

Suffolk Soccer Interleague Inc. (SSI)

Mission Statement:

Suffolk Soccer Interleague purpose is to help all clubs on Long Island with their intramural October 6, 2016“recreational programs”.

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 age appropriate environment for the recreational soccer player. To assist the member Clubs, essentially all SSI does is help coordinate schedules and help set up SSI vs FIFA rules modified for the recreational players & 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 vs FIFA modified rules for All 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: Location for most SSI meetings will be at

505 Hawkins ave Lake Ronkonkoma NY 11779

Ronk. Fire district Building corner of Hawkins ave and Portion road.

- 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 \$100.00

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 \$200.00 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 Building Meeting Hall, at 505 Hawkins Ave 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 Concussion certificate 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 an older player on it, the team **MUST** be listed in US club as the oldest player on the team. See special request.
- **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; this is an insurance requirement.

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. Otherwise teams or clubs are listed on a waiting list.

- SSI fee Per season is \$100.00 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 \$350. Fines are deducted from the bond.
- Club administration annual fee per year is \$100.00.

SSI Concussion & Acknowledgement of Insurance/Sportsmanship;

All coaches and adult team assistants or managers /Trainers **MUST** fill out the Acknowledgement form and submit to SSI before the season starts.
All coaches and assistance and trainers playing in SSI must turn in the Concussion certificate to SSI at the beginning of the season to coach in SSI.
The concussion & Sportsmanship 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. Along with the understanding of the Protocol procedures for any suspected concussion.

Special Requests:

Letters on club letter head 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. Special request due to religion conflicts.

Team has only one older player on it and would request to play down.

Team must be listed as the oldest player on the team in US club for insurance issue. Also See placements

All of the above items must be completed and addressed by the Final Registration meeting. Not after season starts.

Programs & Team Registration

SSI offers three different programs for member Clubs.

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

These teams are the main focus of SSI:

Purpose to form age appropriate divisions for Recreational /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 to help each club that has low numbers in their clubs in an age division to form a safe environment for their players.

All U7 to U12 are pure age appropriate divisions, either all girls or boys div.

U13 to U26 divisions could be a combined age div. based on registration.

2. Developmental Program (U7 &U8 & U9 development) (tournament team div or Pre travel div.) which plays on Saturday only).

This is a sub program of the Super Rec program. These teams are known as the tournament teams, or even pre travel 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.

3. College Age Program (Adult League U18 to U26 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 U26 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 at random.
- The team history shows they lost all or most of their last seasons' games.

Major:

- This team had some form of tryouts to be formed.
- 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 after due date in the fall / or spring.

Fee for all late registrations will be **twice the registration fee**. After deadline date. 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.
- SSI does not issue passes to either the players or coaches each club is responsible for that task.
- All players and teams **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.
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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. Plus US club requires that all coaches take the sport sideline Doc test every two years. US Club Soccer will not generate a passcard for a Coach without either of these requirement being done first.

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 format.
2. The age division alignments will be sent out.
3. At this time all club coordinators are to verify that all there teams are in the correct age division.
4. The home schedule then will be sent out for home clubs to fill in times and fields names plus if they need SSI referees.
5. 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 BYE's for the last game of the day for referee assignment purposes.
6. The Interleague Coordinator **MUST** also 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)
 7. 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.
 8. 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.
 9. **NOTE:** SSI request for home schedules back are after LIJSL's request for home schedules are to be back. This way there is no reason to delay in the return of the schedules.
 10. Fall season all coaches will attend the first season coaches meeting.
 11. This is so all coaches are given the new season rules to follow and everyone is on the same page.
 12. This is when all coaches will pick up master schedules.
 13. Coaches are to bring their current US club rosters and show all players passes and coach's passes.
 14. In the spring all schedules will be e-mailed to the club coordinators to review and confirm all teams and home games have a time to play. Plus to hand out to there coaches.

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

1. When (the Club's Interleague Coordinator or club scheduler) gets your Home schedule, Must attempt to schedule your games back-to-back with no more than 15 min between games. This will enable SSI assigner to help to provide SSI referees for your home games, if you need them.
Single games will be hard to fill. Those games should be in the AM
2. If your club needs SSI to provide SSI referees to cover your games, your Director of Referees or club coordinator 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 & or club coordinator 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 help confirm the games.
4. All home coaches will be given the list of the referees for their game and must confirm game with referees
5. The Home team is responsible to contact the referee in case of a rescheduled or cancelled game at least 4 days before game day and time.. If a game is cancelled and the referee has not been informed and shows up at the field, the referees will be paid in full by the Home club. Again if the club fails to pay the referee the fine is twice the fee.
6. Weather cancelation: are to be two hour before game time and by phone.
7. E-mails both assigner and SSI so everyone knopws.
8. The SSI assigned referee(s) will be paid before each game.

SSI Referees' fees are based on the length of the game:

U7 & U10	2x25 minute halves	\$40.00 per game
U11 & U12	2x30 minute halves	\$50.00 per game
U13 to U26	2x35 minute halves	\$60.00 per referee= \$ 120.00
U13 to U26	2x35 minute halves	this is a two man system

Pre Game Communication

- **ALL coaches should verify their contact information on the current 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.**
- **Please do not wait till the day before to ask for help to get in touch with the other coach.**
- **Communication is to be from club coordinator to club coordinator.**
- **If you're a new coach added after the schedules were handed out**
- **It is your reasonability to contact all the current coaches on the schedule to inform them your now the new coach and give out all your info to them.**
- **Put SSI and the age division coordinator on copy also.**

Canceled Games:

1. The Home team will determine whether a game must be postponed due to unsafe playing conditions caused by inclement weather.
2. This determination must be made at least 2 hours before game time. The Home team must inform the Visiting coach and the referees.
3. 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.
4. Note referees will be paid if they have to cancel.
5. A postponed game should be rescheduled with a new date within one week.
6. Do not push games off to end of the season because there may be additional games postponed during the course of the season.
7. SSI requires that all games be made up. See fines
8. SSI will fine (discipline) teams that do not make up games.
9. 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 that date and time.
10. Failure to communicate your conflict could result in a fine and or probation.
11. Games should not be postponed for any reason. SSI teams play match.
12. 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. The fine also includes paying for the referees fees.
If *neither* coach has communicated with each other, then no fines will be imposed.

This is not pertaining to weather cancellations:

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.

- **No parent can just referee SSI games.**

Teams from U13 to U26 requirement:

Two SSI (NASO) 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) without a approved SSI letter.**

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.

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 must 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 matches 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
- The 5 goal rule was violated
- SSI rule not enforced

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 SSI committee to investigate further.
5. SSI may ask and have a discussion with both Clubs' Interleague Coordinators
6. SSI will place both parties on Probation until the incident is resolved.
7. Final disposition will be issued
8. 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. Then forwarded to SSI

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 **24 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 ID of the player name 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; no or lack of info missing info?
 - Club not attending a Mandatory meeting.
Missing two consecutive meetings.
Club put on probation and double the fines
 - Team/Player not properly registered in US Club
 - Coaches or players not having passes.
 - 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/>

Concussions: US Gov site:

www.cdc.gov/headsup