



# Central Virginia Soccer Association

## Spring 2024 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 <http://cvsasoccer.net/>. If an event arises that is not outlined by the CVSA Constitution, CVSA Bylaws, and the Spring 2024 Operational 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.net/players.aspx](http://www.cvsasoccer.net/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 2024 season. Any questions not answered within the guide can be directed to the CVSA Board.

### **The 2024 CVSA Board:**

**Rob Witte, *President***

**Jonathan Blair, *Vice-President***

**Kat Sparrer, *Executive Secretary***

**Jamie Williams, *Treasurer***

**Brian Bartlett, *Scheduler***

**Marius Muresan, *Registrar***

**Jake Vaughan, *Public Relations***

**Derek McCown, *Field Maintenance***

**Ryan Johnston, *At-Large***

**Chuck Malpass, *At-Large***

**Alicia Scott, *At-Large***

**Ben Tiner, *At-Large***

**Peter Zolides, *At-Large***



## II. SPRING 2024 SEASON INFORMATION

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### Divisions

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

Restricted Divisions: Veterans, Women's, and Coed.

- Each of the restricted divisions may be run as a single division inclusive all of related teams or it may be split into 2-3 sub-divisions in order to balance competitiveness and to fit formatting logistics.
- Veterans Division is for those players born on or before December 31, 1984.
- Women's Division\* is restricted to female players only.
- 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.

*\*Note: The CVSA will follow the lead of our sanctioning organizations, USASA, USSF, & FIFA regarding gender identity and how it relates to eligibility for the restricted divisions above. In absence of clear direction, the CVSA will default to matching a player's gender identity to what is indicated on their Driver's License or other form of acceptable Player ID.*

All divisions (particularly the restricted divisions) are 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.

Additionally, due to limited available resources, there will be a cap placed on the number of teams accepted into the Spring 2024 season. Teams will be accepted on a 1<sup>st</sup> come, 1<sup>st</sup> served basis based on reaching the required registration thresholds.

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 the following season. 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 and all decisions are final.

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

- Nine (9), Ten (10), or (11) 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 solely 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
- Five (5) or Six (6) Team Divisions: Double round-robin.
- Four (4) Team Divisions: Triple round-robin.

**\*\*\* The CVSA reserves the right to employ alternate formats in distinct situations. In such cases, the format will be communicated to the teams involved as early as possible – usually before the start of the season. \*\*\***

## **Rules**

**The CVSA has a ZERO TOLERANCE POLICY regarding alcohol at any and all public facilities before, during, or after any CVSA 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 (7) players to start and play a regulation game.
- There are no limits to the number or frequency of substitutions made in a match. However, all substitutions must meet the established substitution procedures.
- No overtime will be played as ties will stand in regular season games.
  - Any single-elimination playoff or 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 Semifinals and Finals, tied games will advance to two 15-minute, golden goal overtime periods. If no one scores in overtime, the game will be decided by kicks from the penalty spot to determine a winner.
- All players must be the age of 18 or older prior to registering and playing in their first game.
- There is **ZERO TOLERANCE** for hate speech, fighting, confrontation, and/ or spitting of any kind with players, officials, managers, or spectators. Any such activity will result in dismissal from the CVSA at the discretion of the CVSA Disciplinary Committee or the CVSA Board.
  - Note, teams will be held accountable for their spectators and managers.

Division Specific Rules:

- The Veterans division(s) will be open to all players born on or before December 31, 1984 (Subject to change). All rules will be consistent with the open CVSA Divisions except:
  - Slide tackling is not allowed; however, a goalkeeper 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 age criteria above.
  - 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 presumed format for the Spring 2024 season will be 9-a-side, 80-minute games unless circumstances dictate otherwise.
  - The Women's Division(s) will be open to all female players. All rules will be consistent with the open CVSA Divisions except:
    - 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 presumed format for the Spring 2024 season will be 9-a-side, 80-minute games unless circumstances dictate otherwise.
  - The standard make-up of a Coed team is seven (7) 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.
    - 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.
    - If a coed division has a playoff or tournament game that reaches a penalty kick shoot-out, kicks must be alternated between male and female players.

**\*\*\* The CVSA reserves the right to modify the applicable rules during the season, in efforts to increase the safety of the game for all participants. The entire league would be provided notice any of such changes before they go into effect. \*\*\***

## **Scheduling**

All open divisions will play primarily on Sundays between 9:00AM and 5:00PM at Longdale (Northern Henrico), Bryan Park (Central), Dorey Park (Eastern Henrico), Glover Park (Northern Henrico), Hensley Soccer Complex (Western Chesterfield), Ukrop Park (Northern Chesterfield), or fields located at various high schools in Henrico County. Teams should expect to have 1-2 of their regular season games scheduled on weeknights between 6:15PM and 10:30PM. The CVSA reserves the right to add additional fields not listed to the rotation of those available if and as needed.

Veterans games will be played on Wednesday nights (between 6:15PM and 10:30PM) primarily at Longdale Recreation Center. Depending on the number of Veterans teams that register, an additional night of play or field location may be incorporated, and the use of double-headers may be included, however this will be avoided if possible. The CVSA reserves the right to schedule games on alternative days/nights based on need.



Women's games will be played on Tuesday nights (between 6:15PM and 10:30PM) primarily at Longdale Recreation Center. Depending on the number of Women's teams that register, an additional night of play or field location may be incorporated, however this will be avoided if possible. The CVSA reserves the right to schedule games on alternative days/nights based on need.

Coed games will be played on Thursday nights (between 6:15PM and 10:30PM) primarily at Longdale Recreation Center, Dorey Park, and/or Glover Park. Depending on the number of Coed teams that register, an additional night of play may be added, however this will be avoided if possible. 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 on any field. Once a schedule is posted, there will be no changes to the schedule based on team requests except in circumstances that the CVSA deems extreme or severe. 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.

The CVSA Cup and Copa Bruce tournaments kicked off once again in the Fall 2023 season and will continue through the Spring 2024 season. CVSA Cup and Copa Bruce matches may be scheduled in any available day/time/field slot. Due to field availability, many Cup matches will likely be played on weeknights rather than on Sundays. All CVSA Cup and Copa Bruce Tournament guidelines, rules, and regulations 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 2022/2023 season is eligible/allowed to participate in the 2023/2024 CVSA Cup or Copa Bruce Tournaments, as detailed in the 2022/2023 Tournament Guidelines.

Spring 2024 matches are planned to commence on the following dates, weather permitting:

Open Divisions: Sunday, February 25<sup>th</sup>

Women's Division(s): Tuesday, February 27<sup>th</sup>

Veterans Division(s): Wednesday, February 28<sup>th</sup>

Coed Division(s): Thursday, February 29<sup>th</sup>



The schedule will be available on the CVSA website at least 7 days 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 Spring 2024 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 Thursday, February 1<sup>st</sup> and closes on Thursday, February 15<sup>th</sup>, 2024 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 Spring 2024 season will be completed online only, by following the appropriate link on the CVSA website:

<https://centralvirginiassocerassociation.sportngin.com/register/form/026630613>

Once clicking the team registration link, team captains will fill out the form with the appropriate data. Once the team registration is accepted, individual players can begin registering themselves by following the appropriate link on the CVSA website:

<https://centralvirginiassocerassociation.sportngin.com/register/form/771709229>

Individual players fill out all sections accurately, including the team name, and pay their individual player fee to be placed on the correct roster. A team will not be considered registered for the Spring 2024 season until at least eleven (11) players have registered for the specific team. Any teams that have not met the minimum of eleven (11) registered and paid players by Thursday, February 15<sup>th</sup>, 2024 are subject to being dropped from the Spring 2024 season.

Teams placed on probation due to past forfeitures (see **Section VII. Forfeits**) 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 VI.** of the CVSA Spring 2024 Operations Guide.

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

#### **Player Registration**

After their team has been registered, individual players can begin registering themselves by following the appropriate link on the CVSA website:

<https://centralvirginiassocerassociation.sportngin.com/register/form/771709229>

Individual players must fill out all sections accurately, including their team name, to ensure they are rostered properly. 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. It may take up to 24 hours for a player to appear on the roster following their completed registration.

Every team must have at least ELEVEN (11) players registered by Thursday, February 15<sup>th</sup>, 2024 to be eligible to play in the Spring 2024 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. Players who register for multiple teams do so with the knowledge that there may be scheduling conflicts between their teams.

All players must be the age of 18 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 Spring 2024 season is 6:00 PM, Sunday, April 14<sup>th</sup>, 2024.** 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 28<sup>th</sup>, 2024 at 6:00pm.** Any requested roster edits of any kind (additions, transfers, etc.) after that date must be submitted directly to the CVSA Registrar and require approval by the CVSA Board.

- Note: Requests will be reviewed with increased scrutiny as the season progresses, particularly for teams still involved in the CVSA Cup or Copa Bruce competitions.

## **Payments**

The player fee for the Spring 2024 season is \$95.00\*. 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.

*\*Note: The player fee for the Women's Division has been reduced to \$85.00. Any players registering for a team in the Women's Division should use the coupon code **SPRING2024W** when paying for the season to get the discounted price. Any player using this code for a non-women's division team will not be rostered on their team until the full \$95 player 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 “SportsEngine” printed in the upper right corner. Please note, **captains must print the pdf version of the roster**, found under the “Roster” tab on your team’s CVSA SportsEngine team page. 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 V. of the CVSA Spring 2024 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 from 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 2024 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 2024” 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
- State-issued Driver’s License or ID Card
- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card
- Foreign Passport or Foreign Passport Card
- U.S. Military ID Card, or 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 (7) eligible players, a valid roster, and player IDs to start a game. 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 their own 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.

The CVSA typically has sets of leftover summer league jerseys available for purchase should a team need an alternative set. Please contact Jake Vaughan ([jake@cvsasoccer.net](mailto:jake@cvsasoccer.net)) for more information regarding available colors and inventory.

### **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. All items of jewelry (necklaces, rings, bracelets, earrings, leather bands, rubber bands, etc.) should be removed.

### **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.

Both teams are responsible for the distribution of corner flags and for the proper positioning of goals prior to the start of the match. Each goal must be properly secured by virtue of sandbags. Sandbags should be found within the vicinity of each goal in use. The referees will not begin the match if the field is not properly set up by each team prior to their match, however they are at liberty to start the clock.

- Bryan Park: Corner flags can be found in a large bin outside the large metal storage container atop the hill adjacent to fields A and B.
  - Teams participating in the 1st game of the day on a particular field should procure 4 flags from the bin and place them in each corner of their field.
  - Teams participating in the final match of the day on a particular field should return all 4 flags to the bin outside of the storage container.
- Longdale: Corner flags can be found just inside the storage shed along the wooded side of the complex.
  - Teams participating in the 1st game of the day on a particular field should procure 4 flags from the shed and place them in each corner of their field.
  - Teams participating in the final match of the day on a particular field should return all 4 flags to the storage shed. Additionally, each goal should be moved at least 2-3 feet off the field's end-lines to avoid creating ruts in the grass.
- Glover Park: Henrico County Recreation & Parks staff should be on site to set up the fields at Glover Park with both adult-sized goals and corner flags.
  - If corner flags are not in place prior to a game, they may be found beside the storage shed at the end of the side parking lot.
- All other facilities: The CVSA has no reliable means to deliver and retrieve corner flags at the other fields, therefore, CVSA will not supply corner flags for those fields.
  - It is recommended that teams playing at any fields outside of Bryan Park, Longdale, or Glover Park bring their own cones to place in the corners in lieu of corner flags.
- Field setup for all facilities are subject to change and any changes will be communicated to teams prior to their matches if necessary.



## V. ROSTER POLICY

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

- Team name
- Captain's information
- 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 Seasonal Period. The current Seasonal Period begins February 25<sup>th</sup>, 2024 and ends June 11<sup>th</sup>, 2024, which includes the conclusion of all CVSA matches of the Spring 2024 season. 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 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. FORFEITS

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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.net](mailto:forfeits@cvsasoccer.net)) 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 ten days 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.

As a courtesy to opponents, referees, and field officials, you should notify CVSA immediately if your team needs to forfeit, even if you've missed the "proper notice" deadline. Additionally, the CVSA has a policy for any games which are forfeited in advance; if the scheduled match would have been postponed anyway due to weather, the forfeit is wiped out and the game will be rescheduled. Therefore, there is no advantage in waiting to send a forfeit notice in hopes of getting a rainout.

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 Spring 2024 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.





## VII. 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 completed online prior to the closing 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:

- Individual player payments direct to CVSA as a part of player registration
- Club/sponsor may make an up-front bulk payment covering all of its players. Players will then be given a promo code to use when completing player registration.

All Club Teams must abide by the same payment option selected as part of their Club Registration.

All Club Players abide by the Player Registration guidelines detailed under **Section III. Registration Information**: Player Registration, of the CVSA Spring 2024 Operations Guide.

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: 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**

Clubs may transfer players amongst teams within their club. Club transfers must adhere to the current Primary Season transfer requirements as set forth in Articles II.H.5 and II.J of the CVSA Bylaws. In keeping with the CVSA Bylaws, transfer requests should be sent to the CVSA Registrar, and all transfer requests are subject to CVSA Board approval. Each team involved in the transfer must have at least 2 games remaining in the regular season (excluding Cup & playoff games) to satisfy paragraph II.J.b.



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 to which they are being promoted (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. \*\*\***



## VIII. SPRING 2024 SEASON TIMELINE

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### Important Spring 2024 Season Dates

- **Thursday, 2/1:** Team Registration opens
- **Thursday, 2/15:** Deadline for all teams to have a minimum of 11 players registered and paid; teams failing to meet the deadline may be removed from the Spring season.
- **Sunday, 2/18:** Spring 2024 pre-season captains' meeting (6:00PM at Longdale).
- **Sunday, 2/25:** Start of Spring 2024 regular season games (open division teams)
- **Tuesday, 2/27:** Start of Spring 2024 regular season games (women's teams)
- **Wednesday, 2/28:** Start of Spring 2024 regular season games (veterans teams)
- **Thursday, 2/29:** Start of Spring 2024 regular season games (coed teams)
- **Sunday, 3/10:** Daylight Savings Time ends.
- **Sunday, 3/31:** Easter Sunday, no games.
- **Sunday, 4/14:** Spring 2024 Player Removal Deadline; no players will be added or removed after this date without CVSA Board approval
- **Sunday, 4/28:** Player Registration closes; no players will be added after this date without CVSA Board approval
- **Sunday, 5/26:** Memorial Day weekend, no games.
- **Saturday, 6/1:** CVSA Cup & Copa Bruce Finals at Longdale (date subject to change)