play will start no earlier than April 23rd of each playing season, and will end no later than August 10th. The League shall draw up a schedule of games to be played in each Division at least two weeks before the start of their season.

Policy 12 - Game Activities:

- A. The rules of USYSA will govern all play except as modified by this League. Game lengths will be 70 minutes for 10 and Under through 14 and Under, 80 minutes for 15 and Under and 16 and Under and 90 minutes for 17 and Under and above. In the event of a late start for severe weather conditions, the referee will consult both coaches with regard to playing shorter periods, but in no case shall the halves be less than twenty five minutes, Any team unable to field at least 7 players for 13 and Under through 19 and Under, 6 players for 11 and Under and 12 and Under or 5 players for 10 and Under within 20 minutes of the scheduled start of a match, or maintain at least that number of players on the field throughout the match will forfeit the match and will be subject to a fine.
- B. Field sizes as dictated by the number of players for 10 and Under (6 field players and a goalkeeper), 11 and Under and 12 and Under (8 field players and a goalkeeper) and 13 and Under through 19 and Under (10 field players and a goalkeeper) are listed in ADDENDUM A
- C. Both teams must have a bench area on the same side of the field to ease substitutions. It is recommended that all parents and spectators sit on the opposite side as the players.
- D. In case of a uniform color conflict, unacceptable to the referee, it is the obligation of the home club team to change colors.
- E. Balls shall be provided by the home club team and are subject to approval of referee. 10 and Under through 12 and Under shall use a # 4 ball. 13 and Under through 19 and Under shall use a # 5 ball.
- F. No guest players are permitted to participate in any league games. In accordance with Policy 9A, only players appearing on the team roster, and for whom the coach possesses a player pass designating that team will be allowed to play for that team.
- G. Managers or coaches of club teams shall be in possession of all passes and hand them to the referee before the start of a game. The referee shall check players against passes before the game begins. The referee shall keep all passes in his possession during a game. If at any time, any coach has occasion to question players participating in a game, he must do so in the presence of the opposing coach and the referee. The referee will document this player objection, report it to the league and the game will be completed as normal.

- H. The coaches of each club team shall hand two (2) copies of the team's official NYSWYSA game roster as obtained from RosterPro to the game officials. Player's first and last names must be given in full and must appear clearly alongside the player's unique jersey number and player pass number. The referee will give one copy of said official game report to the opposing coach and the remaining copies shall be sent with the referee's report to the designated League official. Any player listed on the roster shall be considered a competing player, whether or not they participate in the game. All participating players & coaches must submit their passes to the referee. If a player's pass is not available and that player is rostered to the team and is not under any league or other governing body suspension, the player will sign the back of the roster. The player will be eligible to play the game. The roster will be forwarded to the league by the referee and the coach will need to provide proof of the player's eligibility with the pass and verification that any suspension from this league or any other league has been completed before the player played in this game.
- I. If the player or coach is not eligible, the league Disciplinarian may recommend that the game be declared a forfeit and/or may recommend to sanction both the club and the coach. If a player is found to have participated in any scheduled game(s) and is subsequently determined ineligible, the player shall be suspended indefinitely until the league determines the appropriate penalty. The club team playing such a player shall be declared the loser of the scheduled games(s) involved. The league may levy fines or other sanctions against the member club.
- J. Unlimited substitutes for a team can be made as per USYSA rules. Players may be substituted and re-substituted as frequently as desired with the consent of the referee per FIFA Laws of the Game. Substitutes must be positioned at the halfway line before the stoppage in play. All substitutions must be made from the halfway line except that on goals or injuries they may be made from the bench.
- K. When a player is sent off the field because of a red card, the referee must report the details in the game report. The player pass will be returned to the coach at the conclusion of the match.
- L. Any club team playing a non-rostered player in a League game shall be declared the loser of that game and the opponents shall be awarded three points for the game victory. In the case of a cup competition, the offending club team shall be eliminated from the competition and, if possible, the club team losing the prior cup game with the offending Club shall be reinstated in the competition. The coach, player, and/or any other responsible Club official will be subjected to fine and suspension for a period to be determined by the Board of Directors based on the facts and circumstances particular to the incident.
- M. In the event that an official fails to appear for a match, any attending officials will have sole discretion to determine the USSF approved system to be used for that match. Each club team shall provide one Club linesman unless the referee or a designated League official provides neutral linesmen. In the event that no officials appear for a scheduled match, the opposing coaches may agree to use any individual as a substitute official. Once the match begins, the substitute official must complete the match and the game must be completed as an official league game. The home coach must submit the NO-SHOW REFEREE FORM available on the web site within 24 hours.
- N. In the event that a game is not completed due to inclement weather or unplayable conditions, it will be considered an official match if the first half of play has been completed. If the game is not deemed completed, the match must be replayed in its entirety. The B&WNYJSL Administrator shall review and make a determination as to disposition of any match which was not completed for any non-weather related reason. If a game is not completed, both coaches must complete the game report within 48 hours, and then submit a reschedule form on the web site for that game number within 8 days.
- O. If lightning or thunder occurs during the match, all players and coaches will leave the field and find a safe place to wait. The referee will restart the match after 30 minutes of clear weather. If the lightning continues and there is inadequate time to finish the game, the referee may abandon the match.

- P. It is BWNYSJL policy that every player in age groups 12 and Under and below should receive at least one half game playing-time in each regular league game, unless otherwise prevented due to injury or absence

Policy 13 - Reporting Results:

- A. The referee's report will determine the results of the match. There will be a game report on the league website for coaches to evaluate the referee, comment on the game or notify the league of a no-show referee. Should a coach dispute the official score, a form on the league website will provide notification to the league.
- B. In determining a League championship, three (3) points shall be awarded for a win and one (1) point for a tie. The club team with the most points shall be declared the champion. Games won by forfeit or games won by official League decision, shall be awarded with the score of three (3) goals to zero (0) goals. Should two or more club teams have an equal number of points at the end of the season; the tie-breaker formula as listed in ADDENDUM B will be applied.

Policy 14 - Rescheduling of Games:

- A. Requests for game postponement should be submitted at least eight days prior to the game's scheduled date. An online form is available on the league website for this purpose. Prior to July 15, a team may request the reschedule of up to any two scheduled games. The fee to reschedule a game is \$20 and will be deducted from team bond fee of team requesting the reschedule. This fee becomes \$40 if a request is submitted 2 days prior to the scheduled game date; \$60 if the request is submitted the day before the scheduled game date; and \$80 if the request is submitted on the scheduled game date. There may be additional fines for excessive reschedules. The requesting team must submit a completed online form with requested changes clearly stated prior to approval of reschedule. Unless the game date is to remain unchanged, the reschedule request submission must have a new proposed game date to be valid. A request submission does NOT in itself cancel or postpone a game. The opposing team will be sent an email informing them of the requested change. This team may accept or reject the request. A rejection cancels the request. If accepted the league administrator will verify that a referee crew and the field are available. If so the league administrator will advise all parties of the change and post it on the league website. Regardless of acceptance by both coaches, the league administrator may reject the request if all conditions cannot be met. The change is NOT in effect until it is posted on the league website. All rescheduling is done solely on approval by the B&WNYJSL Administrator. If a game has been postponed due to weather, either team may request a new date with no penalty. If the teams have not submitted and accepted a valid reschedule request within a week of the weather postponement, the league may and will reschedule the game. After July 15th, any postponed game that has not been rescheduled will be rescheduled at a date and time selected by the league administrator. All such reschedules, just like the original league schedules, do NOT need approval or acceptance of the teams involved.

Policy 15 - Disciplining Players, Coaches, Club Teams and Clubs:

- A. It is the policy of the B&WNYJSL to take actions, which may be appropriate to promote fair play, proper competitive spirit and sportsmanship. The Board of Directors is explicitly authorized to make determinations regarding all disciplinary matters relating to B&WNYJSL rostered players, managers, coaches, and club officials, in regards to violations of B&WNYJSL rules, or those of governing organizations. This policy applies to League games, League sponsored tournaments and tournaments sponsored by member clubs. Tournament Directors of member clubs are required to inform the League of any violations of this policy by affiliated clubs/teams. The league Disciplinarian will investigate all allegations of misconduct and make the final determinations regarding such activities.
- B. The following guidelines shall be used:
1. A player who receives a yellow card may be immediately substituted upon receiving the yellow card except when such action results in a reduction of the number of players on the field to less than the minimum allowed.
 2. A player who accumulates 3 yellow cards in the playing season is suspended for one game immediately following the issuance of the third card. A player who accumulates 6 yellow cards is suspended for two games immediately following the issuance of the sixth card. In addition, the league Disciplinarian will review players who accumulate six or more cards during the season for any additional action that may be deemed necessary. When two yellow cards are given in the same game and thus become a red card for that game, those yellow cards will not be counted toward this policy. In addition to any suspension, there is a \$50 fine for accumulation of 3 yellow cards and \$100 fine for accumulation of 6 yellow cards.
 3. A player issued a Red Card or 2 yellow cards on the field shall be automatically and immediately suspended for the following minimum durations:
 - First Offense: Minimum one game suspension: Minimum \$50 Fine
 - Second Offense: Minimum four game suspension: Minimum \$100 fine
 - Third Offense: Minimum one year suspensionViolent Conduct may be subject to longer suspensions and/or higher fines

However, for players in the 10 and Under through 12 and Under Divisions receiving a non-serious red card, the suspension period will be for the duration of the game in which the red card is received unless the league Disciplinarian rules otherwise, and the fine may be waived at the discretion of the league Disciplinarian.
 4. Should a player physically assault a referee, NYSWYSA will immediately be notified and will handle all punishment
 5. Any club team leaving the field of play in any scheduled game, under the authority of the League and without the consent of the referee, shall be penalized as follows:
 - a. If a league game, the offending club team shall lose the game and three points shall be awarded to the opponent, with the final score being recorded as 3-0. In addition, a minimum fine of \$100 will be imposed against the offending club team.
 - b. If a cup or tournament game, the offending club team shall be removed from the competition.
 - c. If an exhibition game, offending club team shall be punished as the Board of Directors may deem fit.

6. Every Club is responsible for the action of its players, officials and spectators, and is required to take all necessary precautions to prevent spectators from threatening or assaulting officials or players, before, during or at the conclusion of a game. Failure to adhere to this policy will result in a minimum fine of \$75 and potential suspensions of players, coaches, or spectators.
7. Coaches are responsible for the conduct of spectators, and will be expected to exhibit good sportsmanship at all times, both in their personal behavior as well as in the control they exhibit over their players and spectators. Failure to adhere to these standards may result in a fine or other disciplinary action. Any coach asked to leave a field by an official, will do so immediately, and will be assessed a minimum fine of \$100 and receive a MINIMUM one (1) game suspension. All Coach related disciplinary actions taken by the league will be first reviewed by a special three person disciplinary committee appointed by the league President.
8. Any team forfeiting a game will be subjected to a minimum fine of \$75 per forfeit. This fee will be doubled if the team that has asked for a rescheduled game subsequently forfeits that game or if any team forfeits a game within the last two weeks of season.
9. The home club team shall be responsible for visible, correct and complete markings of the playing field. Whenever possible, the field shall be protected against overflowing by the public. Failure to adhere to this policy may result in a minimum fine of \$10. If a field is deemed, by the referee at game time, to be unplayable for any reason other than weather related, the home club may be fine the amount of the cost of officials for that game.
10. Any penalty and/or fine may be appealed by submitting, to the president of the league within two weeks of the formal imposition of the penalty, a written correspondence explaining why the penalty and/or fine should be modified.

Policy 16 – Fees and Fines

- A. The club is responsible for the payment of all fees and fines generated by the club, teams, coaching staff, players and spectators. Failure to do so will put the club in bad standing.
- B. Registration fees and club bonds are due by May 15th of the playing season. A 5% late fee will be added to any outstanding balance as of June 1st, with an additional 5% late fee added to any outstanding balance as of July 1st.
- C. Clubs who have not paid their bonds are not eligible to reschedule matches.
- D. Club bonds are for the purpose of guaranteeing performance and will not be used to pay player, coach or spectator fines, except as noted in 16G below.
- E. Clubs with balances due for team registrations on July 1st will be required to fully pay team bonds and registration fees at the time of team registrations in the subsequent season.
- F. All payments to the league will be in the form of a check from the member club with the exception of Player Red Card fines which may be paid by the player or a third party via any process implemented by the league.
- G. Fines which are still due at season end will be deducted from the member club's bond.

Policy 17 – Protests:

- A. The referee's judgment with regard to the physical condition of the field and its acceptance of play, to the actual happenings and occurrences related to the conduct of the game, and those prerogatives granted him / her by the "Laws of The Game" as published by USSF, shall not be challenged.
- B. The following are the only acceptable subjects that may be considered for protest:
 - 1. Violation of League Bylaws.
 - 2. Violations of the league rules, regulations, policies and procedures.
 - 3. Violations of the Laws of the game as published by USSF, or the misapplication of laws of the game.
- C. The league Secretary must be notified of the protest within forty-eight (48) hours of the match (by email, letter or telephone). All game protests must be lodged in writing within ten (10) calendar days of the incident being protested and must be accompanied by a check for the protest fee of \$25.
 - 1. This must be mailed to the league secretary with a copy to the League President.
 - 2. If the protest is upheld, the protest fee will be refunded in full.
 - 3. All protests will be held at an executive meeting called by the Board.
 - 4. A team losing a protest will also lose the protest fee.
 - 5. Should a team wish to appeal the decision by the board, the line of authority is as follows:
 - a. New York State West Youth Soccer Association
 - b. Regional Appeals Committee, USYSA
 - c. National Appeals Committee, USYSA
 - d. Executive Committee, USYSA
 - e. USSF Board of Directors

ADDENDUM A

FIELD SIZE AND INFORMATION

10 and Under

| | |
|-----------------------|---|
| Field Size: | Length: Maximum 60 yards / Minimum 50 yards Width: Maximum 40 yards / Minimum 35 yards |
| Goals: | 6.5 ft. x 18.5 ft. Maximum |
| Goal area: | 4 yards from the end line and goal post |
| Penalty Area: | 12 yards from the end line and goal post |
| Penalty Spot: | 8 yards from the end line |
| Players: | 7 vs. 7 including goalkeeper |
| Roster: | Maximum 14 players |
| Center Circle Radius: | 7 YARDS |

Restraining Line – A line that is parallel to the end line and tangent the Center Circle at its nearest point to the goal kicking team's goal line will be Utilized as a retreat/restraining line for opposing goal kicks only

11 and Under through 12 and Under

| | |
|-----------------------|---|
| Field Size: | Length: Maximum 80 yards / Minimum 70 yards Width: Maximum 50 yards / Minimum 45 yards |
| Goals: | 6.5 ft. x 18.5 ft. Minimum (7 ft. x 21 ft. acceptable) |
| Goal Area: | 6 yards from the end line and goal post |
| Penalty Area: | 14 yards from the end line and goal post |
| Penalty Spot: | 10 yards from the end line |
| Players: | 9 vs. 9 including goalkeeper |
| Roster: | Maximum 18 players |
| Center Circle Radius: | 8 YARDS |

13 and Under through 19 and Under

as per USSF Guidelines for 11v11 play

ADDENDUM B

TIE BREAKERS FOR END OF SEASON

Regular season tie breakers for first place

- 1) Points gained in head to head competition
- 2) Goal differential (head to head) – limit differential of 4 maximum each game
- 3) Fewest total goals allowed (head to head)
- 4) Most total goals scored (head to head)
- 5) Goal differential (all league games – limit 4 maximum each game)
- 6) Fewest total goals (all league games)
- 7) Most total goals (all league games)

Note: If more than two teams are tied for most league points at the end of the season – apply the tie breakers in order

At each step:

1. If one team is alone as the leader that team wins first place.
2. If all teams involved still have the same results move to next step
3. If one or more teams have less (points, differential or goals) than the leaders at that step all those teams will be dropped from the contest and the tie breakers process will be restarted at step 1 with the remaining teams.
4. This process is to be repeated until there is one winning team!