



League  
Policies and  
Procedures

2021

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NY West Champions Conference

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## Policies and Procedures

This league will be known as the NY West Champions Conference or simply “Champions Conference” in this document. The Champions Conference is chartered by the New York State West Youth Soccer Association, and affiliated with US Youth Soccer, the United States Soccer Federation, and FIFA. Only teams accepted by the Champions Conference Commissioners can play in the league, and their associated clubs will be members of the Champions Conference for as long as the teams participate.

Teams participating in State Cup Qualifying leagues may apply for consideration to the league. Please read the section on Team Registration before applying.

Teams must be registered with New York State West Youth Soccer Association (NYSWYSA) or an approved National State Association affiliated with the United States Youth Soccer Association (US Youth Soccer).

Pursuant to USSF Policy 601-7, section 2 (a), any team wishing to compete in a game, tournament, or league in a state other than the one in where it is domiciled must receive written permission to do so from both states involved:

- 1) The State Association where it is domiciled, and
- 2) The State Association where it wishes to play.

Note: The conditions, fees and procedures to obtain such permission, and the duration of such permission, shall be determined by the State Association.

Teams from a State Association other than NYSWYSA need to have the above stated permission on file with the league administrator each season prior to release of the final league schedule. Failure to have this permission on file will result in forfeits and fines. All forfeits shall also be deemed a game cancellation and subject to the fee schedule accordingly.

Teams from a State Association other than NYSWYSA need to be willing to have a home field within or near the geographical area of NYSWYSA.

The participation fee for each team in the Champions Conference is listed in the section entitled “Schedule of Fees and Fines”. This fee must be paid at the time of application to the league, and prior to the registration deadline - which is January 15 for the Spring season - in order for the application to be accepted.

All games shall be officiated by referees who are registered with USSF. The Champions Conference will pay the assigning fees for all league games. Teams will pay the referee fees during the registration process. The referee fees will be refunded in full if the team is not accepted into the league.



## Age Groupings

The Champions Conference is comprised of seven age groupings. Each age group shall be separated into boys and girls divisions. The age groupings will consist of: U12, U13, U14, U15, U16, U17 and U19. All teams are required to play in the age appropriate group. Competitive divisions may be established as conditions of registration warrant and this could lead to promotion and relegation among the divisions.

## Division Structure

The goal of each age group is to have a minimum of 5 teams and a maximum of 9 teams. Age group divisions may be established as deemed necessary. The top one or two teams from each age group will automatically qualify for promotion to the higher division or to a regional league, as appropriate.

More details about team placement, promotion, and relegation can be found in the separate document entitled “Champions Conference Admittance and Placement”.

## Format of Game Play

League matches shall conform to US Youth Soccer rules and guidelines.

### a) Substitutions (US Youth Soccer Rule 302)

Substitutions shall be unlimited except where specified otherwise in the rules and regulations for a special competition.

Substitutions may be made, with the consent of the referee, at any stoppage in play.

### b) Game Formats

<b>Formats of Game Play</b>					
<b>Age Group</b>	<b>Format</b>	<b>Roster Size</b>	<b>Game Length</b>	<b>Ball Size</b>	<b>Field Variations</b>
17U / 19U	11 v 11	22	2 - 45 min halves	#5	Length - 100-130 yards Width - 50-100 yards
15U/16U	11 v 11	22	2 - 40 min halves	#5	Length - 100-130 yards Width - 50-100 yards
13U/14U	11 v 11	22	2 - 35 min halves	#5	Length - 100-130 yards Width - 50-100 yards
12U	9 v 9	18	2 - 30 min halves	#4	Length - 70-80 yds Width - 45-55 yds

### c) Recommended Goal Sizes

Consistent with US Soccer Federations guidelines, 13U and above will use standard full size goals (Height - 8ft by Width - 24ft).



Consistent with US Youth Soccer guidelines, 12U will use small-sized goals (Recommended Height - 6.5ft by Width - 18.5 ft, with the maximum size goal 7ft by 21ft).

## Scoring System

The following will be used to determine a winner for each division within an age group:

**Win = 3 points**

**Loss = 0 points**

**Tie = 1 point**

League standings will be kept for all age groups.

Both team coaches are responsible for filing a game report for each match played in the League. This report must be filed online at the internet address which will be provided to each coach by the respective League Administrator. Failure to report a match shall result in a fine assessed to any team not reporting any match. The match report will consist of the game score and a feedback form for each assigned referee. Each week, every game which is completed by Sunday midnight must be reported by 9:00PM on Monday night immediately following that Sunday.

If teams are tied at the end of the season:

### 1<sup>st</sup> Tiebreaker: Head to Head

The team with the best record against the tied opponent in direct league competition will be declared the winner.

### 2<sup>nd</sup> Tiebreaker: Goal Differential

The team with the best goal differential for the season will be declared the winner. Goal differential is determined by subtracting the goals allowed from the goals scored for each game of the season. The maximum difference is 3 for each game, both positive and negative.

### 3<sup>rd</sup> Tiebreaker: Goals Against

The team with the fewest goals allowed over the entire league season will be declared the winner.

### 4<sup>th</sup> Tiebreaker: Co-Champions

If all of the above tiebreakers are equal, the teams shall be League Co-Champions.



If one team forfeits, the result shall be a 1-0 score for the team not forfeiting. If both teams are at fault, the score shall be a 0-1 result for both teams. Teams assessed forfeits are ineligible for League Championships.

The Champions League will provide each member of a team finishing in first place of each division within a competitive age grouping a winner's shirt provided the team has played at least 85% of their games.

## Team Registration

The entry of teams into the Champions Conference must be accepted by the League Commission whose decision is final. Acceptance and placement of entry is based primarily on proven team history and competitive performance, but may include other aspects such as risk of injury to players, the best interest of youth soccer, field submissions, certified referee availability, and acceptance of the NYSWYSA Zero Tolerance Policy, among other things. Teams new to the league shall be placed into the appropriate division as determined by the League Commission.

This is a state qualifying travel league. New teams should consider this factor before applying. The following items are given consideration by the commission:

- Other league play prior to application to the League
  - What league?
  - What division?
  - What level of finish?

See the separate document entitled "Champions Conference Admittance and Placement" for more details on the acceptance criteria and process.

## Team Rosters

Team Rosters must be:

- a) Submitted for team registration with player passes
- b) Correctly filled out
- c) Certified by NYSWYSA or an official certified roster of another NSA
- d) Submitted to the League Administrator by the published date. NYSW team rosters will be considered submitted when they are entered into the Champions Conference in RosterPro®.
- e) If not received by the published date, the team may face a fine or suspension by being placed in bad standing with the league.

The roster limit for 12U teams is 18 players, however no more than 16 may check into any game. For all other age groups the limit is 22 players, however no more than 18 may check into any game.



Rosters will be frozen at midnight, April 1. All changes to rosters, regardless of when they occur, need to be supported by release and transfer paperwork approved by the proper state authority. It is solely the responsibility of the team to ensure that the League Administrator receives their certified roster.

## Playing Up (Players)

A team may have on its team roster only players of the following age groups for the seasonal year in which the team is participating in the Champions Conference:

- (1) Each player on the team must be (A) of the age of the age group competition in which the team is participating in that seasonal year, or (B) of the age in either of the next 2 younger age groups of that age group competition in which the team is participating in that seasonal year.
- (2) All teams must have 50% + 1 players of the age group competition in which the team is participating in that seasonal year.
- (3) When a player wants to play up more than two age groups, the coach/parent must submit a letter to the Champions Conference Commission requesting a waiver. The player will be evaluated by a panel of coaches who will submit their recommendation to the Commission.

## Secondary Rostering

**A player shall be rostered to one team and one team only in their age group in this league.** A player can carry either a primary or secondary player pass, however if the player carries two passes, the other pass must be for a roster in another age group or another league.

## Player Eligibility

All players must have a valid US Youth Soccer player pass and must appear on the team's certified roster. If it is discovered that an ineligible player was used in a league match, all league matches that the player may have participated in will be deemed forfeits.

Requests concerning player eligibility should be directed to the League Administrator.

Investigation of player eligibility shall not be construed as a protest. For the good of the game and the league, any questions concerning player eligibility must be resolved within 10 days.

## Player's/Coach's Passes

All player's and coach's MUST have a laminated player's pass or coach's pass, signed and sealed by the league/district registrar or State Risk Management officer, with a recent photo, in order to participate in any Champions Conference game and/or to be on a team sideline. If a team is from a state that does not have a Risk Management Program recognized by NYSWYSA, then the coaches and sideline personnel must have a risk management pass issued by NYSWYSA. There are no exceptions to this rule.

This rule is not to be interpreted and must be strictly enforced by all referees at all league games. Any team appearing without authorized player passes shall be deemed as forfeiting the game and will be



fined the forfeit penalty plus applicable referee's fees per occurrence. Any individual player(s) without an authorized player pass will not be allowed to participate or remain on the team/player's sideline unless that player is out of uniform.

In addition the team must present the referee crew with an original certified roster listing all players and coaches who are members of the team. Referees are to check to be certain that the passes and certified roster match.

In the event that a team appears at a game site with passes but without the certified roster, a **neatly printed** roster with the player's names, pass numbers and jersey numbers will be given to the referee who, in turn will file a report with the league administrator attaching said roster to the report. A fine of \$5.00 will be imposed on the club for each such instance.

In the event the hand written roster is reviewed by the league administrator and found to include ineligible players, the game will be deemed a forfeit.

### **Coach's on the Sideline**

A maximum of three coaches/trainers/managers will be allowed on the team side of the field. Any adult on the team side MUST have a risk management coach's pass. A player from an older team acting as a coach must have a risk management youth coaching pass and cannot be on the sideline in a coaching capacity unless there is an adult (over 21 years of age) with a coach's pass on the sideline as well.

### **Coaches Licensing Requirements**

Each coach on a team that participates in the League is expected to have completed the 11v11 grassroots coaching course (or the 9v9 grassroots coaching course for 12U teams). In addition, each team is expected to have at least one coach on the roster that holds a D license or higher, or an equivalent coaching license.

If a team is accepted into the League, but its coaching staff does not meet the coaching requirements, the team has 2 seasons to satisfy the requirements. After that time, the Commissioners may - at their discretion - drop the team from the League.

### **Team Performance**

Teams will not be required to provide performance bonds. For each forfeit there will be a fine, payable by the club. The clubs will be billed and have to pay the fines in order to remain in good standing. If a second game is forfeited the team will be expelled from the league. Any team which either withdraws from the league or is expelled shall be subject to a fine and shall forfeit their team registration fee. In addition, they will be responsible for all fines incurred by the team up to the point of withdrawal/expulsion. The Champions Conference encourages clubs to collect bonds from those teams the club feels are at risk for incurring forfeit charges. Remember, the final responsibility for all fees and fines lies with the CLUB. All forfeits shall also be deemed a game cancellation. The section entitled "Schedule of Fees and Fines" provides more detail about fines and their amounts.



## Fields

Each team must provide a field for their home matches, and there must be an active field coordinator for each club. This person will be responsible for all fields used by their club. The Champions Conference reserves the right to use this person as a liaison between the club and the league on issues pertaining to the fields used by the club.

The home team is responsible for proper preparation of their fields. This means the grass must be cut, fields properly lined, nets properly secured in all areas, corner flags installed, spectator lines clearly visible, no obstacles on the playing field and the field is in playable condition. At game time a referee may declare the field unplayable. If unplayable for the above reasons, not acts of God, the home team is responsible for payment of the referees for the cancelled game, reporting to the League Administrator and scheduling a make-up game. In addition to the fees for re-scheduling the game, a fine for improper maintenance or marking of the field shall be levied against the home team.

*The Technical Area:* All fields should have a technical area drawn for coaches, substitutes, and other team officials. This area should be no closer than 10 yards from an extension of the halfway line and must not be any closer than 1 yard from the touchline. The maximum length of the technical area is 15 yards. No seating shall be placed closer than 2 yards from the front of the technical area. Minimum marking shall consist of the line parallel to the touch line closest to the field and a side marking at least 1 yard long perpendicular to said line at either end of the line. All coaches, substitutes and team staff must remain inside the technical area during the run of play and shall only leave the technical area to report to the halfway line in order to report as a player into the match.

On fields where a technical area exists for another governing body of soccer (i.e. High School Federation, NCAA, NISOA, etc.) the said technical area shall be honored for Champions Conference games. If no technical area can be drawn, a seating area must be provided for each team no closer than 3 yards from the touchline and no closer than 7 yards from an extension of the halfway line. In such cases, team coaches, staff, and substitutes are restricted to the area within 1 yard of said designated area on all sides.

If a technical area is not clearly marked, the referee can decide what constitutes the technical area and use other means to mark the boundaries.

## Scheduling Games by Teams

The season will run from the last weekend in April through the second weekend in July 15, or as close as possible to this time frame calendar year permitting.

The schedule is designed with the following factors in mind:

- a) Players available to play games
- b) Travel time of teams
- c) Field availability



- d) Referee availability
- e) Conflicts with ODP events
- f) State Cup play down games and final four tournament
- g) Club or team requests
- h) Ability of teams to play 8 league games during the season

The recommendation of US Youth Soccer is that a team plays no more than one league match in a given day. The Champions Conference intends to follow this recommendation to the greatest extent possible. However, in unusual circumstances, an exception could be made for playing two different teams in one day due to long geographical traveling distances, but that exception must allow 2.5 hours of rest between the end of one match and the start of the next match, and must be approved by the Commissioners of the League. Under no circumstances can a team play the same opponent twice in the same day.

This is a self-schedule league where the team managers or coaches are responsible for setting their schedule dates and times with the opposing teams in the following manner:

- The League Administrator will develop a preliminary competition schedule that lays out the team match ups for each age group and division, but excluding dates, times, and locations.
- Teams will be notified in mid-February of the preliminary competition schedule.
- The home team in each match-up is responsible for scheduling a date, start time, and field that will work for both teams by communicating with the visiting team.
- Once a home game is agreed by both teams, the home team will email the league administrator with the confirmed details of that game, including the game number, the date, the start time, and the field location, including a field designation if the location has more than one field.
- The deadline for home teams to complete the scheduling of all of their home games is 3 weeks from the date that the preliminary competition schedule is released.

***The schedule will be considered FINAL at the close of the preliminary competition scheduling period.***

Changes to the schedule will be allowed after the final schedule is published, however the rules governing rescheduling games must be followed and the reschedule activity will incur applicable fees.

### **Scheduling Games by the League**

If any team is unable to schedule a game date and time with the visiting team during the open 3-week period, the League Commissioners will set the schedule of that game, at their discretion, using the following procedure:

- The League Administrator will notify both teams that the unscheduled match is going to be scheduled by the League Commissioners.
- Both teams have the opportunity to communicate to the League Administrator the constraints they have with scheduling the game and any other pertinent information related to the scheduling difficulty.



- The League Commissioners will select, at their discretion, a date and time-frame for the game to be played. They will select a date that does not conflict with another League game of either team.
- The League Administrator will share the date and a time frame with the teams.
- The home team will be responsible for selecting and confirming a field location on that date and within that time-frame. If the team's home field is not available, the home team is responsible for locating and reserving a neutral site location. The home team has one week to inform the League Administrator of the confirmed location.
- If the home team does not confirm a field location within the week, the home team will be charged a forfeit, along with the associated fees and fines.
- **Both teams will be expected to play on the chosen date, time and location.** If either team chooses not to play, the team that does not show will be charged with a forfeit along with the associated fees and fines.
- If both teams fail to show, the match will be declared a double forfeit, which means that both teams are charged with a loss in the standings, along with the associated fees and fines.

## Rescheduling Games – Changes to the Final Schedule

Changes to the schedule can be made after the schedule is final, but they must be made according to the procedures noted below, and the changes will incur the applicable fees and fines. The current game must first be cancelled, and then the game must be rescheduled within 10 days of the cancellation or the game will be forfeited by the team that cancels the game.

**Please Note: Game cancellation requested less than 14 days from the original scheduled date incur a game cancellation fee**

No request to cancel a scheduled game will be honored by the league within a timeframe of less than 24 hours prior to the scheduled game start time, unless the requesting team's club president requests the change to the league president and the league president agrees to allow the change. ***If this permission is not obtained, and a team does not show for the game, the game shall be deemed a forfeit.***

To cancel and reschedule a game the team coach or manager must:

1. Contact the opposing team and mutually agree to cancel the original game and reschedule a make-up game.
2. Contact the League Administrator with that information: that the game is mutually cancelled, and a reschedule is planned. (Remember – all game changes will consist of a game cancellation fee if they occur within 14 days of the originally scheduled date.)
3. Contact the field coordinator for the game field and cancel the current game schedule.
4. Arrange a make-up date acceptable to both teams and the field coordinator, and notify all persons listed above. Two time frames must be satisfied for this notification:
  - a. The notification must be done within 10 days of the game cancellation, and



- b. The notification must be at least 10 days prior to the new game date, or referees may not be available to reschedule the game.
5. If the team that cancels the game fails to reschedule the game by a notification date that satisfies both time frames, the game cannot be rescheduled.

For each game not made up, there will be a forfeit and a fine will be assessed to the team or teams refusing or unwilling to make up the game. Clubs will be invoiced for the fees and fines.

If the fees and fines are not paid within 30 days of the invoice, the team will be deemed 'not in good standing' which will prevent that team from playing in any Champions Conference game until the fine is paid. Clubs are liable for all penalties incurred by their teams. If the club does not pay the fine, then the club is put in bad standing. This will prevent all teams from that club from playing in the Champions Conference until the fine is paid.

### Field Closures for Weather

Any cancellation due to a field closures for weather MUST BE reported to the league office no later than Noon the day of the game in order for the league office to have adequate time to give notice to all parties involved in the match. Failure to notify the office by Noon of a given day will result in a late rescheduling fee. Field closures MUST BE accompanied by documentation of the closure by the field operator.

### Make-Up Games (Rain outs)

Coaches are **expected** to work with each other and the League Administrator to arrange whatever convenient times may be available to make up their games.

All make-up games must be scheduled for a specified date within 2 weeks from the date of the decision to cancel or rainout.

The game does not have to be played within the 2 weeks, but a new date must be established and recorded with the League Administrator within 2 weeks of the original game date. A fine will be paid by the team or teams refusing or unwilling to make up or reschedule the game, as noted in the "Schedule of Fees and Fines".

### Cancellations

Teams must play all games and be willing to travel. If a team refuses to travel to a game site, that team may be subject to sanctions, which may include expulsion from the league, in addition to the forfeit fine and a game cancellation fee. The team will also have to apply for future acceptance into the league.

A game may be cancelled for a legitimate reason and is subject to a game cancellation fee if the cancellation is less than 14 days before the game is scheduled to be played. A game that is cancelled must be rescheduled within 10 days of the cancellation, or the team that has cancelled the game will forfeit the game and be subject to a forfeit fine.



## Unfinished Games

Unfinished games due to any cause shall be replayed providing neither team is at fault and the play has not begun in the second half of regulation time. If play is stopped during the second half of regulation time and cannot be resumed, and neither team is at fault, the game shall be declared finished and complete. Should play be stopped at any time due to one (1) of the teams being adjudged at fault, whether the game is to be replayed or declared a forfeit shall be at the discretion of the League Administrator and the Commission.

## Protests

All protests must be submitted in writing to the League Administrator within 1 week of the game in protest and must be accompanied by a non-refundable check in the amount of \$100.00 made payable to NYSWYSA.

A referee's judgment is normally not considered a valid reason for protest. Incorrect application of The Laws of the Game is considered valid reason for protest. *The game officials must be advised that the contest is being played under protest.*

All protests will be heard at an executive meeting called by the Commission. A team losing a protest will lose any points earned in the game protested.

## Appeals

Should a team wish to appeal the decision by the board, the line of authority for appeals is as follows:

- a. New York State West Youth Soccer Association
- b. United State Soccer Federation Appeals Committee

## Other

If an occasion should arise that is not fully covered by the Champions Conference Policies and Procedures, then the Commission shall have absolute power to decide that case.



## 2021 Champions Conference Schedule of Fees and Fines

Fees and Fines can be paid in two ways: online via a credit card using the Champions Conference website, or by check mailed to the NYSWYSA office. Checks should be made payable to NYSWYSA and the note field should include the words ‘Champions Conference Fees’ or ‘Champions Conference Fines’, as appropriate.

### Fees

#### 2021 Team Registration Fee - \$225.00

The registration fee includes a \$25 non-refundable application processing fee, plus a \$200 team participation fee, which will be refunded in full if the team is not accepted into the league. The registration process is not complete until the registration fees are paid.

#### Referee Game Fees (Per match, 3 officials, 8 game schedule)

Age Group	2021 Referee/Assistant Referee	Responsibility per match for each team
U17/U19	\$86/\$43	\$86
U15/U16	\$76/\$38	\$76
U13/U14	\$62/\$31	\$62
U12	\$52/\$26	\$52

Teams will pay the referee game fees to the league during the registration process, which will be refunded in full if the team is not accepted into the league. The league administrator will pay the individual referees when each match is complete. Teams do not bring cash to the field and pay the referee.

#### Cancellation Fee – paid by the team responsible for cancellation

Age Group	1-24 Hours	24-72 Hours	72 Hours – 14 days
17U/19U	\$225.00 (See Note)	\$185.00	\$110.00
15U/16U	\$200.00 (See Note)	\$160.00	\$100.00
13U/14U	\$175.00 (See Note)	\$135.00	\$90.00
12U	\$160.00 (See Note)	\$120.00	\$80.00

All game cancellations that fall within a period of time less than 14 days prior to the scheduled game will carry a cancellation fee.

Note: No request to cancel a scheduled game will be honored by the league within a timeframe of less than 24 hours prior to the scheduled game start time, unless the requesting team’s club president



requests the change to the league president and the league president agrees to allow the change. ***If this permission is not obtained, and a team does not show for the game, the game shall be deemed a forfeit.***

Rescheduling a game after a cancellation is subject to the availability of referees, and must occur within 10 days of the cancellation or a the team that has cancelled the game will forfeit the game and be subject to a forfeit fine. In this case the forfeit fine takes that place of the cancellation fee, and no cancellation fee is levied.

## Fines

**Forfeit** **\$250.00**

Charged to team unable to prove to the assigned referee that they are fielding a legal team or who do not show up at the scheduled game site within 15 minutes of game time.

**Refusal to Reschedule a Make-up Game** **\$75.00**

Charged to a team or teams refusing or unwilling to make up or reschedule the game.

**Failure to Make a Timely Game Report** **\$10.00**

Charged if the home team does not make a game report by 9:00PM, Monday following the game date.

**Send Off (Player)** **\$50.00**

Charged to any team that has a player shown a red card. This fine is per person *and* per occurrence.

**Yellow Card Accumulation** **\$50.00**

Charged to any team that has had a player accumulate 4 yellow cards during league play. This fine is per person and per occurrence.

**Coach, Assistant, Manager or Spectator Ejection** **\$50.00**

Charged to any team that has a spectator or affiliated coach, assistant, or manager asked to leave a game site. This fine is per person *and* per occurrence.

**Physical Assault** **\$250.00**

Charged to any team that has an affiliated coach, assistant, manager, or spectator with assault. USSF mandates minimum suspensions to be enforced nationally for assault. These can be up to 5 years or longer! Please take all appropriate actions to prevent this from happening.



**Failure to produce an official roster                      \$30.00**

Charged to any team which shows up at a game with player passes only but no official roster.

**Improper Maintenance or Marking of Field                      \$50.00 [per game]**

Charged to any home team if a referee reports that a field is not appropriately marked or equipped, this fine may be charged even if the game is played. The referee also has the option of refusing to allow the game to be played which will result in a forfeit for the home team.

**Early Withdrawal/Expulsion    \$200.00 + forfeit registration fee**

Charged to any team which withdraws or is expelled from the league after the division placement has been determined.

**Withdrawal after the season is underway                      Remaining forfeit fees (see below)**

All associated forfeit, game fines, and cancellation fees for the remainder of that team's league schedule. Charged to any team which withdraws after the season is underway and has played one or more games of their schedule and then decides to withdraw from the league



## Coach and Manager Responsibilities

### Before the season:

- 1) Familiarize yourself with proper protocols and policies of the league. The Champions Conference will not be responsible if you are unaware of the appropriate procedures and responsibilities you have assumed as a coach or manager.
- 2) Review your schedule within the two-week grace period which follows the release of the preliminary schedule. Make all changes needed based on school vacations, trips, concerts, other leagues, other sports, or any other foreseeable conflicts there might be. Immediately call to initiate all changes. **Don't wait till the last day** of the grace period to call because it takes a few days to work out any changes.
- 3) In concert with your club registrar, ensure that all players and coaches are properly registered, have original certified rosters as well as player and coaches passes for the games. Be certain that all team and player fees have been paid.

### During the season:

- 1) Call the opposing coach two or three days ahead of your scheduled game to confirm the time and place.
- 2) If the coach is unavailable for the game arrange for an assistant coach to coach the team. **Note:** *Each coach on the team side of the field **must** have a coach's pass so make sure you have more than one adult designated to help with a team. No team will be allowed more than 3 adults on the player's side of the field. Please comply with the referee when they enforce this rule.*
- 3) As home team, along with your club's field coordinator, ensure that nets are secured, corner flags are in place, fields are lined properly, and the field is playable.
- 4) Make sure you remember to bring your player passes and medical release forms to all games.
- 5) Ensure that all players are properly dressed with shin guards and uniforms.
- 6) Have first aid supplies available, know the location of the closest telephone, and know the telephone number of the nearest emergency squad.
- 7) Be responsible for the conduct of the coaches, players, parents, and spectators. Have a team-parent-coaches meeting to discuss appropriate conduct and team responsibilities.
- 8) Show respect to all official of the game, irregardless of the quality of the game they are officiating.
- 9) **Both teams must report the score on the League website by 9:00PM each Monday.** A fine will be assessed for failing to make a timely report. The standings will not update until both teams report the score and the scores match.
- 10) Game rescheduling after the grace period: It is the responsibility of the coach who request the cancellation, or the home team in case of weather related cancellations, to initiate mid-season rescheduling. Please note: weather related rescheduling can only be initiated by the club field coordinator by closing the field or by the referee at the game site.



- a. If a game is being cancelled after the grace period end for some reason other than weather related, the coach requesting the cancellation must obtain agreement from the opposing coach on cancellation and the time and place of the rescheduled game. The coach should contact the club field coordinator before contacting the opposing coach to find possible playing times for rescheduling the game. He/she should have four or five options to present to the opposing coach.

**PLEASE NOTE: NO GAME MAY BE CANCELLED LESS THAN 14 DAYS PRIOR TO THE ORIGINALLY SCHEDULED GAME ONCE THE 2 WEEK GRACE PERIOD IS OVER WITHOUT PRIOR CONSENT OF THE PRESIDENT OF THE CHAMPIONS CONFERENCE.**

A request for cancellation less than 14 days prior to any match will result in a forfeit unless the specific approval of the league president is granted. Such a change will only be granted in the case of a major emergency which would force your team to show at a game site with less than 7 players. **This request must be made by your club's president.** Do not initiate contact with the president of the Champions Conference on your own accord.

- b. The coach requesting cancellation must notify the League Administrator at least fourteen (14) days before the date of the cancelled game. Three changes per team per season is the limit for rescheduling after the grace period. This limit does not apply to games being rescheduled due to weather related cancellations.
- c. The coach must ensure the field is available and ready for play by checking with the club field coordinator.
- d. The coach requesting cancellation or the home coach if the cancellation is weather related, must notify the League Administrator at least seven (7) days in advance of your make-up game or be prepared to pay a fine as outlined in the schedule of fees and fines.
- e. All cancelled games must be rescheduled within two weeks of the original play date or the game may be deemed a forfeit.
- f. All game reschedules consist of a game cancellation and a game scheduling. Either or both these actions may result in a fine being charged.
- g. Report to the League Administrator any game that is played with fewer than the required number of officials.
- h. Periodically check the Champions Conference website to be certain that your team's record is correct in the standings. If an inaccuracy is found, report it immediately to the League Administrator.



## Unsporting Behavior

The Champions Conference strives to conduct all operations with the highest level of sportsmanship. This includes league administrators, clubs, coaches, team staff, players, referees, volunteers and parents. It includes the administration of the league, the decision making of the league, the scheduling process, the adherence to league rules and policies, interactions among administrators, coaches, referees and volunteers, as well as match play.

The policies listed below follow the best practices in the sport of soccer, and detail the consequences associated with unsportsmanlike behavior within the Champions Conference.

### General Notes

- 1) Every member of the organization is responsible for the actions of its coaches, players, officials and spectators before, during, and at the conclusion of the game.
- 2) Each coach during the game is responsible for the verbal and physical actions of its team, coaches, and spectators. ***A coach may be asked to leave the field as a result of a violation of this rule and will be subject to all fines as if he/she had committed the misconduct. If a spectator is ejected, the team shall be fined for each occurrence.***
- 3) Any Champions Conference player, coach or spectator involved in any unsporting like incident reported by the game officials in any competition, shall be suspended immediately from any involvement in Champions Conference related activities for a period to be determined by the Champions Conference.
- 4) Any player, coach or team official who assaults (civilly or criminally) a referee, shall automatically be suspended for the rest of the season. NYSWYSA must be notified of the occurrence through the League Administrator.
- 5) There will be a maximum of 3 non-players allowed for each team on the player's side of the field. This includes coaches, assistants, managers, photographers, spectators, trainers, and parents. EACH ADULT ON THE TEAM SIDE OF THE FIELD WILL BE REQUIRED TO HAVE A CERTIFIED RISK MANAGEMENT PASS. THIS WILL BE ENFORCED BY THE REFEREE.
- 6) Ejection of a coach or team official will be fined the amount listed in the Schedule of Fees and Fines and be required to sit out a minimum of one game.
- 7) If a referee does not arrive, the game can be played only if USSF certified replacement referees can be found. If teams choose to play without certified referees, the game will be unofficial and not count in the league standings. Both coaches should contact the League Administrator to arrange a make-up game.
- 8) When a player, coach, manager, or club official assaults a referee or a referee assistant, and the assault amounts to physical violence, the state association has the sole right and authority to



adjudicate the matter. The President of the Champions Conference having information about such assault will, on completion of an investigation and determination that an assault did occur will immediately notify the proper state association authorities and give them all the information the Champions Conference has compiled.

- 9) If a player starts bleeding during the game, they must be removed from the game until the bleeding stops, and is properly covered.

## Cautions and Send Offs

- 1) All rules covering cautions and send offs are covered by the FIFA Laws of the Game. The Champions Conference has also added to these laws with additional rules.
- 2) Coaches and all other non-players/non-substitutes on the team side of the field are reminded that any verbal warning received from a referee shall be considered a CAUTION just as if the referee had shown a yellow card. If any non-player is asked to leave the premises, he or she will not be shown the red card BUT the Champions Conference will treat the situation as if the red card had been shown. This carries a fine as listed in the Schedule of Fees and Fines and the person will be required to sit out the next scheduled league game. Depending on the severity or volume of offenses committed, the Commission reserves the right to increase the amount of time to be served.
- 3) If a player during the game is sent off, they must sit out the remainder of the game (while their team plays short) plus their next league game. A send off in an Champions League games costs the player a fine as listed in the Schedule of Fees and Fines. The fine must be paid before the player can resume playing or attending games.
- 4) A send off will result in that person's member pass (player or coach) being sent to the League Office. The pass will be returned after that person has sat out their required suspension and paid their fines to the Champions Conference. It is the responsibility of the club to see that this fine is paid to the League.
- 5) Any person who is sent off more than once during the Champions Conference season shall appear before a review committee appointed by the President and League Administrator. This review committee shall have the power to suspend the person from further participation. Failure to appear shall result in immediate suspension.
- 6) Strong or vulgar language is punishable for players and coaches with a send off.
- 7) Any ADULT team official sitting out a game, or who is sent off from a game, cannot be within sight of the remainder of the game or the game they are sitting out. In addition, the adult sitting out shall not have any communication, electronic or otherwise, with anyone present while the game is in progress. If the Champions League is informed and after investigation finds that a coach or team official was in sight of or in any way involved with the game, severe disciplinary action will be taken.
- 8) Sitting out games by team officials is a serious matter under the NYSWYSA Zero Tolerance Policy. Failure to do so properly is serious breach of that policy.



## Assault, Abuse and Harassment

### A Guide for Players, Spectators and Coaches

WHAT COULD HAPPEN TO YOU?

#### **In the case of assault:**

- You WILL be arrested.
- You WILL need an attorney.
- You WILL be convicted.
- You WILL either do jail time, pay fines, or do community service.
- Your name WILL appear in the local news.

#### **Your soccer life will also change:**

- USSF MANDATES minimum suspensions to be enforced nationally for any assault or abuse. These can be up to 5 years or longer! These cases are normally handled by the state association. You will also face league fines and sanctions.

#### **In the case of harassment:**

- the league will take significant action suspending you from numerous matches and charging you fines. You may also endanger future involvement with the league.

**IT IS JUST A GAME!**

**STOP! THINK! CALM DOWN!**



## NY State West Youth Soccer Association Zero Tolerance Policy

To help prevent physical assault and verbal abuse in the leagues and clubs within the New York State West Youth Soccer Association (NYSWYSA, or Association); the Association has adopted a ZERO TOLERANCE POLICY. This policy applies to all coaches, players, parents, spectators and other supporters and referees effective immediately. Abusive and obscene language, violent play/conduct, fighting and other behavior (including, but not limited to sarcasm, taunting, etc.) deemed detrimental to the game between the above mentioned groups will not be tolerated. The ultimate responsibility for the actions of coaches, players and spectators resides with the member clubs.

It is the responsibility of the coaches to provide referee support and spectator control, and it is the responsibility of the member clubs to provide instructions to their coaches on how they are expected to carry this out. This policy applies before, during and after the game at the soccer field and its immediate surrounding areas.

### Parents & Spectators

No parent or spectator shall persistently address the referee or assistant referees at any time. This includes, but is not limited to:

- a. Parents and spectators shall not dispute calls during or after the game.
- b. Parents and spectators shall not make remarks to the referee(s) or advise the referee(s) to watch certain players or attend to rough play.
- c. Parents and spectators shall never yell at the referee(s), including criticism, sarcasm, harassment, intimidation or feedback of any kind before, during or after the game.

The only allowable exceptions to the above are:

- a. Parents and spectators may respond to a referee who has initiated a conversation, until such time as the referee terminates the conversation.
- b. Parents and spectators may point out an emergency or safety issues, such as a player apparently injured on the field or observed fighting.

Additionally, parents and spectators shall not make derogatory comments to players of either team.

### Penalties (Parents & Spectators)

In the opinion of the referee, depending on the severity of the offense, the referee may take any of the following actions:

- a. The referee may issue a verbal warning to the coach of offending party's team.
- b. The referee may stop the game and instruct the coaches to direct the parent / spectator to leave the field.
- c. The referee may abandon the game if the parent/spectator does not leave the field.



## Players

The conduct of the players is governed by the Laws of the Game as stated by FIFA and USSF. The Laws themselves describe penalties associated with violating the Laws of the Game. Additional penalties for players who engage in misconduct may be established by the club and/or league but may in no case be less severe than penalties established by FIFA, USSF, or NYSWYSA.

## Coaches, Assistant Coaches & Bench Personnel

It is the responsibility of all coaches to maintain the highest standards of conduct for themselves, their players and supporters in all matches. Failure to do so undermines the referee's authority and the integrity of the game resulting in a hostile environment for players, the referee(s), coaches, assistant coaches, bench personnel and spectators. As role models for all of the participants and spectators, coaches participating in a New York State West Youth Soccer Association sanctioned event are expected to be supportive of, and to acknowledge the effort, good play and sportsmanship on the part of ALL players from either team in a contest. By example, coaches, assistant coaches and bench personnel are expected to show that although they are competing in a game, they have respect for their opponent, referees and spectators at all times. The New York State West Youth Soccer Association will not tolerate negative behavior exhibited either by demonstrative actions and gestures, or by ill-intentioned remarks, including those addressed toward the referees or members of an opposing team. Coaches exhibiting hostile, negative, sarcastic or otherwise ill-intended behavior toward referees, opposing players or coaches will be subject to sanction by the match official. Additional sanctions may be imposed by the club that the coach or assistant coach represents, the league that the match is being played under, or as allowed by New York State West Youth Soccer Association policies after a review of the match report.

- Coaches shall not interact directly or indirectly with the coaches or players of the opposing team during the game in any manner that may be construed as negative, hostile or sarcastic either by way of demonstrative actions and gestures or by ill intentioned remarks.
- Coaches shall not offer dissent to any call made by the referee(s) at any time.
- Coaches are not to address the Referee(s) during the game except to:
  - a. Respond to a referee who has initiated a conversation.
  - b. Point out emergency or safety issues.
  - c. Make substitutions.
  - d. Ask the referee, "What is the proper restart (i.e. direction and Indirect Free Kick or Direct Free Kick)?"
  - e. Ask for the time remaining in the half.
- Coaches are allowed to ask a referee after a game or during the halftime interval, in a polite and constructive way, to explain a law or foul, but not judgment calls made in the game.
  - a. Polite and friendly concern can be exchanged with the referee. If the polite tone of the conversation changes, the referee may abandon the exchange at any time.
  - b. Absolutely no sarcasm, harassment or intimidation is allowed.

NOTE: It is recommended that coaches or other team members do not engage in any conversation with the match official once the match has concluded.



## Penalties (Coaches, Assistant Coaches & Bench Personnel)

In the opinion of the referee, depending on the severity of the offense, the referee may take any of the following actions:

- a. The referee may issue a verbal warning to the offending coach, assistant coach or bench personnel.
- b. The referee may eject the offending coach, assistant coach or bench personnel. Once ejected, the individual will be required to leave the field immediately.  
NOTE: Referees are instructed not to display any cards to bench personnel. They are strictly reserved for players and substitutes.
- c. The referee should abandon the game, if the coach, assistant coach or bench personnel do not leave the field or any immediate adjoining area after having been instructed to do so. Additional penalties associated with the ejection of a coach, assistant coach or bench personnel may be assessed by the local club or league which sanctioned the match in accordance with their documented policy. These penalties may be no less stringent than sanctions as may be imposed by NYSWYSA following their review, if conducted, of the incident.

All cases of alleged abuse or assault of a referee shall be reported to the NYSWYSA State Office and State Referee Administrator within 48 hours of the match that engendered said behavior. NYSWYSA will then conduct a verification of the complaint and subsequent actions as required by applicable sections of USSF Policy in effect at the time of the incident. Although NYSWYSA is continually bound by USSF Policy and its various revisions, definition of referee abuse and referee assault found in USSF Policy 531-9 as of the creation date of this Zero Tolerance Policy is offered by way of information as follows:

### **Referee Abuse**

- (a) Referee abuse is a verbal statement or physical act not resulting in bodily contact which implies or threatens physical harm to a referee or the referee's property or equipment.
- (b) Abuse includes, but is not limited to the following acts committed upon a referee: using foul or abusive language toward a referee that implies or threatens physical harm; spewing any beverage on a referee's physical property; or spitting at (but not on) the referee.

### **Referee Assault**

- (a) (i) Referee Assault is an intentional act of physical violence at or upon a referee.  
(ii) For purposes of this Policy, "intentional act" shall mean an act intended to bring about a result which will invade the interests of another in a way that is socially unacceptable. Unintended consequences of the act are irrelevant.
- (b) Assault includes, but is not limited to the following acts committed upon a referee: hitting, kicking, punching, choking, spitting on, grabbing or bodily running into a referee; head butting; the act of kicking or throwing any object at a referee that could inflict injury; damaging the referee's uniform or personal property, i.e. car, equipment, etc