



League  
Policies and  
Procedures

2022

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NY West Champions Conference

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## Policies and Procedures

This league will be known as the NY West Champions Conference or simply “Champions Conference” in this document. The Champions Conference is chartered by the New York State West Youth Soccer Association, and affiliated with US Youth Soccer, the United States Soccer Federation, and FIFA. Only teams accepted by the Champions Conference Commissioners can play in the league, and their associated clubs will be members of the Champions Conference for as long as the teams participate.

Teams participating in State Cup Qualifying leagues may apply for consideration to the league. Please read the section on Team Registration before applying.

Teams must be registered with New York State West Youth Soccer Association (NYSWYSA) or an approved National State Association affiliated with the United States Youth Soccer Association (US Youth Soccer).

Pursuant to USSF Policy 601-7, section 2 (a), any team wishing to compete in a game, tournament, or league in a state other than the one in where it is domiciled must receive written permission to do so from both states involved:

- 1) The State Association where it is domiciled, and
- 2) The State Association where it wishes to play.

Note: The conditions, fees and procedures to obtain such permission, and the duration of such permission, shall be determined by the State Association.

Teams from a State Association other than NYSWYSA need to have the above stated permission on file with the league administrator each season prior to release of the final league schedule. Failure to have this permission on file will result in forfeits and associated forfeit fines.

Teams from a State Association other than NYSWYSA need to be willing to have a home field within or near the geographical area of NYSWYSA.

The participation fee for each team in the Champions Conference is listed in the section entitled “Schedule of Fees and Fines”. This fee must be paid at the time of application to the league, and prior to the registration deadline - which is January 15 for the Spring season - in order for the application to be accepted.

All games shall be officiated by referees who are registered with USSF. The Champions Conference will pay the assigning fees for all league games. Teams will pay the referee fees during the registration process. The referee fees will be refunded in full if the team is not accepted into the league.



## Age Groupings

The Champions Conference is comprised of eight age groupings. Each age group shall be separated into boys and girls divisions. The age groupings will consist of: 11U, 12U, 13U, 14U, 15U, 16U, 17U and 19U. All teams are required to play in the age-appropriate group. Competitive divisions may be established as conditions of registration warrant, and this could lead to promotion and relegation among the divisions.

## Division Structure

The goal of each age group is to have a minimum of 5 teams and a maximum of 9 teams. Age group divisions may be established as deemed necessary. The top one or two teams from each age group will automatically qualify for promotion to the higher division or to a regional league, as appropriate.

More details about team placement, promotion, and relegation can be found in the separate document entitled "Champions Conference Admittance and Placement".

## Format of Game Play

League matches shall conform to US Youth Soccer rules and guidelines.

### a) Substitutions (US Youth Soccer Rule 302)

Substitutions shall be unlimited except where specified otherwise in the rules and regulations for a special competition.

Substitutions may be made, with the consent of the referee, at any stoppage in play.

### b) Game Formats

<b>Formats of Game Play</b>					
<b>Age Group</b>	<b>Format</b>	<b>Roster Size</b>	<b>Game Length</b>	<b>Ball Size</b>	<b>Field Variations</b>
17U / 19U	11 v 11	22	2 - 45 min halves	#5	Length - 100-130 yards Width - 50-100 yards
15U/16U	11 v 11	22	2 - 40 min halves	#5	Length - 100-130 yards Width - 50-100 yards
13U/14U	11 v 11	22	2 - 35 min halves	#5	Length - 100-130 yards Width - 50-100 yards
11U/12U	9 v 9	18	2 - 30 min halves	#4	Length - 70-80 yds Width - 45-55 yds



c) Recommended Goal Sizes

Consistent with US Soccer Federations guidelines, 13U and above will use standard full-size goals (Height - 8ft by Width - 24ft).

Consistent with US Youth Soccer guidelines, 11U and 12U will use small-sized goals (Recommended Height - 6.5ft by Width - 18.5 ft, with the maximum size goal 7ft by 21ft).

## Scoring System

The following will be used to determine a winner for each division within an age group:

**Win = 3 points**

**Loss = 0 points**

**Tie = 1 point**

League standings will be kept for all age groups.

Both team coaches are responsible for filing a game report for each match played in the League. This report must be filed online at the internet address which will be provided to each coach by the respective League Administrator. Failure to report a match shall result in a fine assessed to any team not reporting any match. The match report will consist of the game score and a feedback form for each assigned referee. Each week, every game which is completed by Sunday midnight must be reported by 9:00PM on Monday night immediately following that Sunday.

If teams are tied at the end of the season:

1<sup>st</sup> Tiebreaker: Head-to-Head

The team with the best record against the tied opponent in direct league competition will be declared the winner.

2<sup>nd</sup> Tiebreaker: Goal Differential

The team with the best goal differential for the season will be declared the winner. Goal differential is determined by subtracting the goals allowed from the goals scored for each game of the season. The maximum difference is 3 for each game, both positive and negative.

3<sup>rd</sup> Tiebreaker: Goals Against

The team with the fewest goals allowed over the entire league season will be declared the winner.



#### 4<sup>th</sup> Tiebreaker: Co-Champions

If all of the above tiebreakers are equal, the teams shall be League Co-Champions.

If one team forfeits, the result shall be a 3-0 score for the team not forfeiting. If both teams are at fault, the score shall be a 0-3 result for both teams. Teams assessed forfeits are ineligible for League Championships.

The Champions Conference will provide each member of a team finishing in first place of each division within a competitive age grouping a winner's shirt provided the team has played at least 85% of their games.

### **Team Registration**

The entry of teams into the Champions Conference must be accepted by the League Commission whose decision is final. Acceptance and placement of entry is based primarily on proven team history and competitive performance but may include other aspects such as risk of injury to players, the best interest of youth soccer, field submissions, certified referee availability, and acceptance of the NYSWYSA Zero Tolerance Policy, among other things. Teams new to the league shall be placed into the appropriate division as determined by the League Commission.

This is a state qualifying travel league for teams residing in NYSWYSA and for teams residing in ENY. New teams should consider this factor before applying. The following items are given consideration by the commission:

- Other league play prior to application to the League
  - What league?
  - What division?
  - What level of finish?

See the separate document entitled "Champions Conference Admittance and Placement" for more details on the acceptance criteria and process.

### **Team Rosters**

Team Rosters must be:

1. Submitted for team registration with player passes
2. Correctly filled out
3. An official roster produced by NYSWYSA or by another National State Association
4. Submitted to the League Administrator by the deadline date published by the League Administrator. NYSWYSA team rosters will be considered submitted when they are entered into the Champions Conference in RosterPro®.



5. If not received by the published deadline date, the team may face a fine or suspension by being placed in bad standing with the league.

The roster limit for 11U and 12U teams is 18 players, however no more than 16 may check into any game. For all other age groups, the limit is 22 players, however no more than 18 may check into any game.

Team rosters are needed for several purposes, including:

- Determining team placement in divisions,
- Defining appropriate team names in the preliminary schedule, and
- Enabling referees to certify players at league matches.

To satisfy these purposes, several stages of roster entry are necessary.

- Roster initiation, which includes entering a team name and at least one team official, must be submitted by February 1.
- A full set of players and team officials must be entered on the roster by March 1. This gives the League Administrator time to review the roster and notify teams of any roster deficiencies that need to be corrected, such as approval to play out-of-state, secondary player documentation, ineligible players, and other player credentials as may be necessary.
- Final rosters will be frozen at 11:59 pm, April 1.

All changes to rosters, regardless of when they occur, need to be supported by release and transfer paperwork approved by the proper state authority. It is solely the responsibility of the team to ensure that the League Administrator receives their roster submissions according to these deadlines.

## Playing Up (Players)

A team may have on its team roster only players of the following age groups for the seasonal year in which the team is participating in the Champions Conference:

1. Each player on the team must be (A) of the age of the age group competition in which the team is participating in that seasonal year, or (B) of the age in either of the next 2 younger age groups of that age group competition in which the team is participating in that seasonal year.
2. All teams must have a majority of players of the age group competition in which the team is participating in that seasonal year. A team may request an exception to this rule, which will be considered by the Commissioners; approval will depend on prior performance and roster continuity.
3. When a player wants to play up more than two age groups, the coach, the parents and an independent evaluator must each submit recommendation letters to the Champions Conference Commission, indicating the capability of the player to play at the higher level as well as an assessment of whether such play is safe for the player. Both the parents and the coach must request the waiver to play up in their recommendation letters. The Commission will decide whether the waiver request is acceptable, and their decision is final.



## Secondary Rostering

**A player shall be rostered to one team and one team only in their age group in this league.** A player can carry either a primary or secondary player pass, however if the player carries two passes, the other pass must be for a roster in another age group or another league.

## Use of Players not on the Official Roster

A limited number of Call-Up players, not listed on the official roster, may be used by teams in league matches. The purpose of such players is to promote player development and is not intended to be used to bolster the strength of the team against challenging opponents. This allows a team some flexibility to address unforeseen issues that may be associated with player injuries, player availability, and medical isolation.

The use of Call-Up players, not on the official roster, is subject to the following rules:

1. A Call-Up player cannot play in an age group they already play in within the Champions Conference.
2. A Call-Up player can only play up to an older age group or to a higher division.
3. Only players from the same club may play for a team as a Call-Up player. The player must have been registered with the club prior to the roster freeze date.
4. Once a Call-Up player plays for one team, they cannot serve as a Call-Up player for another team within the Champions Conference at any time during the remainder of the season.
5. A Call-Up player cannot serve as a Call-Up player for two different clubs regardless of whether they are registered with two different clubs or appear on the rosters of two different clubs.
6. A maximum of three Call-Up players will be allowed at any league game.
7. Call-Up players are to be included in the maximum number of players permitted to be dressed for a match. Game-day rosters cannot exceed the maximum allowed with Call-Up players included.
8. The same Call-Up player may be used in no more than 3 Champions Conference matches during the season. The Call-Up total for a player includes any game in which:
  - a. The player is called up and checked in by the referee, even if they don't play in that game,
  - b. The player is checked in, but the game is abandoned or terminated before completion,
  - c. The player is checked in and the game is played but forfeited after start of play,
  - d. A game that is cancelled or abandoned before being started does not count in the total.
9. Teams violating Call-Up player rules will have their games subject to sanctions as if the player was an ineligible player, and if the game is forfeited as a result, the team may be subject to fines and other sanctions as outlined elsewhere in the Champions Conference rules.
10. Any sanctions for the Call-Up player will apply as if the Call-Up player is a member of the team they checked into for the Champions Conference. For example, if a Call-Up player gets a red card in a Champions Conference league match, their suspension game(s) apply to the Champions Conference team schedule.



The procedure for adding Call-Up players to the game day roster is as follows:

1. The team shall legibly write the names of Call-Up players on the official roster, shall bring two copies of the roster as modified to the league match, and shall present one to the referee for check-in purposes and the other to the opposing team prior to the start of play.
  - a. The information written on the roster for each Call-Up player shall include the name of the Call-Up player, their universal identification number, their birth date, their jersey number, and the name of the team they are regularly rostered with. The date of the match and the associated league match number shall also be written on the modified roster.
  - b. The referee will consider this list of Call-Up players as being added to the official roster for the particular league match referred to on the modified roster when they check players into the game.
  - c. The referee shall notify the League Administrator that Call-Up Player(s) were used to check in players and shall send a photo of the modified roster to the League Administrator along with the game report.
  - d. The opposing coach is encouraged to take a photo of the modified roster with Call-Up written on it and send it to the League Administrator, to ensure that the league is aware that Call-Up player(s) were checked into the match.
2. The team coach or manager is responsible to submit a copy of the modified roster with Call-Up Player(s) written on it to the League Administrator within 24 hours of completion of the match.
  - a. The modified roster can be sent via e-mail to [ChampionsConference@nyswysa.org](mailto:ChampionsConference@nyswysa.org)
  - b. If the modified roster with Call-Up players written on it is not submitted by the team, and either the referee or the opposing coach reports that Call-Up players were checked into the game, then the game will be considered to have been played with ineligible players, and the associated infractions will be applied to the team and the players.

## Player Eligibility

All players must have a valid US Youth Soccer player pass and must appear on the team's official roster, or on a modified roster for the specific match with Call-Up players written on it. If it is discovered that an ineligible player was used in a league match, all league matches that the player may have participated in will be deemed forfeits.

Requests concerning player eligibility should be directed to the League Administrator.

Investigation of player eligibility shall not be construed as a protest. For the good of the game and the league, any questions concerning player eligibility must be resolved within 10 days.

## Player's/Coach's Passes

All player's and coach's MUST have a laminated player's pass or coach's pass, signed and sealed by the league/district registrar or State Risk Management officer, with a recent photo, in order to participate in any Champions Conference game and/or to be on a team sideline. If a team is from a state that does



not have a Risk Management Program recognized by NYSWYSA, then the coaches and sideline personnel must have a risk management pass issued by NYSWYSA. There are no exceptions to this rule.

This rule is not to be interpreted and must be strictly enforced by all referees at all league games. Any team appearing without authorized player passes shall be deemed as forfeiting the game and will be fined the forfeit penalty plus applicable referee's fees per occurrence. Any individual player(s) without an authorized player pass will not be allowed to participate or remain on the team/player's sideline unless that player is out of uniform.

In addition, the team must present the referee crew with an original official roster listing all players and coaches who are members of the team. Referees are to check to be certain that the passes and official roster match.

In the event that a team appears at a game site with passes but without the official roster, a **neatly printed** roster with the player's names, pass numbers and jersey numbers will be given to the referee who, in turn will file a report with the league administrator attaching said roster to the report. A fine of \$5.00 will be imposed on the club for each such instance.

In the event the handwritten roster is reviewed by the league administrator and found to include ineligible players, the game will be deemed a forfeit.

### **Coaches on the Sideline**

A maximum of three coaches/trainers/managers will be allowed on the team side of the field. Any adult on the team side MUST have a risk management coach's pass. A player from an older team acting as a coach must have a risk management youth coaching pass and cannot be on the sideline in a coaching capacity unless there is an adult (over 21 years of age) with a coach's pass on the sideline as well.

### **Coaches Licensing Requirements**

Each coach on a team that participates in the League is expected to have completed the 11v11 grassroots coaching course (or the 9v9 grassroots coaching course for 11U/12U teams). In addition, each team is expected to have at least one coach on the roster that holds a D license or higher, or an equivalent coaching license.

If a team is accepted into the League, but its coaching staff does not meet the coaching requirements, the team has 2 seasons to satisfy the requirements. After that time, the Commissioners may - at their discretion - drop the team from the League.

### **Team Performance**

Teams will not be required to provide performance bonds. For each forfeit there will be a fine, payable by the club. The clubs will be billed and must pay the fines in order to remain in good standing. If a second game is forfeited the team will be expelled from the league. Any team which either withdraws from the league or is expelled shall be subject to a fine and shall forfeit their team registration fee. In



in addition, they will be responsible for all fines incurred by the team up to the point of withdrawal/expulsion and may incur forfeit fines if the withdrawal/expulsion occurs after the team has played one or more games. The Champions Conference encourages clubs to collect bonds from those teams the club feels are at risk for incurring forfeit charges. Remember, the final responsibility for all fees and fines lies with the CLUB. The section entitled "Schedule of Fees and Fines" provides more detail about fines and their amounts.

## Fields

Each team must provide a field for their home matches, and there must be an active field coordinator for each club. This person will be responsible for all fields used by their club. The Champions Conference reserves the right to use this person as a liaison between the club and the league on issues pertaining to the fields used by the club.

The home team is responsible for proper preparation of their fields. This means the grass must be cut, fields properly lined, nets properly secured in all areas, corner flags installed, spectator lines clearly visible, no obstacles on the playing field and the field is in playable condition. At game time a referee may declare the field unplayable. If unplayable for the above reasons, not acts of God, the home team is responsible for payment of the referees for the cancelled game, reporting to the League Administrator and scheduling a make-up game. In addition to the fees for re-scheduling the game, a fine for improper maintenance or marking of the field shall be levied against the home team.

*The Technical Area:* All fields should have a technical area drawn for coaches, substitutes, and other team officials. This area should be no closer than 10 yards from an extension of the halfway line and must not be any closer than 1 yard from the touchline. The maximum length of the technical area is 15 yards. No seating shall be placed closer than 2 yards from the front of the technical area. Minimum marking shall consist of the line parallel to the touch line closest to the field and a side marking at least 1 yard long perpendicular to said line at either end of the line. All coaches, substitutes and team staff must remain inside the technical area during the run of play and shall only leave the technical area to report to the halfway line in order to report as a player into the match.

On fields where a technical area exists for another governing body of soccer (i.e., High School Federation, NCAA, NISOA, etc.) the said technical area shall be honored for Champions Conference games. If no technical area can be drawn, a seating area must be provided for each team no closer than 3 yards from the touchline and no closer than 7 yards from an extension of the halfway line. In such cases, team coaches, staff, and substitutes are restricted to the area within 1 yard of said designated area on all sides.

If a technical area is not clearly marked, the referee can decide what constitutes the technical area and use other means to mark the boundaries.



## Scheduling Games by Teams

The season will run from the last weekend in April through the second weekend in July, or as close as possible to this time frame calendar year permitting.

The schedule is designed with the following factors in mind:

- a) Players available to play games
- b) Travel time of teams
- c) Field availability
- d) Referee availability
- e) Conflicts with ODP events
- f) State Cup play down games and final four tournament
- g) Club or team requests
- h) Ability of teams to play 8 league games during the season

The recommendation of US Youth Soccer is that a team plays no more than one league match in a given day. The Champions Conference intends to follow this recommendation to the greatest extent possible. However, in unusual circumstances, an exception could be made for playing **two different teams** in one day due to long geographical traveling distances, but that exception must allow 2.5 hours of rest between the end of one match and the start of the next match and must be approved by the Commissioners of the League. **Under no circumstances can a team play the same opponent twice in the same day.**

This is a self-schedule league where the team managers or coaches are responsible for setting their schedule dates and times with the opposing teams in the following manner:

- The League Administrator will develop a preliminary competition schedule that lays out the team match ups for each age group and division, but excluding dates, times, and locations.
- Teams will be notified in mid-February of the preliminary competition schedule.
- The home team in each match-up is responsible for scheduling a date, start time, and field that will work for both teams by communicating with the visiting team.
- Once a home game is agreed by both teams, the home team will email the league administrator with the confirmed details of that game, including the game number, the date, the start time, and the field location, including a field designation if the location has more than one field.
- The deadline for home teams to complete the scheduling of all of their home games is 3 weeks from the date that the preliminary competition schedule is released.

***The schedule will be considered FINAL at the close of the preliminary competition scheduling period.***

Changes to the schedule will be allowed after the final schedule is published, however the rules governing rescheduling games must be followed and the reschedule activity will incur applicable fees.



## Scheduling Games by the League

If any team is unable to schedule a game date and time with the visiting team during the open 3-week period, the League Commissioners will set the schedule of that game, at their discretion, using the following procedure:

- The League Administrator will notify both teams that the unscheduled match is going to be scheduled by the League Commissioners.
- Both teams have the opportunity to communicate to the League Administrator the constraints they have with scheduling the game and any other pertinent information related to the scheduling difficulty.
- The League Commissioners will select, at their discretion, a date and timeframe for the game to be played. They will select a date that does not conflict with another League game of either team.
- The League Administrator will share the date and a time frame with the teams.
- The home team will be responsible for selecting and confirming a field location on that date and within that timeframe. If the team's home field is not available, the home team is responsible for locating and reserving a neutral site location. The home team has one week to inform the League Administrator of the confirmed location.
- If the home team does not confirm a field location within the week, the home team will be charged a forfeit, along with the associated fees and fines.
- ***Both teams will be expected to play on the chosen date, time, and location.*** If either team chooses not to play, the team that does not show will be charged with a forfeit along with the associated fees and fines.
- If both teams fail to show, the match will be declared a double forfeit, which means that both teams are charged with a loss in the standings, along with the associated fees and fines.

## Changes to the Final Schedule

Changes to the schedule can be made after the schedule is final for legitimate reasons, but they must be made according to the procedures noted below, and the changes will incur the applicable fees and fines. The current game must first be cancelled, and then the game must be rescheduled within 10 days of the cancellation, or the game will result in a forfeit.

**Please Note: Game changes requested less than 14 days from the original scheduled date incur a game cancellation fee**

No request to change a scheduled game will be honored by the league within a timeframe of less than 24 hours prior to the scheduled game start time, unless the requesting team's club president requests the change to the league president and the league president agrees to allow the change. ***If this permission is not obtained, and a team does not show for the game, the game shall be deemed a forfeit.***



To change a scheduled game the team coach or manager must do all of the following:

1. Contact the opposing team and seek mutual agreement to cancel the original game and mutual agreement to reschedule the game.
2. Contact the League Administrator and request that game change. Provide the League Administrator with proof that mutual agreement was requested in advance, and the legitimate reason for the change. Proof can consist of an e-mail exchange, a screen shot of a text message exchange, or a transcription of a voice message exchange.
  - a. If a game change is requested without proof that mutual agreement was requested in advance from the opposing team, that change will result in a forfeit by the team requesting the change.
  - b. If the opposing team receives a legitimate request for a game change, but refuses to mutually agree to reschedule the game, then the game change will result in a forfeit by the team refusing to reschedule.
3. ***Note: The reschedule date does not need to be finalized at the time that the request to change the game schedule is submitted.***
4. ***Note: All game schedule changes will consist of a game cancellation fee if they occur within 14 days of the originally scheduled date.***
5. Contact the field coordinator for the game field and cancel the current game schedule.
6. It is the responsibility of the team requesting the schedule change to arrange a reschedule date acceptable to both teams and to the home field coordinator.
  - a. Both teams must offer multiple reasonable dates and times to the other team and copy the League Administrator on the offering dates and times.
  - b. If a team does not offer reasonable alternative dates and times, that team will forfeit the game if it cannot be rescheduled.
  - c. It is possible that neither team offers reasonable alternative dates and times, and then both teams will forfeit the game if it cannot be rescheduled.
  - d. If both teams offer reasonable alternative dates and times, but cannot agree on a reschedule date, then the team requesting the change will forfeit the game.
  - e. Examples of unreasonable alternate date and time offerings:
    - i. A start time of 8:00pm on a field that does not have lights,
    - ii. A start time of 6:00am for a team that has to travel 2 hours to play,
    - iii. A time when a team already has a Champions Conference league match scheduled
    - iv. This list a partial list; there could be other reasons a date or time is unreasonable
7. Once a mutual reschedule date is agreed, the team requesting the change must notify the League Administrator, as well as the opposing team and the home field coordinator of the mutually agreed reschedule details. Two time frames must be satisfied for this notification:
  - a. The notification must be done within 10 days of the game change request, and
  - b. The notification must be at least 10 days prior to the new game date, or referees may not be available to reschedule the game.



8. If the team that requests the game schedule change fails to provide notification to the League Administrator of an agreeable reschedule date that satisfies both time frames above, the game shall be considered a forfeit.

For each game that is not rescheduled according to the process above, there will be a forfeit and a fine will be assessed to the team or teams refusing or unwilling to reschedule the game. Clubs will be invoiced for the fees and fines.

If the fees and fines are not paid within 30 days of the invoice, the team will be deemed 'not in good standing' which will prevent that team from playing in any Champions Conference game until the fine is paid. Clubs are liable for all penalties incurred by their teams. If the club does not pay the fine, then the club is put in bad standing. This will prevent all teams from that club from playing in the Champions Conference until the fine is paid.

## Forfeits

Teams must play all games and be willing to travel. If a team refuses to travel to a game site, that team may be subject to sanctions, which may include expulsion from the league, in addition to the forfeit fine associated with failure to appear at the game. The team will also have to apply for future acceptance into the league.

## Field Closures for Weather

Any cancellation due to a field closure for weather MUST BE reported to the League Administrator no later than 4 hours prior to the match start time in order for the league office to have adequate time to give notice to all parties involved in the match. Failure to notify the office before that time interval will result in a late cancellation fee. Field closures MUST BE accompanied by documentation of the closure by the field operator.

- To avoid a fine, the field must be closed by the field owner or coordinator. This is the only way to ensure that a fee is not assessed.
- The email from the field owner / coordinator closing the field must be forwarded to the League Administrator, [ChampionsConference@nyswysa.org](mailto:ChampionsConference@nyswysa.org), at least 4 hours prior to the match. We will communicate the weather-related cancellation / change to the referee crew.
- The coach of the home team is responsible for contacting the away team and notifying them of the game cancellation or location change.
- If the game is being moved, it cannot move more than 5-7 miles to ensure the referees are still able to cover the match.
- We recommend that someone from the home team reports to the previous location in case someone on the team or the referee doesn't receive the update.
- If there is not an alternate location, the game should be rescheduled following the process listed in the policies & procedures section titled "Changes to the Final Schedule".



## Make-Up Games (Rain outs)

Coaches are **expected** to work with each other and the League Administrator to arrange whatever convenient times may be available to make up their games.

All make-up games must be scheduled for a specified date within 2 weeks from the date of the decision to cancel or rainout, using the process detailed in the section "Changes to the Final Schedule".

The game does not have to be played within the 2 weeks, but a new date must be established and recorded with the League Administrator within 2 weeks of the original game date. A fine will be paid by the team or teams refusing or unwilling to make up or reschedule the game, as noted in the "Schedule of Fees and Fines".

## Unfinished Games

Unfinished games due to any cause shall be replayed providing neither team is at fault and the play has not begun in the second half of regulation time. If play is stopped during the second half of regulation time and cannot be resumed, and neither team is at fault, the game shall be declared finished and complete. Should play be stopped at any time due to one (1) of the teams being adjudged at fault, whether the game is to be replayed or declared a forfeit shall be at the discretion of the League Administrator and the Commission.

## Protests

All protests must be submitted in writing to the League Administrator within 1 week of the game in protest and must be accompanied by a non-refundable check in the amount of \$100.00 made payable to NYSWYSA.

A referee's judgment is normally not considered a valid reason for protest. Incorrect application of The Laws of the Game is considered valid reason for protest. *The game officials must be advised that the contest is being played under protest.*

All protests will be heard at an executive meeting called by the Commission. A team losing a protest will lose any points earned in the game protested.

## Appeals

Should a team wish to appeal the decision by the board, the line of authority for appeals is as follows:

- a. New York State West Youth Soccer Association
- b. United State Soccer Federation Appeals Committee

## Other

If an occasion should arise that is not fully covered by the Champions Conference Policies and Procedures, then the Commission shall have absolute power to decide that case.



## Coach and Manager Responsibilities

### Before the season

- 1) Familiarize yourself with proper protocols and policies of the league. The Champions Conference will not be responsible if you are unaware of the appropriate procedures and responsibilities you have assumed as a coach or manager.
- 2) Review your schedule after the release of the preliminary schedule but before the final schedule is issued. Make all changes needed based on school vacations, trips, concerts, other leagues, other sports, or any other foreseeable conflicts there might be. Immediately call to initiate all changes. **Don't wait till the last day** before the final schedule is posted to call because it takes a few days to work out any changes.
- 3) In concert with your club registrar, ensure that all players and coaches are properly registered, have original official rosters as well as player and coaches passes for the games. Be certain that all team and player fees have been paid.

### During the season

- 1) Call the opposing coach two or three days ahead of your scheduled game to confirm the time and place.
- 2) If the coach is unavailable for the game arrange for an assistant coach to coach the team. **Note:** *Each coach on the team side of the field **must** have a coach's pass so make sure you have more than one adult designated to help with a team. No team will be allowed more than 3 adults on the player's side of the field. Please comply with the referee when they enforce this rule.*
- 3) As home team, along with your club's field coordinator, ensure that nets are secured, corner flags are in place, fields are lined properly, and the field is playable.
- 4) Make sure you remember to bring your player passes and medical release forms to all games.
- 5) Ensure that all players are properly dressed with shin guards and uniforms.
- 6) Have first aid supplies available, know the location of the closest telephone, and know the telephone number of the nearest emergency squad.
- 7) Be responsible for the conduct of the coaches, players, parents, and spectators. Have a team-parent-coaches meeting to discuss appropriate conduct and team responsibilities.
- 8) Show respect to all officials of the game, regardless of the quality of the game they are officiating.
- 9) **The home team must report the score on the League website within 48 hours of match conclusion.** A fine will be assessed for failing to make a timely report. The standings will not update until both teams report the score and the scores match.



- 10) Game rescheduling due to weather related cancellations: It is the responsibility of the home team to initiate rescheduling. Please note: weather related rescheduling can only be initiated by the club field coordinator by closing the field or by the referee at the game site.
- 11) Game rescheduling after the final schedule: If a game must be rescheduled after the final schedule for some reason other than weather related, the coach requesting the change must obtain mutual agreement from the opposing coach and follow the procedures listed in the section "Changes to the Final Schedule".
- 12) Report to the League Administrator any match that is played with fewer than the required number of officials
- 13) Periodically check the Champions Conference website to be certain that your team's record is correct in the standings. If an inaccuracy is found, report it immediately to the League Administrator.



## 2022 Champions Conference Schedule of Fees and Fines

Fees and Fines can be paid in two ways: online via a credit card using the Champions Conference website, or by check mailed to the NYSWYSA office. Checks should be made payable to NYSWYSA and the note field should include the words ‘Champions Conference Fees’ or ‘Champions Conference Fines’, as appropriate.

### Fees

#### 2022 Team Registration Fee - \$225.00

The registration fee includes a \$25 non-refundable application processing fee, plus a \$200 team participation fee, which will be refunded in full if the team is not accepted into the league. The registration process is not complete until the registration fees are paid.

#### Referee Game Fees (Per match, 3 officials, 8 game schedule)

Age Group	2022 Referee/Assistant Referee	Responsibility per match for each team
17U/19U	\$86/\$43	\$86
15U/16U	\$76/\$38	\$76
13U/14U	\$62/\$31	\$62
11U/12U	\$52/\$26	\$52

Teams will pay the referee game fees to the league during the registration process, which will be refunded in full if the team is not accepted into the league. The league administrator will pay the individual referees when each match is complete. Teams do not bring cash to the field and pay the referee.

#### Cancellation Fee – paid by the team responsible for cancellation

Age Group	1-24 Hours	24-72 Hours	72 Hours – 14 days
17U/19U	\$225.00 (See Note)	\$185.00	\$110.00
15U/16U	\$200.00 (See Note)	\$160.00	\$100.00
13U/14U	\$175.00 (See Note)	\$135.00	\$90.00
11U/12U	\$160.00 (See Note)	\$120.00	\$80.00

All game cancellations that fall within a period of time less than 14 days prior to the scheduled game will carry a cancellation fee.

**Note:** No request to cancel a scheduled game will be honored by the league within a timeframe of less than 24 hours prior to the scheduled game start time, unless the requesting team’s club president



requests the change to the league president and the league president agrees to allow the change. ***If this permission is not obtained, and a team does not show for the game, the game shall be deemed a forfeit.***

Rescheduling a game after a cancellation is subject to the availability of referees and must occur within 10 days of the cancellation or the game will result in a forfeit and be subject to a forfeit fine for the team or teams unwilling to reschedule. In this case the forfeit fine takes that place of the cancellation fee, and no cancellation fee is levied.

## Fines

### **Late Forfeit** **\$400.00**

Charged to a team that does not show up at the scheduled game site within 15 minutes of game time, or to a team that forfeits less than 72 hours before the scheduled start time of the game, or to a team that cancels a game less than 72 hours before the scheduled start time of the game and fails to reschedule the game.

### **Forfeit** **\$250.00**

Charged to a team unable to prove to the assigned referee that they are fielding a legal team or to a team that has agreed to forfeit more than 72 hours prior to the game start time, or to a team that has played a game and afterward has been found to have incurred a forfeit due to an infraction of the rules.

### **Refusal to Reschedule a Make-up Game** **\$75.00**

Charged to a team or teams refusing or unwilling to make up or reschedule a game that has been cancelled due to weather, or other unforeseen acts such as COVID exposure.

### **Failure to Make a Timely Game Report** **\$10.00**

Charged if the home team does not make a game report by within 48 hours of the game date.

### **Send Off (Player)** **\$50.00**

Charged to any team that has a player shown a red card. This fine is per person *and* per occurrence.

### **Yellow Card Accumulation** **\$50.00**

Charged to any team that has had a player accumulate 4 yellow cards during league play. This fine is per person and per occurrence.





## Unsporting Behavior

The Champions Conference strives to conduct all operations with the highest level of sportsmanship. This includes league administrators, clubs, coaches, team staff, players, referees, volunteers and parents. It includes the administration of the league, the decision making of the league, the scheduling process, the adherence to league rules and policies, interactions among administrators, coaches, referees and volunteers, as well as match play.

The policies listed below follow the best practices in the sport of soccer, and detail the consequences associated with unsportsmanlike behavior within the Champions Conference.

## General Notes

- 1) Every member of the organization is responsible for the actions of its coaches, players, officials and spectators before, during, and at the conclusion of the game.
- 2) Each coach during the game is responsible for the verbal and physical actions of its team, coaches, and spectators. ***A coach may be asked to leave the field as a result of a violation of this rule and will be subject to all fines as if he/she had committed the misconduct. If a spectator is ejected, the team shall be fined for each occurrence.***
- 3) Any Champions Conference player, coach or spectator involved in any unsporting like incident reported by the game officials in any competition, shall be suspended immediately from any involvement in Champions Conference related activities for a period to be determined by the Champions Conference.
- 4) Any player, coach or team official who assaults (civilly or criminally) a referee, shall automatically be suspended for the rest of the season. NYSWYSA must be notified of the occurrence through the League Administrator.
- 5) There will be a maximum of 3 non-players allowed for each team on the player's side of the field. This includes coaches, assistants, managers, photographers, spectators, trainers, and parents. EACH ADULT ON THE TEAM SIDE OF THE FIELD WILL BE REQUIRED TO HAVE A CERTIFIED RISK MANAGEMENT PASS. THIS WILL BE ENFORCED BY THE REFEREE.
- 6) Ejection of a coach or team official will be fined the amount listed in the Schedule of Fees and Fines and be required to sit out a minimum of one game.
- 7) If a referee does not arrive, the game can be played only if USSF certified replacement referees can be found. If teams choose to play without certified referees, the game will be unofficial and not count in the league standings. Both coaches should contact the League Administrator to arrange a make-up game.



- 8) When a player, coach, manager, or club official assaults a referee or a referee assistant, and the assault amounts to physical violence, the state association has the sole right and authority to adjudicate the matter. The President of the Champions Conference having information about such assault will, on completion of an investigation and determination that an assault did occur will immediately notify the proper state association authorities and give them all the information the Champions Conference has compiled.
- 9) If a player starts bleeding during the game, they must be removed from the game until the bleeding stops and is properly covered.

### **Cautions and Send Offs**

- 1) All rules covering cautions and send offs are covered by the FIFA Laws of the Game. The Champions Conference has also added to these laws with additional rules.
- 2) Coaches and all other non-players/non-substitutes on the team side of the field are reminded that any verbal warning received from a referee shall be considered a CAUTION just as if the referee had shown a yellow card. If any non-player is asked to leave the premises, he or she will not be shown the red card BUT the Champions Conference will treat the situation as if the red card had been shown. This carries a fine as listed in the Schedule of Fees and Fines and the person will be required to sit out the next scheduled league game. Depending on the severity or volume of offenses committed, the Commission reserves the right to increase the amount of time to be served.
- 3) If a player during the game is sent off, they must sit out the remainder of the game (while their team plays short) plus their next league game. A send off in a Champions Conference games costs the player a fine as listed in the Schedule of Fees and Fines. The fine must be paid before the player can resume playing or attending games.
- 4) A send off will result in that person's member pass flagged on the referee report as not eligible to play until suspension is cleared, and the League Administrator will be notified by the referees of the send off. The pass will be returned to the team, but the player can not play until the required suspension is satisfied and their fines have been paid to the Champions Conference. It is the responsibility of the club to see that this fine is paid to the League.
- 5) Any person who is sent off more than once during the Champions Conference season shall appear before a review committee appointed by the President and League Administrator. This review committee shall have the power to suspend the person from further participation. Failure to appear shall result in immediate suspension.
- 6) Strong or vulgar language is punishable for players and coaches with a send off.
- 7) Any ADULT team official sitting out a game, or who is sent off from a game, cannot be within sight of the remainder of the game or the game they are sitting out. In addition, the adult sitting out shall not have any communication, electronic or otherwise, with anyone present while the game is in progress. If the Champions Conference is informed and after investigation finds that



a coach or team official was in sight of or in any way involved with the game, severe disciplinary action will be taken.

- 8) Sitting out games by team officials is a serious matter under the NYSWYSA Zero Tolerance Policy. Failure to do so properly is serious breach of that policy.

## Assault, Abuse and Harassment

### A Guide for Players, Spectators and Coaches

WHAT COULD HAPPEN TO YOU?

#### **In the case of assault:**

- You WILL be arrested.
- You WILL need an attorney.
- You WILL be convicted.
- You WILL either do jail time, pay fines, or do community service.
- Your name WILL appear in the local news.

#### **Your soccer life will also change:**

- USSF MANDATES minimum suspensions to be enforced nationally for any assault or abuse. These can be up to 5 years or longer! These cases are normally handled by the state association. You will also face league fines and sanctions.

#### **In the case of harassment:**

- the league will take significant action suspending you from numerous matches and charging you fines. You may also endanger future involvement with the league.

**IT IS JUST A GAME!**

**STOP! THINK! CALM DOWN!**



## NY State West Youth Soccer Association Zero Tolerance Policy

To help prevent physical assault and verbal abuse in the leagues and clubs within the New York State West Youth Soccer Association (NYSWYSA, or Association); the Association has adopted a ZERO TOLERANCE POLICY. This policy applies to all coaches, players, parents, spectators and other supporters and referees effective immediately. Abusive and obscene language, violent play/conduct, fighting and other behavior (including, but not limited to sarcasm, taunting, etc.) deemed detrimental to the game between the above-mentioned groups will not be tolerated. The ultimate responsibility for the actions of coaches, players and spectators resides with the member clubs.

It is the responsibility of the coaches to provide referee support and spectator control, and it is the responsibility of the member clubs to provide instructions to their coaches on how they are expected to carry this out. This policy applies before, during and after the game at the soccer field and its immediate surrounding areas.

### Parents & Spectators

No parent or spectator shall persistently address the referee or assistant referees at any time. This includes, but is not limited to:

- a. Parents and spectators shall not dispute calls during or after the game.
- b. Parents and spectators shall not make remarks to the referee(s) or advise the referee(s) to watch certain players or attend to rough play.
- c. Parents and spectators shall never yell at the referee(s), including criticism, sarcasm, harassment, intimidation or feedback of any kind before, during or after the game.

The only allowable exceptions to the above are:

- a. Parents and spectators may respond to a referee who has initiated a conversation, until such time as the referee terminates the conversation.
- b. Parents and spectators may point out an emergency or safety issues, such as a player apparently injured on the field or observed fighting.

Additionally, parents and spectators shall not make derogatory comments to players of either team.

### Penalties (Parents & Spectators)

In the opinion of the referee, depending on the severity of the offense, the referee may take any of the following actions:

- a. The referee may issue a verbal warning to the coach of offending party's team.
- b. The referee may stop the game and instruct the coaches to direct the parent / spectator to leave the field.
- c. The referee may abandon the game if the parent/spectator does not leave the field.



## Players

The conduct of the players is governed by the Laws of the Game as stated by FIFA and USSF. The Laws themselves describe penalties associated with violating the Laws of the Game. Additional penalties for players who engage in misconduct may be established by the club and/or league but may in no case be less severe than penalties established by FIFA, USSF, or NYSWYSA.

## Coaches, Assistant Coaches & Bench Personnel

It is the responsibility of all coaches to maintain the highest standards of conduct for themselves, their players and supporters in all matches. Failure to do so undermines the referee's authority and the integrity of the game resulting in a hostile environment for players, the referee(s), coaches, assistant coaches, bench personnel and spectators. As role models for all of the participants and spectators, coaches participating in a New York State West Youth Soccer Association sanctioned event are expected to be supportive of, and to acknowledge the effort, good play and sportsmanship on the part of ALL players from either team in a contest. By example, coaches, assistant coaches and bench personnel are expected to show that although they are competing in a game, they have respect for their opponent, referees and spectators at all times. The New York State West Youth Soccer Association will not tolerate negative behavior exhibited either by demonstrative actions and gestures, or by ill-intentioned remarks, including those addressed toward the referees or members of an opposing team. Coaches exhibiting hostile, negative, sarcastic or otherwise ill-intended behavior toward referees, opposing players or coaches will be subject to sanction by the match official. Additional sanctions may be imposed by the club that the coach or assistant coach represents, the league that the match is being played under, or as allowed by New York State West Youth Soccer Association policies after a review of the match report.

- Coaches shall not interact directly or indirectly with the coaches or players of the opposing team during the game in any manner that may be construed as negative, hostile or sarcastic either by way of demonstrative actions and gestures or by ill intentioned remarks.
- Coaches shall not offer dissent to any call made by the referee(s) at any time.
- Coaches are not to address the Referee(s) during the game except to:
  - a. Respond to a referee who has initiated a conversation.
  - b. Point out emergency or safety issues.
  - c. Make substitutions.
  - d. Ask the referee, "What is the proper restart (i.e., direction and Indirect Free Kick or Direct Free Kick)?"
  - e. Ask for the time remaining in the half.
- Coaches are allowed to ask a referee after a game or during the halftime interval, in a polite and constructive way, to explain a law or foul, but not judgment calls made in the game.
  - a. Polite and friendly concern can be exchanged with the referee. If the polite tone of the conversation changes, the referee may abandon the exchange at any time.
  - b. Absolutely no sarcasm, harassment or intimidation is allowed.

NOTE: It is recommended that coaches or other team members do not engage in any conversation with the match official once the match has concluded.



## Penalties (Coaches, Assistant Coaches & Bench Personnel)

In the opinion of the referee, depending on the severity of the offense, the referee may take any of the following actions:

- a. The referee may issue a verbal warning to the offending coach, assistant coach or bench personnel.
- b. The referee may eject the offending coach, assistant coach or bench personnel. Once ejected, the individual will be required to leave the field immediately.  
NOTE: Referees are instructed not to display any cards to bench personnel. They are strictly reserved for players and substitutes.
- c. The referee should abandon the game, if the coach, assistant coach or bench personnel do not leave the field or any immediate adjoining area after having been instructed to do so. Additional penalties associated with the ejection of a coach, assistant coach or bench personnel may be assessed by the local club or league which sanctioned the match in accordance with their documented policy. These penalties may be no less stringent than sanctions as may be imposed by NYSWYSA following their review, if conducted, of the incident.

All cases of alleged abuse or assault of a referee shall be reported to the NYSWYSA State Office and State Referee Administrator within 48 hours of the match that engendered said behavior. NYSWYSA will then conduct a verification of the complaint and subsequent actions as required by applicable sections of USSF Policy in effect at the time of the incident. Although NYSWYSA is continually bound by USSF Policy and its various revisions, definition of referee abuse and referee assault found in USSF Policy 531-9 as of the creation date of this Zero Tolerance Policy is offered by way of information as follows:

### **Referee Abuse**

- (a) Referee abuse is a verbal statement or physical act not resulting in bodily contact which implies or threatens physical harm to a referee or the referee's property or equipment.
- (b) Abuse includes, but is not limited to, the following acts committed upon a referee: using foul or abusive language toward a referee that implies or threatens physical harm; spewing any beverage on a referee's physical property; or spitting at (but not on) the referee.

### **Referee Assault**

- (a) (i) Referee Assault is an intentional act of physical violence at or upon a referee.  
(ii) For purposes of this Policy, "intentional act" shall mean an act intended to bring about a result which will invade the interests of another in a way that is socially unacceptable. Unintended consequences of the act are irrelevant.
- (b) Assault includes, but is not limited to the following acts committed upon a referee: hitting, kicking, punching, choking, spitting on, grabbing or bodily running into a referee; head butting; the act of kicking or throwing any object at a referee that could inflict injury; damaging the referee's uniform or personal property, i.e., car, equipment, etc