

Central Virginia Soccer Association

Summer 2017 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 Summer 2017 Operations Guide, the CVSA Board may operate under the Authority granted by Article XII.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 Summer 2017 season. Any questions not answered within the guide can be directed to the CVSA Board as listed below.

The 2017 CVSA Board

Liz McAdory, President	Shawn Shelton, Vice President
J.R. Fox, Executive Secretary	Jamie Williams, Treasurer
Brian Bartlett, Scheduler	Rob Witte, Registrar
Jonathon Tolbert, Public Relations	Derek McCown, Field Maintenance Super.
Patrick Henry, At-Large	Bruce Williams, At-Large
Heather King, At-Large	John Paul Cheski, At-Large
Jonathan Blair, At-Large	

II. SUMMER 2017 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 2017 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: Veterans and Coed.

- Veterans Division (details in the “division specific rules” section below)
 - Sunday games
 - *pending adequate league interest to support a full division
- Coed Division: Various levels
 - Sunday games
 - 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. 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:

- Twelve (12) Team Divisions: Single round-robin followed by a single-elimination tournament for the top four (4) teams.
- Eleven (11) Team Divisions: Single round-robin followed by a single-elimination tournament for the top four (4) teams.
- Ten (10) Team Divisions: Single round-robin followed by a single-elimination tournament for top eight (8) teams.
- Nine (9) Team Divisions: Single round-robin followed by a single-elimination tournament for top eight (8) teams.
- Eight (8) Team Divisions: Single round-robin followed by a single-elimination tournament for top eight (8) teams.
- Six (6) Team Divisions: Double round-robin followed by a single-elimination tournament for the top four (4) teams.
- Five (5) Team Divisions: Double round-robin followed by a single-elimination tournament for the top four (4) teams.
- Four (4) Team Divisions: Triple round-robin followed by a single-elimination tournament 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 Veterans Division is an age-based division, and is open to both men and women. All Veterans division players must satisfy one of the following criteria:
 - All Veterans division players must have been born in 1977 or before.
 - 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.
 - All other rules will be consistent with the open CVSA divisions
- 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 tournament/ 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 6:30 PM or 7:30 PM at Bryan Park (Central), Deep Run Park (Western Henrico), Thompson and Park (Central) and Dorey Park (Eastern Henrico). The CVSA reserves the right to add additional fields such as Hensley Soccer Complex (Western Chesterfield), River City Sportsplex (Western Chesterfield), Henderson Elementary School (Central), or the University of Richmond's intramural field (Central) as needed. 8:30 PM 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.

Veteran and Coed games will be played on Sunday nights at ~5:00PM, 6:00PM or 7:00PM at any of the above listed fields. Additionally, the CVSA may shift start times later in the season, as the sun sets earlier. Depending on field availability and demand, teams will likely have 1-2 double-headers; however, this will be limited if possible. Playoff/ tournament games may also include a double-header, or may be played on days other than Sunday, based on field availability.

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 start of the second 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 after the start of the second half, the game will be considered complete. Any playoff/ 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.

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 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.

Summer 2017 regular season matches will commence on Sunday, June 11th, weather permitting. The Schedule will be available on the CVSA website approximately one to two weeks prior to the first game.

Teams that are unable to field a team of at least 5 players at the scheduled time will forfeit their game. To avoid forfeit penalties, teams must provide proper notification to the CVSA prior to the match. 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. 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.

For any game that was forfeited with advanced 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. Schedule updates reflecting these changes will be posted on the Summer 2017 Schedule and Scores page on the CVSA website (<http://cvsasoccer.net/Schedule.aspx>) as soon as they are available.

III. REGISTRATION INFORMATION

Team Registration

Team Registration opens Monday, May 8th, 2017 and closes on Friday, May 19th at 6:00pm. 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. There is limited availability so 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.

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 2017 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 Summer 2017 season until at least 7 players have registered for the specific team. Any teams that have not met the minimum of 7 registered and paid players by Friday, May 19th, 2017 are subject to being dropped from the Summer 2017 season.

Teams placed on probation due to past forfeitures (see Section VII. Forfeitures) may be required to have more than 7 players registered by the May 17th 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 Summer 2017 Operations Guide.

Each team must ultimately have a minimum of 12 players who are paid for and properly registered by their initial game 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 7 players registered before it will be eligible to play in the Summer 2017 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.

Player Passes are optional for the Summer 2017 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 ‘17” 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.

Once a player is registered, that player cannot be removed from the roster without approval from the CVSA Registrar. Exceptions may be made at the discretion of the CVSA Board in cases of season-ending injury or when a player has not yet played in any matches. Any requests to remove a player who has not played must be received by **5:00 PM, Friday, July 7th, 2017**. Any player removal requests received after this date will not be eligible for a full refund. Under no circumstances will player fees be prorated for players who play in at least one match.

Payments

The player fee for the Summer 2017 season is \$70.00 and includes a jersey. 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 & 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 ‘17” 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 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 VI of the CVSA Summer 2017 Operations Guide.**

It is 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 at the time scheduled. Teams must have a minimum of 5 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

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 2017 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 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 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 (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, 2017 and ends August 31st, 2017. 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.

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.

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 Summer 2017 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 x \$75 (Summer 2017 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

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: Spring and Fall Captain's Meetings, CVSA Council Meetings (at minimum Fall 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 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). 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.**

VII. FORFEITS

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 6 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 (Summer) 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 Summer Operations Guide.

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

VIII. SUMMER 2017 SEASON TIMELINE

Important Summer 2017 Season Dates

- **Monday, 5/08:** Team Registration opens
- **Friday, 5/19:** 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, 6/10:** Summer 2017 pre-season captains' meeting and jersey distribution (time and location TBA)
- **Sunday, 6/11:** Start of Summer 2017 regular season games (coed teams)
- **Monday, 6/12:** Start of Summer 2017 regular season games (Monday & Wednesday teams)
- **Tuesday, 6/13:** Start of Summer 2017 regular season games (Tuesday & Thursday teams)
- **Thursday, 7/07:** Summer 2017 Roster Removal Deadline; Player can still be added but no players will be removed after this date without CVSA Board approval