



Administrator Manual

2012-2013

PCJSL Administrator Manual

2012-2013

Table of Contents

Welcome Letter from Jeff Welliver President	1
Contacts <i>PCJSL BOD, Club Presidents and Registrars</i>	2
Game and Season Information	3
Game Card	4
Coach and Player Paperwork	5
PCJSL Rules	6 – 8
D & R	9
AYSA Minimum Red Card Suspension	10
Suspension Fulfillment Form	11
Risk Management	12
Coaching Education	13

Welcome to the PCJSL Coach/ Volunteer meeting. Thank you for all you do for PCJSL and its members.

PCJSL is the administrative parent body for junior soccer in AYSA District II, it is comprised of the member Clubs, each with a vote and a voice in making the decisions that govern PCJSL. Please consider running for one of the PCJSL Board positions, we need more people like you involved!

When you or one of your members has a question you should first contact your Club administration, should they be unable to answer a question or need further guidance they will in turn contact the PCJSL Board. We call this single point of contact, you can understand that with 300+ teams, each with a Coach and Team Manager, and 6000+ players each with a parent or two, it can get a bit crazy if everyone starts by going first to the Board. Keep in mind this progression, Team members ask their Coach, the Coach asks his DOC or Club Board member, and they contact PCJSL.

As coaches or volunteers of a member Club you will be required to adhere to certain requirements such as the Code of Conduct, the Laws of the Game, and Risk Management disclosure, but your responsibilities go far beyond that. Each of you needs to keep what is best for all the players in our League in mind. You should not only set a good example of sportsmanship and personal behavior, but require those around you, be they players, parents or spectators to do the same. This year PCJSL is going to make it a point of emphasis that Coaches who do not control their sidelines be ejected from games. PCJSL League games and any soccer game for that matter is not the place for rude, unsportsmanlike or violent behaviors, foul language (in any language) will also not be tolerated. When it comes to competition please remember that we are all in this together, if you beat a team so badly that they don't wish to play the next season it hurts you! We need all our players! There are creative ways to keep the games interesting should you out-match an opponent, try taking a player or two off, require a number of touches before shots, only score off headers and so on. Should the games get out of hand, they will be stopped under the mercy rule. It is our wish that we do not have a single game stopped for that reason and I challenge all of you to make that happen.

Thank you all for coming, and my best wishes for a happy, safe, exciting soccer season!



Jeff Welliver

President PCJSL

PCJSL Board		
President	Jeff Welliver	President@pimacountyyouthsoccer.com
Vice President	Shari Myoraku	VicePresident@pimacountyyouthsoccer.com
VP Competition	Kadar Hamilton (781-883-5338)	VPCompetition@pimacountyyouthsoccer.com
Secretary	Marcy Briggs 906-9931	Secretary@pimacountyyouthsoccer.com
Treasurer	Curt Cannon	Treasurer@pimacountyyouthsoccer.com
Registrar	Pat Dunham 440-5259	Registrar@pimacountyyouthsoccer.com
Coaching Director	Ricardo Hinds	CoachingDirector@pimacountyyouthsoccer.com
Communications	Steve Hulland Jr	CommunicationsCommissioner@pimacountyyouthsoccer.com
Fields Comm.	Gabino Medina	FieldsCommissioner@pimacountyyouthsoccer.com
Referee Comm	Larry Luckett 250-7921	RefereeCommissioner@pimacountyyouthsoccer.com
Past President	Pat Dunham	PastPresident@pimacountyyouthsoccer.com
District II Comm	temporary: Pat Dunham	DistrictCommissioner@pimacountyyouthsoccer.com
Staff		
Referee assignors	Maggie Barton/Karen Phillips	refassignor@pimacountyyouthsoccer.com
Webmaster	Russ Dunham	webmaster@pimacountyyouthsoccer.com
Bookkeeper	Kelly Ponzio	quickbookskeeper@aol.com
Club	Registrars	Presidents
CDO	Kerry McEldowney strsearch@aol.com	Mike Kevershan mike@cdosoccer.com
Fort Lowell	Eileen Majeski esmajeski@hotmail.com	Gordon McKenzie gmckenzie5@msn.com
Freedom	Cheryl Copeland freedomsc@msn.com	Fred Copeland freedomsc01@aol.com
Tucson Mountain	Sally Lange sflange@comcast.net	Detlef Lange detleflange@hotmail.com
FC Sonora-Randolph	Steve Jackson steven.jackson@fcsonora.us	Chris Cox chris.cox@fcsonora.org
Sabino Vista	Clarence Nunez cvnunez.cox.net	Clarence Nunez cvnunez@cox.net
AZ Champions	Christina Hinds christina-hinds@hotmail.com	Ricardo Hinds Ricardo.Hinds@molex.com
Tanque Verde	Margaret Grotkier mmgrotkier@tanqueverdesoccer.com	Mike Grotkier tvscpresident@gmail.com
Tucson Aztecs	Sylvia Lopez syllopez@aol.com	Damon Ballesteros daengr@aol.com
TSA	Kim Kenworthy kim.kenworthy@gmail.com	Ebie Aldaghi/Ted Schmidt ebiealdaghi@hotmail.com / tschmidt@kss-law.com
Vail	Bill Biagi vailsoccerclub@cox.net	Bil Biagi vailsoccerclub@cox.net
Southern AZ Soccer	Sonia Mendoza sonia.mendoza@ymail.com	Ed Payon southernarizonasoccerclub@hotmail.com

GAME and SEASON INFORMATION

Game Dates for 2012-2013

U15-19 Fall Season: 6 dates/7 games Sept. 8, 22 and 29, Oct. 6, 13 and 27
Spring Season: open play, teams sign up for dates they want to play
Mar. 9, 16, 23, 30 and Apr. 6, 13, 20, 27

U9-14 Fall Season: 6 dates/6 games Nov. 3, 10 and 17, Dec. 1, 8 and 15
Spring Season: 5 dates/6 games Jan. 5, 12 and 26, Feb. 2 and 16

Game Cards

The address has been changed from last year to the following:

PCJSL VP of Competition

PO Box 25

Sahuarita, AZ 85629-0025

Please send your game cards as soon as possible after the conclusion of your scheduled/official competitions.

Schedules

Schedules will be sent via email in PDF form to each of the presidents along with the coaches who have registered for flights on the PCJSL site no later than Tuesday August 28th 23:59 AZ Time. All suggestions must be received no later than Thursday August 30th 23:59 AZ Time. I will review and attempt to honor requests, however, no promises are being made to accommodate.

Assistance

If there are those of you who would like to help input scores during the season, please email me at vpcompetition@pimacountyyouthsoccer.com

Scores

The winning team should email or text scores to (781)883-5338. Scores will be posted by 20:00 Saturday night.

Coach and Player paperwork and passes

- You will register your coaches, assistant coaches and any adult who works directly with the children through your club registrar.
- All coaches, assistant coaches and adults working directly with players must have a completed background check prior to having a card issued. This is done through AYSA. When your club registrar submits your name, he or she must submit your email address. You will then receive an email with a link. Click on this link to enter your data for the background check. You must complete all data fields and submit your form. You will then receive a response saying "your data has been update." This process must be completed each year. Any adult working with our youth must have the appropriate coaching/administrator card showing he or she has completed this process.
- You should have the original emergency release form, signed by a parent or guardian, with you whenever you are responsible for the player (practices, games, travel, etc.). Please make sure that you follow this guideline and have the necessary paperwork should an injury occur.

Paperwork for games and tournaments

- Do NOT carry player birth certificates or copies of the birth certificate with you. Player birth dates/age should be confirmed by presenting your club registrar with a birth certificate or birth certificate copy. The player pass then serves as proof of age. Any US Youth tournament within Region IV (Western United States) should not require that you show a birth certificate as part of registering your team.
- There is only one truly official roster – the one signed by AYSA prior to play in State or Presidents Cup. However, if a tournament requests a roster, your club registrar can print and sign a tournament roster for your use.
- No player may participate in any PCJSL game or in any sanctioned US Youth tournament without a properly laminated player card. The player does not have to sign the card but their picture must be on the front of the card, under the laminating material.
- Do NOT mix player cards for a tournament. Your team must travel under one card issuing entity (i.e., US Youth, US Club, AYSO) when entering a tournament to keep insurance coverage in place.
- If you are attending a US Club tournament, your US Youth player cards are not valid. However, AYSA will issue a separate card for each player and extend insurance privileges for specified US Club tournaments held outside of Arizona. Please check with the AYSA office for such passes.
- Travel papers are online at www.azyouthsoccer.org

RULES & POLICIES

Cancellation Policy

We have a firm no cancellation policy. We understand that emergencies can happen and we will look at cancellations created by an emergency situation on a case-by-case basis. Having a coach who is out of town, a player who cannot play (even the best player on the team), forgetting to enter a date when your team is entering a tournament, entering the wrong date, etc. are NOT emergencies and will be treated as cancellations.

Cancellations are defined but not limited to:

- Canceling the game in advance;
- Forfeiting for lack of cards;
- Forfeiting for insufficient number of players;
- Forfeiting because there is no Risk Management cleared coach with a Coach's Card;
- Forfeiting for arriving late;
- Having the game terminated for any reason for which your team is at fault;
- Arranging another game and not playing the game as scheduled.

If your team should still decide to cancel a game, they MUST follow each of these steps:

1. NOTIFY THE OPPOSING COACH. The league will not do this for you. Give that coach time to notify his/her team. Coaches contact information can be found by contacting the Club president or registrar as noted on the web page; if this doesn't work, contact any PCJSL board member for assistance.

2. At the earliest possible time, notify the League by emailing Board Members: Kadar Hamilton (in charge of Cancellations) at VPCompetition@pimacountyyouthsoccer.com, Gabino Medina (Fields) at FieldsCommissioner@pimacountyyouthsoccer.com, Maggie Barton & Karen Phillips (referee coordinators) at RefAssignor@pimacountyyouthsoccer.com & bkphil2@msn.com, Jeff Welliver (President) at President@pimacountyyouthsoccer.com, Shari Myoraku (Vice President) at VicePresident@pimacountyyouthsoccer.com . { Email All }

3. The cancelling team must attempt to reschedule the game within the same game season. This should be done in cooperation with the team you were scheduled to play, using your club to secure fields and referees. The League will attempt to secure referees only if requested a minimum of two weeks in advance.

You will still be subject to the following fines:

PCJSL Game Cancellation Fines:

Cancellation greater than 7 days with proper notification: 1st time \$50, 2nd time \$100 and bond

Less than 7 days and greater than 24 hours with proper notification: 1st time \$100, 2nd time \$200 and bond.

Less than 24 Hrs. or without proper notification or any notification at all: 1st time \$150, 2nd time \$250 + \$200 bond

Bond to be posted to : ANY PCJSL BOARD MEMBER WITHIN 72 HOURS OF THE CANCELLED GAME IN ORDER TO BE SCHEDULED FOR ANY FURTHER GAMES.

A hearing may be scheduled to put repeat offenders in bad standing.

RULES – continued

Eligible Players

For any youth to be eligible to compete in any PCJSL league game, they must be registered through Arizona Youth Soccer Association and have a valid, laminated player pass with a picture. The coach must be in possession of a signed emergency release form for that player.

Game Card

The game card is the official document for all PCJSL games. Referees should not start a game unless it is completely filled out with players' names, numbers, etc. Be sure to indicate the number of loan players. If you can any questions concerning how many loan players can be used, please check the Loan Player Policy Rule.

At the conclusion of the game, check the score before signing the card. Scores are verified from these cards. Make sure the correct score is attributed to the correct team. Also, if a red card has been given during the game, confirm the right player is indicated on the card. The game card is consulted on any question about a game – the score, red cards, etc. Coaches and referees need to work together to make sure it is correct.

If you need a game card, it is available at www.pcjssl.com under “forms.”

Loan Player Policy

1. A team's player passes are also club passes allowing players unlimited motion within their club in the spirit of player development.

Explanation: Players may play for other teams within their club without any paperwork or limitations other than following existing rules of play, i.e., players may not play in a younger age group and can only play up to the equivalent minutes of two regulation games within a 24 hour time period.

2. Loan players are unlimited with completed paperwork and within the spirit of player development.

3. To play a PCJSL League game, a team must have a minimum of 5 players (u11 and younger) or 7 players (u12 and older) who are registered to their team on the game roster.

Explanation: The two policies above must be used within the guidelines of Policy #3, i.e., you could not play a game with only 4 or fewer registered players (youngsters) or 6 or fewer registered players (olders) with the remainder of the roster coming from loan/club players.

Risk Management

Every person who works directly with youth, including but not limited to team managers, team parents, coaches, assistant coaches, trainers, parents who help on a regular basis, etc. must be cleared through the PCJSL Risk Management Program. At that time an Administrative Pass will be issued to them as proof they have been Risk Management cleared. Any club who is found to be allowing an adult to work with players without this clearance may be subject to a bad-standing hearing.

Sideline Seating

In all games under the jurisdiction of PCJSL, the home team, including coaches, players and supporters, will sit on the North or East side of the field; the visitors including coaches, players and supporters will sit on the south or west side of the field.

Spectators should be seated between the coaching box (an area approximately 10 yards to each side of the center line) and the goal box and at least two yards from the side touch line. No one may sit behind a goal.

RULES – continued

Suspension Fulfillment

When a coach, assistant coach, administrator, spectator or player is given a suspension for a red card or ejection from the field, a Suspension Fulfillment Form (available at www.pcjssl.com under forms) must be completed and signed by the referees officiating at the game(s) where they are “sitting out.” Coaches, assistant coaches and administrators may not participate in any manner, including cell phones. Any person serving a red card should not sit in the immediate vicinity of the team and/or its spectators although they may be at the park. A team administrator is responsible for having the Suspension Fulfillment Form signed by the referees.

Uniforms

Players in PCJL are prohibited from wearing uniforms with their name imprinted on them. Sponsor names can appear on a uniform unless the sponsor/product could be deemed detrimental to youth, i.e., a liquor or beer, a tobacco company, gambling, etc. Uniforms should be identifiable as a “team” uniform. Referees will have final authority for accepting players in uniforms that are slightly different from the standard uniform of that team. All uniforms shall have a number and numbers will not be repeated on the field by players playing on the same team. In cases of conflict as determined by the referee, the home team is responsible for providing a jersey of an alternate color. It is not the intent of the League to create a forfeit because of jersey conflicts. Pennies, bibs, etc. may be used. It is strongly suggested that teams who do not have alternate jerseys have t-shirts in a color contrasting their uniform, pennies or bids available. However, in cases where the home team does not have an alternate jersey but the opposing team does, it is expected that in the spirit of sportsmanship the opposing team will wear their alternate jersey.

Protect Your Players and Yourself !!

PROTECT YOUR INSURANCE STATUS. MAKE SURE THAT ANY SCRIMMAGES WITH UNAFFILIATED TEAMS ARE PRE-AUTHORIZED.

As you prepare for the season, remember that if you are going to scrimmage or play an unaffiliated (not a member of PCJSL, AYSA or US Youth Soccer) team, you must get permission from AYSA/PCJSL first or your insurance coverage may be compromised. Please make sure that when you scrimmage, you are playing an affiliated team so insurance coverage is not in question. If you have any question about the affiliation status of a team, please contact Pat Dunham at 440-5259

Mercy Rule

For U11 teams and above, after the completion of the first half of play, if there becomes a goal differential of 8 goals, the game/match will be halted. The leading team at that time will be declared the winner of the completed game/match. If not 8 at half, intent would be to stop game when it reaches 8. If both coaches agree then game can continue.

PCJSL Discipline and Review Committee (D & R)

What do I do if my player, administrator or parent gets a red card?

1. The referee will complete a Misconduct Form and retain the pass (for the player or administrator) and mails it to the Chairperson. If your game is on Saturday, the paperwork is usually received the following week.
2. If the violation is a "standard red card", the number of games is determined by AYSA guidelines. If the violation is not standard or there are extenuating circumstances, a sub-committee will determine the sanction.
3. The violation and sanction will be posted on the PCJSL website.
4. When a coach, assistant coach, administrator, spectator or player is given a suspension for a red card or ejection from the field, a Suspension Fulfillment Form (available at www.pcjsl.com under forms) must be completed and signed by the referees officiating at the game(s) where they are "sitting out." Coaches, assistant coaches and administrators may not participate in any manner, including cell phones. Any person serving a red card should not sit in the immediate vicinity of the team and/or its spectators although they may be at the park. A team administrator is responsible for having the Suspension Fulfillment Form signed by the referees.
5. A player shall serve his/her game suspension(s) with the team to which they are officially rostered with AYSA. If the player is multiple rostered, the suspension shall be served on his/her primary team.
6. Depending on the severity of the offense, any coach or team official, involved with more than one team, who is suspended, may be suspended from any and all teams with which the individual is involved (has an AYSA card for), until the suspension is served for the team from which the suspension resulted. The offenses may include, but are not limited to, violent conduct, referee assault, and multiple violations in the same season, et al.
7. Suspensions will be served consecutively in the next regular scheduled league matches.
8. Tournaments, except for Pima Cup, fall under the jurisdiction of that specific tournament and red card sanctions are not handled by PCJSL. If you are planning to play in a tournament, please contact the Chair for temporary return of the pass to play in the tournament. AYSA will determine the rules for President's Cup and State Cup.
9. To Fulfill Your Suspension, mail the completed form to: **Shari Myoraku, 6979 E Broadway Blvd, Ste 107, Tucson, AZ 85710**. Include your mailing address so that the player/admin card may be mailed returned to you. Please give enough time if you expect the return of the card timely in order for the person to participate at the next scheduled play date.
10. Red card suspensions not fully served within the season will carry over to the next season. It is the responsibility of the coach to make sure that the suspension is fulfilled and the completed form is turned in. A suspended player who plays in a league game will be considered an ineligible/illegal player.

What if I want to protest the suspension?

1. The protest must be filed by an involved party. Protests cannot be filed by third parties.
2. All protests of grievances shall be submitted in writing to the Chairman of the Grievance Committee accompanied by a protest fee of \$25.00. Such protests shall be postmarked no later than ten (10) days after the action or game being protested occurred and shall be sent by first class mail, postage prepaid. In computing the time for submitting such protest or grievance, the date upon which the action or game occurred shall not be counted. Include all supporting documents with the original document of the protest.
3. The issue of the eviction is not appealable, unless the basis is that the eviction was of the wrong person.
4. Full details are available at www.pcjsl.com and www.azyouthsoccer.org

AYSA Minimum Red Card Suspension Standards

Offense	Minimum Suspension
Second Caution	1 game
Foul or Abusive Language directed at someone other than a match official	1 game
Serious Foul Play - Denies a goal or an opponent a goal scoring opportunity by deliberately handling the ball	1 game
Serious Foul Play - Denies a goal or an opponent a goal scoring opportunity by committing a foul punishable by a free kick committed in a non-dangerous way (example pulling a jersey	1 game
Serious Foul Play - other than above	2 games
Violent Conduct	3 games
Foul or Abusive Language directed at match official	3 games
2nd offense Violent Conduct or Serious Foul Play (other category)	4 games & referred to AYSA D&R committee
3rd offense Violent Conduct or Serious Foul Play (other category)	5 games & referred to AYSA D&R committee
Pushing, Striking or Spitting at a Match Official (A Match Official shall be defined as referee, assistant referee, referee assignor, referee administrator, tournament staff including volunteers, tournament director or an AYSA Board Member.)	3 games referred to AYSA D&R committee
Coaches and team administrators who are ejected from a match will be suspended for the minimum suspensions listed above plus ONE game	Minimum + 1

Tracking Number: _____

PIMA COUNTY JUNIOR SOCCER LEAGUE SUSPENSION FULFILLMENT FORM

Dear Referee,

Your cooperation is required in ensuring that players under suspension complete the full term of their suspension before they can resume play. PCJSL thanks you in advance for your assistance.

Player: _____ ID# _____

Team: _____ Club Name: _____

The D&R Committee imposed the following sanctions for the committed offense:

Suspension _____ **Game(s)** **Probation** _____ **Game(s)**

The suspension began on ___/___/___ and the player must **SIT OUT/NOT PARTICIPATE** in his/her next _____ game(s). Please fill out the first empty box below to indicate that the above named suspended player **DID NOT PARTICIPATE** with his/her team in the game you officiated.

One game box should be filled out for every game the player sits out.

Dear Coach:

After this form is complete, i.e. the player has not participated in the total number of games of his/her suspension as attested to by the center referees below, send the form immediately to:

Shari Myoraku, 6979 E Broadway Blvd, Ste 107, Tucson, AZ 85710

and your player's pass will be returned to you.

Game 1: (Circle One) League or Tournament Game Field Location: _____

Game Date: ___/___/___ Time: ___:___

Teams: _____ vs _____

Referee: Name: _____ Phone: _____ Signature: _____

Address: _____ City: _____ State: _____ ZIP _____

Game 2: (Circle One) League or Tournament Game Field Location: _____

Game Date: ___/___/___ Time: ___:___

Teams: _____ vs _____

Referee: Name: _____ Phone: _____ Signature: _____

Address: _____ City: _____ State: _____ ZIP _____

Game 3: (Circle One) League or Tournament Game Field Location: _____

Game Date: ___/___/___ Time: ___:___

Teams: _____ vs _____

Referee: Name: _____ Phone: _____ Signature: _____

Address: _____ City: _____ State: _____ ZIP _____

Game 4: (Circle One) League or Tournament Game Field Location: _____

Game Date: ___/___/___ Time: ___:___

Teams: _____ vs _____

Referee: Name: _____ Phone: _____ Signature: _____

Address: _____ City: _____ State: _____ ZIP _____

Risk Management

Simple rules keep players – and coaches – safe.

- As an adult, never be alone with a player. If you are working one-on-one with an individual player, work in sight of other adults.
- Keep barriers in place. If you are texting or emailing, send group messages to the entire team, including parents. Don't communicate with texts or emails on an individual basis.
- Limit the use of adult-to-player communication through cell phones.
- Adults involved in a team, club, league or association, should not "friend" players on social web sites such as Facebook.
- Have another adult at all practices. If you coach a team of the opposite sex, have an assistant coach, parent or manager of the same sex at all practices, games, etc.

Goal Safety

- Check goals before any practice or game. If goals are not anchored, do not allow players in the goal area and notify the proper official. Check to make sure the top cross bar is secure. If it is made of two pieces, make sure they are bolted together.
- Go to www.cpsc.gov for instructions on how to properly anchor a goal.
- Never ask a player or players to help move a goal. Do not allow players or any other children to climb or play on goals.

Travel Safety

- Plan ahead – have all necessary paperwork, forms and passes.
- Make sure that all contact numbers for parents, guardians, administrators, etc. are kept current.
- Know how is responsible for every youth at all times.
- If players are staying together in their own rooms at a hotel, make sure they have adequate supervision and that there are enough adults to safely remove the players from the hotel in the event of an emergency.
- Practice hotel safety: Use elevators, not stairs. Have a buddy system in place so no player is alone in a room or within a hotel. Instruct players to keep their doors shut and locked (not propped open for a friend) and to keep their room numbers private.

COACHING EDUCATION

PCJSL highly recommends all our coaches obtain education that helps us better prepare our players.

In that regard the two Coaches Education Modules for Beginning Coaches (I) for U6 and U8 and (II) for U9 through U11 (8x8 model) has been provided free of charge.

The 'E' License and 'D' License for intermediate level coaches has been subsidized at ½ the cost by PCJSL for those coaches coaching within PCJSL.