

Administrative Handbook

2024-2025 Season

# PCJSL Administrative Handbook

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EVERY EFFORT HAS BEEN MADE TO KEEP THIS DOCUMENT CURRENT. PLEASE CONTACT ANY PCJSL BOD WITH QUESTIONS OR SUGGESTED CHANGES.

# Welcome Letter from PCJSL President

Dear PCJSL Coaches, Managers and Volunteers,

Welcome to the excitement of a promising new soccer season in the Pima County Junior Soccer League (PCJSL). Last season was a fun full season of soccer in Southern Arizona. We were excited to see growth in the number of players and teams across the entire PCJSL schedule. We saw a great spirit of competition and play with very few significant problems on the fields or on the sidelines. We are hopeful that the spirit of cooperation and commitment continues in this coming season to reinforce with players, parents, and coaches, the importance of children being able to play hard and give 100% over engaging in conflicts around seating or referee calls. First and foremost, PCJSLs beliefs and goals center on providing 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 PCJSL board meetings where you can also raise questions and make suggestions. We are all committed to providing the best youth soccer experience possible and always welcome 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 Coach, coach.
2. Respect our Referees
3. Always be positive and supportive of our Players

Remember the most important six words every player wants to hear after a game are "I love to watch you play." Nothing more, nothing less.

Thank you for your service. I look forward to seeing you on the pitch. Very truly yours,



Gene Williamson, PCJSL President 520-990-5088, [Pcjsl.pres@gmail.com](mailto:Pcjsl.pres@gmail.com)

# Club Directory



**RENEGADES**

- Arizona Renegades Soccer Club | **All Tucson, Sahuarita** | **Phone: 520-312-2767**
- **President: Ed Payan** [RenegadesSoccerClub@cox.net](mailto:RenegadesSoccerClub@cox.net)
- **Registrar: Christine Payan** [RenegadesSoccerClub@cox.net](mailto:RenegadesSoccerClub@cox.net)
- Renegades Soccer Club – Serving Pima County – Primarily in South Tucson, East Tucson and Sahuarita. We are committed to our players and families. Hablamos Espanol!! If you are interested in our club, please contact Ed @ [RenegadesSoccerClub@cox.net](mailto:RenegadesSoccerClub@cox.net) or 520-312-2767.



- **CDO Soccer Club** | **Northwest-Oro Valley-Marana** | **Phone: 520-390-2326**
- **President: Chris Towns** [cdoscpresident@gmail.com](mailto:cdoscpresident@gmail.com)
- **Registrar: Erin Lawson** [cdoregistrar@gmail.com](mailto:cdoregistrar@gmail.com)
- CDO Soccer Club has a wide range of teams suitable for players of all abilities, from novice to highly competitive, with teams training locally in Oro Valley, NW Tucson, Continental Ranch and Marana, although we do have players who travel from all over Tucson to be a part of our club. Questions? 505-8008 Visit [www.cdosoccer.com](http://www.cdosoccer.com)



- AYSO United Arizona | **Northwest Tucson, Marana** | **Phone: 480 620-7800**
- **President: Ed Alameda** [EdAlameda@aysounited.org](mailto:EdAlameda@aysounited.org)
- **Registrar: Steve Service** [steveservice@aysounited.org](mailto:steveservice@aysounited.org)



- **[FC Tucson Youth Soccer Club](#)** | City\_Wide
- **President:** Ted Schmidt [tschmidt@azinjurylaw.com](mailto:tschmidt@azinjurylaw.com) |
- **Registrar:** Kim Kenworthy [kim.kenworthy@gmail.com](mailto:kim.kenworthy@gmail.com)
- Our mission is to positively impact the development of youth in our community by providing soccer and life-enriching opportunities to young players of all ages and playing abilities, to create a lifelong passion for the sport of soccer, and to help raise the level of soccer in our city, our state and our nation.



- **[Freedom Soccer Club](#)** | Southeast | 520 747-8591
- **President:** Fred Copeland [freedomsc01@aol.com](mailto:freedomsc01@aol.com) |
- **Registrar:** Cheryl Copeland [allfreedom12\\_989@msn.com](mailto:allfreedom12_989@msn.com)
- Freedom Soccer Club offers recreational, developmental and competitive programs. Centrally located by Davis Monthan Air Force Base. Our mission for the club is skill development, good sportsmanship, teamwork, and finding friendships.



- **Pima County Surf** | Northwest | 520 405-4922
- **President:** Sarah Gaxiola [sarah@pimacountysurf.com](mailto:sarah@pimacountysurf.com)



- **[RSL-AZ Southern Arizona](#)** | City Wide, Sahuarita, Nogales | Phone: 520-419-4829
- **President: Detlef Lange** [detleflange@hotmail.com](mailto:detleflange@hotmail.com)
- **Registrar: Candy Moore** [cmore@slz.org](mailto:cmore@slz.org)
- Registration (ages 3-18)



- **[FC Sonora](#)** | Main fields: Himmel and Silverlake | Phone: 520-982-7377
- **President: Jesus Felix** [kenjes5@msn.com](mailto:kenjes5@msn.com)
- **Registrar: Dolores Felix** [dafelix441@msn.com](mailto:dafelix441@msn.com)
- We are a soccer club committed to player development, sportsmanship and teamwork through positive coaching and parent support. The game is for the players; therefore, the player's developmental needs are always the primary focus. Since 2010, we've focused on teaching skills and an understand and love for the game.



- **[Southern Arizona Soccer Club](#)** | Sahuarita and Southern Pima County | Phone: (520) 284-5194
- **President: Jorge Linares** [president@soazsc.com](mailto:president@soazsc.com)
- **Registrar: Jennifer Rinn** – [registrar@soazsc.com](mailto:registrar@soazsc.com)
- Sahuarita based soccer club teams now forming for play in the PCJSL. Players, Teams and Coaches interested in starting with SASC this season should contact the club directly at 520- 284-5194, visit our website for more information, please use our “contact us” page on the website. Para información en español, llame Jorge Linares @ 520-284-8626 o escribanos correo electronico: [registrar@soazsc.com](mailto:registrar@soazsc.com)



- **Tucson Mountains SFC** | City Wide | Phone: 520-743-9574
- **President: Detlef Lange** [detleflange@hotmail.com](mailto:detleflange@hotmail.com)
- **Registrar: Sally Lange** [sflange@comcast.net](mailto:sflange@comcast.net)
- All registration information is posted on our website at [www.tmsfc.net](http://www.tmsfc.net) (member Ft Lowell/ Tucson Mountains Alliance).  
Please contact Detlef Lange at 743-9574, or by email at [coachdetlef@hotmail.com](mailto:coachdetlef@hotmail.com) for additional information.



- **Vail Soccer Club** | Vail | Phone: 520-398-5850
- **President: Bill Biagi** [vailsoccerclub@cox.net](mailto:vailsoccerclub@cox.net)
- **Registrar: Bill Biagi** [vailsoccerclub@cox.net](mailto:vailsoccerclub@cox.net)
- Please visit our website at <http://www.vailsoccerclub.org> for additional information
- Vail Soccer Club is player focused----meaning that we challenge the individual to develop their play with the vision of the "beautiful game. That means we don't necessarily have to win all the time----but we aim to play soccer with possession and skill. We hear often in tournament play that teams "love" to play VSC teams as we know and play a mature style of passionate play mixed with dynamic opportunities. VSC has programs for every youth age----  
email for more information as to how VSC can develop and mentor your player.

# Staff

**Matt Marchus**

[pcjssl.reschedule@gmail.com](mailto:pcjssl.reschedule@gmail.com)

PCJSL Scheduling Coordinator

**Maggie Barton/Emilee Mead**

[pcjssl.refassignor@gmail.com](mailto:pcjssl.refassignor@gmail.com)

Referee Assignors

**Connie Gardner**

[conniesbookkeeping@gmail.com](mailto:conniesbookkeeping@gmail.com)

Book Keeping FAX: 888.982.6767

**Bob Barton**

[r.barton1@comcast.net](mailto:r.barton1@comcast.net)

520.343.1181

Fields Commissioner Assistant

# PCJSL Board of Directors

President – Gene Williamson 520.990.5088 -  
[PCJSL.Pres@gmail.com](mailto:PCJSL.Pres@gmail.com)

Vice President - Scott Heath 520.907.3689 -  
[PCJSL.VP@gmail.com](mailto:PCJSL.VP@gmail.com)

Vice President of Competition – Charlie MacCabe 520.405.6535-  
[PCJSL.VPComp@gmail.com](mailto:PCJSL.VPComp@gmail.com)

Secretary – Sam Gaxiola 520.345.0969 -  
[PCJSL.sec@gmail.com](mailto:PCJSL.sec@gmail.com)

Treasurer – Angela Moore 520.271.8553 -  
[PCJSL.Treasurer@gmail.com](mailto:PCJSL.Treasurer@gmail.com)

Registrar - Matt Marchus - 520.631.7244 -  
[PCJSL.Registrar@gmail.com](mailto:PCJSL.Registrar@gmail.com)

Director of Coaching – Bel Haouala 717.885.8619 -  
[PCJSL.DOC@gmail.com](mailto:PCJSL.DOC@gmail.com)

Fields Commissioner – David Cosgrove 520.370.3717 -  
[PCJSL.fieldscommissioner@gmail.com](mailto:PCJSL.fieldscommissioner@gmail.com)

Communications Commissioner – Daniel Quintero 520.704.3747 -  
[PCJSL.communications@gmail.com](mailto:PCJSL.communications@gmail.com)

Referee Commissioner - Larry Lockett 520.250.7921 -  
[PCJSL.referees@gmail.com](mailto:PCJSL.referees@gmail.com)

## LEAGUE RULES AND POLICIES

# Team Registration

Team Registration -- Teams playing in PCJSL must be made up of players registered with USYS and having a USYS player pass. All foreign-born players should secure an International Clearance. This includes US citizens born outside of the country. **However, passes may be printed and players may play prior to the clearance being granted.** To get an International Clearance, follow this US Soccer link: <https://www.ussoccer.com/federation-services/international-clearance/minor-clearances>

**PLEASE SEE RULES REGARDING CLUB PASSES AND GUEST PLAYERS FROM ADVANCED LEAGUES. ALL PLAYERS ON A TEAM MUST CARRY AND PLAY UNDER A CARD FROM USYS.**

**NOTE: If your team is playing in an ASA league, you must follow their procedures for all registration services including securing an International Clearance if so instructed.**

1. Each club/team must register coaches, assistant coaches and any adult who works directly with the children through your club registrar.
2. Each individual must meet all registration requirements. All coaches, assistant coaches and adults working directly with players must have a completed background check, SafeSports, concussion instruction and any other required forms/training prior to having a card issued. USYS also requires a Code of Conduct and Social Media Release. This is all part of the registration process, and your club registrar will provide the links to complete all required checks and education. This process must be completed each year. Background checks are yearly for ASA registration. Any adult working with our youth must have the appropriate coaching/administrator card showing he or she has completed this process.
3. 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.

Age groups are based on birth year.

1. 19U - January 1, 2006 and younger
2. 18U - January 1, 2007 and younger
3. 17U - January 1, 2008 and younger
4. 16U - January 1, 2009 and younger
5. 15U - January 1, 2010 and younger
6. 14U - January 1, 2011 and younger
7. 13U - January 1, 2012 and younger
8. 12U - January 1, 2013 and younger
9. 11U - January 1, 2014 and younger
10. 10U - January 1, 2015 and younger
11. 9U - January 1, 2016 and younger
12. 8U - January 1, 2017 and younger
13. 7U - January 1, 2018 and younger

WHEN REGISTERING A TEAM, PLEASE CONFIRM THE MAXIMUM ROSTER SIZE AS SPECIFIED BY THE ORGANIZATION WHERE YOUR TEAM IS COMPETING.

**TABLE B**

Game Format	Minimum # Players Req'd to Accept in League Play	Maximum # Players on Game Day Roster	Maximum # Loan Players Allowed
7v7	5	12	5
9v9	6	16	5

# Game and Tournament Paperwork

- 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.
- No player may participate in any PCJSL game or in any sanctioned US Club tournament without a properly laminated player card.
- Do NOT mix player cards from different organizations for a tournament or regular league play. Your team must play 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 or US Youth cannot be used as guest players in PCJSL play unless they are dual registered and have a US Club player pass.
- Follow any and all travel requirements from your governing authority.
- Any placement requests for play outside of the designated age group must be approved by PCJSL. Requests must be submitted prior to scheduling.

## Flighting Policy/Protocol

Flighting teams is a process that occurs in order to place teams in divisions that will create the best possible competition for the players in any given division. It isn't based simply on requests by coaches, but instead follows a list of guidelines that have been used successfully by the league to create balanced seasons.

The PCJSL goal for 2024-25 is to provide all registered teams in U9 - U14, with six games in each of two sessions, one in the fall and one in the spring, and U15 - U19 six games in the fall. Ideally, all brackets will have seven teams and all teams will play each other once. The total number of teams in each division will depend on the number of teams that register to play with us. The smallest number of teams that can be allowed in a division is four, so when there aren't at least four teams in an age-group, PCJSL may be creating multi-age divisions (for example, U13-14). Again, our goal is to create as much balance in the season as possible.

## Promotion & Relegation

For U10 - U19 Age groups:

A Promotion and Relegation (P&R) process is utilized to determine the placement of teams in each age group. Teams are placed in divisions based on their final standings in the immediately preceding season.

At the beginning of each season, all teams from the previous season (in each age group) are listed in the order they finished in the standings. Team Promotion occurs as the top two teams in the next lower division are "promoted" to the next higher division. At the same time, *Relegation* occurs as the bottom two teams in each division are "relegated" down to the next lower division.

All promotion and relegation is handled within the local league (PCJSL). However, there may be potential impact with ASA's state league, as the next higher league. The top PCJSL teams may be eligible for promotion to ASA's state league.

As a PCJSL policy, all new teams are placed at the bottom of the appropriate age group, unless there is

significant information available about a team that allows the VP of Competition, the scheduling coordinator, club DOCs and/or club presidents (League Operations Committee [LOC]) to place the new team in a more appropriate position.

For the U9 age group:

Teams are placed in divisions based on input provided by Club Presidents and/or DOCs, and any recommendations by the PCJSL LOC.

At the beginning of the season, teams are placed in 7-team divisions, as possible, based on number of entrants. The 2024-25 season will be divided into two six-game sessions. Each team will play a schedule that includes all other teams in its division and the promotion/relegation rules from above will apply at the end of each session.

### Creating Age Group Divisions

When teams make specific placement requests that fall outside the established standards, the LOC will consider the request and make a decision that is in the best interest of a majority of the league, teams and players. Generally, this does not occur until after the first draft of flighted divisions has been published to the league. Rather than emails or telephone calls, coaches/managers/DOCs may be asked to fill out a Google form to make these requests and the VP of Competition or Scheduling Coordinator will contact the people involved in order to provide the necessary information to the LOC.

## Score Reporting

**BOTH TEAMS ARE REQUIRED TO REPORT GAME SCORES ASAP AFTER COMPLETION OF THE MATCH** – the process (explained below) is very simple. At the current time, please note that telephone call reporting is not supported.

**ALL SCORES NEED TO BE REPORTED** – Unreported scores are NOT logged as 0-0 ties as this totally defeats the purpose of collecting accurate data about teams for appropriate flighting. We do NOT record 0-0 ties unless the teams actually played a scoreless game.

## FORFEITS ARE RECORDED AS A 0-3 LOSS TO THE FORFEITING TEAM

**HOW TO REPORT SCORES** (this information is printed at the top and bottom of EVERY game sheet): Log in to [system.gotsport.com/scoring](http://system.gotsport.com/scoring)

You'll need:

- **The Event PIN (printed at top of game sheet and also posted on PCJSL.COM)**
- **The Event ID (printed at top of game sheet and also posted on PCJSL.COM)**
- **Your game number (listed on your game sheet)**

This truly couldn't be easier and the information is extremely important in order for the league to apply promotion/relegation rules and set up divisions for the next season correctly. Please help us help you and your teams by making this a priority following each game played.

# Schedule Change Policy and Fines

If a team has a conflict on an assigned play date, the team will be expected to arrange a make-up game with its opponent. You must cancel the game within the window provided to avoid a fine. To cancel a scheduled game, please go to <https://pcjsslcancelform.wufoo.com/forms/pcjssl-cancellation-form/>. Once the form has been completed, your game will be placed on a holding date. It is then your responsibility to work with your opponent to get the game rescheduled, using the chat bubble next to the match in Gotsport. After you and your opponent have agreed on a date, time and field, you must submit the reschedule form. To view the form, go to <https://pcjsslcancelform.wufoo.com/forms/pcjssl-reschedule-form/>. Once the game is successfully rescheduled, you will receive an email from Gotsport letting you know it is completed. The availability of fields will be one of the biggest issues and clubs/teams will need to recognize that mid-week games will require the use of practice fields. There may be time slots available on Saturday game days. You may reach out to the schedule coordinator for any open slots.

Make-ups may be scheduled on any Saturday that PCJSL has fields available, but the use of a Saturday MUST be scheduled a minimum of two weeks out and ONLY if there is room on a PCJSL field for which the league has a permit (a list of open Saturday slots will be provided in the list of options when PCJSL is notified of a conflict).

If you schedule a make-up game during the middle of the week, your club will be responsible for finding the field. Ten days is needed to provide time for finding referees, which must be assigned by PCJSL certified referee assignors due to risk management issues. PCJSL does not have fields available mid week, for make up games.

**\*\*\*Any change to a date in the schedule occurring after the initial window allowed to identify conflicts (discussed above) will cause your club to be fined in accordance with fine schedule set forth in the PCJSL Administrative handbook (\$250 if change occurs more than a week before the scheduled game, \$250 plus referee fees if changed within 7 days of the scheduled games and \$500 plus referee fees if within 24 hours of the scheduled game). No shows on game day will be fined \$500 plus referee fees.**

ANY regular season game that does NOT get played will be scored as a 3-0 forfeit win to the opposing team, and cause your club to be fined \$250 for failure to provide your opponent the opportunity for a game.

You have a window of time to cancel a play date. At the start of scheduling, matchups are made. This is a list of who is playing who and on what date. Times and fields are not assigned. The matchups will be published on the website ([www.pcjssl.com](http://www.pcjssl.com)) and you will receive an email notifying you the matchups are available. While the time of the window may change based on scheduling needs, you will know exactly the time you have to cancel a play date without penalty. The window will be sufficient for you to carefully vet your game days. **LOOK AT YOUR GAME DAYS CAREFULLY. THIS IS THE ONE TIME YOU CAN CANCEL WITHOUT A PENALTY.** During this time, you can cancel games if you have a date(s) that don't work for your team – for example, you're attending a tournament or it's prom day, etc. It is your responsibility to get the game rescheduled.

**This is the only opportunity to cancel a game without a penalty. Once the completed schedule that includes fields and times is published, you must follow the following procedure and a fine will be levied.**

- Notify your clubs designated representative that you want to cancel a game.
- Understand PCJSL Schedule Change Fines from chart.
- Fill out the form for cancellation at <https://pcjsslcancelform.wufoo.com/forms/pcjssl-cancellation-form/>
- Cancellation must be communicated to the scheduler through the clubs representative

PCJSL Schedule Change Fines	<sup>st</sup> 1 Violation	<sup>nd</sup> 2 Violation	Subsequent Violations
greater than 7 days	\$250	\$500	\$1000
less than 7 days and greater 24 Hrs. ***	\$250 + Ref Fees	\$500 + Ref Fees	\$1000 + Ref Fees
less than 24 Hrs. or failure to show for match ***	\$500 + Ref Fees	\$1000 + Ref Fees	No Further Scheduling

All Schedule Change fines are immediately due and payable and will be billed to your club on a monthly basis.

## Game Cards

The GotSoccer game card is the official document for all PCJSL games. All teams are required to bring TWO COPIES of the game card to the field – one for the referees and one for your opponent. Referees should not start a game unless both copies are completely filled out with players’ names, numbers, birth date, etc. Failure to provide two copies of the game card will result in the game being recorded as a 3-0 win for the team that arrived with two game cards, regardless of the final score at the end of the match.

**Loan and club pass players who also play in any advanced league must follow the Advanced League Loan Player Rules below and be clearly designated on the game card as advance league players.**

**Players may only be roster as a primary player on one team in PCJSL, regardless of age group. Teams are only allowed three club pass/guest pass players per team.**

At the conclusion of the game, check the score before signing the card. When scores are posted incorrectly by a team, these cards are used to establish the final score. Make sure the correct score is attributed to the correct team. Also, if a red card has been given during the game, confirm that 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.

GotSoccer allows teams to print the Game Cards for their upcoming league games directly from their team pages. Write in's at the field will only be allowed in extreme circumstances and must be approved by a member of the scheduling committee prior to the game.

- Teams login to their accounts at [www.gotsport.com](http://www.gotsport.com)
- Click onto your league link displayed on the Main Menu page
- Click onto the Schedule tab.
- To print the game card the team must click on the Game Number.
- Remember to print TWO COPIES

**Referees are responsible for sending game cards to PCJSL.** The referee should send the game cards as soon as possible

after the conclusion of the match. The preferred method is to scan, take a photo, or otherwise electronically capture the game card and email it to [pcjssl.gamesheets@gmail.com](mailto:pcjssl.gamesheets@gmail.com)

# PCJSL Advanced League Loan player rules, 24/25 season.

1. Advanced League teams as defined in the chart below will be notated in Got Sport with AL.
2. Advanced League registered players may participate as club pass or loan player on a registered PCJSL team , but must play up one age group. For example, a 2012 ASL2 player can play on a PCJSL 2011 team.
3. PCJSL may allow Advanced League teams to participate in the PCJSL regular season.
4. PCJSL regular teams are not required to play any Advanced League team playing in the PCJSL regular season. When the schedule is posted , teams opting out of play with an Advanced League team must notify the league within 7 days.
5. PCJSL regular teams who agree to play Advanced League teams may club pass or loan Advanced League players for that game against the advanced league team (Loan per posted loan # rules).
6. Reporting a potential violation of this rule is to be done to the referee at the game who will put it on the game sheet and turn it in to the PCJSL VP who will handle it. The game will proceed as planned.
7. Violation of these rules will result in a 6-month suspension of all PCJSL activities for the coach per violation.
8. For the purpose of this rule, Advanced Leagues are defined below.

Advanced Leagues
MLS Next
ECNL Boys and Girls
Elite Academy Boys
Girls Academy
Development Premier League
Elite 64
Desert Premier League
National Premier League
Advanced Premier League
Open League Champion
Arizona State League 1
Arizona State League 2

## Player Check-In Procedure / Player Passes

The referee team will check all players for passes before the match. **No Pass – No Play – No Exceptions!** Referees will check player passes against the team’s roster and make a notation of which players are checked in on the GotSport game card. All passes must be from US Club. A block on the

game card next to the player's number is where the referee should check off players that check in. Teams must have 7 players checked-in for U13 and older games, 6 players for U11/U12 games and 5 players checked-in for U10 and younger games no later than 15 minutes after scheduled start time. Failure to do so will result in the forfeiture of the game by the team that is short players.

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, if 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 crew.

## General Loan Player Policy

1. Teams are allowed a total of five club pass/guest players, or a combination of both.  
Explanation: Players may play for other teams within their club without any paperwork or 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. Advanced League players: See previous **PCJSL Advanced League Loan Policy 24/25**
3. To play a PCJSL League game, a team must have a minimum of 5 players (U9-10), 6 players (U11-12) or 7 players (U13 and older) who are registered to their team or club on the game roster.

## Uniforms

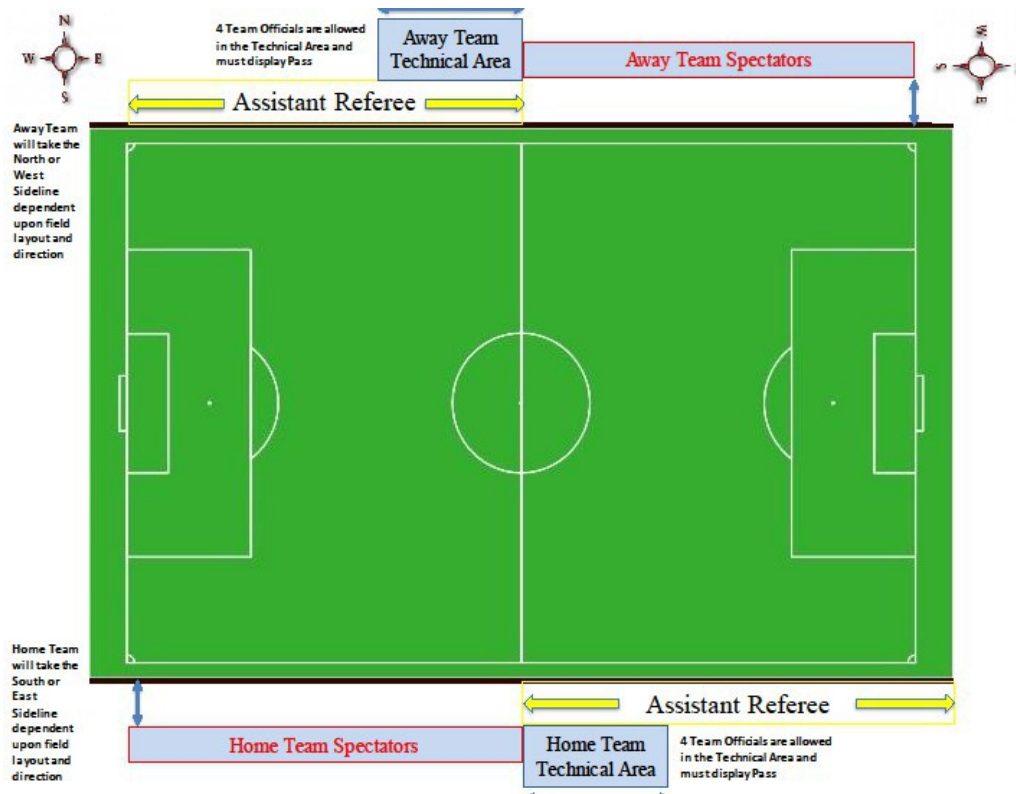
No player will be permitted to wear anything in a game that could cause or aggravate injury to either that player or any other player; however, **orthopedic casts (hard casts) are permitted. The cast must be padded with a closed-cell, slow recovery foam padding no less than ½ inch thick.**

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, e.g., 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. Pinnies, bibs, etc. may be used. It is strongly suggested that teams who do not have alternate jerseys have t-shirts in a color contrasting with their uniform jersey, pinnies, or bibs 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. Home team will sit on the North or West sides of the field.

## Sideline Seating



## Mercy Rule

For U9 games and above, after the completion of the first half of play, if there becomes a goal differential of eight (8) goals, the game/match will be halted, unless **both coaches** agree to continue playing the game. The leading team at that time will be declared the winner of the game/match. If there is not an 8 goal differential at half, then the intent is to stop the game when it reaches 8 during the second half. Again, if **both coaches** agree then the game can continue.

## 7v7 Game Rules (U9 and U10)

PCJSL U9/10 games are 7v7, including a goalkeeper, playing on age-appropriate fields. In U9/U10 games, there is a "build out" line that should divide the field into thirds with one build out line in each half of the field. Some fields MAY NOT have this "build out" line marked, so referees, coaches and players will need to improvise at times. The purpose of the build out line is to allow the team taking a goal kick (or any goalkeeper delivery) to play the ball out before the opposing team can influence play and advance forward of the build out line. All opponents must retreat to the build out line during goalkeeper deliveries, including goal kicks, regardless of who takes the goal kick. Teammates of the goalkeeper need not retreat to the line.

If the team wants to put the ball into play before the opposition retreats to the build out line, they may do so at their own risk.

Additionally, goalkeepers in U9/U10 games MAY NOT punt the ball, drop kick the ball, nor place the ball on the ground and kick it after they have controlled it with their hands. Instead, they must distribute the ball with their hands when controlling with their hands.

Furthermore, no heading is allowed by players in U9/U10 games. If a player DELIBERATELY heads the ball, the referee stops play and awards an indirect free kick (IDFK) to the opposing team.

One other exception to the U9/10 game is where “offside” should be enforced. The offside is NOT enforced on the halfway line but rather on the build out line. Thus, the build out line is treated like the halfway line on a regular field. All other rules conform to the Laws of the Game (LOTG).

## Player Safety

No player will be allowed to play in a game with an injury which, in the opinion of the referee, can be aggravated by playing or which constitutes a danger to others.

No player will be permitted to wear anything in a game that could cause or aggravate injury to either that player or any other player.

**No jewelry will be allowed** except for medical or religious jewelry, which must be taped down to help prevent injury. **Earrings or nose rings may not be worn, even if taped.**

Players must wear shin guards, completely covered by stockings and providing a reasonable degree of protection.

No youth player will be allowed to participate in more than two games per day.

**Lightning** – The referee will obtain the latest weather app on their phone associated with the occurrence of lightning or check the sideline to see who has such an app. SPARK is currently used extensively through *Weatherbug*. If lightning is within 10 miles, the referee will suspend the match and instruct all players to be removed from the field to an appropriate shelter for 30 minutes. An appropriate shelter is a completely enclosed building with solid walls or a vehicle with a hard roof. A ramada, tent, or other structure with open sides should never be used as shelter during a lightning storm. If lightning is still within 10 miles after 30 minutes, the referee will terminate the match.

**Blood or Bleeding** – Players bleeding from a wound or with blood on their uniform must be removed from play. The bleeding must be stopped and the open wound must be covered. If there is an excessive amount of blood on the uniform it must be changed before the player is allowed to reenter the match. If there is no replacement uniform and there is only a small amount of blood on the uniform, it must be cleaned to the satisfaction of the referee with an appropriate disinfectant.

**Head Injury or Concussion** – Head injuries and concussions have received increased emphasis in recent years. A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They range from mild to severe and disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. Even a “ding” or a bump on the head can be serious. You can’t see a

concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If a player reports any symptoms of concussion, or if the referee notices the symptoms or signs of a concussion in a player, they will STOP the game and have the player removed from the contest. Players who have demonstrated symptoms of a concussion, once removed, cannot reenter a match. After the match, the player's pass will be pulled until a return-to-play form has been completed by an MD or a DO.

([https://soccerallianceaz.demosphere-secure.com/\\_files/leagues/npl/resources-and-information/Return%20form%20Concussion.pdf](https://soccerallianceaz.demosphere-secure.com/_files/leagues/npl/resources-and-information/Return%20form%20Concussion.pdf))

## PCJSL “Respect the Game” Program

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

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

The 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 guiding principal 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.

## 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 online and retain the pass (for the player or administrator) and mail it to D&R at the address below. If your game is on a 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 PCJSL guidelines. If the violation is not standard or there are extenuating circumstances, a sub-committee will determine the sanction.
3. 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 the use of cell phones. Suspensions for these individuals are GAME DAY suspensions and include ANY team with which the individual is involved. For example, a person receiving a “three game suspension” for an ejection while working with team A will be suspended from participating with ANY team until the suspension is served with team A. If team A has a bye week

during the season, this could cause a coach to miss any number of games with other teams in addition to the three games with team A. 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 PCJSL. If the player is multiple rostered, the suspension shall be served on his/her primary team. However, until the player's pass is returned he/she may not participate with any other team and could potentially miss games with secondary teams until the suspension is fulfilled with the primary team.
6. Suspensions for coaches, assistant coaches, administrators and spectators are GAME DAY suspensions and include ANY team with which the individual is involved. For example, a person receiving a "three game suspension" for an ejection while participating with team A will be suspended from participating with ANY team until the suspension is served with team A. If team A has a bye-week during the season, this could cause a person to miss any number of games with other teams in addition to the three games with team A.
7. Suspensions will be served consecutively in the next regularly scheduled league matches.
8. Submitted red card: Should a player be ejected for 2 yellow cards in the same game, which is typically a 1 game suspension, the card should be mailed to the D&R Committee as any other red card. However, should the coach of the player request the card because the team has a tournament in the following week, and/or the team has two games the following week (either a doubleheader, or a weeknight and weekend game) the referee may release the card to the coach. However, the red card report must still be submitted.
9. Tournaments 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 the temporary return of the pass to play in the tournament.
10. To Fulfill Your Suspension, mail the completed form to:

**PCJSL D & R c/o Scott Heath 4843 E. 25th St. Tucson, AZ 85711 520.907.3689**

Include your mailing address so that the player/admin card may be returned in the mail to you. Please give enough time if you expect the timely return of the card in order for the person to participate at the next scheduled play date.

11. 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 fulfillment 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. Protests must be filed by an involved party. Protests cannot be filed by third parties.
  2. All protests or grievances shall be submitted in writing to the Chairman of the Grievance Committee accompanied by a protest fee of \$50.00. 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. An evicted individual cannot appeal that action unless the basis for the appeal is that the wrong individual was evicted.

4. Full details are available at [www.pcjssl.com](http://www.pcjssl.com).

In addition to the PCJSL Disciplinary Procedures, please refer to the Policy Manual of the National Association of Competitive Soccer Clubs, Inc. Specifically Section 14, Disciplinary Procedures, which further delineates appeal procedures and how to deal with incidents including referee abuse and assault.

### **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 ASA Disciplinary Committee
3 <sup>rd</sup> Offense Violent Conduct or Serious Foul Play (Other Category)	5 Games & Referred to ASA 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 ASA Board Member)	3 Games & Referred to ASA 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
Racially offensive or insensitive language	3 games

# Risk Management

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

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 US Club Risk Management Program. This is done through the registration process with USYS. When they complete their registration and are cleared through the background check, they will receive a valid USYS card. No adult (or player over 18) should be on the field working with USYS teams without a valid pass.

Any club that is found to be allowing an adult to work with players without this clearance may be subject to a bad-standing hearing by PCJSL.

## 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 websites 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. For example, do baseball players practice with the wrong cleats? Are the shin guards the right size? Has all jewelry been removed?
- Always have a first aid kit nearby.
- Always have a charged cellphone nearby during practice to call 911.

# Medical Insurance Claims

This policy provides coverage for accidental medical injuries incurred by Insured Persons, while participating in Covered Activities of US Club Soccer. This is a full excess policy, meaning insurance is payable in excess of any other valid and collectible health plan or insurance in force at the time of the accident causing injury. All medical bills need to be processed through your primary insurance plan prior to submission to the claims administrator, A-G Administrators, Inc. to be eligible for coverage, medical and/or dental expenses must be incurred within the Benefit Period. Please note:

**For claims to be eligible for coverage, the claim form must be submitted no later than 90 days after the date of injury, and medical attention must be received no later than 60 days after the date of injury.**

**For further information on the insurance or filing a claim, see the following website:**

<https://www.azsoccerassociation.org/member-benefits/>

# Field Safety

- The field of play (pitch) should be checked before and after all practices. Are there holes, broken glass, or dangerous sprinkler heads?
- Check the goals before any practice or game. If the 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 a message that the 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.

## Protect Your Players and Yourself – Don't Lose Your Insurance Coverage

PROTECT YOUR INSURANCE STATUS. MAKE SURE THAT ANY SCRIMMAGES WITH UNAFFILIATED TEAMS ARE PRE-AUTHORIZED BY PCJSL (Pat Dunham, [patdunham@aol.com](mailto:patdunham@aol.com)). Your players in the scrimmage must all hold a USYS pass. Players of the opposing team are not covered by USYS but should be covered under the insurance of their registering entity. If you have any question about the affiliation status of a team, please contact Pat Dunham at 520-440-5259.

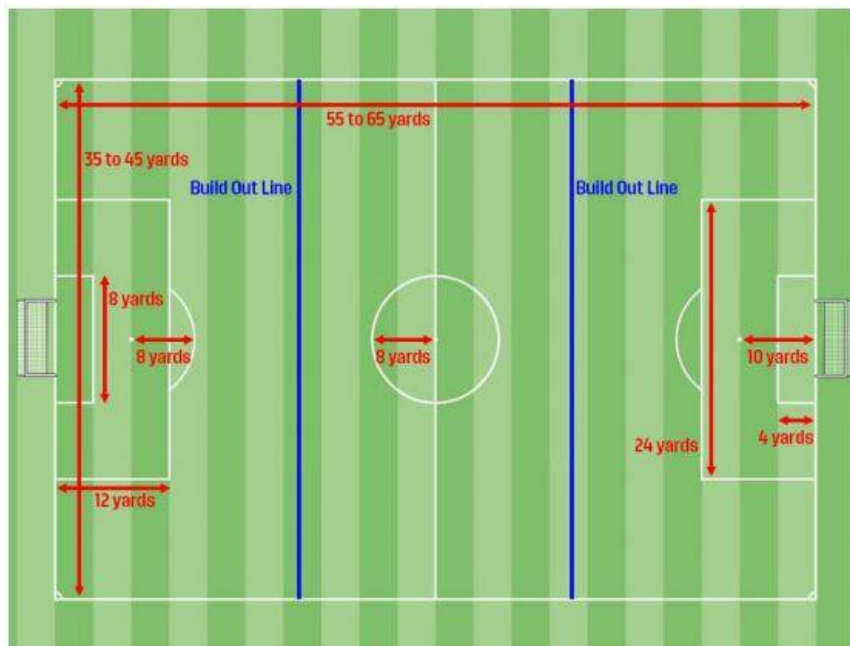
# Field Information and Practice Allocation Policy

1. Field Density on each field shall be 25 players at all times.
2. All Clubs shall submit a field schedule each season, to include team names, age group and practice times.

3. The 8 to 10 PM time slot shall be used for the 15 to 19 year old players and should be "filled first." The 6 to 8 PM period M-Th shall be utilized for U14 and below.
4. Field Audits via the City, County and PCJSL will be conducted randomly. Any field use infractions will be sent to the D & R VP for resolution.
5. Please DO NOT practice on a wet saturated field. If a field is damaged from practicing on a saturated field, your Club will be responsible for field repairs. Also, please make an attempt to NOT wear through grass in front of the goals, rotating your location on the fields to avoid wearing through the grass.
6. Please text the field commissioner when you finish practice before 10pm so that he can turn lights off – 520.400.5823. You can also call the City after hours field line at 520.979.8106 to turn lights off ONLY. If using this line, you need to call before 9pm as the City closes this line at that time.

## Small-Sided Games Chart

	U6 6 years old and younger	U7 7 years old and younger	U8 8 years old and younger	U9 9 years old and younger	U10 10 years old and younger	U11 11 years old and younger	U12 12 years old and younger
Field Size (yards)	Length 25-35 Width 15-25	Length 25-35 Width 15-25	Length 25-35 Width 15-25	Length 55-65 Width 35-45	Length 55-65 Width 35-45	Length 70-80 Width 45-55	Length 70-80 Width 45-55
Maximum Goal Size (feet)	Height 4 Width 6	Height 4 Width 6	Height 4 Width 6	Height 6.5 Width 18.5	Height 6.5 Width 18.5	Height 7 Width 21	Height 7 Width 21
Ball Size	3	3	3	4	4	4	4
Players	4v4 No GK	4v4 No GK	4v4 No GK	7v7	7v7	9v9	9v9
Game Time (minutes)	4x10	4x10	4x10	2x25	2x25	2x30	2x30
Offside	No	No	No	Yes	Yes	Yes	Yes



**7v7 Playing Field**



# CODE OF CONDUCT FOR SOCCER SPECTATORS

**All players and parents are required to read and sign a joint US Club Code of Conduct form and parents must sign the media release form.**

1. As spectators we will refrain from directing any negative speech or actions at officials during a match because we are aware of the following:
  - a. Such behavior on our part sets a poor example of sportsmanship.
  - b. Such behavior reflects negatively on our community, our team, our players and us.
  - c. Most youth soccer officials have had limited experience and formal training and do the best job they can, given these limitations.
  - d. Most soccer officials make correct calls even though we sometimes see the incident otherwise.
  - e. If officials do make incorrect calls during a match, the following circumstances usually apply:
    - e.i. The number of poor calls usually balances out for both teams.
    - e.ii. No one is perfect.
    - e.iii. The officials don't have the same observation point afforded the spectators sitting in the bleachers.
    - e.iv. An occasional incorrect call seldom affects the outcome of a match.
    - e.v. There are more effective channels for correcting poor officiating than verbal abuse during the match.
    - e.vi. We don't really know how difficult it is to officiate a soccer match until we've run on the 'pitch' in the official's 'boots.'
  
2. During a match we will make only positive comments and refrain from any negative speech directed at players, coaches, team officials or spectators on either team because we are aware of the following:
  - a. They are young people, not soccer professionals, who, due to limited playing experience and great enthusiasm, may make mistakes.
  - b. Encouragement and praise should be made in public; constructive criticism is best made in private.
  - c. The coach is the best equipped to analyze and correct deficiencies in soccer skills. Our attempts to be helpful in this respect may only confuse the players.
  - d. The golden rule applies. Treat other players with the courtesy, respect and consideration, which we want other supporters to show our own players.
  - e. Negative actions or comments set a bad example for youth players and deprives them of the optimal atmosphere for enjoyment of the game. If our team loses, we will demonstrate our ability to cope with the loss in both deed and word, because we are aware of the following:
    - f. In soccer, as in other aspects of life, it is not always possible to win no matter how supreme the effort.
    - g. When victory eludes us, we must learn to accept it as graciously as we do our triumphs.
    - h. It may be just possible that a loss is due to the fact that the opposing team played better than our team.
  - i. Our players should learn from our reactions to a loss that:
    - i.i. We feel they played their best; which just wasn't good enough on this particular day.
    - i.ii. They should hold their heads up high; there is no shame attached to honest

effort – win or lose.

i.iii. There is always something to learn from a loss.

i.iv. There is nothing gained from brooding; players should be encouraged to put the match behind them and look forward to the next opportunity to play.

i.v. Seeking scapegoats, such as ‘biased officials’, ‘poor turf’, or ‘poor performance by one or two teammates’ is not a mature or healthy reaction to the loss. Such a crutch prevents acceptance of reality.

3. Whether away from or at the field, our words and actions should convey a philosophy of soccer which includes:

The real purpose of soccer competition is to have FUN, to be able to participate to improve skills, to learn sportsmanship, to develop a sense of responsibility and self- discipline, to develop a group loyalty and comradeship, to learn to compete within established rules, to accept decisions of authorized officials, to seek interpretation or change through proper channels and to develop sound minds and bodies.

## Coaching Education

PCJSL routinely coordinates with state and national organizations and member clubs to host coaching courses. Member clubs who are interested in hosting or participating in coaching courses or clinics should contact PCJSL Director of Coaching, Bel Haouala

## ASA Links

ASA Website Resources – Includes information for parents, participants, coaches, registrars and more.

GotSport Support Articles:

- How to print game cards - <https://gotsport.zendesk.com/hc/en-us/articles/360052832054-How-to-Print-a-Match-Card>
- How to send game chats - <https://gotsport.zendesk.com/hc/en-us/articles/16851619315863-How-to-Send-and-View-Match-Chats-With-an-Opponent>
- How to add guest players - <https://gotsport.zendesk.com/hc/en-us/articles/10619852677271-How-to-Assign-Guest-Players-to-your-Event-Roster-as-a-Coach-Manager>