

South Jersey Soccer League



Club Travel Representative Handbook

(Revision November 4, 2010)

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PURPOSE

This handbook is designed to assist the club representative in fulfilling his/her club's responsibilities to the South Jersey Soccer League in accordance with the league Constitution, Executive Board Policies, and the Rules and Regulations. The goal is to ensure that the teams associated with each club are properly informed and prepared to compete in accordance with the official league guidelines.

ABOUT THE SJSL

The South Jersey Soccer League ("SJSL") was founded in 1967 as an affiliate of New Jersey Youth Soccer ("NJYS") and the United States Youth Soccer Association ("USYSA"). The SJSL Executive Board serves as the governing body at the league level for the member clubs and administers the policies and procedures as set forth by NJYS, the USYSA, and in accordance with the SJSL Constitution and the Official League Rules and Regulations. The league supports the concept of "Fair Play" as described by NJYS and the USYSA, while emphasizing the establishment of a safe and organized playing environment for our youth soccer players.

SJSL has over 70 affiliated member clubs across the southern half of New Jersey, from Princeton to Cape May, comprising more than 450 boys travel teams from U-8 through U19. Member clubs are represented in the league by club designated travel representatives. The SJSL holds monthly general membership meetings with the club representatives to pass on registration and league information, provide updates and instruction, and to maintain a mechanism for communication between the league and the member clubs.

The SJSL organizes and operates a seasonal playing structure encompassing fall and spring playing seasons and a separate Division I/II schedule. The league provides for a team rating process, establishes team conferences, schedules games and fields, arranges for referees, and provides a supervisory presence for the operation of the league.

The SJSL also offers other important soccer related activities and events throughout the year, including (as applicable) a "Select Team" program and scholarships to qualified graduating high school seniors. For more information, please visit the SJSL website at www.sjsl.org.

WHAT IS A CLUB REP OR TRAVEL REP?

Upon acceptance into the SJSL, each member club is responsible to designate a club representative and his/her alternate to serve as a liaison between the club and the league. Only the officially designated club representative is authorized to vote on behalf of the member club. The club rep is usually a member of the executive board of the member club, but is not required to be one. The club representative (hereinafter the "club rep" or the "travel rep") represents both the club as a whole, as well as each of the boys' travel teams that are individually registered by that club with the league. The club rep is the primary mechanism through which information is passed from the league on to the member clubs. It is the club rep's responsibility to ensure that the club is made

aware of and conforms to all of the rules and regulations of the SJSL. The club rep is the club contact person for the league. The league will reach out first to the club rep whenever an issue arises between the league and the club or between the league and a particular club team or teams. It is the preferred method of passing on information to the member clubs and their teams.

WHAT ARE THE CLUB REP'S RESPONSIBILITIES?

The club rep will have both league and club responsibilities. As a club rep, you will serve as both a resource for the league about your club and as a resource for your club and your club's teams about the league. Questions from teams within member clubs regarding league policies and procedures should normally be directed to the club representative first. It is important that you educate yourself about the league constitution and on the policies, rules and regulations promulgated by the league as amended. The Fact Sheet provided to all coaches is a helpful guide, but cannot substitute for a working knowledge of the rules, regulations and league guidelines.

As a club rep, it is your responsibility to pass on information provided by the league to your club and to the individual boys' teams within your club that are registered to play for a given season. You must take notes and collect any information provided at the league general membership meetings. It is your responsibility to understand the information presented by the league so that you can explain it to your club's coaches. You must have a mechanism in place, by email, telephone, club general membership meeting, etc., to pass on the information to your club in a timely and efficient manner. Because the information is occasionally time sensitive, it is suggested that all club reps carry with them an up-to-date club and coach contact list.

MANDATORY MEETINGS

It is the responsibility of the club rep to represent his/her soccer club at **ALL** monthly SJSL general membership meetings. All member clubs are required to send a representative to the monthly meetings.

The meetings are mandatory. Each member club is required to send a representative from the club to each of the SJSL general membership meetings. Any club member on behalf of the club can attend the meetings, but only the club rep or the officially designated alternate can exercise club-voting rights.

The SJSL holds regular general membership meetings ("GM meetings") on the third Thursday of each month at the Pennsauken Youth Athletic Association ("PYAA") hall on Elm Street in Pennsauken, New Jersey, beginning at 8:00pm. These meetings are scheduled for the months of September through June, coinciding with the seasonal year. Because there will be times when a GM meeting is not necessary during the seasonal year, the Executive Board may periodically cancel a meeting. The cancellation notice will be posted on our website approximately ten (10) days to two weeks prior to the scheduled meeting date. **CLUB REPRESENTATIVES SHOULD ALWAYS ASSUME THAT THE MEETING WILL BE HELD, AND REGULARLY CHECK THE WEBSITE FOR THE CANCELLATION NOTICE.** A map and directions to PYAA are

included here and on our website. The meetings are conducted by the SJSL Executive Board (the “Board”). The Board utilizes the GM meetings as a method to provide information to the member clubs through the travel representatives. It is also a forum for discussions regarding league policies and procedures. It is the responsibility of the club rep to collect the various handouts presented by the league at the monthly general membership meeting as well as to take notes, as necessary, to accurately reflect the information presented by the SJSL Executive Board.

If a club rep, alternate or other authorized club representative fails to attend a scheduled general membership meeting, the member club will be subject to sanctions. The fines for missing meetings are progressive and are included in our rules and regulations. The third time that a club misses a meeting, the club rep and club president will be required to attend the next regularly scheduled league general membership meeting and to meet with the Board to discuss remedial measures. If the club fails to attend this meeting, the club will be placed on probation and all teams playing in the league from that club will be penalized three points in their respective standings.

CLUB RELATED RESPONSIBILITIES

Each club rep is responsible to keep his/her club informed of any and all policies, provisions or other information presented by the league. The best way to do this is by attending your club's board meetings and by attending your club's regular general membership meetings. This will allow you the opportunity to disseminate the information from the league meetings to your club and to the coaches of the teams registered to play in the SJSL.

It is very important that the club rep maintain contact and communication with all of the boys' travel coaches within his/her club. All travel coaches need to be kept informed of the various issues, circumstances, etc. relating to the SJSL throughout the season. This includes, but is not limited to: registration, games, fields, team schedules and scheduling, as well as any other issues that relate to the soccer club and to the boys' travel teams. Furthermore, the boys' travel rep needs to communicate any and all issues, questions or concerns to the league on behalf of the club and/or its individual boys' travel coaches. It is the club rep's responsibility to ensure that the necessary information is communicated to the proper people.

The club rep also needs to maintain some form of contact and communication with the club president and the director of player development. The club president and the director of player development (if applicable) should be kept apprised of any issues, questions or concerns affecting any of the boys' travel teams as well as the SJSL. Further, it will be necessary to help gather and supply both the club president and the director of player development with the various facts and information relating to each boys' travel team.

The common theme here is communication. It is essential to the smooth operation of the league.

HOME FIELD MANAGEMENT

It is important that the club rep work closely with the club field coordinator. For some member clubs, the club rep also serves as the field coordinator for the club, at least on the days scheduled for boys' travel games. Each club must inform the league about the number and location of the fields that will serve as the home fields for the club. **ALL FIELD ISSUES ARE TO BE COMMUNICATED THROUGH THE CLUB REP AND NOT THE CLUB'S FIELD REPRESENTATIVE OR INDIVIDUAL COACHES UNLESS GIVEN SPECIFIC PERMISSION TO DO SO BY THE IN-SEASON LEAGUE GAMES COMMISSIONER.**

All SJSL scheduled games will have a priority on those fields (with the exception of State Cup scheduled games). Since the SJSL is the predominant league in this geographical area, it assumes priority on fields that you identify as designated for the SJSL games. Any other league's games should be scheduled elsewhere. You will need to keep both the league and your coaches informed regarding the current field status. This will be necessary to enable you to make the best informed decisions regarding the rescheduling of make up games and to inform the league games commissioner of playability issues.

LEAGUE INCLEMENT WEATHER POLICY

It is assumed that each individual member club will have its own inclement weather policy in place. The SJSL will follow the following inclement weather policy for league wide decisions (Please note that games commissioners have the authority to alter this policy as conditions necessitate. The current policy will always be posted on the league website):

8:00 - 8:30 am: The SJSL Games Commissioner will make the decision to cancel that day's round depending on weather conditions. For the fall season, the round is normally made up on an open weekend or scheduled as make up games. In the spring season, however, a round cancelled for inclement weather is not normally made up.

8:30 - 9:00 am: The SJSL Games Commissioner will notify all SJSL executive board members and assignors of his/her decision.

9:00 - 9:30 am: The club reps will be emailed the decision to close the league and information on if and how the round will be made up. If the league is playing, no email will be sent. The final decision will also be posted on the www.sjsl.org website.

9:30 - 10:00 am: If the league is NOT playing, the club reps should begin calling and informing their coaches and directing them to call their teams.

IMPORTANT: If the league IS playing - The club reps need to check their home fields (or check with their club field coordinator) and make a decision as to the playability of the club's fields. If the fields are unplayable or going to be unplayable, the club reps must contact the SJSL Games Commissioner first by 10:15 am so that the commissioner can contact the referee assignor. Since

opposing teams may be travelling a considerable distance, the club rep should next call the coach for those teams that are scheduled for club home games. PLEASE TELL THE HOME TEAM COACHES TO CALL THE OPPOSING TEAM COACH IMMEDIATELY. The coaches should then call their players.

Failing to follow this policy could result in the club being fined and/or assessed referee fees.

LEAGUE MAKEUP GAME POLICIES

SJSL has adopted the following procedure to uniformly handle makeup game procedures:

Coaches' Communications: Coaches should first communicate between themselves as to the best days and times to possibly reschedule a game that was previously canceled. You should try to establish a list of possibilities. This step should be done within 2-3 days of the game cancellation.

Field Reservation - the home coach must contact their clubs field coordinator to check field availability and establish a set field and time. Or they must begin with a list of available dates/times for the coordinator to check with the opposing coach and to make a final decision. This should be done immediately after talking to the opposing coach, preferably within 2 days.

SJSL Games Commissioner Contact: Both coaches should relay via e-mail, the information as outlined below to the games commissioner once both sides have reached an agreement. The Commissioner needs at least 3 days advance notice of a game to ensure that the game is officially rescheduled and referee assignments are made. All rescheduled games need to be scheduled within two weeks of cancellation and played before the season ends. The club rep should be copied on the email to the games commissioner.

Report Reschedules Like This:

Date of game - V-team# - H-team# - where - time - H-coach name & phone#
- reason for game

Example:

9/25 3066 at 3065 Mt. Laurel - Laurel Acres field #4 5:00 John Doe 609-888-1234 Reschedule of 9/4 rainout

If both coaches cannot agree on a make-up date/time of a rescheduled within 14 days, you must communicate with the games commissioner and provide the status of the rescheduling! If an amicable reschedule is not found, the games commissioner will then pick the date, time and possible location. This will then become the mandatory/final reschedule date for both teams. Communication is the key. All rescheduled games must be emailed to the appropriate SJSL games commissioner.

LEAGUE REGISTRATION

The club rep is responsible for overseeing and ensuring that his/her club's travel teams are properly registered for each season of play. The SJSL utilizes an online team registration process. This is separate from the gotsoccer registration process. The head coach of each club team has the ability to register his/her team for play in SJSL. The club rep has the ability to register any and all teams within his/her club for play in SJSL in lieu of the head coach. The club rep also has the ability to add a new coach and/or to remove a coach from the registration process. See www.sjsl.org website for further directions.

It is the club rep's responsibility to verify that each of the club's teams is properly and timely registered each season.

It is recommended that during the registration period the club rep check on the status of each team's registration on at least a weekly basis. Teams that miss the registration cutoff will be accepted as late registrations on an as-needed basis only and will also be subject to significant fines and/or late fees. **THE REGISTRATION CUTOFF IS NOT THE LAST DAY FEES ARE DUE! IT IS THE DATE INDICATED ON OUR WEBSITE THAT REGISTRATION CLOSSES. MISSING A TEAM'S REGISTRATION IS THE WORST THING A CLUB REP CAN DO BECAUSE IT WILL EFFECTIVELY PREVENT AN ENTIRE ROSTER OF SOCCER PLAYERS THE OPPORTUNITY TO COMPETE!**

Once the registration period closes, an invoice for the registration fees will be forwarded to the club rep and to the president for the member club. It is the club rep's responsibility to bring the invoice and club check for the invoiced fees to the league on the day of registration. All team related fines, penalties or other assessed fees on the individual teams or on the club must be satisfied prior to or on the day of registration. If the full amount of the invoice (including fines) is not satisfied by the day of registration, no teams from that club will be accepted for registration.

Once the registration and related fees are paid, the club rep will receive the necessary team pass packets on the day of registration for each team registered to play from their club for the current SJSL season.

REGISTRATION PASS PACKET INFORMATION

These are sample guidelines that you may pass out (after personalizing for your club) to the head coaches of the boys travel teams in your club that are registering to play in SJSL. This is intended to supplement, not replace the guidelines for completing pass packets as required by NJYS through gotsoccer.com.

To ALL Coaches:

ALL completed packets must be turned in to the Boys Travel Commissioner for review prior to their submission to the District Commissioner.

All completed packets must be turned in **PRIOR to** (Day/Date) (Or sooner if your team is attending a preseason tournament.). Please do not wait until the last minute.

If there are any discrepancies that need to be fixed, I will call you prior to submitting the packet. Please leave your packets in the box outside of my front door. Please include your name, your team's name and your telephone number on the outside of the packet envelope. I will submit the packets to the District Commissioner ("DC") after I have reviewed them and determined that they are acceptable.

The DC will call you when your packet is completed. Please do not call the District Commissioner directly! Also please note that the District Commissioner will not approve packets submitted on Friday through Sunday, until the following Monday. If you are planning to attend a preseason tournament, please try to complete your packets as early as possible to ensure that I have time to review them and the DC has time to card the team. Please email me when you have dropped off your packet in my box.

In addition to your packet materials, I have included one copy of the Coach Membership Form, the Player Membership Form, the Non-Volunteer Membership Form, the Medical Release Form, and one Release form. You can make additional copies of the forms for your players to complete or download additional copies from the SJSJL website (www.sjsl.org) or the New Jersey Youth Soccer website (www.njyouthsoccer.org). There are also 4 copies of the Kids Safe form. All coaches, including assistant coaches and team parents **MUST** complete a Kids Safe form and turn it in with your packet. (It doesn't matter if you've done one before).

IMPORTANT! - All head coaches are required to attend the Mandatory Coaches' Meeting in September. Only one representative from each team is permitted to attend. Please check the www.sjsl.org website for the location and time of the meeting.

PASS PACKET INSTRUCTIONS:

1. Please make sure that you read the current NJYS Handbook and/or Gotsoccer instructions. You can access it online from the www.njyouthsoccer.com website. You will be responsible for the information in the handbook.
2. Remember to type or use **BLACK** ink on all forms
3. Player Passes
 - Make sure the player's name matches all other paperwork (birth certificate, membership form, medical waiver and roster)

- Glue photograph to back of pass in designated spot
- DO NOT staple or paperclip the photo
- DO NOT use last year's photo or a photocopied, Polaroid or computer generated photo
- The player must sign the card the same way that his name is indicated on the front of the pass (e.g., if the card says James, the player cannot sign Jimmy)
- The player pass number must coincide with the player's position on the roster sheet
- DO NOT make any alterations, cross outs, white outs or other changes to information on the card. Be very careful verifying your information before you submit your packet
- Other than the player's signature, there should be no reason for you to write on the player's pass
- Young players who cannot sign their names, can print their names
- Include a copy of the player's birth certificate
- Paperclip together: player's pass, birth certificate, membership form, and medical waiver for each separate player and coach

4. Coach's Passes

- The same rules apply for coaches, except a birth certificate is not required.
- A copy of the coach's soccer license is required. If a coach is not yet licensed and will not be attending a class until after the pass packet is submitted, do not include him/her on the roster. They can be added later.

5. Roster Sheet

- DC # - (Fill in number used by your club)
- League # - 14
- Club Number - (Fill in number for your club)
- League Name – SJSL
- Club Name - (Fill your club name)
- Coaches - Coaches have to have a soccer license in order to be carded.
- The team must have at least one carded coach to play.

NOTE:

- Blank replacement cards may be obtained from the league. The League Registrar will sometimes make them available at different locations in the area. There may be a fee imposed. Please contact him or her via email.
- Players or coaches not initially carded, can be added later.

- A small sided team can only carry 14 players at one time. They are allowed to card 17 players total over an entire year. A full sided team can carry 18 players at one time and card 21 players over an entire year.
- **IMPORTANT:** Please make a copy of your completed roster sheet for our club records and hand it in with your packet.

6. Medical Release Form

- Remember to make copies of the forms for each of your players (you will need them for future tournaments).
- All information must be completed
- Forms **MUST be notarized.**
- Make sure you keep a copy of all of the Medical Release Forms and turn in the original

7. NJYS Player Membership Form

- League – SJSL
- League # - 14
- Club - (Fill in your club name)
- Club # - (Fill in your club number)
- Team # - (taken from the roster)
- Player Pass # - should correspond with roster and player pass #
- The parent needs to print and sign his/her name and date it
- The player needs to print and sign his name and date it

8. NJYS Coach Membership Form

- You must include an email address
- League – SJSL
- League # - 14
- Club - (Fill in your club name)
- Club # - (Fill in your club number)
- Team # - (taken from the roster)
- Coach Pass # - should correspond with roster and coach pass #
- Coach License - coaches must hold a valid license to be carded
- The coach needs to print and sign his/her name and date it

9. The Non-Volunteer Membership Form applies only to paid coaches and trainers. These forms are handled directly by New Jersey Youth Soccer.

RECOMMENDED INFORMATION

Although there is a lot of information provided on the Fact Sheet, it is important for the travel rep to keep certain information close at hand. Travel reps are frequently asked for dates and fees and how they have changed from season to season and what to expect for upcoming seasons. Having one sheet with all of the info readily summarized for the entire year is helpful.

All travel reps should also carry a binder divided into at least 3 major areas (SJSL, Club, NJYS), with tabs for subtopics. For example: the SJSL section should be divided into the following tabs:

1. SJSL Meeting Notes
2. SJSL Minutes
3. SJSL Standings
4. SJSL Treasurer Reports
5. SJSL Grievance Reports
6. SJSL Scholarship Info

The Club section should be divided into the following tabs:

1. Club Officers Contact List
2. Club Constitution/Bylaws
3. Club Annual Report
4. Club Coaches Contact List
5. Club Rosters
6. Club Home Field Schedule
7. Club Field Directions
8. Field Permits
9. Proof of Insurance

The NJYS section should be divided into tabs for:

1. NJYS Tournaments
2. NJYS License Courses
3. NJYS Referee Classes

It is also important for the travel rep to keep handy copies of:

1. Code of Conduct
2. Rules of the Game
3. Coaches Handbook
4. NJYS Forms
5. Team Evaluation Forms

YEARLY TIMETABLE

January

1. SJSL general membership meeting on 3rd Thursday of the month.
2. Club related meetings.
3. Online registration for club boys' travel teams planning to play the spring season..

February

1. SJSL general membership meeting on 3rd Thursday of the month.
2. Club related meetings.
3. Make club payment to league to complete registration for boys' travel teams planning to play the spring SJSL season.
4. February 1st deadline to disband teams.

March

1. SJSL general membership meeting on 3rd Thursday of the month.
2. Club related meetings.
3. Mandatory coaches' meeting for ALL small sided and full sided teams.
4. Spring SJSL season begins.
5. Division I/II games start.
6. Select Team tryouts begin.

April

1. SJSL general membership meeting on 3rd Thursday of the month.
2. Club related meetings.

May

1. SJSL general membership meeting on 3rd Thursday of the month.
2. Club related meetings.
3. Spring SJSL regular season ends (before Memorial Day).
4. Club tryouts for fall season begin.

June

1. SJSL general membership meeting on 3rd Thursday of the month. Annual elections of Executive Board are conducted at this meeting.
2. Club related meetings.
3. Select Team tournaments.
4. Fall SJSL registration period opens.

July

1. Normally no SJSL meetings this month.
2. Club related meetings.
3. Select Team tournaments.
4. Review and verify registration information for all club teams.
5. Registration fees for the Fall SJSL season due this month.

August

1. Normally no SJSL meetings this month.
2. Club related meetings.

September

1. SJSL general membership meeting on 3rd Thursday of the month.
2. Club related meetings.
3. Mandatory coaches' meeting for ALL small sided and full sided teams.
4. Fall SJSL season begins.

October

1. SJSL general membership meeting on 3rd Thursday of the month.
2. Club related meetings.

November

1. SJSL general membership meeting on 3rd Thursday of the month.
2. Club related meetings.
3. Fall SJSL regular season ends (before Thanksgiving).
4. Online registration for Division I/II teams.

December

1. SJSL general membership meeting on 3rd Thursday of the month.
2. Club related meetings.

FREQUENTLY ASKED QUESTIONS

(Note: Rule citations are subject to change without notice.)

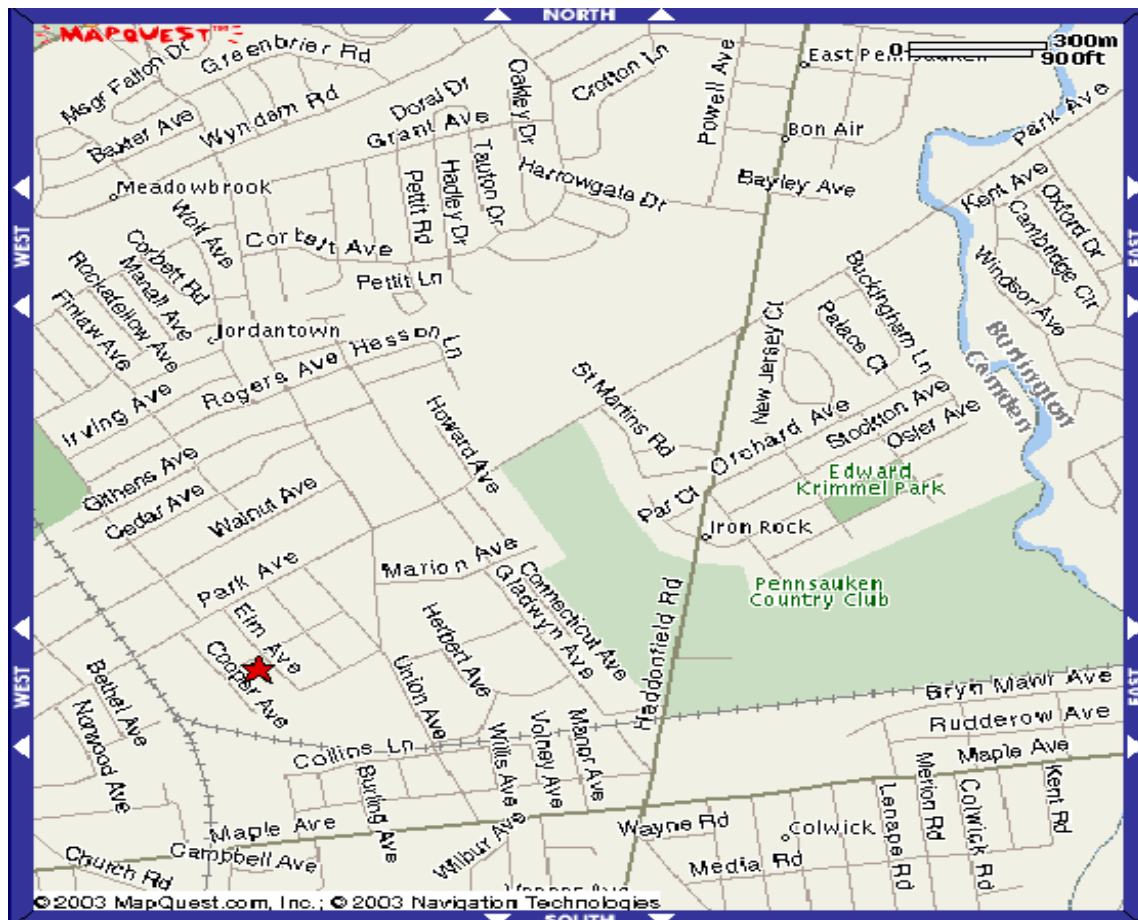
- Q. How long is a player pass good for?
A. Player passes are good from September 1 until August 31 of the next year.
- Q. How can I find out what Division my child plays in?
A. Each Age Division is comprised of players who are before the 1st day of August of the current year, as follows:
- Division I under 19 years of age
Division II under 16 years of age
Division III under 14 years of age
Division IV under 12 years of age
Division V under 10 years of age
Rule 1002.
- Q. Can I card more than 18 players on my 11v11 team if I expect to have less than 18 actually suit up to play?
A. No. No 11v11 team can have more than eighteen (18) players registered at one time (exception: Div I may have 22 players registered on a special roster with conditions. See NJYS site.) Rule 3001(b).
- Q. If a player or a player's pass is challenged at a game, can the player still participate in that game?
A. Yes. At the discretion of his coach, the player challenged may participate in the games; however, if the player is found ineligible or the player's pass invalid, the game will be forfeited. Rule 6006(i).
- Q. What games, if any, have priority over a scheduled SJSL game?
A. SJSL Games, except for New Jersey Youth Soccer Cup Games, have priority over all other games. Rule 6005(d).
- Q. My team is 9-0 and in first place, but we do not have enough players to field a team for the final game and must forfeit. Are we still eligible to win the championship in our conference?
A. No. Any team forfeiting a game shall not be eligible to win the conference championship. Rule 6009(b).

- Q. If a club cancels a game due to weather related issues before the referee has arrived, does the referee still get paid?
- A. If a referee is assigned to a game and goes but the game is not played, the following fees are applicable: (1) Due to weather conditions that have occurred since he left, he is entitled to a full game fee paid by the home team. This applies to all divisions. This fee is only paid for the first scheduled game; (2) Due to teams not showing up, he is entitled to a full game fee, to be paid by the home team, and (3) Once a game has started, he is entitled to a full fee. Rule 6010(c).
- Q. Can the club change the location or time of a scheduled SJSJL home game?
- A. Any requested changes in the schedule or in location of home games, must be submitted to the Games Commissioner or designated league official at least two weeks prior to the scheduled game. The game remains as originally scheduled unless the Games Commissioner approves the change. Rule 6005(b).
- Q. If a game is canceled because of the weather, does the makeup game have to be played within two (2) weeks of the date for the original game?
- A. No, the Games Commissioner must be informed of the rescheduled date for the game within that two week period. Rule 6008(d).
- Q. If my team is 7-0-2 and the first place team is 9-0-0 and we play one another in the final game of the season and defeat the 9-0 team, will we be crowned as the conference champions?
- A. No. The standing of teams is determined by points as follows: Win - 3 points for winning team; Tie - 1 point for each team; Loss - no points for losing team. The 9-0 team would now be 9-1 and have 27 points. Your team would be undefeated and 8-0-2 and have only 26 points. Rule 6011(a).
- Q. What happens if the club rep and his/her alternate miss two consecutive meetings?
- A. The club loses its voting privileges and will be fined. Rule 2003(a-b).
- Q. If my team has to forfeit a game, am I still responsible to pay the referee's fees?
- A. A team forfeiting a game may be fined up to \$100 plus referee fees or other costs. Rule 7003(d).
- Q. I registered my team, and we were rated and placed into a conference, but prior to the first game being played, the team disbanded. Can I request to be removed from the game schedule?
- A. Your team will be removed from the game schedule, and your club will be fined up to \$1,000.00 plus forfeit the registration fee. Rule 7002(a).
- Q. We were not able to form a team until after the rating committee met. Can we still be admitted to the league?
- A. No. No team shall be accepted after the rating committee meets. Rule 7002(d).

- Q. One of the parents on my 8v8 team set up a website for the team. We list player stats, game results, and standings. We finished in first place in our conference and wish to get championship jackets. Does the league provide those jackets?
- A. An 8v8 team is prohibited from publishing game scores or standings on a website. The team is not permitted to get jackets that refer to a championship or first place. The league does not provide jackets. Rule 1003.
- Q. I only had 6 players on my team show up for our game. Do I have to forfeit?
- A. Depends. A minimum of seven (7) players constitute a valid 11v11 team. A minimum of six (6) players constitute a valid 8v8 team. Rule 6004.
- Q. When do we move up to a size 5 ball?
- A. Division I, II & III use a SIZE #5.
Divisions IV & V use SIZE #4. Rule 6003.
- Q. I forgot my player passes. Can I send someone for them and hand them into the referee at halftime?
- A. No. The coach of each team must present game fees, coaches' passes, the player passes and game card to the referee and opposing coach prior the start of the game. Rule 6006.
- Q. Can a player play in a game if I forgot his pass but I have a copy of the team roster showing that he is carded?
- A. No. Players or coaches without passes are ineligible to participate in the game. Rule 6006(g).
- Q. How long do I have to report my game score online? Can I mail the game card instead of reporting the score online?
- A. You have until noon of the day after the day the game was played. You cannot mail the game card in lieu of reporting the score online. Rule 6009(c).

APPENDICES

PENNSAUKEN YOUTH ATHLETIC ASSOCIATION MAP & DIRECTIONS



PYAA (Pennsauken Youth Athletic Association) is located on Elm Street in Pennsauken, NJ.

From Haddonfield Rd. - If traveling North on Haddonfield Road, you will pass the Cherry Hill Mall and then Pennsauken Country Club. Go left at the light onto Park Ave (Bayards Chocolate on right). Take Park Ave approx. 1-1/4 mile and turn left onto Elm Street. PYAA is on your right after the stop sign.

From Route 295 - Exit to Route 73 North, take Route 73 to Route 130 South, move quickly into right lane and take the Union Ave jug-handle. Cross Route 130 on Union Ave and turn right onto Park Ave. Turn left onto Elm Street. PYAA is on your right after the stop sign.

SJSL EXECUTIVE BOARD CONTACT INFORMATION

Below is a list of the member of the South Jersey Soccer League Executive Board. Please contact the appropriate member for the question you have. For example, if you have a scheduling problem for a fall league game, contact the Fall Games Commissioner. If you have a question regarding registration contact the League Registrar. If you are not sure who to send your message to, send it to the Information Officer. Please check the league website at www.sjsl.org for the most recent list of board members.

The preferred method of communication with all SJSL Executive Board members is via email. Thank you for your cooperation.

Board Member	Position	E-mail Address	Telephone Number	FAX Number
Scott O'Donnell	President	Scottodonnell68@comcast.net 68 Hawkins Rd. Tabernacle, NJ 08088	609 268-9178	
Larry Young	Vice President Div. I/II Commissioner	Lyoung87@comcast.net	609 261-4269	
Jim Miller	General Secretary	Jmiller14@epix.net	717 548-4741	717 548-4741
Tom DiValerio	Treasurer	tomdivalerio@comcast.net 526 Thomas Ave. Barrington, NJ 08007	856 547-7246	
Joe Arone	Information Officer	sjslio@verizon.net	609 261-9633	
Chuck Snyder	League Registrar	snydercjr@comcast.net 9 Brookdale Dr. Cherry Hill, NJ 08034	856 779-9568	
Dave Howarth	Recording Secretary	howarthbunch@yahoo.com	856 786-7492	
Mike Trojak	Fall Games Commissioner	Fallcommish@comcast.net	609 702-0963	
Helmut Lackermayer	Spring Games Commissioner	springcommish@comcast.net	856 327-9252	
Tom Olbrich	Grievance Chairperson	sjslgc@comcast.net	856 231-0390	
Bob Cooper	Trustee	profcoop@yahoo.com	856 693-4000	
Gary Rambo	Trustee	the3ds3@comcast.net	856 232-2024	
Larry Lehr	Trustee Webmaster	larry@pgsoccer.org	609 420-9580	

SOUTH JERSEY SOCCER LEAGUE

Important Dates and Fees

FALL 201 Mtgs. 7/__, 8/__, 9/__, 10/__, 11/__, 12/__		SPRING 201 Mtgs. 1/__, 2/__, 3/__, 4/__, 5/__, 6/__		Div. I/II 201_-201_	
Registration Fees		Registration Fees Returning/New		Registration Fees	
8v8		8v8	/	11v11	
11v11		11v11	/		
Registration Date		Registration Date		Registration Date	
11v11 Coaches Meeting Date		11v11 Coaches Meeting Date		11v11 Coaches Meeting Date	
8v8 Coaches Meeting Date		8v8 Coaches Meeting Date			
1st Game		1st Game		1st Game	
No Game on:		No Game on:		No Game on:	
Last date to add players		Last date to add players		Last date to add players	
Last Game		Last Game		Last Game	
Playoffs (if needed)		Playoffs (if needed)		Playoffs (if needed)	
Pickup trophies		Pickup trophies		Pickup trophies	
REF FEES Div. I		REF FEES Div. I		REF FEES Div. I	
Div. II		Div. II		Div. II	
Div. III		Div. III			
Div. IV		Div. IV			
Div. V		Div. V			

MERCY RULE/SPORTSMANSHIP GUIDELINES

The South Jersey Soccer League has adopted mandatory sportsmanship guidelines to help avoid "running up the score" and to help control games involving teams of unequal skill or competitive levels. Pursuant to these guidelines, the league will enforce a **zero tolerance policy**.

Under no circumstances should the goal differential in a SJSL sanctioned game become 7 or more goals.

In order to minimize such unsportsmanship like behavior, in games where the coach allows the goal differential to become 7 or more goals at some point during the first half of play, for example, 7-0, 8-1, 9-2, etc., the game will be allowed to continue to first allow the coaches an opportunity to remedy the situation. If the second half starts with the goal differential being 7 or more goals, or if at any time during the second half of play the goal differential reaches 7 or more goals, the referee will immediately signal the end of the game and leave the field.

Whenever a game is terminated for a mercy rule violation, the referee is to be paid the complete game fee and he/she must report the game as a mercy rule termination on his/her report to the League. A resumption of the game is NOT permitted.

Early termination of a game for a mercy rule violation is a **sanctionable offense**. The "winning" coach will be subject to fines and a suspension. See Rules 6009; 7003(f). It is important for coaches, teams, and parents to understand that the league will not tolerate these types of violations.

SJSL has developed the small-sided program in particular with the objective to have players enjoy the game and develop their skills. Extreme score differentials are not in keeping with this philosophy, regardless of the intent of the opposition. It is possible that there will be teams in the small-sided program that are scheduled against each other that are not competitively matched. It is the responsibility of both coaches, regardless of which end of the score you are on, to manage the remainder of the game within the rule. The critical concept here is communication. The League expects both coaches to collaborate in managing the game so that a potentially embarrassing and disheartening event can become as much of a positive experience as possible.

Coaches may wish to consider the following options for managing the game when it becomes obvious that the competition is unevenly matched so it does not reach the point where the Mercy Rule is applied:

- .. Restrict shooting to outside the penalty area
- .. Require players to shoot with their non-dominant foot
- .. Designate a player who normally does not score as an individual through which the ball must go

It is important to remember that these or similar actions should be taken well BEFORE the goal differential reaches 7. Please be reminded that adding players to the field of play is not an acceptable solution. Please retain a copy of this document with your game day materials to clarify any confusion on the part of the referee or coaches in the application of the rule.

SOUTH JERSEY SOCCER LEAGUE POLICY GUIDELINES ON SMALL-SIDED TEAM PROMOTION

The South Jersey Soccer League has established a small-sided program that focuses on the core values of player development, an orientation towards team play, and good sportsmanship. Member clubs and their teams are expected to function in a manner consistent with these core values and will be held accountable for actions inconsistent with such. The following policy guidelines have been developed for member clubs and their teams to provide a basis under which they can promote their small-sided teams.

Public records of standings or game scores are not to be maintained. Only the small-games commissioner will maintain a record of game scores of each team to support the placing of teams in appropriate competitive brackets. These records are confidential and may be shared only with the ratings committee.

Unofficial standings or game scores are not to appear in newspapers, newsletters, emails, club websites, team websites or other publicly accessible media. Clubs may award participation awards. There are to be no jackets, trophies or other awards mentioning conference championships or first place.

Standings are not to be maintained by division coordinators and shared among the teams in any fashion. The division coordinator may only share game results with coaches of the teams in his/her division.

Teams may report game results in local newspapers with the inclusion of player names and that of their opponent. However, there are to be no references to the unofficial standing or game score of that team in the publication. Nor should there be any descriptive references to the score, e.g. "Team A buried team B in a South Jersey Soccer League contest in the North National Division". The game should be referred to as "Team A beat Team B in a South Jersey Soccer League contest in the North National Division". This can be done with a reference to the players who scored.

Any questions relating to these policy guidelines should be referred to the games commissioner.

Approved by Executive Board 9/2/04

Contact Person Check List		
<i>Issue</i>	<i>Contact Person</i>	<i>Email/Phone Number</i>
Score Reporting problems/questions	Information Officer (Joe Arone) AND Current Season's Games Commissioner	sjslio@verizon.net (609) 261-9633
Game questions, issues, including: canceling/rescheduling/realignment	Current Season's Games Commissioner	
	Fall (Mike Trojak)	Fallcommish@comcast.net (609) 313-1258
	Spring (Helmut Lackermayer)	springcommish@comcast.net (856) 327-9252
	D1/D2 & Winter (Larry Young)	Lyoung87@comcast.net (609) 261-4269
Player Transfer/Sit Down Rule questions	Registrar (Chuck Snyder)	sjslreg@comcast.net (856) 779-9568
Player passes (obtaining new passes/ return of transferred player passes)	Registrar (Chuck Snyder)	sjslreg@comcast.net (856) 779-9568
D1/D2 & Winter Program	D1/D2 & Winter Games Commissioner (Larry Young)	Lyoung87@comcast.net (609) 261-4269
Poor Conduct Report questions	Grievance Chairperson (Tom Olbrich)	sjslge@comcast.net 856-231-0390
Fines (game related penalties) and return of suspended player passes	Grievance Chairperson (Tom Olbrich)	sjslge@comcast.net 856-231-0390
Fines (score reporting)	Current Season's Games Commissioner	
	Fall (Mike Trojak)	Fallcommish@comcast.net (609) 313-1258
	Spring (Helmut Lackermayer)	springcommish@comcast.net (856) 327-9252
	D1/D2 & Winter (Larry Young)	Lyoung87@comcast.net (609) 261-4269
Fines (payment questions)	Treasurer (Tom DiValerio)	tomdivalerio@comcast.net (856) 547-7246
Mercy Rule questions (understanding rule, not fines)	Trustee (Bob Cooper)	profcoop@yahoo.com (856) 693-4000

Contact Person Check List		
Appeals (initiating and status)	General Secretary (Jim Miller)	jmiller14@epix.net (717) 548-4741
Select Program questions	Information Officer (Joe Arone)	sjslio@verizon.net (609) 261-9633
Scholarship Program questions	Treasurer (Tom DiValerio)	tomdivalerio@comcast.net (856) 547-7246
Sportsmanship Award	Trustee (Gary Rambo)	the3ds3@comcast.net (856) 232-2024
Arbiter questions	Registrar (Chuck Snyder) or General Secretary (Jim Miller)	sjslreg@comcast.net (856) 779-9568 jmiller14@epix.net (717) 548-4741
Travel Rep Handbook questions	Trustee (Bob Cooper)	profcoop@yahoo.com (856) 693-4000
Club Entry Procedures	General Secretary (Jim Miller)	jmiller14@epix.net (717) 548-4741
Preseason home field vs. division schedule conflicts	General Secretary (Jim Miller)	jmiller14@epix.net (717) 548-4741
League Registration	Registrar (Chuck Snyder)	sjslreg@comcast.net (856) 779-9568
Referee comments (good and bad)	Grievance Chairperson (Tom Olbrich)	sjslgc@comcast.net 856-231-0390
Referee assignment issues	Registrar (Chuck Snyder)	sjslreg@comcast.net (856) 779-9568
Website questions	Webmaster (Larry Lehr)	larry@pgsoccer.org (609) 420-9580
General questions that do not fit in any of the above categories	Information Officer (Joe Arone)	sjslio@verizon.net (609) 261-9633