

# **Central Virginia Soccer Association**

## **Spring 2018 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](http://www.cvsasoccer.org). If an event arises that is not outlined by the CVSA Constitution, CVSA Bylaws, and/or the Spring 2018 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](http://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**

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*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 Spring 2018 season. Any questions not answered within the guide can be directed to the CVSA Board.

### **The 2018 CVSA Board**

Rob Witte, President

Shawn Shelton, Vice President

Liz McAdory, Executive Secretary

Jamie Williams, Treasurer

Brian Bartlett, Scheduler

J.R. Fox, Registrar

John Paul Cheski, Public Relations

Derek McCown, Field Maintenance Super.

Patrick Henry, At-Large

Bruce Williams, At-Large

Jonathon Tolbert, At-Large

Andrew Barksdale, At-Large

Jonathan Blair, At-Large

## **II. SPRING 2018 SEASON INFORMATION**

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### **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, 1978.  
    \*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 *Procedures to Determine the Winner of a Match or home-and-away* (pp. 54–56).
- 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, such as 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 in all rounds prior to the Quarterfinals; from that round, through the 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.

Division Specific Rules:

- The Veterans will be open to all players born on or before December 31, 1978 and before. All rules will be consistent with the open CVSA Divisions except:
  - 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 Laws of the Game.
  - All Veterans division players must meet the following age criteria: Have been born on or before December 31, 1978.
  - 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 men and four 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.

- 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 and Veterans Divisions will play primarily on Sundays at 9AM, 11AM, 1PM, and 3PM at Bryan Park (Central), Dorey Park (Eastern Henrico), Hensley Soccer Complex (Western Chesterfield), River City Sportsplex (Western Chesterfield), Henderson Middle School (Central), 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, 8:15PM or 8:45PM. In the event of morning rainouts, games may be moved from their originally scheduled times at Bryan Park, Dorey Park, and Hensley Soccer Complex to River

City Sportsplex if fields are available. Teams will be notified directly by the CVSA Board in the event that this change is made. 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, 8:15pm, or 8:45pm) primarily at Dorey 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.

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 conclusion 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. If a game is officially terminated once half time has been reached, the game will be replayed. Games which begin second half play and are stopped due to inclement weather 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 begin play in the Fall of 2017. 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 2016/2017 season will be eligible/allowed to participate in the 2017/2018 CVSA Cup or Copa Bruce Tournament, as detailed in the 2017/2018 Tournament Guidelines.

Spring 2018 Coed Division matches will commence on Thursday, March 1<sup>st</sup>. Spring 2018 Open Division matches will commence on Sunday, March 4<sup>th</sup>.

The Schedule will be 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. Teams must provide proper notification to the CVSA, prior to the match. For the purposes of forfeiture proper notification is defined as: confirmed receipt of your notification from the Board by 5:00pm the day before a weekday match and by noon on Friday for Sunday matches.

Teams that fail to provide proper notice will be placed on Probation for the remainder of the season, as well as the next season (excluding Summer). 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.

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 Spring 2018 Schedule and Scores page on the CVSA website (<http://cvsasoccer.net/Schedule.aspx>).

### **III. REGISTRATION INFORMATION**

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#### **Team Registration**

Team Registration opens Monday, January 15, 2018 and closes on Sunday, February 11, 2018 at 5:00pm. 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.

Team registration for the Spring 2018 season will be completed online only, by following the appropriate link on the CVSA website. 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 Spring 2018 season until at least SEVEN players have registered for the specific team. Any teams that have not met the minimum of seven registered and paid players by Sunday, February 11, 2018 are subject to being dropped from the Spring 2018 season.

Teams placed on probation due to past forfeitures (see Section VII. Forfeitures) may be required to have more than seven players registered by the February 11<sup>th</sup> deadline, 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 Spring 2018 Operations Guide.

Each team must ultimately have a minimum of seven 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 as set 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 seven players registered before it will be eligible to play in the Spring 2018 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.

**The Player Removal Deadline** (last date a player may be dropped from a roster) **for all teams for the Spring 2018 season is 5:00 PM, Thursday, April 5, 2018.** 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, April 29<sup>th</sup>, 2018 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 Spring 2018 season is \$75.00. 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

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### 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 “Spring 2018” 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 VI of the CVSA Spring 2018 Operations Guide.**

It is 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 Spring 2018 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 “Spring 2018” 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: U.S. Passport or U.S. Passport Card, Permanent Resident Card or Alien Registration Receipt Card, Foreign Passport, Foreign Passport Card, Drivers 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 for such reason, 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 that 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 is designated as the first team listed on the schedule.

## **Gear**

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

## **Susensions**

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.

## **Field Setup and Breakdown**

Field lining will be conducted by the CVSA assigned party, however 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

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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 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 January 15<sup>th</sup>, 2018 and ends June 30<sup>th</sup>, 2018, after the conclusion of the final CVSA match of the Spring 2018 season and CVSA Cup ad Copa Bruce finals. 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, summer, 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.

## **V. CLUB GUIDELINES**

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### **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.

#### **Option 1: Individual Player Payments**

All Club Players abide by the Player Registration guidelines detailed under Section III. Registration Information: Player Registration, of the CVSA Spring 2018 Operations Guide.

#### **Option 2: Lump Sum Payments For Each Club Team**

A minimum payment of 11 player fees, or 50% of fees due for registered players, whichever is greater (Ex: 23 players registered =  $12 \times \$75$  (Spring 2018 player fee) = \$900 payment required) before the first Match of the season (this includes Cup play or regular season Match, whichever occurs first). Full payment for all registered players is due by the Roster Freeze Date, which is detailed in the Operations Guide. Any player registered after the Roster Freeze Date must submit payment prior to being added to the roster.

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

Clubs 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: Spring and Spring Captain’s Meetings, CVSA Council Meetings (at minimum Spring each year), Bryan Park Spring 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**

Clubs are not required to pay a deposit as part of their initial team registration.

Club matches played on Sundays 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). This does not apply to summer season games.

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.**

## **VI. FORFEITS**

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Forfeits are classified in two ways; those where proper notice was given, and those where it was not. The two differences are outlined on page 5 of this Operations Guide:

“The Schedule will be 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. Teams must provide proper notification to the CVSA, prior to the match. For the purposes of forfeiture proper notification is defined as: confirmed receipt of your notification from the board by 5PM the day before a weekday match and by noon on Friday for Sunday matches.

Teams that fail to provide proper notice will be placed on Probation for the remainder of the season, as well as the next season (excluding Summer). 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 Captain 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 for the referee fees which are paid to the officiating crew for the match they forfeited. All outstanding balances must be paid in full prior to the conclusion of the current (Spring) 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 CVSA Spring Operations Guide.

Be aware, games forfeited is the second tiebreaker in the final Division Standings.

Any questions regarding this policy should be directed to the CVSA Board.