

Westchester Youth Soccer League
Coach and Team Manager Manual

www.wyslsoccer.org

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INTRODUCTION

The Westchester Youth Soccer League (“WYSL” or “League”) has nearly 40 member clubs in Westchester and nearby areas, and has over 550 travel teams and over 16,000 registered players. The WYSL is a regional component of the Eastern New York Youth Soccer Association (“ENYYSA”), which is one of 55 state associations (NY, Pennsylvania, Ohio, Texas and California each have two) that comprise the United States Youth Soccer Association (“USYSA”). The USYSA is a youth affiliate of the United States Soccer Federation (“USSF”), an organization designated by an Act of Congress as the governing body for soccer in the United States. The USYSA, with over 3,200,000 registered players, is the largest soccer organization in the United States.

This Manual is a summary of the Official Rules and Regulations which can be found on the league website www.wyslsoccer.org and in the most recent season’s League Handbook which is given out to Club Presidents at the preseason meetings. Each head coach should receive a copy of the League Handbook from their Club President.

ADMINISTRATION

WYSL activities are directed by the Officers and other members of the Board of Directors, all of whom are unpaid volunteers, as well as the Presidents and other Officers of its member clubs. The WYSL employs a League Administrator and a League Registrar in the League office to manage the League’s activities. They work directly with each member club’s Club Registrar and Club President. All team coaches, assistant coaches and team managers must communicate through their Club Registrar and/or Club President and are not to communicate directly with the League office.

A current list of Officers and Directors is on the League’s website and in the most recent League Handbook.

TEAM REGISTRATION

Prior to each season there is a registration deadline. Every Club schedules a registration appointment in the League Office at which time the Club Registrar will submit their Club’s registration materials to the League Registrar. The WYSL uses an on-line registration process, and all coaches, managers and players register online. *Any registration questions should be directed to your Club Registrar.* The only paper forms used are the Medical Release Forms, which coaches must hold and bring to every game and practice. No team will be accepted after the registration deadline. You are responsible as the coach or team manager to make sure your registration materials are complete and ready on the date your Club Registrar requests. *All coaches must register through their Club Registrar- the League office will not deal with individual coaches or teams.* Registration of new players is closed by the 4th scheduled game each season. Coaches can be added throughout the season.

Number of Players: In order to register a new team, there must be a minimum of 8 players for U-9/U-10, 9 players for U-11 and 11 players for U-12 and older teams. The maximum number of players for U-9/U-10 teams is 14. For teams participating in the State Cup Tournament or playing in WYSL Division 1 or 2, U-11 teams are permitted to have up to 16 players, U-12 to U-15 teams are permitted to have up to 18 players and U-16 to U-19 teams up to 22 players. If not participating in the State Cup Tournament or not playing in WYSL Division 1 or 2, U11 teams can roster up to 18 players and U-12 to U-19 teams can roster up to 22 players.

New Players: These are players who have *never* played in the WYSL travel league for any club or team. Please provide photocopies of birth certificates (or passports) and attach passport-sized photos (with the player and club/team name written on the back) with a paper clip, sorted A-Z by last name. *Signature labels are no longer required.*

Transfer Players: A player registered to a team can only move to another team during the soccer year if he or she is counted as a transfer player and obtains the signature or e-mailed permission of the Club President (required only if changing clubs) and the new and old coach signatures on the Player Transfer/Release Form. The completed Transfer Form with the old team's Player Pass and a new picture must be given to the Registrar of the club the player is transferring to. *If a player is transferring to a new team within the same club they are still considered transfers.* A team may have a maximum of 5 transfer players per seasonal year (September 1 to August 31). No transfers or additions to rosters are allowed after the 4th scheduled game of the Fall or Spring season (the transfer forms and photos must be in by the Tuesday before the 4th scheduled game).

Re-registering Existing Players: Coaches must give their passes to their Club Registrar after the last game of the spring season. Turn them in on the ring and alphabetized A-Z. Remove any deleted player passes and turn in separately to your Club Registrar. The Club Registrar will tell you if you need new pictures (about every three years, but required whenever a player changes teams, even within your club, or when the team name changes). Player Passes that have current photos will be stickered for the next soccer year and returned.

New Coaches: All new coaches are required to attend the 2-hour WYSL Orientation Course which is offered in the Fall and Winter. All new coaches must also attend the WYSL 8-hour Coach Certification Course during the Winter to obtain a permanent coach pass, although the WYSL will grant a waiver to coaches who submit an equivalent coaching certificate (USSF F License, NSCAA Regional Diploma, AYSO U-12 or higher, etc.). Coaches are encouraged to attend higher level coaching courses over time.

Risk Management. All rostered coaches and team managers must complete the online ENYSA Risk Management Application at www.wyslsoccer.org (go to "Risk Management" on left-side of homepage and follow prompts.)

Passes for New Coaches: You must provide your Club Registrar a copy of any coaching certificates (proof of licensing) and attach by paperclip a passport-sized photo (with name, club and team printed on back).

Temporary Coaches: A temporary coaching pass will be issued to coaches who have not yet satisfied their coaching requirements *for the Fall Season only*. These Temporary Passes must be returned to the Club Registrar after the Fall Season (with another photo) and will not be honored in the Spring Season as it is expected that these coaches will attend the necessary courses over the winter.

Seedings Request: Each season please submit to your Club Registrar a Seedings Request Form which is available online under Forms. There are two versions, one version for U-9 to U-14 teams and the other version for High School-aged teams. Include some background information on your team and your recommendations for placement (i.e., we are a new B team and should go in the lowest division; we added several strong players and want to move up, etc).

No Poaching: A team (coaches, parents, players, trainers, club officers) may not induce a player to transfer to a team from another WYSL Club during the seasonal year (September 1- August 31). Players are considered to have joined a Club when they have registered to a WYSL team online. *Penalties are set by the Arbitration Committee.*

Practice with Another Club: No player may practice with a team from another club without a Guest Player and Practice Release Form (on website) signed by the player's coach of record. *Penalty for first offense is a fine of \$500 plus a two game suspension; second offense is \$1,000 plus a four game suspension.*

GAMES

The soccer year is September 1-August 31, with a Fall Season from September through November and a Spring Season from April through June. Prior to each season there is a league meeting for all clubs which must be attended by Club Presidents (or their designees) in order to pick up the game schedules and Handbooks.

Seedings: After all clubs have submitted their registration packages, the WYSL Seedings Committee meets to review the results of the prior season and the Seeding Request Forms that are submitted by each coach. The WYSL attempts to place the strongest teams in Division 1, the next strongest teams in Division 2, and so on. Teams in the U-9 and U-10 age groups play in divisions designated by colors rather than numbers, and no scores or standings are posted on the web site for these age groups. The League prefers to have an even number of teams in each division so there are no byes and TBS (To Be Scheduled) make-up games, although this is not possible when there are an odd number of teams in an age bracket. Strong Division 1 teams are allowed to play one year up, based upon their records.

Scheduling: Any special scheduling requests must be given to the Club President to include on the Field/Team Information Form that is filed by the Registration deadline (approximately July 15 for the Fall and January 10 for the Spring). *All special scheduling requests including requests to avoid game conflicts for head coaches of two teams must be received by the league before scheduling begins. The league will make its best efforts to honor these requests, but cannot guarantee to do so.*

Prior to the league pre-season meeting, a preliminary master schedule will be e-mailed out to Club Presidents and posted on the website for their review. *Once the Preliminary Schedule is complete, no new requests of any kind will be accepted.* This schedule must be checked carefully for errors (such as including a team that did not re-register, omitting a registered team or scheduling games on a field without field permits). Presidents must relay any corrections to the League Scheduler by the deadline he sets, as no changes will be accepted after this time. A final Master Schedule and Divisional Schedules will be handed out to all Club Presidents at the pre-season meeting, and posted on the WYSL website. This schedule should also be checked, and any errors corrected.

Scheduled Games: All games will be played as set in the final schedule. **Coaches cannot make any changes to date, time or field** for any reason, unless the Club, Referee or League pulls the field, or a team is playing an away State Cup game against a non-WYSL opponent (State Cup home games may not be scheduled on Sunday). *A scheduled game not played at the scheduled field and time will result in a forfeit to the offending team and a \$100 fine (reduced to \$50 if the league office is notified by 3 PM the previous Wednesday).*

Teams should go online to find their final schedule and field directions. Several days prior to each game, the visiting coach should call or e-mail the home coach to confirm time, field and directions (as a courtesy the home coach should call/e-mail if the visiting coach does not). The home coach should confirm uniform colors, as the home team will have to change jerseys or wear pinnies in the event of a color conflict.

Team and Club Contacts: The league website has pages for each Club and for each team. These pages list club and team contacts which are used for scheduling. Other than for last minute changes such as rainouts, if the schedule or field of a game is changed, an e-mail is automatically sent to the contacts listed for the two clubs and two teams involved, as well as to the league scheduler and referee assignor. This is the only notification the teams will receive from the league. *The teams and the clubs must keep their contact information on the website up to date.*

Make-up Games: Since the League does not post standings or award trophies for U-9 and U-10 age groups, *U-9 and U-10 teams do not need to make up rainouts.* For older teams, in the event a game is postponed due to a field pull or State Cup away game, a make-up game must be scheduled and played within 3 weeks of the missed game. The home team must offer two reasonable dates and times (at least one of which must be a Saturday), and the visiting coach will select between the two dates. The visiting coach should call the home coach if he does not hear from him – efforts to schedule a makeup should be made by both coaches. If the game is not played, the offending team will receive a forfeit resulting in a \$100 fine. If both teams are responsible, a double forfeit will be imposed whereby both teams are fined \$100. *Fines for Forfeits are reduced to \$50 if the league office is notified by 3 PM the previous Wednesday.*

Some teams in divisions with odd numbers of teams have TBS (to be scheduled) games in their schedules to make up for the bye Sundays. TBS games maybe played at any time

before the end of the season, but the date, time and field must be agreed upon by the 4th week. Failure to play a TBS game will be treated as a forfeit or double forfeit.

If the teams want the WYSL to try to provide a referee, then at least 4 days prior to the date of the make-up or TBS game (i.e. the Tuesday before a Saturday game), notice of the game must be sent by fax or e-mail to the League office on the Game Make-Up Form (available online under “Forms”). Teams that schedule a make-up and cannot give the League 4 days notice should contact the home team’s Club Referee Coordinator for a referee. *No coach or team manager may directly call the League Office, League Scheduler or the League Referee Assignor.*

Pre-Game Check-in: In order to play a League game, the coach should ensure that:

- 1) You must have a current laminated WYSL player pass for ALL players present at the field of play prior to the game for inspection by the referee.

You must also have a current laminated WYSL coach pass for ALL coaches present at the field of play prior to the game for inspection by the referee. If no licensed coach from your team can be present at your game, any licensed coach from your club may coach the team and present his/her pass at check-in. *If your team does not have your player passes or coach passes with you, the game will be a forfeit.*

If no licensed coach from your Club can be present at your game, a substitute (not licensed) coach can be arranged in advance by sending a request to the league on the Coach Substitution Form. A WYSL letter of permission will be e-mailed to you and the Referee Assignor. Each team is allowed one substitute (non-licensed) coach per season.

- 2) ALL teams must have a **current** WYSL Lineup Form filled out properly to give to the referee. Include the game number from the schedule, this is used to pay the Referee. *Do not use a league roster for this purpose. Failure to complete and present this form can result in a forfeit.*
- 3) ALL players must be in proper uniforms with shin guards and no jewelry.
- 4) A referee can ban a player from playing if not in proper uniform or if wearing jewelry (including earrings).
- 5) ALL coaches and players are to be on one side of the field, with each team remaining on its side of the midfield line. All spectators are to be on the other side of the field, with each team’s spectators on their side of the midfield line.

Reporting the Score: Your game score must be e-mailed or called in to your Club’s Score Reporter by Sunday evening. Club Score Reporters are required to enter the scores online by no later than 9:00 AM Monday. While scores and standings are not posted on the website for U-9s and U-10s, they are used by the League for seeding purposes for the following season. *Failure to report your score will result in a \$40 fine.*

Rain Procedures: All games are played in the rain unless the Town, School or Club has formally “pulled” the field, the referee declares the field unplayable or the League has cancelled all games. After a rainfall, Club Presidents report to the League their field conditions by 8 AM Sunday morning, and the League makes its determination to play or

cancel all of the scheduled games. If individual fields are pulled, the Club President is responsible to notify all of that Club's coaches with home games, and those coaches must notify the visiting coaches by phone or, if you do not reach the opposing coach, by having a club member go to the field and remain there from 30 minutes before the scheduled game to 15 minutes after the scheduled game. *Failure to notify the visiting coach or, if you cannot reach the opposing coach, sending a representative to the field will result in a \$50 fine.*

Lightning: At the first sound of thunder or sign of lightning, you are to pull your players off the field, be it a game or practice. Do not wait to be told to take this action. Also make sure all parents know that if thunder is heard or lightning is seen, they are to return to the field immediately to pick up their child. Make sure you have emergency contact information whenever you are in charge of the players. This will be helpful in case you have to take the players off the field to a safety spot such as another players home.

If the Referee Fails to Appear: If the referee fails to appear for a scheduled Sunday or make-up game, the game must be played (except for games involving U-14 and older boys). The coaches must agree upon a person (who need not be a licensed referee) to referee the game. If they cannot agree, then coaches from each team must appoint a referee for half the game each. The home team's selection will officiate the second half. The coaches will check the passes of their opponents and the home coach will send the Official Team Lineup Forms into the League office. *An unplayed game will result in a Double Forfeit and \$100 fines for each team.* The WSRO will e-mail Club Referee Coordinators a list of uncovered games on each Friday and Club Referee Coordinators are expected to find Backup Referees for their uncovered home games.

If a Team Fails to Appear: If a team fails to appear or fails to have the minimum number of players within a 15 minute grace period, the team at the field will present its Lineup Form to the referee, the referee will arrange the kickoff and end the game as a forfeit, and you will report the forfeit to your Club Score Reporter as a 1-0 win by forfeit. A minimum of 6 players must be present to start a U-9, U-10 or U-11 game, a minimum of 7 players for older teams. *The non-appearing team will be fined a \$100 forfeit fee.* If both teams fail to appear, the referee will inform the League and both teams will be fined \$100 forfeit fee each. If you know ahead of time that the opposing team will not appear, tell your Club President who should notify by e-mail the League office and scheduler, and you then report to your Club Score Reporter a 1-0 win by forfeit. In this case, your team does not have to appear at the field or pay the fine.

Injuries and Medical Insurance: All registered players are covered by a secondary medical insurance policy. Parents should apply first for reimbursement from their primary insurance company. If unreimbursed amounts exceed the \$500 deductible, the coach should file the Advanced Notification of Injury Form with the WYSL office (fax 914-235-5323), and the WYSL will forward it to ENYYSA. ENYYSA will forward a claim form to the family, and ENYYSA's insurance company will handle the claim.

CODE OF CONDUCT

The WYSL has adopted a Code of Conduct for its Coaches and Team Managers, and one for its Parents and Players. We ask that all coaches and managers review them before each season, and distribute them to their parents and players. It is available in Spanish as well as English. *See the Coaches Code of Conduct inside the front cover, and Parent and Player Codes of Conduct in the Appendix.*

SPORTSMANSHIP

The WYSL's objectives are to provide the opportunity for children and young adults to participate in a soccer experience where they can develop positive self-esteem and build character. To achieve this, the League has implemented a number of activities summarized below:

Sportsmanship Program and Awards: At each game the referees will rate the sporting behavior of each teams' coaches, players and parents. On the Lineup Form that each team submits before the game there is a section which asks the referee to rate on a +2 (excellent) to -2 (unacceptable) scale behavior on the following three questions:

- 1) Did the coach display positive reinforcement to his/her team and was the coach respectful of the referee?
- 2) Were the parents/spectators respectful of the referee and did they display sporting behavior towards the opposition?
- 3) Were the team players respectful of the referee and did they display sporting behavior towards the opposing team?

The maximum rating a team can receive is +6, where all three of the coach/parents/players were judged to have displayed "excellent sporting behavior". These reports are tallied on the website and the team in each Division with the best sporting record each season will receive Sportsmanship Award patches that can be worn on the uniform jerseys (left shoulder recommended).

Double-Goal Coach Awards: The WYSL recognizes the coaches of teams which win both their Divisional championship and their Sportsmanship Award by listing their names on the WYSL website and awarding the coaches a copy of a book written by Jim Thompson, founder of the Positive Coaching Alliance.

Positive Coaching Alliance: Since 2002, the WYSL has been a Regional Partner with the Positive Coaching Alliance ("PCA"); a Stanford University based non-profit educational organization that works with youth sports organization around the country to create a positive environment for youth athletes. The WYSL has incorporated PCA materials in its coaching courses and other programs, as have a number of WYSL Member Clubs. *See www.positivecoach.org and the flyer in the Appendix which you may want to copy for your parents.*

Parent Guidelines: The League believes that the game of soccer can be a wonderful experience for all involved- the players, their parents, coaches, club personnel and the referees. However as we watch the excitement of our children as they play, we sometimes observe behavior by some parents that takes away from the experience of the other participants. The WYSL has published its Guidelines on “How to be a Great Soccer Parent” to help bring the goals of parents closer to the goals of the children (to have fun, learn new skills, to make friends). *Please photocopy the Guidelines in the Appendix, give them to your parents and work with your parents to implement them.*

Silent Sundays: Like other soccer leagues, the WYSL has introduced the concept of having one or more games each season designated as “Silent Sunday”. Coaches and spectators are asked to refrain from shouting instructions to their children. The spirit of the day is to “just let the kids play”. This gives the players the opportunity to learn to make their own decisions and to increase their own communication with other players on the field. Based upon positive feedback received from the players, the League will continue to hold Silent Sundays and asks all coaches and parents to observe the policies and spirit of Silent Sunday.

Six Goal Differential Rule: To discourage running up the score and humiliating children on the losing end of a lopsided game, the League has adopted a rule that a goal differential of more than 6 goals is unacceptable. *Penalties for violating this rule are 1st Offense: warning to Coach and Club; 2nd Offense: one game suspension to Coach and \$100 fine to Club; 3rd offense: one season suspension to Coach and \$200 fine to Club.*

REFEREES

The League works closely with the Westchester Soccer Referees Organization (“WSRO”) to try to arrange for a certified referee to appear at scheduled games. The League office provides the weekly game schedule plus any make-up games that are properly scheduled by Tuesday to the Referee Assignor, who then schedules referees to cover the approximately 250 travel games the WYSL will play on the upcoming weekend. Referee coverage is one of the primary reasons for the disciplined scheduling process.

The League’s Referee Assignor lets all the clubs know the status of covered and uncovered games each Friday, and maintains an up-to-date status report on the WSRO website www.wsroref.com. Each Club appoints a Club Referee Coordinator who is expected to help find local referees to cover the games on the uncovered list. Each club is expected to develop a list of “Backup Referees” who can help out with uncovered games.

Referee Certification: All WSRO referees are required to attend an entry level soccer referee course. These courses cover the rules, techniques and game control. The courses are offered 2-3 times a year, typically in August, September and January. Coaches, team parents or teenage players who have an interest in becoming a referee are encouraged to attend these courses. Announcements and registration are on the website.

Providing Feedback on Your Referee: All WYSL coaches are encouraged to provide feedback on their referees after every game, good or bad. Coaches should go to the WYSL website and fill out the Coaches Comment Form which can be electronically submitted to the WSRO President. Specific positive as well as negative feedback will help our referees improve their performance.

Retaining and Recruiting Referees: Due to the growing number of kids and teams playing soccer, we need an increasing number of qualified and dedicated referees. If there are not enough referees available for all games, some games may have to go uncovered and then be officiated by Backup Referees or even coaches or parents. If coaches and fans criticize and abuse our referees they will quit, and the coaches and parents will have to officiate more of their own games. *To avoid having to officiate your own games, please treat your referees with respect, and help us retain the referees we have and recruit new ones.*

ARBITRATION AND APPEALS

Red Cards: When a referee issues a red card to a player or coach, it is noted on the team's Lineup Form and sent to the League office along with his or her pass. The WYSL Arbitration Committee reviews all red cards to determine if the situation warrants a penalty greater than the minimum one game suspension for a player or one game suspension and \$100 fine for a Coach. Players and Coaches who are red carded must leave the field immediately. Refusing to leave the field, continuing to argue with the referee, approaching the referee in the parking lot to "speak" with him/her will only result in additional suspension and/or higher fines. Coaches may be asked to appear before the Arbitration Committee and/or the Sporting Review Board. *Head Coaches are responsible for the behavior of their spectators.* Note that two yellow cards in one game or three yellow cards during one season result in a red card.

Protests: *No protests of referee judgment calls are allowed (i.e. - offsides, amount of injury time, handling the ball, etc).* A club may file a game protest (not of a referee judgment call) through its Club President alleging a violation of League rules by following the rules in the Handbook. Follow the procedures carefully as improperly filed protests will be denied.

Appeals: Coaches may appeal a decision of the Arbitration Committee by following the rules in the Handbook. Follow the procedures carefully as improperly filed appeals will be denied.

TOURNAMENTS

Many teams choose to participate in tournaments. As there are no league games scheduled for Labor Day, Columbus Day or Memorial Day weekends, these are popular dates for tournaments. During the winter tournaments are held in indoor athletic facilities. If teams which are only playing in the Spring wish to participate in winter tournaments, they should register and prepay their league fee early in order to obtain their

Player Passes and insurance coverage. *See the tournament page at www.wyslsoccer.org for a listing of nearby tournaments.*

State Cup Tournament: Each year ENYYSA sponsors a single elimination competition for all U-11 and older teams with major and minor brackets. There is an entrance fee. There is a blind draw to determine who plays whom. Pre-determined weekends are set for each round of the competition. On-line registration is available through the ENYYSA website www.enysoccer.com. Applications are due in July for games that begin in September (for U-11 and the U-12 minor division) or January for games that begin in March (for the U-12 major, U-13 and older). State Cup roster forms must be submitted by their subsequent due dates. The home team must secure a field from their Club and notify their opponent of the time and place of the game. The home team pays the referee his or her fee at the field. The winning team calls in the score to the state cup commissioner and advances to the next round. *No WYSL team may schedule a home State Cup game on a Sunday when we have League games, so home State Cup games are played on Saturdays. WYSL teams playing against teams from other leagues may have away games on Sundays, and may postpone their WYSL Sunday game.*

Travel Authorization for Play outside ENYYSA: Whenever a WYSL team travels outside the boundaries of ENYYSA for a tournament or “friendly,” the coach must obtain a “Travel Authorization” by accessing the ENYYSA website www.enysoccer.com. Enter the information requested; hit “submit” and a Travel Authorization will be immediately e-mailed to you. League approval is not required. Coaches and teams are not insured if they play outside of ENYYSA without this travel authorization. Travel to a foreign country requires a written application.

Guest Players: If you are taking guest players to a tournament you must contact the player’s coach of record to borrow the player and their pass. In addition, the Guest Player and Practice Release Form must be signed by both coaches and signed by the League office. Fax forms to League office when complete (914-235-5323) and provide a return fax number.

Medical Releases: Many tournaments require coaches to bring notarized Medical Release Forms, while others require Medical Forms but not notarization.

Permission to Host: If you are hosting a tournament or even a “friendly” involving a team from outside ENYYSA, you should printout a Permission to Host Form from the website and follow the instructions on the Form.

SOURCES OF INFORMATION

WYSL Website: www.wyslsoccer.org. Contains information about the WYSL, Rules, Scores and Standings, Field Directions, Forms, Calendar of Events, Game Schedules, Member Clubs and links to their websites, tournaments, news on upcoming coach and referee certification courses and other useful information.

WYSL Handbook: Each season the League publishes its Handbook which contains a current listing of the WYSL Officers and Directors, Member Clubs, Divisional Seedings, a Coaches' Directory for each age group and a copy of the complete WYSL Rules and Regulations. The Handbooks are given to each Club at the pre-season meetings, and are provided by the Clubs to the head coach of each team.

ENYYSA Website: www.enysoccer.com. The ENYYSA site contains information about the State Cup Tournament, the State ODP program, Premier Leagues, Tournaments, Travel Authorizations and other topics of interest.

WSRO Website: www.wsroref.com. The Westchester Soccer Referee Organization website contains information about becoming a referee, the laws of the game, game assignment procedures, and the status of covered and uncovered games, upcoming referee certification courses and other topics.

Enjoy the game, make it fun for the kids and have a great season!