



Suffolk Soccer Interleague Inc. (SSI)

Suffolk Soccer Interleague serves as an extension of each Club's intramural program. It is a Cooperative of its member Clubs with its main goal to provide a safe environment for the recreational soccer player. To assist the member Clubs, essentially all SSI does is help coordinate schedules and help set up some guidelines. Since SSI works with a varied number of Clubs it is necessary for ALL the Clubs to follow SSI League Procedures.

The following document describes SSI procedures for Registering Clubs/Teams; registering players for insurance, scheduling games, scheduling referees (if needed) and basic game day Guidelines.

Procedures:

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Communication

For the effective administration of all activities, SSI communicates with the following Club Board members:

Club Presidents to establish League direction and guidelines.

Club Director of Referees to interpret SSI FIFA modified rules for their in-house referees

Club Interleague Coordinators to register the Club's teams/players, scheduling games and acts as the Clubs liaison to its team's coaches

Since SSI consists of 50 Clubs and 350 teams, SSI will not communicate with any individual coach or parent except through one of the individuals listed above.

SSI communicates to its member Clubs via the SSI website, e-mail and seasonal meetings.

The official website of the Suffolk Soccer Interleague (SSI) is www.suffolksoccer.org.

Please consult the SSI web site for the latest information.

SSI Meetings

- SSI has Registration meetings prior to the start of each season. Each club is required to send a representative to these meetings.
- SSI has Presidents meetings at the end of each season. Club Presidents, Interleague Coordinators and Director of Referees are expected to attend these informational meetings
- SSI will at times have meetings to review SSI vs FIFA rules. The Director of Referee is required at these meetings
- SSI will at times have meetings targeted at a specific topic or Age group. Interleague Coordinators and Team coaches/representatives must be at these meetings

Web Site Advertising:

Advertising on SSI web site: Donation of \$50.00

SSI will list all festivals and tournaments, based on the following:

1. Members in good standings are welcome to advertise their festivals or tournaments.
2. E-mail will go out through SSI to all member clubs.
3. If you send us your club patch, we can use it as an icon to link to your club's web site.

A member in good standing:

- A club that sends a representative to all of the required meetings.
- A club that has all of its paper work filled out and turned in on time.
- A club that volunteers to help SSI on different committees.
- Club supplies all the proper information at registration time.

A member not in good standing:

- A donation of \$100.00 per event to the SSI program is required to advertise your event on the SSI web site.



Registration

SSI is a Club focused organization. All teams registered in SSI must be affiliated with a Club. Registration is handled by each Club's Interleague Coordinator. SSI holds registration in the Fall and the Spring.

Registration Dates & Meetings

Registration Meetings will be held at the Ronkonkoma Fire District Meeting Hall, unless otherwise specified.

1. Consult the SSI web site, www.suffolksoccer.org, for the latest information on meeting location and times
2. Each club is required to send a representative to the Fall and Spring registration meetings.
3. Registration deadline for the **Fall season** is the Last Saturday in July.
4. Registration deadline for the **Spring season** is the Last Saturday in January.
5. Each Club **MUST Pre-Register** their teams no later than one week before the deadlines.

Pre-Registration helps identify the age divisions that may have a lack of teams to form a viable division, such as the U19+ teams in the Adult League or even the U8 division, but this can apply to any division.

Registration Forms & Package:

Registration will consist of completion of the SSI Team Registration Forms, Acknowledgement Forms for coaches & assts; US Club Registration, Payment of fees, bonds and fines and any special Club requests.

SSI Team Registration Forms

The SSI Team Registration Forms are comprised of multiple worksheets on an Excel Spreadsheet file. The Registration forms required will be posted to the SSI website and each club will be notified by e-mail at least one week before deadlines.

- **Club Info:** Filled out by the Club's Interleague Coordinator, or President. Must be three different contacts, President, Coordinator, Director of Referees.
- **Club Registration Totals-** Lists the total number of teams that a club intends to register in each age division. (See Team Registration section for additional info)
 - No registered Competitive TRAVEL players are allowed to play in ANY SSI games.
 - Disbanded or Ex-TRAVEL teams requesting to play in SSI MUST play up
 - Players that are Ex-TRAVEL players MUST play up in SSI
 - All teams should have the required minimums
 - If the team has more than one older player on it, the team MUST play up
- **Team Registration Information for Boys & Girls** - Lists the name of each team that a club intends to register, along with the team's age division, requests and the coach's name and contact information.
 - All teams must have two coaches (coach + asst coach) listed with information to contact them: e-mail & phone numbers



US Club Registration

All teams, players, and coaches must be listed in the US Club Soccer data base to be considered registered with SSI. See US Club Registration section on additional requirements

Fees/Bonds/Fines

The required fees and bond money and any Fines **MUST** be paid by the deadline date.

- SSI fee Per season is \$30.00 per team.
 - SSI does not collect individual Club player registration fees nor acts as an agent to cover their insurance.
 - Clubs collect their own Player Registration fees AND must also complete US Club registration for insurance purposes.
- SSI Club Bond is \$150. Fines are deducted from the bond.

SSI Acknowledgement of Insurance/Sportsmanship

All coaches and adult team assistants or managers **MUST** fill out the Acknowledgement form and submit to SSI before the season starts. The acknowledgement will attest to the coaches understanding of concerns regarding insurance liability, understanding of SSI's Sportsmanship Policy, understanding of SSI's 5 Goal Differential Guideline and understanding of playing Match.

Special Requests

Letters for any teams needing a special request, signed by the Club's Interleague Coordinator, Registrar or President. An example of a special request is that a certain team cannot play on a certain weekend due to a school field trip, or needs all PM games.

All of the above items must be completed and addressed by the Final Registration meeting

Team Registration

SSI offers three different programs for member Clubs

Intramural program (Super-Rec; U8 to U18 High School)

These teams are the main focus of SSI, pure in-house teams set up by the each Club's Registrar. These teams consist of recreational players who just want to play for fun. SSI offers this to help each club that has low numbers in their clubs to form a safe environment for their players.

All U8 to U13 are pure age divisions, either all girls or boys div.

U14 to high school div could be a combined age div based on registration.

Developmental Program (U8 & U9 development (tournament team div) which plays on Saturday only)

This is a sub program of the Super Rec program. These teams are known as the tournament teams, these teams are preparing to participate in the LIJSL Competitive Travel program. These teams had some type of tryouts or handed picked the players for the team.



College Age Program (Adult League U19 to U23 College)

This age division is based on the number of returning players from the high school divisions. Ex- travel teams that have players now in college or teams with a combined age div. can now play until U23 or even older if the numbers are there.

Phantom Teams

SSI recognizes the efforts that Clubs go through to recruit players and form teams. Member Clubs must also realize the efforts that SSI goes through to create schedules for the multiple age divisions.

In the past some Clubs registered teams with SSI without fully knowing if they had enough players to make the minimum just in order to be put on the schedule. Afterward it was realized that the Club did not have the numbers to support that particular team and the team was dropped from the schedule. SSI refers to this as *Phantom* teams. This creates issues with the schedules, especially if a Club submits multiple phantom teams in the same age division.

Any Phantom registration will now cause the Club to be fined and put on probation. (See Fines Section)

This was approved by all Clubs at the May 2009 Presidents meeting.

Team Placement

Teams will be placed in the most suitable division, based on, but not limited to:

- The oldest player's date of birth.
- First season by geographical location.
- The request by the Club's Interleague Coordinator, to list each team in a Minor or Major division.
- The team's past history, as determined by SSI.

If possible, SSI will place teams in a major / minor division based on their level of play.

Minor:

- A new team where players sign up with their club and are placed on an intramural team.
- The team history shows they lost all or most of their last seasons' games.

Major:

- This team had some form of tryouts
- Hand picked players.
- This team may have had a few players playing down with SSI approval.
- Team did very well last season.
- Ex TRAVEL team playing up one year.



Late Registration

Fee for all Late registrations will be ***twice the registration fee.***

A team that registers late will be accepted **only** if there is a BYE in the schedule within its division. Due to the size of our organization and the difficulty in obtaining playing fields, SSI can no longer modify division schedules after registration has been completed.

Player Registration: See US Club Registration:

SSI does not collect Club player registration fees nor covers their insurance. Clubs collect their own Player Registration fees and all players on each team **MUST** be registered with that Club team through US Club Soccer for insurance purposes.

No player is allowed to participate in any SSI game if **NOT** properly registered with that Club.

NO Competitive Travel player may play in any SSI games if registered with any other travel league.

Guideline: Player no longer part of that travel league, but **MUST** play up one year to play in the SSI program.

Guideline: Team drops out of a Travel League **MUST** play up Minimum one year age Div. Violation will be team and club on probation and or fined.



US Club Registration:

US Club Soccer(<http://www.usclubsoccer.org>) is a non-profit organization whose mission is to develop competitive club soccer in the United States. A member of the United States Soccer Federation since July 2001, US Club Soccer has grown to include member clubs and leagues in 50 states. In addition to sanctioning and administering tournaments, leagues and other competitions as well as offering a range of programs for its members,

Steps to register your club:

All clubs must be registered with US Club Soccer under the Suffolk Soccer Interleague Super Rec. or Adult league. Need Password to be in SSI Super Rec.

SSI uses US Club Soccer player passes to confirm all players are properly insured and registered.

All information for the new current seasonal year must be updated by Deadline of SSI registrations.

For the Fall season all clubs should have the following listed in US Club (seasonal year starting the first week in July):

List the coaches (Staff Management)

All coaches submitted during Final Registration should be listed

List the teams:

All Teams submitted during Final Registration should be listed and meet roster minimums

List the players

All players should be listed with the appropriate date of birth for the division.

When entering data into US Club Soccer it is generally Coaches(Staff) first, then Teams, then Players

All coaches and adult supervisors of each team have to fill out the Risk management form, which is good for two years. US Club Soccer will not generate a passcard for a Coach without the Risk Management being completed.

Insurance fee per player and coaches is paid directly to US Club by each Club. Check with SSI for special rates for Super Rec. and Adult teams.



Scheduling Games:

1. All schedules will be processed by e-mail in Microsoft Excel spreadsheet format.
2. After registration on our annual Saturday, SSI will e-mail the Home Schedules out to the Clubs' Interleague Coordinators within a week.
3. The Interleague Coordinator **MUST** review the schedule first and make sure all the teams are placed in the correct age divisions. If there is a problem, contact SSI immediately. (within 24 hr)
4. The Interleague Coordinator will enter **only** the **times** and **field number** (or school name) for each game listed on the Home Schedule spreadsheet. Do not alter any other part of the spreadsheet - even if the team name has changed. SSI will make those changes.

Scheduling Notes:

If your home schedule contains a **BYE**, please schedule it as if it is a game. SSI hopes to fill each BYE with either a new team or a crossover game. Schedule all BYEs for the last game of the day for referee assignment purposes.

5. The completed spreadsheet must be **E-Mailed** back to SSI by the deadline in original format, Microsoft Excel. Any alterations to the format will cause a fine to that club, as defined under Fines.
6. Any club not getting the Excel spread sheet back to SSI by the deadline will lose one home game each day they are late turning in the Home Schedules for the next season and the Club will be put on Probation. A fine will be added to pay for the now away referee.
7. NOTE: SSI request for home schedules are after LIJSL's request for home schedules are to be back.

Assigning SSI referees to your home games(As of May 2009):

1. When you (the Club's Interleague Coordinator) get your Home schedule, attempt to schedule your games back-to-back. This will enable SSI liaison help to provide SSI referees for your games, if you need them. Single games will be hard to fill.
2. If your club needs SSI to provide SSI referees to cover your games, your **Director of Referees** should contact SSI by e-mail at ssinterleague@optonline.net at least one month ahead of time. The more lead time the better.
3. Once referees are scheduled for your games, SSI will send your Director of Referees their names and phone numbers. In case of any last minute changes, you should call the referee directly. Your name and phone will be given to the referee to confirm the games.
4. The Home team is responsible to contact the referee in case of a rescheduled or cancelled game. If a game is cancelled and the referee has not been informed and shows up at the field, the referee will be paid in full by the Home club. Again if the club fails to pay the referee the fine is twice the fee
5. The SSI assigned referee(s) will **be paid before each game.**



6. **SSI Referees' fees for the 2010-2011 season are based on the length of the game:**

U8 & U9	2x25 minute halves	\$25.00 per game
U11 & U12	2x30 minute halves	\$30.00 per game
U13 & U14	2x35 minute halves	\$45.00 per game
U15 & Older	2x35 minute halves	(2 man system @ \$ 45.00 per referee= \$
90.00)		
U15 & Older	2x35 minute halves	or \$65.00 per referee plus 2 in-house
AR's		



Pre Game Communication

- ALL coaches should verify their contact information on the season schedules. If the info(phone/e-mail) on the schedules is wrong then it is your responsibility to contact ALL the other coaches on your schedule and your Coordinator **immediately** with the updated information. Please copy SSI (ssinterleague@optonline.net) on any updates of your contact info.
- The Home Coach will contact the Visiting Coach at least one week in advance of the scheduled game to confirm Date/Time of game, directions to the field and color of your jersey. If you are the Visiting Coach you should contact the Home Coach for information if you haven't heard from them 5 days before the scheduled game.
- Although e-mail is an easy method of communication it is possible that the address is incorrect or has been changed, so follow up with a phone call if there is no e-mail response.
- If you are unable to get in touch with the opposing coach, contact your own Club Interleague Coordinator immediately, they will be able to assist you.

Canceled Games:

1. The Home team will determine whether a game must be postponed due to unsafe playing conditions caused by inclement weather. This determination must be made at least 2 hours before game time. The Home team must inform the Visiting coach and the referee. If the Home team hasn't cancelled the game prior to 2 hours before game time, both teams must show up at the field. It is the responsibility of the referee to determine whether the field is playable.
2. A postponed game should be rescheduled as soon as possible. Do not push games off to end of the season because there may be additional games postponed during the course of the season.
3. SSI requires that all games be made up. SSI will reprimand (discipline) teams that do not make up games.
4. If you must postpone a game because your team has entered a tournament or festival that conflicts with a scheduled game. It's that team's responsibility to re-schedule that game ahead of time. Failure to communicate your conflict could result in a fine and or probation.
5. Games should not be postponed for any other reason. SSI teams play match.
6. Teams that fail to show up at game time:
Motion made at the May 2009 President meeting to fine and or put on probation those teams that cancel games and just don't show up as per schedule. This is not pertaining to weather cancelations: If *neither* coach has communicated with each other, then no fines will be imposed.



Referee Check –in procedure:

SSI & US Club Require the following procedure for liability insurance purposes.

All SSI games must have a Club sanctioned certified referee.

Teams from U15 and older require two certified referees(or a three man system).

All referees must check each team's US Club Roster and keep a copy.

Must check each players passcard and coaches passcard before they start the game.

Checking passes means

- Passcard must be laminated
- Passcard must have photo
- Date of passcard must not have expired
- Player has proper Date of Birth for that Age Division (ie. Players cannot play down)

All passes will be returned after the game.

All referees will enforce the SSI / FIFA modified Rules as written. Found on SSI web site, www.suffolksoccer.org

No game can played with out passes, or if a player or coach does not have a pass they can not participate.

This is a liability policy violation if a game is played with out proper cards.

The club and referee that allow this game to be played are now taking the responsibility AND liability of that game.

Cooperative Check-in: (as per President meeting Dec 2009):

The first two games of each season:

Co-operative check in:

Both team's coaches along with the referees will confirm both passes and US Club rosters are all in order.

Any violations must be reported to SSI directly and immediately using the *SSI Game Evaluation/Incident Report*

(<http://www.suffolksoccer.org/SSI-GameEvaluation-Incident.html>)

Violations such as but not limited to:

- No picture on Passes.
- No US Club Roster.
- No Coaches Passes.
- In-correct expiration dates.



Post Game Reporting

Referee Evaluation Report

All coaches are strongly encouraged to fill out the SSI Referee Evaluation Report (<http://www.suffolksoccer.org/SSI-RefereeEvaluation.html>) each week after each match. This provides feedback to SSI and helps to ensure that the SSI rules are interpreted consistently among Clubs.

Game Evaluation/Incident Report

The matches set up between Clubs are friendly scrimmages but it is acknowledged that incidents can occur during the game. Game incidents must be reported by the Referee and Coaches within 48 hours on the SSI Game Evaluation/Incident Report (<http://www.suffolksoccer.org/SSI-GameEvaluation-Incident.html>).

Incidents include, but are not limited to:

- A red card was shown
- A yellow card was shown
- One team ran up the score
- A travel player was used
- Team used an illegal player
- Dissent was shown toward the referee
- A referee was not assigned or did not show (to be reported by the away coach)
- Team did not show
- Team did not play match

NOTE: For any report regarding a coach's unsportsmanlike conduct or verbal abuse to the referee, the referee **MUST** have issued a card. Otherwise it is essentially "he said - she said" and SSI cannot impose a penalty or make a decision on that.

Chain of command to report an incident:

1. Referee/Coach must fill out the SSI Game Evaluation/Incident Report online form within 48 hours of the match.
2. SSI Game Evaluation/Incident Report will be directed to the appropriate SSI committee. The committee will then direct a copy to both Club's Director of Referees & Coordinators
3. Each Club's Interleague Coordinators follow up with their respective coaches
4. The two clubs **MUST** work this out and come up with a mutual decision
5. If necessary, SSI committee to investigate further.
6. SSI discussion with both Clubs' Interleague Coordinators
7. SSI will place both parties on Probation until the incident is resolved.
8. Final disposition will be issued
9. Per SSI policy, no protest will be entertained

An incident report issued by someone other than a referee/coach (e.g., player or parent) should be submitted to the Club's Director of Referees, Interleague Coordinator, or



President. The report must be in writing and signed by the person making the report. E-mail is acceptable, as long as it has a true name and phone number attached to it. All reports turned in within 48 hours of the match, with Copy to SSI.

Red Cards: Report submitted within 48 hours of match

1. Referee must fill out the SSI Game Evaluation/Incident Report online form within 48 hours of the match. If no incident report is filed, no action can be taken. (SSI committee will be involved after a report is filed.) The Club and name of the coach or name and US Club Pass number of the player who was shown the red card must be included in the report.
2. The Home Club's Director of Referees, Interleague Coordinator, or President must ensure that the Home Coach and Game's Referee submit a copy of the SSI Game Evaluation/Incident Report to SSI within 48 hours. The Visiting Club ensures the Visiting Coach submits a report as well.
3. The Home Club's Director of Referees, Interleague Coordinator, or President must contact Visiting Club's Interleague Coordinator, or President within 48 hours, regarding the red card. It is requested that SSI be copied on all e-mail communications between clubs.
4. The player or coach who was shown the red card will be **suspended** for the **next two games**. Additionally, any coach receiving a red card by their own actions or of a parent will be fined **min. \$ 50.00**
5. The Director of Referees, Interleague Coordinator, or President of the carded coach or player's club must tell the coaches of the next two opponents the name of the coach/player being suspended. SSI will follow up to ensure that the next two opponents have been informed.

Fines:

1. Club bonds will be used to pay fines with all Bonds updated each season.
2. Fines/Disciplines are detailed in the Fines Document posted on the SSI website.
3. Actions that can cause a Club to be fined and/or put on probation include but are not limited to:
 - Administrative issues during Registration and Scheduling
 - Club not attending a Mandatory meeting.
 - Team/Player not properly registered in US Club
 - Club/Coach/Player failure to abide by SSI procedures, guidelines & or policies.
 - Player fighting during a match will be automatically suspended from the league and/or plus fines, team put on probation.
 - Team refusing to play a scheduled game or not showing up for a scheduled match without notifying the home team in a timely manner.
 - Failure to reimburse or contact an SSI Referee on a cancellation of a game.



SSI & US Club Forms:

Links to:

Suffolk Soccer Interleague (SSI) website

<http://www.suffolksoccer.org/>

SSI Acknowledgement of Insurance Issue Along with Sportsmanship Policy:

<http://www.suffolksoccer.org/SSI-SportsmanshipAcknowledgement.html>

SSI Referee Evaluation Report –

<http://www.suffolksoccer.org/SSI-RefereeEvaluation.html>

SSI Game Evaluation/Incident Report –

<http://www.suffolksoccer.org/SSI-GameEvaluation-Incident.html>

US Club Soccer website

<http://www.usclubsoccer.org/>

US Club Staff Background Check (Risk Management)

http://www.usclubsoccer.org/main.aspx?sec_id=15&guid=8236fefa-6eed-47c7-9440-dc9ddd5ce8b8

US Club Soccer Youth Player Registration & Medical Treatment Authorization Form –

http://www.usclubsoccer.org/Files/PLAYER-REGIS_MED%20AUTH%20FORM.doc

US Club Adult Player Registration and Waiver Form

http://www.usclubsoccer.org/Files/Adult_Registration-Ins_Waiver_4-09_R003A.doc

US Club/Bollinger Youth Claim Form

<https://www.bollingersoccer.com/site/ClaimsV1/?id=20>

Bollinger Insurance website

<http://www.bollingersoccer.com/site/>