

SAY NORTH POLICIES AND PROCEDURES

The purpose of this document is to clearly define the responsibilities and commitments each club must honor in order to play with SAY North.

Preseason Requirements:

- 1) Submission of the information needed to build the game schedule must be completed by the published timeline.
- 2) SAY North must observe the player draw. It is the district/club's responsibility to arrange with SAY North for a representative to observe the draw. Teams do not qualify for trophies or tournaments if their draw is not observed.
- 3) Approval to play with SAY North is by majority vote of the member districts. The request to play must be made by a District officer for a whole division.
- 4) The SAY North Code of Conduct applies to all players, coaches, referees and officers who participate in SAY North.
- 5) Team fees must be paid to SAY North before teams are allowed to play games. Games will not be rescheduled if the fees have not been paid.
- 6) Each District/Club must have a representative at each scheduled meeting.
- 7) SAY North sets the duration of the season.

During the Season:

Clubs are responsible for having their HOME game scores reported by 9:00a.m., Monday. See the detailed Score Reporting Guideline.

Rosters:

Clubs are responsible for turning in to SAY North the team rosters by the deadline.

Trophy Day:

Each district/club must have a representative on Trophy Day (last game of the regular season):

- 1) Call in game scores for travel leagues by 4:00pm
- 2) Pick up trophies won by their club

Timeline for registering teams to play in SAY North:

The following timeline is designed to distribute the game schedules at the SAY north meeting before the season begins. This schedule provides sufficient planning time for each club to prepare for the season. Adjust your club schedule to achieve the deadlines.

Timeline:

- 1) Four Fridays before SAY North meeting (clubs to scheduler)
 - a) Spread sheet
 - b) Field assignments by division
 - c) Conflict dates (closed fields or scheduled school events)
 - d) List of coaches with two teams

- 2) Three Fridays before SAY North meeting (clubs to scheduler)
 - a) Final adjustments to team counts accepted to prepare the first draft

- 3) Two Fridays before SAY North meeting (scheduler to clubs)
 - a) Distribute initial draft schedule to clubs for review/edit

- 4) Friday before SAY North meeting (clubs to scheduler)
 - a) Game schedule revisions due back to schedule coordinator
 - b) Missing coaches/sponsors/jersey information

- 5) Thursday – SAY North meeting to distribute season schedules
 - b) Clubs provide maps to the web coordinator for posting on WEB
 - c) Scheduler to distribute: final game schedules, referee scheduling forms, score reporting forms

*For the fall season, final adjustments to the number of minors and seniors teams are accepted until the cutoff date set by the scheduler to allow for later formation of these teams. The season for minors and seniors will start the second Saturday after Labor Day and end the Saturday of the SAY North tournament.

Trophy Day:

Each district must send an official representative to an agreed upon designated location to:

- a) Settle final standings
- b) Pick up trophies won by their club

SCORE REPORTING AND RESCHEDULING GAMES

Score Reporting:

- 1) During the season
 - a) Each club must report home games scores and reschedules for the week by Monday, 9:00a.m.
 - b) Fax scores to Nancy Lehrian at 394-6547 or email to Nancy Lehrian at Nlehrian@cinci.rr.com

- 2) Each club is responsible for defining their own procedure including assigning a primary individual to report scores. This person's name, telephone number and email address must be given to the scorekeeper. Clubs who have their coaches call scores to a score coordinator must inform their coaches of this guideline.

Trophy Day:

- 1) Call Travel league scores after each game period to designated phone number
- 2) In house league scores need to be reported as quickly as possible especially in the fall. This needs to be set up by each District/club.

Rescheduling Games:

- 1) The home district rep is responsible for:
 - a. Rescheduling games as quickly as possible.
 - b. Informing the home coach of rainouts and the other club's district rep when their field is closed.
 - c. Setting up a procedure to inform both coaches of a rescheduled game.
- 2) The home coach is responsible for:
 - a. Informing the visiting coach of a rainout.
 - b. At the direction of the home district rep, working with the visiting coach to find earliest reschedule date.
- 3) Allowed reschedule conflicts are defined, as the team cannot field the standard number of players for that division because of a school function. Only the district rep may approve the rescheduling of a game. A coach must get approval of their district rep to reschedule. Either district rep may request from the coach: the count of players who have a conflict and an official school contact to verify the information.
- 4) All games must be played by the "last scheduled" game time. The outcome will be a forfeit by BOTH teams for failure to reschedule before the end of the season. Visiting coach must notify their district rep if the home club fails to reschedule the game quickly. **The date of the "last scheduled" game may be changed for weather reasons by vote of SAY North.**

TROPHIES AND TOURNAMENTS

Trophies:

For the spring season there are no playoffs. Trophies are awarded to all first and second place teams regardless of ties.

For the fall season, ties in the standings for trophies are settled according to the following:

- a) Most points
- b) Most wins
- c) Fewest losses
- d) Head to head
- e) Fewest goals allowed
- f) Coin flip

First and second place trophies are awarded in each league on the last Saturday. Each club pays for the trophies won by their teams. A standard number of trophies are ordered for each division. Teams with more players may order additional trophies through the vendor.

Tournaments:

Each District/club is responsible for the State Tournament Registration fees in excess of the team fees paid to SAY North for the current year.

Minor and Seniors teams, which enter the State qualifier, are responsible for their own fee.

In house Divisions:

The number of teams in the Area tournament from each club is proportional to the club's ratio of the teams in the division. Each club is responsible for selecting the teams from their area to fill the allocated tournament positions.

INSTRUCTIONS FOR SUBMITTING INFORMATION TO CREATE GAME SCHEDULES

Please send this information as soon as possible after your draw is completed.

1) Team Information:

- a) You will receive an excel spreadsheet via email. When preparing the spreadsheet make sure this information is included:

Club, sex, division, league, team, coach, phone number, shirt color, sponsor

2) Field Assignments:

Indicate at least a primary and secondary choice for each division.

Balancing field usage – If you have more than one field for a division, make the first field primary for boys and secondary for girls. Do the reverse for girls. This will distribute the games across both fields. If you always list one field as your primary choice, the system will fill that field up with games before using the second field. This also works where several divisions use the same fields.

3) Conflict Dates and field limitations:

Maximum number of games per day – if your park board has a maximum number of games per field per day – show this

List dates when field/park is closed: holiday, civic events, etc

List dates of school functions that effect travel teams

4) Game Times (if different from standard)

Standard Saturday: 9:00am

Standard Sunday: 1:00pm

Standard Weeknights: 6:30pm

Standard increment between games:

60 minutes - instruction and passers

90 minutes – wings, strikers, kickers

120 minutes – minors and seniors

Note: Please don't deviate from standard time unless required by park board/field use needs. Adhering to standard times simplifies scheduling for coaches with two teams, and players and coaches who referee.

Revisions: Schedule and Coach information

Purpose: Is to provide each club with ability to adjust the DRAFT schedule to balance their field usage and simplify referee scheduling.

Background Information:

Forming Leagues (general guideline by SAY North):

A) Travel Divisions:

- 1) Whenever possible, form leagues with even number of teams
- 2) Whenever possible, form the fewest number of leagues per divisions
- 3) Evenly distribute the teams from each club to each league

B) In house Divisions:

- 1) The club determines the number leagues and teams to a league
- 2) The number of teams in the Area Tournament from each club is proportional to the club's ratio of the teams in the division

The schedule is planned so that each team has only one game in each round.

Each round of games are scheduled to be played on a single:

- 1) Saturday
- 2) Weeknight during a single week
- 3) Sunday (for minors and seniors)

A) General Scheduling Guidelines:

- 1) Travel Divisions (striker and older)
Adjustments to the first draft can be made to games within the same round.
 - a) Saturday and Sunday games can change to a different time on same day
 - b) Weeknight games can be changed to different day and time in same week
 - c) Requests to move a game out of its schedule round date must be discussed
- 2) Clubs can adjust only their own home games
- 3) Where a schedule conflict is between coaches in-house and travel teams, the in-house team schedule should be adjusted
- 4) In-house divisions (Instructional, Passer and Wings)
Clubs can adjust as they see fit, though it is recommended that the same guidelines be followed.

Coach, Team and Sponsor revisions: It is each districts responsibility to review the coach team listing that is provided as part of the initial draft to correct errors and provide missing information such as coaches name, phone number, jersey color and sponsor name. This information needs to be completed by the time that schedule revisions are due.

Coaches who are coaching more than one team:

Note: Submit a list of coaches with two teams. List the name of the team's head coach and assistant's name if assistant has two teams. This option is only for an individual who is the head coach on at least one team. A conflict schedule will be printed by the head coach.

Schedule conflicts: if both teams are at same park, will adjust schedule in consecutive periods. If in different parks, will allow one period between games.

I. Each club must do the following to be in good standing with SAY North:

- 1) Meet the deadlines for preparing the game schedules.
- 2) Have their player draw observed by SAY North.
- 3) Turn in rosters on time.
- 4) Fees paid to SAY North on time.
- 5) Report scores on time.
- 6) Reschedule rainouts as soon as possible.
- 7) Have a representation at each scheduled meeting.

II. A club that fails to meet these obligations will be reviewed by the Area for possible probation for the remainder of the current season and the next season.

Exception: The first missed obligation of items: 5, 6 or 7 will be considered a warning except for trophy Saturday. A second failure of items: 5, 6 or 7 will be reviewed by the Area for possible probation.

III. A club on probation may not send any teams to tournaments.

IV. A club on probation the following season, which again misses an obligation, will be considered for dismissal from playing with SAY North.

V. A Club may appeal their probation. Failure to plan or to provide for a backup is not grounds for an appeal.

VI. All probation action will be reviewed by the SAY North area board.