



Central Virginia Soccer Association

Fall 2019 Operational Guide

This Seasonal Operational Guide is published by the Central Virginia Soccer Association (CVSA) Board. Its provisions supplement those of the CVSA Constitution and CVSA Bylaws, and do so under authority granted by Article XIII.A.3 of the CVSA Constitution. It is written for the benefit of the players of the CVSA and to cover situations not foreseen by the CVSA Constitution and CVSA Bylaws, which are available at www.cvsasoccer.org. If an event arises that is not outlined by the CVSA Constitution, CVSA Bylaws, and the Fall 2019 Operations Guide, the CVSA Board may operate under the Authority granted by Article XIII.A.3 of the CVSA Constitution to rule on the matter.

In general, the CVSA accepts applications from individual teams, who then register their individual players. The league does not conduct a draft to place individual players on teams, but does have an Available Players page (www.cvsasoccer.org/players.aspx) where individual players looking to join teams are able to post detailed biographical information in order to facilitate placement and contact from an interested team captain.

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I. INTRODUCTION

*The **Central Virginia Soccer Association (CVSA)** is run solely for the enjoyment and recreation of its players and to support continuing soccer operations for all interested amateur soccer players. The CVSA is the only adult soccer league in the Richmond Metropolitan area that offers opportunities for both men and women to play and to be sanctioned by the United States Adult Soccer Association (USASA), United States Soccer Federation (USSF), and the Fédération Internationale de Football Association (FIFA).*

This Operational Guide provides the team captains and players with the information they need regarding the CVSA's Fall 2019 season. Any questions not answered within the guide can be directed to the CVSA Board.

The 2019 CVSA Board

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Jonathan Blair, Vice President

Liz McAdory, Executive Secretary

Jamie Williams, Treasurer

Brian Bartlett, Scheduler

Shawn Shelton, Registrar

John Paul Cheski, Public Relations

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Andrew Barksdale, At-Large

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Jeremy Corazzini, At-Large

Jeramy Young, At-Large

J.R. Fox, At-Large



II. Fall 2019 SEASON INFORMATION

Divisions

Open Divisions: Premier, First, Second, Third, Fourth, Fifth, Sixth, and Seventh

Restricted Divisions: Veterans and Coed.

- Veterans Division is for those players born on or before December 31, 1979.
*pending adequate league interest to support a full division
- Coed Division teams play with a maximum of seven men on the field during the game.
There is no maximum number of women that may be on the field.
*pending adequate league interest to support a full division(s)

Each division is ultimately subject to the level of interest from participating teams. In the event of insufficient interest for a particular division, it will be combined with a similar division wherever possible.

Emphasis will be placed on creating divisions even in number and as competitive as possible. The prior season's standings and team attrition will be the primary determinants of divisional alignment. The CVSA uses a system of promotion and relegation for division alignments. Generally speaking, the top two teams of a division move up and the bottom two teams move down. In cases of conflict or need to balance a division, the CVSA Board will make adjustments. Attention is paid to team record, team roster, and competitiveness of division play. Ultimately, the CVSA Board makes the final decisions concerning division alignments.

The format of play for each division will be based on the number of teams in the division, as follows:

- Ten (10) Team Divisions: Single round-robin.
- Nine (9) Team Divisions: Single round-robin.
- Eight (8) Team Divisions: Single round-robin followed by a tournament. The tournament will be divided into two single-elimination brackets - a Championship Bracket composed of the top four finishers after round-robin play, and a Relegation Bracket composed of the bottom four finishers after round-robin play. The winner of the Championship Bracket will be crowned the division champion. The teams that perform the worst in the Relegation

Bracket will be the first teams considered for relegation in the subsequent season. All tournament games ending regulation time tied will advance directly to kicks from the penalty spot. In the event of kicks from the spot, FIFA's *Laws of the Game* will apply, not as one of the 17 numbered laws, but within the supplementary sections '*Determine the outcome of a Match*'.

- Seven (7) Team Divisions: Single round robin followed by round-robin group play tournament that will be divided into brackets - a Championship Bracket composed of the top four finishers after round-robin play, and a Relegation Bracket composed of the bottom three finishers after round-robin play. Teams will play 1 game against each of the other teams within their bracket and the final standings will be determined by the results of these



games (based on the standard tiebreaker procedures used for that season). The winner of the Championship Bracket will be crowned the division champion. The teams that perform the worst in the Relegation Bracket will be the first teams considered for relegation in the subsequent season

- Six (6) Team Divisions: Double round-robin.
- Five (5) Team Divisions: Double round-robin.
- Four (4) Team Divisions: Triple round-robin.

Rules

The CVSA has a ZERO TOLERANCE POLICY regarding alcohol at any and all of the game locations before, during or after any CVSA-affiliated games. All violations of this policy will result in serious sanctions, up to and including player and/or team suspensions from games or the permanent suspension of player(s) and/or team(s) from the CVSA. Please note that zero tolerance means the FIRST offense will result in one or more of the above sanctions.

FIFA Rules apply with the following modifications:

- Teams must have a minimum of seven players to play a regulation game.
- No overtime will be played as ties will stand in regular season games. Any tournament games (including CVSA Cup and Copa Bruce) tied at the end of regulation will progress directly to kicks from the penalty spot. For the CVSA Cup and Copa Bruce Quarterfinals, Semifinals, and Finals, the overtime format will be two 15-minute, golden goal, overtime periods, followed by kicks from the penalty spot, if the game is still tied, to determine a winner.
- All players must be the age of 17 or older prior to registering and playing in their first game

Division Specific Rules:

- The Veterans division will be open to all players born on or before December 31, 1979 and before. All rules will be consistent with the open CVSA Divisions except:
 - Games are played 7-a-side on smaller fields with 30 minute halves and a single referee.
 - Teams must have a minimum of five (5) players to play a regulation game.
 - The off-sides rule is eliminated.
 - The required distance for all free kicks is reduced to eight (8) yards.
 - The goalkeeper may not punt or drop-kick the ball. A violation will result in an indirect free kick from the spot of the infraction.
 - Substitutions are allowed on any out-of-bounds dead ball, including kick-offs, throw-ins, goal kicks, and corner kicks for either team subject to the referee's discretion and approval.
 - Slide tackling is not allowed; however, a keeper may slide for the ball within the goalkeeper box. Infractions will result in an indirect kick from the spot of the slide tackle, unless the infraction warrants a direct kick based on the FIFA's *Laws of the Game*.
 - All Veterans division players must meet age criteria above.



- Games will attempt to be played evenings on a day to be determined based on field availability. The CVSA reserves the right to schedule games on alternative days/nights based on need.
- Roster size and number of field players is subject to the discretion of the CVSA Board and may be adjusted accordingly based on overall division interest and player availability.
- The standard make-up of a Coed team is seven (seven) men and four (4) women on the field at a time. A team may play with more than four women, but it may not exceed more than seven men on the field at any time. If fewer than four women are available, the team must play short-handed.
 - If a male player is ejected from a match, the maximum number of males allowed on the field is six. This follows suit if additional male players are ejected.
 - If a coed division has a tournament match that reaches a penalty kick shootout, kicks must be alternated between male and female players.

Scheduling

All open divisions will play primarily on Sundays at 9AM, 11AM, 1PM, and 3PM at Bryan Park (Central), Dorey Park (Eastern Henrico), Glover Park (Northern Henrico), Hensley Soccer Complex (Western Chesterfield), Hermitage High School (Western Henrico), Varina High School (Eastern Henrico), or the University of Richmond's intramural field (Central). Out of necessity, teams should expect to have 1-2 of their regular season games on a weeknight at either 6:15PM, 6:30PM, 8:15PM or 8:30PM. The CVSA reserves the right to add additional fields not listed to the rotation of those available if and as needed.

Coed games will be played on Thursday nights (6:15PM, 6:30PM, 7:00PM, 8:15PM, 8:30PM or 8:45PM) primarily at Dorey Park, Glover Park, and Ukrop Park. Depending on the number of Coed teams that register, an additional night of play may be incorporated. Additionally, depending on field availability and demand, the Coed Division teams may have 1-2 games on alternate weeknights, locations, or times; however, this will be avoided if possible.

Veterans Division games will attempt to be played evenings on a day to be determined based on field availability. The CVSA reserves the right to schedule games on alternative days/nights based on need.

Teams may make requests for certain bye weeks before the schedule is posted. Attempts will be made to grant requests, but requests are not guaranteed. Every team must be willing and capable of playing in any time slot at any field. Once a schedule is posted, there will be no changes to the schedule based on team requests. Games will be rescheduled based on weather, field conditions, or any instance that creates unplayable conditions (determined by the CVSA Board).

Any games which are officially terminated before the end of the first half will be rescheduled and restarted from the opening kick-off. In such instances, any bookings and suspensions served will be dismissed with the exception of especially heinous fouls, violent conduct, and/or striking



penalties. Games which complete the first of half play, then are stopped, and cannot be restarted and finished in the allotted time allowed, will be considered final. Any forfeits during the first half or half time will be considered final and will be subject to the rules and regulations outlined in the Forfeit Policy listed later in this document. Any tournament games terminated prematurely which are tied at the time of termination will be settled by the appropriate tie-breaking procedure as directed by the CVSA Board and take place at a later date.

CVSA Cup and Copa Bruce will kick off in the Fall 2019 season and continue through the Spring 2020 season. CVSA Cup and Copa Bruce matches may be scheduled in any available time/field slot. Due to field availability, Cup matches will likely be played on weeknights rather than Sundays. All CVSA Cup and Copa Bruce Tournament Guidelines, Rules and Regulations that are different from standard season play can be found on the CVSA Website (<http://cvsasoccer.net/Cup.aspx>) and in adherence to Bylaw III.B. No team who forfeited a CVSA Cup or Copa Bruce match in the 2018/2019 season is eligible/allowed to participate in the 2019/2020 CVSA Cup or Copa Bruce Tournament, as detailed in the 2018/2019 Tournament Guidelines.

Fall 2019 Coed Division matches are planned to commence on Thursday, September 5th, weather permitting. Fall 2019 Veteran Division matches are planned to commence on Friday, September 6th, weather permitting. Fall 2019 Open Division matches are planned to commence on Sunday, September 8th, weather permitting.

The Schedule is typically available on the CVSA website at least two weeks prior to the first game. Teams that are unable to field a team at a scheduled time will forfeit their game. See section **VII. Forfeits** for additional information regarding forfeits.

Matches that are postponed due to weather or any other circumstances may be rescheduled for days other than the normal days of play for that division. Schedule updates reflecting these changes will be posted on the Fall 2019 Schedule and Scores page on the CVSA website (<http://cvsasoccer.net/Schedule.aspx>).



III. REGISTRATION INFORMATION

Team Registration

Team Registration opens Sunday, August 4th and closes on Tuesday, August 20, 2019 at 5:00 PM. Teams may make division requests based on their preference, but ultimately will be placed in divisions based on the approval of the CVSA Board. Emphasis will be placed on making all divisions even in number and competitive for all teams. There is limited availability so teams will be accepted on a first-come, first-served basis. Any further teams requesting registration will be wait-listed.

Team registration for the Fall 2019 season will be completed online only, by following the appropriate link on the CVSA website (<http://register.cvsasoccer.org>). Once clicking the team registration link, team captains will fill out the form with the appropriate data and pay their individual player fee. This fee is non-refundable and also serves as a team deposit, which may be forfeited in the case of a team not meeting the required roster minimum. Once the team registration is accepted, the team captain will be e-mailed a link for their players to register themselves on the specific team and pay their individual player fees. A team will not be considered registered for the Fall 2019 season until at least TEN players have registered for the specific team. Any teams that have not met the minimum of ten registered and paid players by Tuesday, August 20, 2019 are subject to being dropped from the Fall 2019 season.

Teams placed on probation due to past forfeitures (see Section VII. Forfeitures) may be required to have a minimum number of players registered for the season, as determined by the CVSA Board. The team Captain will be notified of their required number upon initially registering the team.

Teams that operate under the club structure are required to follow the registration guidelines posted in Section V of the CVSA Fall 2019 Operations Guide.

Each team must ultimately have a minimum of 18 players who are paid for and properly registered by their initial game (Cup or Regular Season) of the season, unless otherwise required to have a higher minimum by the CVSA Board.

Player Registration

Individual players should receive a link to register for their specific team from their team captain after he/she registers for their team. Players can register at any point before or throughout the season, however, no player will be allowed to play in a CVSA game until they have registered, paid and been added to their team's roster. To avoid any potential registration issues, players are strongly encouraged to register themselves as early as possible. Every team must have at least TEN players registered by August 20th, 2019 to be eligible to play in the Fall 2019 season.

Players may be registered on multiple teams within the CVSA. They must pay a full registration



fee and complete a separate player registration for every team on which they play. Under no circumstances may a player be registered or play on more than one team within the same division during the same season.

All players must be the age of 17 prior to registering and playing in their first game.

The Player Removal Deadline (last date a player may be dropped from a roster) **for all teams for the Fall 2019 season is 5:00 PM, Thursday October 10, 2019.** No players can be removed after this date without CVSA Board approval. Additional fees will apply for each approved player removed.

The Player Registration System will be shut down on Sunday, November 3, 2019 at 5:00pm. Any roster additions after that date must be submitted directly to the CVSA Registrar and approved by the CVSA Board.

Payments

The player fee for the Fall 2019 season is \$85.00. All players must pay their individual player fee at the time of their player registration. A player is not considered registered, will not be added to a team's roster and will not be eligible to play until payment is received.

Alternate payment arrangements can be made for teams or clubs who require it due to outside sponsorship. Those teams should contact the CVSA Board to make arrangements and they will be expected to adhere to a strict payment schedule.



IV. GAME DAY REQUIREMENTS

Rosters

Captains and players are responsible for having current rosters & player identification (Player Passes or government issued photo IDs) on hand at every game. A current roster is one provided by the CVSA registration system that has “Fall ‘19” printed in the upper left corner. Please note: **captains must print the PDF version of the roster**, found under the “Print” tab in the registration system. Printed “screen shots” will not be accepted. A copy of the roster must be given to the referee before the start of each game and the referee will check it against the players’ identification to assure that no unauthorized players participate in CVSA games. **No player will be allowed to play if proper identification is not provided and no team will be allowed to play if it does not adhere to the CVSA Roster Policy detailed in Section VII of the CVSA Fall 2019 Operations Guide.**

It is highly recommended that extra copies of the roster be given to multiple teammates to cover unforeseen absences by the team captains.

After all players are signed in to the roster prior to the start of the match, the Captain/Acting Captain must sign off to verify all players and their information is entered correctly. At the conclusion of the match, the Captain/Acting Captain must sign off to verify that the goals scored, and cards awarded are correctly listed.

Player IDs

Player Passes are optional for the Fall 2019 season. If Player Passes are not utilized by a team, every player must show a physical, valid, current, government issued photo ID before each game. A validated player pass is one that has the current “Fall 2019” sticker on the back. If your players are new to the league or do not have Player Passes, new ones can be made. Please contact the CVSA Registrar in the event Player Passes are needed. Players will NOT be allowed to play in any CVSA games without either a valid Player Pass or acceptable photo ID.

Acceptable IDs are: league-issued Player Pass, U.S. Passport or U.S. Passport Card, Permanent Resident Card or Alien Registration Receipt Card, Foreign Passport, Foreign Passport Card, Driver’s License, ID Card, U.S. Military ID Card, and Military Dependents ID Card. **Please note, school IDs (collegiate, high school, etc.) are NOT accepted. Photos and/or digital copies of any of the above listed IDs are NOT accepted.**

Games are expected to start promptly at the time scheduled. Teams must have a minimum of seven eligible players, a valid roster, and player IDs to play. This should be available for the referees review at least 10 minutes prior to the scheduled start of the game. A 10-minute grace period may be granted if all items are not available at the scheduled start of the game, however the game will



be shortened at the referee's discretion to accommodate for the lost time. In the event of a match being shortened, the referee will notify the captain of each team prior to the start of the match.

Jerseys

Teams are responsible for having jerseys or T-shirts, all the same color and design, with professionally applied, permanently fixed numbers (minimum 6") on the back. In the event both teams involved in a match have the same color jerseys, the HOME team MUST switch to a different color. Team jersey colors can be found through the Team Information Link on the CVSA Webpage. Failure of the HOME team to have alternate jerseys may result in game forfeiture. Pennies are not a viable alternative jersey and cannot be used as such.

Game Ball

The home team is responsible for providing the game ball (Size 5). The home team will be designated as the first team listed on the schedule.

Gear

Proper shoes and shin guards are required for all players at all times.

Suspensions

Referees and Team Captains will be emailed the names of players that are suspended from play. It is the Captain's responsibility to notify individual players. For questions regarding disciplinary decisions, please contact the CVSA Vice President or visit the CVSA disciplinary page (<http://cvsasoccer.net/Discipline.aspx>).

Field Setup and Breakdown

Field lining will be conducted by the CVSA assigned party; however, it is the responsibility of the teams to ensure the field is properly set up prior to their scheduled match. The HOME team is responsible for the distribution of corner flags prior to the start of the match. The referees will not begin the match; however, are at liberty to start the clock, if the field is not properly set up by each team prior to their match.



V. ROSTER POLICY

A physical copy of the team's current roster must be submitted to the referee, PRIOR to start of EVERY match. The roster MUST have/meet the following:

- Team name
- Captain's information
- Season Label posted
- A current season's version

Once an acceptable roster is presented to the referee, registered players may be added ("written-in") ONLY if ALL of the following criteria are in place:

- Digital roster is required, (in addition to official, physical copy).
 - Digital roster (accessing roster via smart-phone and/or alternative electronic device) must be provided to referee as part of the initial pre-match check in, prior to writing player in on outdated roster. This is required in order to prove that a player has registered and paid to play on your team.
- Player must present an appropriate photo ID (as detailed in **Section IV** under Player IDs)
- The players' name(s) must be written in by the referee, once the player has "checked in" with an appropriate photo ID.
- Both the "written-in" player(s) and the Captain/Acting Captain must sign the memo section of the roster acknowledging the "writing-in" of player(s). Signatures must be provided PRIOR to "written-in" player(s) taking the field.
- Players must be "written-in" and verified by the team Captain/Acting Captain PRIOR to the start of the match. **Once the match begins via the first half kickoff, all rosters become final and no "write-ins" will be permitted.**
 - In the event a player must be "written-in", but they have not arrived in time for the initial check-in, the Captain/Acting Captain must verify their registration information digitally with the Referee/Assistant Referee, and sign in the memo section verifying the use of a "write-in" roster. Once the "written-in" player arrives, they must provide an appropriate photo ID to check-in, and sign in the memo section prior to entering the match.

Teams will be allowed TWO instances wherein a player is "written-in" per Calendar Period. The current Calendar Period begins September 1st, 2019 and ends December 31st, 2019, which includes the conclusion of all CVSA matches of the Fall 2019 season, CVSA Cup and Copa Bruce play in the fall. A third, as well as any subsequent instances, will result in an automatic loss of the match. Rescheduling the match will not be permitted.

- This applies to all games: regular-season, fall, Cup play and tournament play (or as indicated in the current season's Operations Guide)
 - Upon the third, and subsequent instance, the match will be played; however, the final result will be recorded at minimum as a 3-0 loss, on behalf of the team which is in violation of the Roster Policy, and calculated as such in the final standings. In the event the match result is greater than a 3-0 victory in favor of the team in good



standing, the most favorable result will be posted and count towards the overall team standings (ex. 5-1 victory resulting in a +4 goal differential).

- Any disciplinary actions, cards/card points accrued in this match will count towards player accumulation, including any suspensions for red cards that may be issued/received during the match. This applies to BOTH TEAMS involved in the match.

The CVSA will notify team captains via e-mail upon each occurrence of a player being “written-in” on the roster; including the total number of instances wherein “write-ins” occurred.



VI. CLUB GUIDELINES

Club Definition

A “Club” is two or more teams registered for play in the CVSA that meet the club requirements.

Club Requirements

A Club Registration Form, available on the CVSA Homepage should be filled out and e-mailed to the CVSA Registrar prior to the opening of team registration for each Season. All teams listed as part of the Club on the Registration Form are required to adhere to the Club Guidelines detailed in the following section.

Club Teams are given two payment options for players. All Club Teams must abide by the same payment option selected as part of their Club Registration.

Individual Player Payments for clubs

All Club Players abide by the Player Registration guidelines detailed under Section III. Registration Information: Player Registration, of the CVSA Fall 2019 Operations Guide.

Club transfers adhere to the current Primary Season transfer requirements as set forth in Articles II.H.5 and II.J

Club’s are required to have a minimum 66% of their registered teams represented at all major CVSA Meetings and Functions (Ex: if a club has three teams registered under their banner, they must have at least two of those teams represented (2 representatives / 3 teams = 66%). Major CVSA Meetings and Functions are, but not limited to: Captain’s Meetings, CVSA Council Meetings (at minimum Fall each year), Bryan Park Opening, and Bryan Park Winter Closing.

Clubs are required to have a representative on the CVSA Field Maintenance Committee. This committee will serve under the direction of the Field Maintenance Supervisor, and will be responsible for assisting in all tasks associated with Field Setup and standard maintenance through the course of a standard season.

Failure to comply with any of the Club Requirements will result in the forfeiture of Club Status, and the Benefits outlined below.

Club Benefits

Club matches played on the same day will be scheduled, to the best of the CVSA Scheduler’s ability, at the same complex, and/or there will be adequate time between games for players to travel from one complex to another in time for their next Club match (Ex: 9:00am match at Bryan Park, followed by 1:00pm match at Dorey Park).



Club teams may request to be denied promotion upon finishing at the top of their division, if they have another club team in the same division which they are being promoted to (unless the other club team is being demoted to the lower division) (Article II.H.4). This applies to relegation from a higher division to lower division as well. If a division is void of a club team, they must adhere to the current CVSA promotion policy. **It is the intent of the CVSA Board to create competitive balance across all divisions, as such a Clubs request to deny promotion or relegation may be rejected.**



VII. FORFEITS

In the event a team must forfeit, regardless of which type the forfeit is classified, the CVSA Board should be emailed as soon as possible via the forfeits email address (forfeits@cvsasoccer.org) so that all necessary parties can be notified.

Forfeits are classified in two ways;

- Those where **proper notice** was given, and
- Those where it was not (i.e. **improper notice**)

The Schedule is typically available on the CVSA website at least two weeks prior to the first game. Teams that are unable to field a team at a scheduled time will forfeit their game. For the purposes of forfeiture, proper notification is required. Proper notification is defined as a confirmed receipt of your notification from the board 24 hours prior to the scheduled start time of match.

Teams that fail to provide proper notice will be placed on Probation for the remainder of the current season, as well as the next season. Based on CVSA Board discretion, teams which have been placed on Probation may be required to pay an increased deposit amount or additional fees per player, prior to being allowed to register for a subsequent season.

The team Captains will be notified as soon as their team has been placed on probation. No sanctions will be levied against the team before the notification has been sent.

While on Probation, if a team forfeits any additional games, they will be charged \$75 to cover a portion of the referee fees which are paid to the officiating crew for the forfeited match. All outstanding balances must be paid in full prior to the conclusion of the current (Fall) season. Failure to do so will result in a registration hold for all players on that team's roster for the upcoming, and all subsequent seasons, until the outstanding balance is settled. Additional fines and/or sanctions may be handed down if deemed necessary by the CVSA Board.

Please be aware that the forfeit policy also includes forfeitures for lack of roster, lack of uniforms/alternate jerseys, but DOES NOT include forfeitures due to a second violation of the CVSA Roster Policy, as noted in the current CVSA Fall Operations Guide.

Please also note, games forfeited is the second tiebreaker in the final Division Standings (all forfeits will be factored into the standings regardless of proper or improper notice given). Any questions regarding this policy should be directed to the CVSA Board.