

Central Virginia Soccer Association

Summer 2015 Operational Guide

This Seasonal Operational Guide is published by the Central Virginia Soccer Association (CVSA) Board. Its provisions supersede those of the CVSA Constitution and CVSA Bylaws, and do so under authority granted by Article XII.A.1 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.

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 Summer 2015 season. Any questions not answered within the guide can be directed to the CVSA Board as listed below.

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II. SUMMER 2015 SEASON INFORMATION

Divisions

During spring and fall seasons, the CVSA uses a system of promotion and relegation for divisional alignments. The league understands that teams and players drastically change during the summer season due to the difference in format and timing, so typical division alignments may not apply. Ultimately, the CVSA Board makes the final decisions concerning divisional alignments.

In past summer seasons, the open divisions were staggered between the nights of play (Premier, 2nd & 4th Divisions on Mondays and Wednesdays and 1st, 3rd & 5th Divisions on Tuesdays and Thursdays). The CVSA recognizes that most teams register based on the nights of play that best fit their team vs. the specific division; therefore, the divisions will be broken out differently for the Summer 2015 season. Teams will choose the set of nights they wish to play and the CVSA Board will sort the teams into divisions for each set of nights.

Open Divisions:

- Monday & Wednesday games: various levels
- Tuesday & Thursday games: various levels
- The divisions may be renamed following all team placements.

Restricted Divisions: Coed

- Sunday games: Coed various levels.
- Coed teams play with a maximum of four (4) men on the field during the game. There is no maximum number of women that may be on the field.

Each division is ultimately subject to the level of interest from participating teams. In the event that sufficient interest is not there 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. Each team's timeliness of registration, past team records, team roster and competitiveness of division play will be considered when determining divisional alignment. 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:

- Twelve (12) Team Divisions: Single round-robin followed by a single-elimination playoff for the top four (4) teams.
- Eleven (11) Team Divisions: Single round-robin followed by a single-elimination playoff for the top four (4) teams.
- Ten (10) Team Divisions: Single round-robin followed by a single-elimination playoff for top eight (8) teams.
- Nine (9) Team Divisions: Single round-robin followed by a single-elimination playoff for top eight (8) teams.

- Eight (8) Team Divisions: Single round-robin followed by a single-elimination playoff for top eight (8) teams.
- Six (6) Team Divisions: Double round-robin followed by a single-elimination playoff for the top four (4) teams.
- Five (5) Team Divisions: Double round-robin followed by a single-elimination playoff for the top four (4) teams.
- Four (4) Team Divisions: Triple round-robin followed by a single-elimination playoff for the top four (4) teams.

Rules

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 Laws of the Game apply with the following modifications:

- CVSA Summer games are played 7-a-side on smaller fields with 25 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.
- No overtime will be played as ties will stand in regular season games. Any playoff games tied at the end of regulation will progress directly to kicks from the penalty spot.
 - Any player properly checked in for play is eligible to participate in the penalty kick shoot-out. It is not limited to those on the field at the final whistle.
 - For all Coed Divisions, the participants in the penalty kick shoot-out must alternate between genders.

Division Specific Rules:

- The standard make-up of a Coed team is four (4) men and three (3) women on the field at a time. A team may play with more than three women, but it may not exceed more than four men on the field at any time. If fewer than three 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 three. This follows suit if additional male players are ejected.
 - If a coed division has a playoff match that reaches a penalty kick shoot-out, kicks must alternate between genders.

Scheduling

All open divisions will generally play two nights per week (either Monday & Wednesday or Tuesday & Thursday) at 6:30PM or 7:30PM at Bryan Park (Central), Dorey Park (Eastern Henrico), Hensley Soccer Complex (Western Chesterfield), and/or Henderson Elementary School (Central). 8:30PM games at Dorey Park may also be a possibility if field availability necessitates. Additionally, games may shift to 6:15PM and 7:15PM start times later in the season, as the sun sets earlier.

Coed games will be played on Sunday nights at 5:00PM, 6:00PM or 7:00PM at any of the above listed fields. Depending on field availability and demand, the Coed Division teams will likely have 1-2 double-headers; however this will be limited if possible. Coed playoff games may also include a double-header, or may be played on days other than Sunday, based on field availability.

Teams may make requests for certain bye dates 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 of the available time slots 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 in which the CVSA Board deems a game unplayable.

It is the goal for Summer 2015 regular season matches to commence on Sunday, June 7th, weather permitting.

The Schedule will be available on the CVSA website (www.cvsasoccer.org), with at least two weeks' notice prior to game day. Teams that are unable to field a team at a scheduled time will forfeit their game. Teams must notify the CVSA that they will not be able to field a team before 5:00PM, at least two days prior to game day to avoid forfeiture penalties.

Teams that fail to provide proper notice will be placed on Probation for the remainder of the season. Based on CVSA Board discretion, teams which have been placed on Probation may be required to pay an increased deposit amount prior to being allowed to register for a subsequent season. The above timeline will adjust in situations where weather necessitated rescheduling inside a two-week period.

For any game that was forfeited with advance notice, but would ultimately have been postponed due to weather or other reasons, the forfeit will be rescinded and the game will be rescheduled.

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; however that will be avoided if possible.

III. REGISTRATION INFORMATION

Team Registration

Team Registration opens Wednesday, May 6th. Due to field availability, there is a maximum of 32 teams per set of nights in the Open Divisions and 30 teams combined in the Coed Divisions. Teams will be accepted on a first-come, first-served basis until the maximum number of teams are registered for each night. Any further teams requesting registration will be wait-listed. If any divisions have openings, the CVSA Board may reopen registration for teams in those divisions only.

Open teams will first choose their nights of play and then submit the pertinent information and deposit for their team. The CVSA Board will place teams into divisions. Emphasis will be placed on making all divisions even in number and competitive for all teams.

Team registration for the Summer 2015 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. Once the team registration and the team deposit are accepted, the team captain will be e-mailed a link for players to register themselves for the specific team and pay their individual player fees. The team captain is responsible for distributing the player registration link to all of the players on the team.

A team will not be considered registered for the Summer 2015 season until at least 7 players have registered and paid for the specific team. All teams must have a minimum of 7 players registered and paid for by Friday, May 22nd. Any teams that do not meet the 7 player requirement by May 22nd will be removed from the Summer 2015 season.

Teams that operate under the club structure must pay a deposit of \$525 per team, the equivalent of 7 player registration fees, by May 22nd or they will be subject to being dropped from the Summer 2015 season. The remaining balance for each team will be due one week after the Roster Freeze Date, Thursday, July 2nd.

Each team must ultimately have a minimum of 12 players who are paid for and properly registered. Teams who do not have the minimum 12 players (paid and registered) by the Roster Freeze Date (RFD) will be charged for the shortfall.

Player Registration

Individual players should receive a link to register for their specific team from their team captain after he/she registers the team. Players can follow this link and 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.

Officials are instructed to not allow any player to participate in a game unless he/she is listed on the formal printed roster presented at game time; therefore, players are strongly encouraged to register themselves as early as possible. Every team must have at least 7 players registered before it will be accepted for the Summer 2015 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 on more than one team within the same division at the same time.

Player Passes are optional for the Summer 2015 season. If Player Passes are not utilized by a team, every player must show a valid government issued photo ID before each game. A validated player pass is one that has the current “Summer ‘15” on the back. If your players are new to the league or do not have Player Passes, new ones can be made. To have Player Passes made or updated for the current season, contact CVSA Registrar Mike Brown at mike@cvsasoccer.org to make arrangements. Players will NOT be allowed to play in any CVSA games without either a valid Player Pass or government issued photo ID.

The Roster Freeze Date for the Summer 2015 season is close of business, Thursday, July 2nd. No players will be added or removed after this date without CVSA Board approval. Teams will be charged \$25 for each approved player removed after this date.

Payments

The player fee for the Summer 2015 season is \$70.00 and includes a jersey. All players are expected to pay their individual player fee at the time of their player registration and will not be added to an official team roster or allowed to play in a CVSA game until their payment is processed.

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 & Player IDs

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 “Summer ‘15” printed in the upper left corner. 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 they cannot provide proper identification 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 Summer2015 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.

Games are expected to start promptly as scheduled. Teams must have a minimum of five (5) eligible players, a valid roster, and player IDs to play. This should be available for the referees’ review at least ten (10) minutes prior to the scheduled start of the game. A ten (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. If a team does not have a valid printed roster or does not have the minimum of five eligible players with proper ID and properly dressed before the end of the ten minute grace period, the game will be ruled a forfeit.

Jerseys

The CVSA will provide each team with a jersey for each paid player. These jerseys must be worn during the game (excluding goalkeepers). Players will not be allowed to play in a CVSA game without an official CVSA Summer 2015 jersey.

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 Justin Regan at justin@cvsasoccer.org.

V. ROSTER POLICY

An official, 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 (state-issued driver's license, passport – physical or digital, state issued ID, or government issued ID).
- 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 June 1st, 2015 and ends August 31st, 2015. 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 playoff 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 2-0 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 2-0 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. SUMMER 2015 SEASON TIMELINE

Important Summer 2015 Season Dates

- **Wednesday, 5/06:** Team Registration opens
- **Friday, 5/22:** Deadline for all teams to have a minimum of 7 players registered and paid; teams failing to meet the deadline will be removed from the summer season.
- **Saturday, 6/06:** Summer 2015 pre-season captains' meeting and jersey distribution (time and location TBA)
- **Sunday, 6/07:** Start of Summer 2015 regular season games (coed teams)
- **Monday, 6/08:** Start of Summer 2015 regular season games (Monday & Wednesday teams)
- **Tuesday, 6/09:** Start of Summer 2015 regular season games (Tuesday & Thursday teams)
- **Saturday, 6/13:** Spring Season Party
 - City Stadium**
 - 1:00pm Copa Bruce Final
 - 3:00pm CVSA Cup Final
 - 7:00pm Richmond Kickers v FC Montreal
- **Thursday, 7/02:** Summer 2015 Roster Freeze Date; no players will be added or removed after this date without CVSA Board approval
- **Sunday, 7/05:** Independence Day Holiday Weekend; no games
- **Sunday, 7/19:** Richmond Kickers v West Bromwich Albion, no games