



**PCJSL**

Administrator Manual

2014-2015

PCJSL Administrator Manual  
2013-2014  
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## Welcome Letter from PCJSL President Ted Schmidt

Dear PCJSL Coaches, Managers and Volunteers,

Welcome to the excitement of a promising new soccer season in the Pima County Junior Soccer League (PCJSL). We are proud to lead the state with the introduction of small sided games for the younger kids, while introducing a new Code of Conduct as part of our cutting edge “Respect the Game” program. First and foremost in all of this it is the goal of PCJSL to provide a safe, healthy and enriching program for Southern Arizona’s youth.

This manual is designed to answer questions and guide you as you serve the kids in our program. If you do not find the answer you are looking for here you should first contact your club administrator or club board for the answer. If further clarification is needed feel free to contact me or a member of your PCJSL board. We encourage you to also consider attending our PCJSL board meetings where you can also raise questions and make suggestions. We are all committed to providing the best soccer experience possible for our youth and can always use more help and ideas to fulfill that mission.

Finally, please spread the word and lead by example as we strive to instill three very basic principles:

1. Let the coaches coach.
2. Respect our referees
3. Always be positive and supportive of our players

Thank you for your service. I look forward to seeing you on the pitch.

Very truly yours,

Ted Schmidt  
PCJSL President

# League Contacts

PCJSL Board		
President	Ted Schmidt	<a href="mailto:PCJSL.pres@gmail.com">PCJSL.pres@gmail.com</a>
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Fields Commissioner	Bob Barton	<a href="mailto:PCJSL.fieldcommissioner@gmail.com">PCJSL.fieldcommissioner@gmail.com</a>
Referee Commissioner	Larry Lockett	<a href="mailto:PCJSL.referees@gmail.com">PCJSL.referees@gmail.com</a>
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FC Sonora-Randolph	Heather Moore <a href="mailto:heatherrific@gmail.com">heatherrific@gmail.com</a>	Chris Cox <a href="mailto:chris.cox@fcsonora.org">chris.cox@fcsonora.org</a>
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# Game and Season Information

## 2014-2015

### U15-U19 Divisions

- *Fall – 7 Saturday Dates / 6 Games (games may be scheduled during the week for local teams)*
  - Sep 6, 13 and 20, Oct 4, 11 and 25, Nov 1
  - 2 Black Outs Allowed
- *Spring – 7 Saturday Dates / 7 Games (games may be scheduled during the week for local teams)*
  - Mar 7, 14, 21, and 28, Apr 4, 18, and 25
  - 2 Black Outs Allowed

### U12-14 (Gold Divisions ONLY)

- *Fall – 7 Saturday Dates / 6 Games (games may be scheduled during the week for local teams)*
  - Sept 20, Oct 4, 11, and 25, Nov 1, 8, and 15
  - 2 Black Outs allowed
- *Spring – 7 Saturday Dates / 6 Games (games may be scheduled during the week for local teams)*
  - Jan 10, 24 and 31, 14, and 21, Mar 7, and 14
  - 2 Black Outs Allowed

### U9-U14 Divisions (Recreational)

- *Fall – 7 Dates / 6 Games*
  - Oct 25, Nov 1, 8, 15, and 22, Dec 6, and 13
  - 2 Black Outs Allowed
- *Spring – 5 Dates / 6 Games*
  - Jan 10, 24 and 31, Feb 14, and 21
  - 2 Black Outs Allowed

### Game Cards

**All league games will use the GotSoccer game cards which may be downloaded off the website at [www.gotsoccer.com](http://www.gotsoccer.com). Coaches/team administrators can enter scores directly into GotSoccer.com**

Referees should send the game cards as soon as possible after the conclusion of your scheduled/official competitions. If you have the ability to scan, take a photo, or otherwise electronically capture your game card, please email it to [pcjssl.vpcomp@gmail.com](mailto:pcjssl.vpcomp@gmail.com). Otherwise, please mail your documents to the following address:

PCJSSL VP of Competition  
9420 E GOLF LINKS RD  
STE 108 Box 286  
TUCSON, AZ 85730

### Schedules

Schedules will be available to Club Presidents prior to the start of each season for alteration suggestions. Please note, suggestions will be considered but are not guaranteed to be executed. View GotSoccer or [www.pcjssl.com](http://www.pcjssl.com) for specific dates for each season.

### Scoring Input

The winning team is responsible for reporting scores. Scores not reported one (1) week after the conclusion of a game, will result in a tie.

# PCJSL 2014 Fall Play Dates

Aug 11 - U15-19 Registration Closes  
Aug 13 - U15-19 Flight Meeting  
Aug24 - U15-19 Beta Schedule  
Aug26 - U12-14 Gold Registration Closes  
Aug27 - U15-19 Suggested Changes  
Aug28 - U12-14 Gold Flight Meeting  
Aug30 - U15-19 Final Schedule  
Sep 6 - U15-19 Game Day 1  
Sep 7 - U12-14 Gold Beta Schedule  
Sep10 - U12-14 Gold Suggested Changes  
Sep13 - U15-19 Game Day 2  
Sep13 - U12-14 Gold Final Schedule  
Sep20 - U15-19 Game Day 3  
Sep20 - U12-14 Gold Game Day 1  
Sep27 - TSA Tournament (No PCJSL Games will be scheduled)  
Oct 3 - U9-14 Registration Closes  
Oct 8 - U9-14 Flight Meeting & Coaches Meeting  
Oct 4 - U15-19 Game Day 4  
Oct 4 - U12-14 Gold Game Day 2  
Oct11 - U15-19 Game Day 5  
Oct11 - U12-14 Gold Game Day 3  
Oct12 - U9-14 Beta Schedule  
Oct15 - U9-14 Suggested Changes  
Oct18 - Soctober Fest (No PCJSL Games will be scheduled)  
Oct18 - U9-14 Final Schedule  
Oct25 - U15-19 Game Day 6  
Oct25 - U12-14 Gold Day 4  
Oct25 - U9-14 Game Day 1  
Nov 1 - U15-19 Game Day 7 (Final Game Day)  
Nov 1 - U12-14 Gold Game Day 5  
Nov 1 - U9-14 Game Day 2  
Nov 8 - U12-14 Gold Game Day 6  
Nov 8 - U9-14 Game Day 3 (No Games for U9, U10, U11 – TVSC Indoor Tourney)  
Nov15 - U12-14 Gold Game Day 7 (No Games for U13 – TVSC Tourney)  
Nov15 - U9-14 Game Day 4 (No Games for U13 – TVSC Indoor Tourney)  
Nov22 - U12-14 Gold Game Day 8 (Final Game Day)  
Nov22 - U9-14 Game Day 5  
Nov29 - Thanksgiving (No PCSJL Games will be scheduled)  
Dec 6 - U9-14 Game Day 6  
Dec13 - U9-14 Game Day 7 (Final Game Day)

# Rules

## PCJSL Schedule Change Policy

Schedule changes will only be allowed for 72 hours after the schedule is given to Club Presidents at the beginning of each season. The only changes allowed within this time period will be due to a non-compliance issue with scheduling rules, i.e. scheduling a team for more than two games in a day, scheduling a team on a requested black-out date (when black-outs are allowed), etc. These changes can only be made by a club president or Director of Coaching (DOC). Coaches/managers cannot request changes directly.

Forgiveness for shedule changes created by an emergency situation will be considered by the league scheduling committee on a case-by-case basis. Having a coach who is out of town, a player who cannot play, 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 violations of this policy. Violations of this policy are defined but not limited to:

- Canceling the game in advance;
- Failing to show for a game;
- 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 still chooses to violate the policy and not play a scheduled game, you 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. 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. NOTIFY YOUR CLUB PRESIDENT.

Violations of the Schedule Change policy subject your club to the following fines:

PCJSL Schedule Change Fines	1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	Subsequent Violations
greater than 7 days	\$50	\$100	Double previous fine
less than 7 days and greater 24 Hrs. ***	\$100	\$200	Double previous fine

less than 24 Hrs. or failure to show for match ***	\$150	\$250	Double previous fine
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\*\*\*In addition to the fines listed above, the canceling team's club will be charged for referee fees for games cancelled less than 1 week in advance. All Schedule Change fines are immediately due and payable and will be billed to your club on a monthly basis.

### PCJSL Reschedule Policy

In fairness to all members of the league, a game that is not played on its originally scheduled date should be rescheduled. This should be done in cooperation with the team you were scheduled to play, using your club or your opponent's club to secure fields. The Canceling team is responsible for contacting the opposing Team and finding a place, time and date where the game can be played. Games not rescheduled within the same game season are subject to a \$200 fine to the cancelling team.

NOTE: For purposes of rescheduling the cancelled match, **do not contact any PCJSL board member or assignor**. Instead, follow the policy below. Requests received without following the policy will not be honored.

As soon as the reschedule date, time, and location have been confirmed by both coaches, one of the **CLUB PRESIDENTS OR DOCs** of the respective teams must send an email copying the following Board Members:

- Kadar Hamilton (in charge of Cancellations) at [PCJSL.VPComp@gmail.com](mailto:PCJSL.VPComp@gmail.com)
- Bob Barton (Fields) at [PCJSL.FieldCommissioner@gmail.com](mailto:PCJSL.FieldCommissioner@gmail.com)
- Maggie Barton & Karen Phillips (referee assignors) at [PCJSL.refcoordinator@gmail.com](mailto:PCJSL.refcoordinator@gmail.com)
- Ted Schmidt (President) at [PCJSL.Pres@gmail.com](mailto:PCJSL.Pres@gmail.com)
- Mark Hamilton (Vice President) at [PCJSL.VP@gmail.com](mailto:PCJSL.VP@gmail.com)

**Email requests received from coaches or team managers will not be honored.**

The email from your club president or DOC must be sent to the five addresses above at least 7 (seven) days before the date you are rescheduling the match. Emails received less than seven days before the rescheduled match may not give referee assignors adequate time to obtain referees and you risk not having referees for the match.

### Player Check-In Procedure / Player Passes

It is mandatory to check all players for passes before the match. **No Pass – No Play – No Exceptions!** Referees will check all player passes against the team's roster and make a notation of which players are checked in on the GotSoccer game card. A block is on the card next to the player's number where the referee should check off players checked in.

Teams must have 7 players checked-in for U-12 and older games and 5 players checked-in for U-11 and younger games **no later than 15 minutes** after the scheduled start time. Failure to do so will result in the forfeiture of the game by the team.

It is mandatory that a responsible adult with a valid administrator pass be present at check-in or the game is terminated. The adult may be from another team, as long as he or she has a valid administrator pass and is **from the same club** as the team being checked in.

If a player is not present, it is recommended that the coach/team administrator remove that player's pass from the other passes before checking in the team. If a player arrives late, he or she must check in with the nearest assistant referee by giving his or her pass to the assistant referee. As soon as practical, after arrival of the late player, the referee will check to be sure the player's name is on the team's roster. This can be done effectively at halftime.

At the conclusion of the match, coaches/team administrators should pick up their player passes from the referee team.

### **Game Card**

The GotSoccer 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 have 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 posted 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.

The GotSoccer League program allows teams print the Game Cards for their upcoming league games directly from their team pages.

- a.) Teams can then login into their accounts at [www.gotsport.com](http://www.gotsport.com)
- b.) The teams have to click onto your league link displayed on the Main Menu page.
- c.) Next, the teams have to click onto the Schedule tab.
- d.) To print the game cards the team must click on the Game Number.

### **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 participate in two games on any one day.

2. For the second half of PCJSL, while we will accept State League teams as an entity, individual State League players may only roster on loan to a U18 or older team.

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 (younger) or 6 or fewer registered players (older)

with the remainder of the roster coming from loan/club players.

4. No player registered to a team participating in the Arizona State League, may play in a Pima County Junior Soccer League match.

### **Risk Management**

Every person who works directly with youth, including but not limited to team managers, team moms, 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. The Risk Management form is available under forms at [www.pcjssl.com](http://www.pcjssl.com). The form should be completely filled out using the proper name – not nicknames. The original, completed form can be given to a Club Registrar to submit or mailed directly to Pat Dunham, c/o 6675 E. 22nd St., Tucson, AZ 85710. 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 AYSA, both players and coaches will be on one side of the field and all the parents on the other side. The coaches will decide which side will be the “team” side and will notify the referee prior to the game. 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.

### **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](http://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. A player serving a red card suspension must attend the game and may sit with the team if he/she is not in uniform. A team administrator is responsible for having the Suspension Fulfillment Form signed by the referees. 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.

### **Uniforms**

No hard casts.

Players in PCJSL 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 520-440-5259.

### **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 “Respect the Game” Program

Starting with the Fall 2014 season, PCJSL is implementing a four-part program designed to accomplish the following:

- Stop referee abuse by coaches and spectators;
- Improve officiating at PCJSL games by establishing a system by which coaches will evaluate the performance of referees after every game;
- Establish a field marshal presence at PCJSL venues to deal with on and off-the-field issues;
- Implement a strict code of conduct with severe penalties for abusive behavior.

This program governs all matches played under PCJSL and includes the Pima Cup tournament played in the spring.

The initiatives associated with this “Respect the Game” program require the support of all stakeholders – referees, coaches, club officials, parents, spectators, and players. The general thrust of the program is something every reasonable person can agree on: A less hostile, more respectful, more positive playing environment that youth soccer players at all levels deserve and expect.

### Respect the Game Program Initiatives

#### • Initiative #1 – Code of Conduct Form

**All players and parents are required to read and sign a joint AYSA/PCJSL Code of Conduct form.** The Code of Conduct form specifically identifies behaviors that detract from or enhance the youth soccer experience. It delineates standards that PCJSL players and their parents must adhere to while attending, games, training, or participating in any event sanctioned by PCJSL. The Code of Conduct form is available on the PCJSL website.

#### ***The major provisions of the Code of Conduct form for players are as follows:***

- 1) Treat players, opponents, referees, coaches, spectators and all other individuals with respect.
- 2) Do not engage in any behavior that will endanger the health, safety, or wellbeing of anyone involved in a PCJSL soccer match.
- 3) Refrain from using drugs, alcohol, or tobacco products while involved in any youth soccer activity.
- 4) Refrain from the use of profane, obscene, or offensive language while involved in any youth soccer activity and endeavor to ensure that no abusive language is directed at the officials or anyone else.
- 5) Refrain from engaging in any verbal or physical abuse directed at any player, opponent, parent, referee, spectator or other participant.
- 6) Players will be punctual, arriving at games and training sessions well before the start time with all their necessary gear.
- 7) Players should communicate all injuries, illnesses, conflicts, or other problems to the head coach in a timely manner including their intent to participate in school sporting activities.

#### ***According to the code of conduct form, Parents are specifically admonished to abide by the following:***

- 1) Calmly watch play and do not shout instructions to your child or other players.
- 2) Do not question the referees’ calls or the actions of coaches.
- 3) Provide encouragement to any and all players.

- 4) Support your child's efforts to be on time and prepared for all training sessions, games, and other team-related activities.
- 5) Make sure your child comes to games and training sessions with the appropriate equipment.
- 6) Except in the case of an emergency, refrain from entering the bench area and discussing issues with the team members or coaches unless asked to do so by the coach.

• **Initiative #2 – “Rate-A-Ref” Program**

**All PCJSL head coaches in U-9 games and higher are required to complete an online referee evaluation following each game.** There will be a link on the PCJSL website home page labeled “Rate-A-Ref” that allows the coach to enter their game number and access the referee evaluation page for each of their games. Once a game is completed, the head coach will rate the center referee and have the option of providing additional feedback concerning the referee's performance in that game and the performance of the remainder of the referee team.

This feedback is critical to the improvement of referees and the referee administration relies heavily on this feedback to help mentor new referees and amend inconsistencies or problems within the referee ranks.

All PCJSL head coaches involved in U-9 and above games are required to participate in the “Rate-A-Ref” program. Coaches who fail to complete their referee evaluation within two weeks of a game may have their coach's pass pulled by the club registrar. Coaches with pulled passes are not eligible to participate again until they have completed all outstanding referee evaluations,

• **Initiative #3 – Fines and Suspensions for Coaches and Spectators**

**Coaches, parents, and other spectators who are issued a red card or are dismissed from a game are subject to a “three strikes” policy that culminates in fines and suspensions for repeated misconduct or abusive behavior.** This initiative dealing with referee abuse is designed to severely punish coaches, team officials and spectators who act in an abusive manner toward the any member of the referee team, or conducts themselves outside the lines of acceptable behavior.

***Penalty for the FIRST red card/dismissal:*** After receiving the first red card/dismissal, the offending parent, spectator, or coach must watch an interactive training video regarding anger management and good behavior at games to be completed before being allowed to attend any future game. Evidence of successful completion of this video training must be provided to the appropriate PCJSL authority. Additionally, the offending party will serve any suspension handed down by D&R.

***Penalty for a SECOND red card/dismissal:*** After receiving a second red card/dismissal during any 12-month period beginning with the first offense, the offending parent, spectator or coach will be fined \$250 to be paid to the league before being allowed to attend a future game. Furthermore, the offending party will serve any suspension handed down by D&R.

***Penalty for a THIRD red card/dismissal:*** After receiving a third red card/dismissal during any 12-month period beginning with the first offense, the offending parent, spectator or coach will be fined \$500 to be paid to the league before being allowed to attend a future game. In addition, the third red card/dismissal incident will result in the offending party being barred from PCJSL games for at least 1 year from the date of the third red card/dismissal.

Referees will utilize an “ASK, TELL, DISMISS” protocol when dealing with disruptive sideline behavior. The referee may caution (yellow card) or dismiss (red card) a coach or team official for irresponsible behavior on the sideline. The referee will not red card a spectator but will have them removed from the game if their conduct warrants it. The coach of the team associated with the offending spectator will supply the name of the spectator to the referee when requested. If the offending team's coach fails to produce the name(s) in a reasonable time period he/she should be subject to a retroactive sending off unless it is determined that the offending individual has no connection to his/her team whatsoever. In that case, the club president of the offending team would have to make a written statement to that effect.

If any offense by a coach, team official, or spectator is sufficiently egregious, the referee is under no obligation to issue a caution before red carding or dismissing the offender.

Any match that is abandoned due to sideline behavior will be a forfeit in favor of the non-offending team. The head coach of any team that is responsible for the abandonment of a match will be referred to D & R for an appropriate sanction based on the circumstances of the incident. The review by D & R is not based on the issuance of an ejection to the coach, but instead provides an opportunity for D & R to evaluate the efforts of the coach to resolve the problem prior to abandonment of the match in determining if a sanction is warranted.

• **Initiative #4 – Field Marshals at PCJSL Games**

**Designated trained field marshals will be deployed at PCJSL games to mitigate problems caused by unruly parents and to deal with distraught coaches and referees.** Field Marshals will be at selected venues and will wear a distinctive green shirt identifying them as PCJSL field marshals.

***As representatives of PCJSL, field marshals have the following responsibilities:***

- 1) They are charged with mitigating problems with unruly parents, supporters, coaches, and referees.
- 2) They may dismiss spectators whose behavior is wholly unacceptable and shall otherwise act in the best interest of the PCJSL.
- 3) They are encouraged to educate and inform participants of PCJSL standards of behavior.

In addition, signs will be posted in both English and Spanish at all PCJSL venues that accentuate the positives of being a fan of the sport and more importantly, emphasize game-friendly sideline behavior.

While change is often difficult, PCJSL believes these four initiatives will be a major step to help everyone associated with youth soccer in Southern Arizona to enjoy the beautiful game.

# 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 updated.” 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. 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 or game play. Your team must travel under one card issuing entity (i.e., US Youth, US Club, AYSO) to keep insurance coverage in place. Players from other organizations such as AYSO cannot be used as guest players.
- 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](http://www.azyouthsoccer.org).

# 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 on-line and retain the pass (for the player or administrator) and mail it to D&R at the address below. If your game is on Saturday, the D&R Chairperson usually receives the player/administrator pass the middle of 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.pcjssl.com](http://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.
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:

**Mark Hamilton**  
**PCJSL**  
**9420 East Golf Links**  
**Suite 108, Box 286**  
**Tucson, AZ. 85730**

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](http://www.pcjsl.com) and [www.azyouthsoccer.org](http://www.azyouthsoccer.org)

**AYSA Procedure for Red Card Service**

Minimum Red Card Suspensions Standards Suspension Table

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 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 a Match Official	3 Games
2 <sup>nd</sup> Offense Violent Conduct or Serious Foul Play (Other Category)	4 Games & Referred to AYSA Disciplinary Committee
3 <sup>rd</sup> Offense Violent Conduct or Serious Foul Play (Other Category)	5 Games & Referred to AYSA Disciplinary 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 Disciplinary Committee
Coaches and team administrators who are ejected from a match will be subjected to the minimum suspensions listed above plus ONE (1) game	Minimum + 1 Game

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:

**Mark Hamilton, PCJSL 9420 E Golf Links Road Suite 108, Box 286, Tucson, AZ 85730**

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

**Team administrator's name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**City:** \_\_\_\_\_, **AZ zip code** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**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

Ultimately, coaches have the responsibility to reduce the risks of participation for athletes, spectators and families.

## 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.
- Players should NOT use the restrooms alone; they should use the 'buddy' system at all times, no matter what park, school or other location.
- Hydrate, hydrate and hydrate. Especially in our hot, dry climate.
- Athletes need to have the proper gear; i.e.: Is the kid coming from baseball practice with the wrong cleats? Are the shin guards the right size? Jewelry?
- Always have a first aid kit nearby.
- Always have a charged cellphone nearby during practice to call 911.

## Field Safety

- The field of play (pitch) should be checked before and after all practices. Holes? Broken sprinkler? Glass?
- 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.cpssc.gov](http://www.cpssc.gov) for instructions on how to properly anchor a goal. Call your field coordinator to pass on message that goal is unsafe; this should be called in to the organization that manages the field (example: Parks and Rec, TUSD, etc.).
- 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. Kids die every year from a falling goal. Do not let that happen on your field.

## 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 who 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.
- Find out if your players have special dietary needs or allergies.

Other resources:

US Youth Soccer Risk Management (Beyond Kidsafe):

<http://www.usyouthsoccer.org/assets/1/1/KIDSAFEfrompm65.pdf>

US Youth Soccer Risk Management, KidSafe booklet:

[http://www.usyouthsoccer.org/assets/1/1/2010\\_kidsafe\\_brochure.pdf](http://www.usyouthsoccer.org/assets/1/1/2010_kidsafe_brochure.pdf)

# Coaching Education

PCJSL believes that continuing coaching education is a key component of a successful coach. Coaches have a crucial role in the player development process. There are a number of courses and programs designed to reach coaches of all levels. The ultimate goal is to make the game better for all involved.

Please refer to the following links for details and if you have any questions concerning coaching education, you can contact PCJSL Director of Coaching Ricardo Hinds at [PCJSL.DOC@gmail.com](mailto:PCJSL.DOC@gmail.com) or 520-909-1465.

## State Courses Schedule

<http://www.azyouthsoccer.org/coaching/courseschedule082013.aspx>

- Youth Modules: Level I (U6-U8) and Level II (10-12) has been provided free of charge to PCJSL members.
- "E" License and "D" License Courses has been subsidized at ½ the cost by PCJSL for those coaches coaching within PCJSL

## State Courses Descriptions

<http://www.azyouthsoccer.org/coaching/coursedescriptions.aspx>

## National Licenses Overview

<http://www.azyouthsoccer.org/coaching/licenseoverview.aspx>

## National Courses Schedules

[http://www.usyouthsoccer.org/events/?F\\_c=1224](http://www.usyouthsoccer.org/events/?F_c=1224)

<http://www.ussoccer.com/coaching-education/national-coaching-schools/national-course-schedule>

## Sample Lessons Plans

[http://www.usyouthsoccer.org/coaches/CoachConnect\\_LessonPlans/](http://www.usyouthsoccer.org/coaches/CoachConnect_LessonPlans/)

## Small-Sided Games Resources

<http://www.usyouthsoccer.org/coaches/SmallSidedGames/>

## Coaching & Parents Resources

<http://www.azyouthsoccer.org/coaching/resources.aspx>

## Hosting a Course

<http://www.azyouthsoccer.org/coaching/hostingcourse.aspx>