



# Sonoma County Women’s Soccer (SCWSL) Policies

Effective February 5, 2023

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### **Mission Statement**

SCWSL seeks to foster and build an all-inclusive community of women soccer players by welcoming women of all playing levels through competitive, fun, and fair play. SCWSL believes in celebrating the diversity of our membership through respecting all players and treating all players with dignity and fairness, on and off the soccer field.

### **Conduct**

Each team is responsible for the conduct of its players, coaches, spectators, etc. It is the responsibility of each team to ensure that its actions on or near the field does not bring disrespect upon its league or harm to any players.

### **Amending Policy and Procedure**

#### **Policy**

- Team Mangers must approve changes to the policy by a majority vote

#### **Procedure**

- Changes can be made to procedures with approval from the Board of Directors unless it is determined that a change requires approval from the Team Managers

## **BOARD OF DIRECTORS RESPONSIBILITIES**

### **PRESIDENT** - *(2-year term that changes in the even years)*

- Attend board and league meetings
- Schedule meetings
- Conduct the board meetings and league meetings
- Create agendas for board and managers meetings
- Communicate with board members, assigned board members, and committee chairpersons
- Review/sign all applications/liability certificates
- Assist with communication with teams interested in joining the league
- Communicate with team managers as needed
- Responsible for correspondence from website, including any general inquiries about the league and for players looking for a team
- Update "Players Looking for a Team" on the Google Drive
- Delegate job duties to the board members as necessary

### **VICE PRESIDENT / DISCIPLINARY** - *(2-year term that changes in the odd years)*

- Attend board and league meetings
- Conduct meetings in the Presidents absence
- Other tasks as the President appoints them
- Oversee the disciplinary committee
  - Review all red cards to determine penalties (suspensions & fines)
  - Track outcomes of penalties
  - Notify team managers and board members of player/team penalties
- Handle disputes and protests from teams
- Impose suspensions and fines on violators
- Provide disciplinary reports at league meeting

### **SECRETARY** - *(2-year term that changes in the odd years)*

- Attend board and league meetings
- Take minutes at board meeting and send to the board
- Take minutes at the team manager meeting and send to the team managers
- Coordinate updating league liability insurance annually
- Record Keeping
- Handle all correspondence
- Maintain managers list
- Send meeting notifications & other correspondence as needed
- Post events on Facebook, which includes meeting information, special events, upcoming season start dates
- Reserve meeting space for board and managers meetings
- Update Policy and Procedure when changes are needed
- Update player and referee forms and provide as needed

### **TREASURER** - *(2-year term that changes in the even years)*

- Attend board and league meetings
- Collect team fees
- Charge and collect fines
- Pay referees
- Issue 1099s as required
- Financial record keeping

- Maintain and oversees Operating Reserve
- Tax records
- Provide profit & loss report for meeting
- Maintain Tax ID and Non-Profit status
- Track signers on bank account and initiates changes as board members change

**MEMBER AT LARGE** - (2-year term that changes in the even years)

- Attend board and league meetings
- Provide input and voting voice
- Manage SCWSL apparel
- Liaison to Referee Coordinator for team managers and the board
  - Provide Referee Coordinator schedule and any changes throughout the season
  - Provide monthly referee statement to the Treasurer for payment
  - Communicate with Referee Coordinator if there are any concerns/complaints about a referee's abilities or conduct on the field
- Receives notification of all yellow/red cards issued; tracks and notifies Vice President

**ASSIGNED BOARD POSITION RESPONSIBILITIES**

*no term limits*

**GAME SCHEDULER**

- Attend board and league meetings
- Create game schedule
- Maintain standings
- Update SCWSL website with updated scores
- Tracks team fees/credits and provides to the Treasurer

**FIELD COORDINATOR**

- Attend board and league meetings
- With the assistance of the board, set season game dates
- Reserve grass and turf fields and handles all communication between city/schools
  - Submit permit applications by the deadline
  - Provide city/school with Certificate of Liability
  - Communicate with city/schools regarding field conditions, rain outs, changes of schedule and any other concerns regarding field locations
- Work closely with Game Scheduler and Team Managers regarding schedule and field location changes
  - Update website
  - Email notifications as needed
- Schedule league field liner and order and maintaining paint supplies
- Provide Treasurer with invoices for field rentals and field liner
- Update and maintain website to make sure all information is current
- Make sure website and domain fees stay current
- Handle and track equipment

## **REGISTRAR**

- Confirm player eligibility
- Add and remove players from rosters
- Assign and remove players from website
- Remove players from “Players Looking for a Team” spreadsheet as they are added to a team
- Update rosters weekly

## **PAID POSITION RESPONSIBILITIES**

### **REFEREE COORDINATOR**

- Ensure that a referee is present for all scheduled SCWSL games
- Provide required documentation to referees and submits to Game Scheduler/Treasurer
- Notify referee of any game changes (i.e., forfeit, rainout, time, location, etc.)
- Provide training/education to referees
- Report game scores within 48 hours to Game Scheduler
- Report any discipline (red/yellow card or ejections) within 24 hours to Game Scheduler

## **TEAM MANAGER RESPONSIBILITIES**

*(Individually assigned by each team)*

### **TEAM MANAGER**

- Provide league with current contact information (i.e., name, phone number, and email address)
- Attend league meetings, or assign someone to attend the meeting or a fine will be assessed
- Responsible for team correspondence between the league and the team including game changes due to rainouts or forfeits
- Maintain own teams record keeping
- Register Team and pay teams registration and fees by the deadline stated
- Uphold the integrity of the league
- Be responsible for league assigned equipment, replace if necessary
- Follow the strict guidelines for our fields
- Provide all necessary documents and information to each player
- Accountable for the misconduct of players and fans
- Read and understand Team Managers responsibilities as laid out in the Bylaws, Polices and Procedures

## **ALTERNATE TEAM MANAGER RESPONSIBILITIES**

- Provide league with current contact information (i.e., name, phone number, and email address)
- Assume all Team Manager responsibilities in the absence of the Team Manager
- Read and understand Team Managers responsibilities as laid out in the Bylaws, Polices and Procedures

## **OPERATING RESERVE**

The SCWSL operates on a cash basis and requires advanced payments for seasonal expenses prior to receiving registration fees. Additionally, there may be incremental increases in costs that may not become known until after the registration fees are determined and due from the teams. Furthermore, should the League ever disband prior to collecting registrations from teams, funds must be available to pay final operating costs (i.e., final insurance premiums, filing tax returns, pay the CPA, etc.)

**Goal of the operating reserve:**

1. To cover pre-payment of seasonal expense before the first game of the season.
2. To cover incremental cost increases unforeseen prior to the publication of the season's registration fees.
3. To cover unforeseen reductions in team registration fees as a result of fewer teams.
4. To cover final payments of outstanding liabilities should the League disband.

**Operating procedures:**

1. The League will maintain enough cash to pay for a season's worth of expenses. A minimum threshold for the bank balance will be voted upon during the first Team Managers Meeting of the year, and will use the following season's budget as the guideline. (Using 2018 as an example, a minimum bank balance of approximately \$14,000 will cover one season's worth of expenses, as well as annual expenses like insurance and website fees, and team deposits.)
2. For significant incremental cost increases, a vote will be held with the Team Managers on whether to
  - a) increase registration fees for the following season or
  - b) draw from the reserve.

**REGISTRATION**

Each individual player must register through the SCWSL registration platform. Registration only has to occur once. Each player must also sign the **SCWSL Waiver of Liability** during the registration process. The Board will designate a deadline for the completion of team and player registration prior to each season.

All players must be female and at least eighteen (18) years of age at the time of registration.

***For additional registration information, see SCWSL Registration Procedure***

**TEAM UNIFORMS**

All team colors shall be registered with the League. All teams must have alternate pennies or jerseys.

All jerseys must have a visible number and that number must be listed on the roster next to the player's name wearing the jersey.

There cannot be any duplication of jersey numbers on the same team.

Should for any reason the uniforms of two opposing teams in the league be confusing, the home team will be responsible to alternate jerseys, as long as the visiting team is wearing their assigned primary color. Each team is required to have alternative jerseys. In case of absence of alternate jerseys, the other team may change its colors if they are willing to do so. If that is not an option a 1-0 win will be declared for the visiting team and fines will be assessed.

**SCHEDULE**

The schedule will be approved by the Board of Directors prior to distributing to the Team Managers, at least two weeks prior to the start of the season. Rain-outs and forfeits will not be re-scheduled.

**STANDINGS**

The Board will review the proposal for new team standings at the Board Meeting, provided by the Game Scheduler. The proposed standings will then be presented at the Team Managers meeting for review and approval by the Team Managers.

The Board of Directors will determine where a new team should be positioned based on the reported experience of the players.

***For additional standings information, see The SCWSL Scheduling, Reviewing, and Ranking Procedure***

## **LAWS OF THE GAME**

### **FIFA RULES**

The SCWSL will conduct its games under the rules of the FIFA (Federation Internationale De Football Association) except as amended by the SCWSL, whose rules will then take precedence, such as slide tackling which is illegal in all Divisions.

***For additional information, see SCWSL Rules to be Followed by Referees, Managers, and Players***

### **AFFILIATION**

Any women enrolled in the California Youth Soccer Association (CYSA), High School, Collegiate or other affiliated soccer club other than SCWSL is ineligible to play in the SCWSL for that particular season of play. The player is ineligible for registration at any time during the season when a player is participating in another club other than SCWSL, except when playing in another adult recreational league. A fine and a forfeiture of the game will apply should any team do so and other action may be taken by the Disciplinary Committee towards the team involved.

### **EQUIPMENT**

Each team is given (1) net and net bag, two (2) flags and a flag bag, and one (1) cone. If the field does not have a net set up upon arrival, the team must put up their net in enough time for the referee to inspect prior to the game.

If no game is scheduled after, it will be your teams' responsibility to also take down the nets. If there is a game scheduled after your game, it is the Leagues custom to leave the nets up, and exchange nets with the incoming team. If the incoming team does not have a net, flag or cones, you are to take the equipment with you.

### **FIELDS**

No team shall have in its possession on or near the field any liquor or drugs. Any player, manager, coach, team official found under the influence of alcohol or drugs shall be liable for suspension, disbarment and/or fine from this League. Teams found drinking alcoholic beverages during or just prior to the game are subject to forfeiture of that game.

Each team shall be responsible for cleaning up the litter on its side of the field. If the field area is in poor condition upon the team's arrival, notify the Field Coordinator following the game.

Turf: Dogs, glass, liquid besides water, or rolling carts/bikes are not allowed on the turf or the track.

When possible, each team will sit on opposite sides of the field. At fields where this is not possible, each team and their fans are to sit on different halves of the same side of the field.

### **NUMBER OF PLAYERS**

Teams have a 15 minutes grace period from the scheduled game time to field the minimum amount of players to begin the game, before an automatic forfeiture and fine results. Sanctioning from the President of the League may delay the start of the game in special circumstances. In the event both teams fail to show up for a scheduled game, and the referee rules the field playable, both teams shall be assessed with a loss and pay all fees due to the forfeiture. Teams must take the field once they can field seven (7) players or a fine will be assessed for delay of game.

Should seven (7) players be present, the game must begin. If by the end of the 15-minute grace period seven (7) players are not present the game will be a forfeit and a fine will be assessed.

### **GAME DURATION**

Two 45-minute halves with a five (5) minute half time, with no overtime period, will be the length of all games. A Team Manager may request to shorten the game if they will have no subs or are playing short. Game time will only be reduced if both Team Managers agree to the adjusted times. In case of extreme heat, or other extreme weather conditions, the two teams may decide to shorten the game time in compliance of the referee. The clock will begin running at 9:00am, 11:00am, or 1:00pm, regardless if the teams have taken the field or not.

### **FORFEITS**

A Team Manager may forfeit a game if they knowingly will not be able to field a team. Notification must be sent by email to the Member at Large, Game Scheduler and the opposing team by noon on the Thursday before the Sunday game.

Any team that forfeits once a game has started (unless they drop below seven (7) players due to injury or a red card) will be assessed a Walk off Fine.

### **REFEREES**

The referee is there to ensure the safety of all playing the game. His/her decision is final on the field. Any arguments with the referee may result in the referee ending the game. Should a disagreement with the referee's call be made, it should be directed to the Member at Large. Email date and time of game, teams and player names and description of the incident. The Member at Large will provide the information to the appropriate party.

#### **Payment**

1. The Member at Large will track all games officiated and provide payment totals for each referee to the Treasurer by the end of the month
2. Treasurer will pay referees monthly at the agreed upon rate.
3. Any referee earning over \$600 in a calendar year will receive a 1099

#### **Game Cancellations/forfeits**

1. A referee will not be paid:
  - For a game that is cancelled due to a rain-out, unexpected field closure, or other factors outside of the SCWSLs control
  - For a forfeit when the Referee Coordinator has been notified no later than 6pm on the Thursday before the Sunday game
2. A referee will be paid:
  - For a forfeit when the Referee Coordinator has not been notified by 6pm on the Thursday before the Sunday game
  - For any game that is forfeited on the field for any reason

In the absence of a scheduled referee, either team may cancel without a forfeiter and fee before the start of the play. If a suitable referee is agreed upon by both Team Managers, the game will then be played under normal League rules. No protests will be allowed under those circumstances. Either team may decide to scrimmage instead, by the result will not count by above-mentioned regulations. Team Manager will be responsible for providing the Member at Large and Treasurer with the substitute referee's name, phone number, and address for payment.

## **DISCIPLINE**

The Vice President and the Disciplinary Committee will review all ejections, repetitive infractions, illegal players, and any other misconduct brought to the Board's attention. The Disciplinary Committee will be made up of the Vice President and two (2) players (non-board members), preferably from different divisions. The Vice President will keep the Board of Directors apprised of all suspensions and fines.

If the Vice President or any member on the Disciplinary Committee was on either team where the incident occurred, they will need to excuse themselves from any discipline conversations related to the incident. At times, the Vice President may consult with the Board of Directors on disciplinary actions.

Any team that would like to appeal a decision made by the Disciplinary Committee, will need to submit the request in writing and submit to the President of the League for review with the Board of Directors.

***For additional information, see Disciplinary Procedure***

## **DISBANDING A TEAM**

If a team decides not to return the following season, they must follow the Disbanding Procedure.

***For additional information, see Disbanding Procedure***

### **Additional SCWSL Procedures and Documents:**

Bylaws (Revised 8/15/21)

Team Fees

Waiver of Liability and Release

Check in Procedure

Rules to be Followed by Referees, Managers & Players (Game Rules)

Scheduling, Reviewing & Ranking Procedure

Disciplinary Procedure

Disbanding Procedure

Registration Procedure

COVID Procedure

***For fine and credit information, see SCWSL Rules to be Followed by Referees, Managers & Players***