

PENINSULA WOMEN'S SOCCER LEAGUE

POLICIES & PROCEDURES

Updated January 2009

A. League and Team Organization

1. The League year shall be from July 1st through June 30th of the next year. Elected officers shall hold a two-year term for this period.
2. The League shall be divided into different divisions, the number and size will be determined by the Executive Board (hereafter referred to as the Board). Teams may request the division they are placed, although final placement is at the discretion of the Board. A team may petition the Board if it feels it has been placed in the wrong division, but must provide extenuating circumstances or evidence to support the appeal. The Board also has the discretion to determine if a team cannot play in PWSL because of level of skill, problems within the league or in other leagues, etc.
3. A non-refundable deposit from each team will be required to hold their spot in the League. The date of the deposit and subsequent remainder of the fees will be determined by the Board. (Dates are subject to change, based upon current schedule.)
4. A member of the Board may act as Team Representative for their team.
5. New players to the league and players from disbanded teams shall be available to existing and new teams. The Board has the discretion to deny a player from the League if she has sued any soccer leagues or teams or their behavior is detrimental to the League as a whole.
6. The maximum number of players on a team shall be twenty-two (22). The minimum number of eligible players on a roster shall be thirteen (13).
7. Written requests for transfers from one team to another during the playing season must be authorized by both teams and include the appropriate transfer fees.
8. Players may be added or dropped from team rosters at anytime during regular season.
9. Teams may have 16 & 17 year old players to their roster as long as they provide the Registrar with a "Permission Letter" signed by their parents or legal guardian. If the player is registered with youth soccer through the California Youth Soccer Association, they also need to provide a waiver from their team.
10. PWSL encourages relationships between league teams therefore initiated the borrowing of players for specific games to avoid either a forfeit or a shortage of players. Refer to the PWSL Borrowing Team Policy for details.

11. Aged Restricted Divisions: Players must be 30 years of age in the year of registration to qualify for the Over 30 division. The teams in the O30 division may have up to three players between the ages of 25-29. There are no exceptions for the O38 division.
12. Players may register to play up to three teams (one open age division, and one of each age restricted divisions). Players may not register to play on two open divisions; players may register to play on both O30 and O38 as long as players meet the minimum age requirements. Open age divisions are Division I, II and III.

B. Playing Season

1. The PWSL league year consists of three separate sessions: September through November (the "Fall" session), January through May (the "Spring" session) and June through August (the "Summer" session). Session and dates are to be determined by the Board and subject to change from year to year.
2. Games will be regularly scheduled on Sundays for Fall, Saturdays for Spring and week nights for Summer (subject to change as determined by the Board and field availability).
3. All efforts will be made to make up cancelled games (due to weather, scheduling conflicts, etc) but are not guaranteed.
4. As much advance notice will be given for make-up games. However, teams should be prepared to play on short notice, if necessary. Make-up games may also be scheduled on different game days/times as determined by field availability.

C. Fields, Set-up and Equipment

1. While every effort will be made to obtain standard or regulation size fields, we will use fields as available.
2. A size five (5) soccer ball will be used. The home team is responsible for providing the game ball. The visiting team should have a ball in case another is needed.
3. Teams playing the first game of the day will be responsible for field set-up, each team will be responsible for setting up one goal and flags. Every effort is to be made to see that fields are set-up on time to ensure that games start at the schedule time; delays may result in the first game being shortened in order to keep the rest of the games on schedule.
4. The last teams of the day will be equally responsible for taking down the goals and nets and putting them away in the appropriate places.

5. Fines will be levied to teams who do not follow these procedures. Detailed goal setup procedures are also available on the league website.

D. Uniforms

1. Team members will choose the color of uniform.
2. The uniform shall consist of a jersey, shorts, and socks of a consistent color for the entire team. A goalkeeper's jersey must be distinctly different from the other uniforms. A player not in the regulation uniform of her team may be prohibited by the referee from playing. Jerseys must have a number on the back, easily identifiable to the referee.
3. Players may wear bicycle shorts under their shorts if they are the same color as the shorts and do not extend below the knee. Warm-up pants are not acceptable to play in.
4. All teams must have a primary and alternate colored jersey. The home team must change jerseys in the event of a color conflict. Alternate jerseys must also be numbered.
5. Players who wear leg braces must cover all hard parts with padding.

E. Rules of the Game

1. All PWSL games will be played under FIFA rules, with the following exceptions:
 - a. Unlimited substitution with discretion of the referee. A player for whom a substitution has been made can return to the same game later.
 - b. Sliding is NOT allowed in any game with an Age Restricted team.
 - c. Head scarves/bandanas are allowed.
 - d. Jewelry is **strongly discouraged**, however, is allowed if properly taped and not dangerous to other players.

F. Game Reports

1. Game cards must be completed by team managers to list ALL players participating in the game, along with their jersey number. The game card will be given to the referee along with player cards prior to the start of game. If a player plays but is not listed on the game card, she may be found to be an ineligible player and the game may result in a forfeit.

2. Game cards will include game scores, individual scoring, cautions, ejections, injuries and ref comments. The game card will be mailed to the statistician by the referee.
3. Team Representative Reporting:
 - a. All game scores are to be emailed to the Statistician (at statistician@pwsf.org) within 48 hours of the game being played.
 - b. The team representative for the winning team is responsible for emailing the score. In case of a tie, both team representatives will email the score. Should a discrepancy exist between the game cards, the information reported by the referee will be considered final.
 - c. A referee evaluation may be included in the score email to the statistician.
 - d. If a red card is issued, the team representative will also give this information to the statistician. *see fine table, section N.*
4. Teams turning in cards that have been tampered with or changed without counter-signatures may be subject to fine and/or forfeit of the game.

G. Teams Regulations

1. Board reserves the right to review team eligibility at any point; prior or during season play.
2. Each season teams may request their division placement. The appropriateness of which will be assessed by the Board, considering performance in the most recent season and any new or extenuating circumstances such as loss or addition of new players.
3. Team Managers are responsible for ensuring all players on roster are eligible:
 - a. Eligible Players are defined by the following:
 1. Has a signed registration waiver on file with Registrar
 2. Has proof of age on file with Registrar
 3. Have a current photo with no facial obstructions on file with Registrar
 4. Are 18 and older or has waiver signed by parent or guardian
 5. Has a PWSL player card provided by the Registrar
 - b. Ineligible Players are defined by the following:
 1. Players without a valid League Player Card (temporary or permanent) or League authorization for appropriate registered team.
 2. Players not listed on game card.
 3. Players suspended from other league (at the discretion of the Board).

c. Penalties for Ineligible Players

1. If a team plays an ineligible player, the team must forfeit the game(s) in which the ineligible player participated. A fine will be assessed to the team, *see fine table, section N*.

2. Individual situations regarding ineligible players will be handled by the Board, which may include suspension from the league.

I. Referees

1. Discussion with the referee concerning his/her decision may only be sought during half-time or after the game is over, and only by the team Captain or Coach.
2. Reports about the referees' actions shall be made in writing to the statistician.

J. Disciplinary Actions

1. Red card violations:
 - a. Players and team officials reported by referees or other team officials for misconduct in connection with League games may be called before the Board for disciplinary action.
 - b. Any player or coach who receives a red card during the game for any disciplinary reason will be sent off the field automatically and must leave the vicinity of all games in progress. If a player or coach refuses to leave the vicinity, the game will terminate with a forfeit to the team given the red card. The Team Captain and/or Coach are also responsible for any spectators for their team. If a spectator becomes verbally abusive or disruptive, a red card may be issued to the Team Captain and/or Coach. Thereafter, forfeit fees will apply.
 - c. When a red card is received the player shall be suspended from all scheduled games in that division for the suspension period and for additional games in that division as deemed appropriate by the Board. A player may also be suspended by the Board for the remainder of the season, from all division, and as many seasons as deemed appropriate.
 - d. Suspension periods carry over into subsequent seasons.
 - e. A written report describing the red card incident shall be submitted by the team representatives and players involved in the incident. This report shall be submitted to the statistician within 48 hours. If the red card report is not provided within 48 hours, there will be an automatic minimum two game league suspension for that player.

2. Yellow card violations
 - a. A player accumulating three (3) yellow cards across all division at any point during the season may be suspended for the following game subject to review by the Board.

K. Game Cancellation & Forfeits

1. A minimum of seven (7) players is required to participate in a game. If within fifteen minutes of scheduled game time a team fails to have the minimum the referee shall declare a forfeit. The opposing team shall become the registered winner with the score of 1-0.
2. A team that does not show up for a game or that forfeits a game WITHOUT notification to the Scheduler or President by Tuesday prior to the scheduled game will be fined, *see fine table, section N*. If forfeiting team is also responsible for field setup or takedown, the equipment fine will also apply (unless appropriate arrangements were made). (Notification is not complete until confirmed by the Scheduler or President in order to ensure that both the opposing team and the referee assignor is notified as well as teams playing before/after the forfeited game to ensure that equipment is still properly setup and/or taken down). Teams forfeiting a game WITH proper notification to the Scheduler or President must still pay a forfeit fee, *see fine table, section N*.
3. If a game is terminated by the referee before its completion, the score at the time the game stopped will stand.
4. If a game is abandoned by one of the teams, the “day of” forfeit fee will apply, *see fine table, section N*. Forfeited games will be recorded with the score at the terminated time, if tied then the score of 1-0 will be recorded in favor of the remaining team.

L. Protests

1. Submission
 - a. All protests shall be directed in writing to the President within a 72 hour period following the game under protest.
 - b. The written protest must be accompanied by a fee of \$25.00 which will be refunded if the protest is determined valid.
 - c. Protest shall specifically state the reason for the protest and state the League By-Law or Policy & Procedure substantiating this protest.
 - d. Protests based on a referee judgment will not be considered.

- e. After a preliminary review, any valid protest will be submitted to the Protest Committee for ruling.
2. Protest Committee
 - a. The Protest Committee will be comprised of two PWSL members in good standing from each division and will be chaired by one Board member who will only vote in case of a tie.

M. Team Standings

1. Determination of team standings shall be by percentage (PCT.)
 Formula used to calculate team percentage
 Win = 1 pt. Loss = 0 pt. Tie = 1/2 pt.
 Point summed / # of games = PCT.
 For example:
 Team record 5-4-2
 Win = 5 pts. Loss = 0 Tie = 1 pt. Games Played =11
 $5 + 1 / 11 = .545$
 PCT. = .545
2. In the event of a PCT tie then head to head comparison determines placement.

N. Payment of Fees

1. Registration fees - As the PWSL is a non-profit organization and works on a limited budget, it is essential that all fees be paid in a timely manner. Payment of team registration fees ensures a team placement in that season. Team deposits, balances and deadlines will be communicated to team managers in a timely manner.

Teams who do not have their payments submitted by the announced deadlines will be charged an additional late payment fee, *see fine table, section N*. Games may be cancelled at the discretion of the Board if teams hold a balance prior to start to the start of season.

2. Fines maybe accessed for the following reasons:
 - a. For the improper set-up or take-down of equipment (or failure to setup or take-down) to the team guilty of this infraction.
 - b. League meetings are mandatory. A fine will be charged for non-attendance; however, the team manager may designate another representative from their team to attend the meeting. The designee will have the full authority to represent the team and is responsible for relaying all meeting information/discussion items. After first missed meeting, fine will increase a set amount per subsequence missed meeting per season, *see fine table, section N*.

- c. Forfeiture, *see section K* of the policies for proper notification procedures.
- d. Late fees will apply for any late payments past the announced deadlines.
- e. NSF Payments:
 - 1. There will be a charge of \$15 plus the bank charge for all checks returned by the bank unpaid.
 - 2. Any payment to PWSL that are returned by the bank must be made good and the additional charge paid before the next game or the team involved will forfeit. In this case, the team may also be responsible for the forfeiture fee
- f. Players will be required to pay a reinstatement fee if team has been disbanded with outstanding fines. Fee amount to be determined by the Board.
- g. Fine Table:

Late Payment of deposit	\$25
Late Payment of balance	\$25
Add/Drop Fee	\$10
Transfer Fee	\$10
Forfeit Prior to Tuesday, before game	\$25
Forfeit after Tuesday at 5pm to day of game	\$75
1st Missed Manager Meeting	\$25
2nd Missed Manager Meeting	\$30
Each consecutive meeting increase by	\$5 (\$35 - \$50)
Playing with Ineligible Player	\$100
Improper field setup or breakdown	\$75

Fines will be debited from bonds unless bond is insufficient to cover. (See section N. Teams Bonds).

3. Team Bonds

- a. Effective as of Fall 06 registration fees include \$100 bond, (and will be required for all new teams). Bond amount will be carried over for returning teams. Fines and fees will be deducted from the \$100 bond, but must be replenished before the bond amount is reduced to \$50. Upon registration for each subsequent season, the bond must be at the full \$100 amount. Upon dissolution of a team, the \$100 bond (or remaining amount) will be returned to the team manager.
- b. Bond balance must be brought back to full at the beginning of each season.