



## CPYSL COACH GUIDELINES

### General Information

1. **Field:** Home coach is responsible for the safety and playability of the field on game day. Fields shall be lined appropriate for the age level participating on the field.
  - a. Goals MUST be secured and in good condition, Goals not properly secured and weighted will result in the match not being played and the game resulting as a forfeit. (Fines & fees shall be applied)
  - b. Field Maintenance shall be performed no later than one hour prior to the scheduled match time. This includes, grass mowing, field marking/lines, net installation, any repairs to the playing surface, and corner flags are recommended.
  - c. In CPYSL play, the home team, players, coaches, & fans shall be on one side of the field, the visiting team, players, coaches, & fans shall be on the opposite side.
    - i. When not feasible, referee crew will determine and assign areas for each team and their respective fans to occupy during the match.
2. **Ball:** Home coach shall supply age appropriate game ball(s) to the referee prior to the match, balls shall be inflated to correct pressure, balls shall be suitable and be free of any tears or loose panels which may cause injury to players. Note: 3 match balls recommended, in the case that there are no ball(s) available from the home coach, the visiting team may be required to supply the necessary ball(s). Provision of a game ball should not be the cause of a match not being played.
3. **Player equipment:** Coaches are responsible for their players being legally equipped prior to game time. This includes suitable footwear, shin guards covered completely by matching team socks, and jerseys with numbers distinguishing players on a team. *Note: Goalkeeper's jersey shall be a different color from their team and their opponents main color.*
  - a. Jersey conflicts – Home team must change jersey or find a resolution suitable to the referee.
  - b. Warm up – there is no guaranteed-on field warm up period between matches for teams, teams are expected to take the field at their scheduled match time prepared to start play.
    - i. Warmup should occur in an area not to interfere with any games being played.
4. **Players:** Coaches will supply to the referee a minimum of two copies of the required game day roster with each player participating clearly listed, the coach will also supply the referee with the League Match Card with the players participating in the match clearly marked. Coaches must also supply to the referee CPYSL player passes for each player participating.
  - a. Participant shall have a pass to participate, players without passes shall be allowed to participate, player *MUST* be identified by coach on the teams' match card, game day roster, and to the referee. Referee *MUST* make note of the player on the match report.
  - b. Club pass players: Players name *MUST* be added to teams' League match card and game day roster. (See notes below for club pass eligibility)
  - c. Players, rosters, & match card shall be available for referee (& opposing coach) review fifteen (15) minutes prior to match kick off time.

- d. There shall be a 15-minute grace period allotted from scheduled kick off before a match shall be considered a forfeit in order to allow teams to show and play the scheduled match.
  - e. Coaches may check player passes of opposing team prior to match. Coaches should freely offer to opponents the opportunity to assure all players participating are eligible.
- 5. Referee:** Coaches will supply referee the game fee equal to one-half the required total fee. (Fees are noted on the League match cards). Fees shall be paid in cash to the head referee prior to the start of the match. *Note: Games shall be played regardless of whether an assigned referee is available to officiate the match, lack of assigned referee shall not be cause for a match not being played.*
- a. If match fees are not available by one or both teams, the game will be played, however the teams responsible for non-payment will be fined the game fee plus \$25 for league service fee to distribute the game fee to the referee crew.
  - b. If only one team shows up at match time, no fees are to be paid to the referee crew, referee will submit a game report to the league for payment and determinations of outcome.
  - c. If the referee determines the field to be unplayable, referee fees are not paid, referee will file a game report to the league for payment and the determination of the outcome.
  - d. If no referee is available, the two opposing coaches shall pick and agree on a suitable referee to officiate the match. Said volunteer referee shall file a 'Volunteer Referee Report' upon completion of the match so game may be properly recorded. (Available at [www.CPYSL.net](http://www.CPYSL.net))
  - e. If one or both assistant referees are not present, those respective amounts shall be kept by teams and deducted from full match fee.
- 6. Other Match Officials:** All matches are to be played under the diagonal system of control with one center referee with a whistle and two assistant referees (or club assistants) with flags.
- a. In games with two assistants assigned, there will be a senior and junior assistant referee.
  - b. In matches where only one assistant referee is assigned (or shows) the home coach will provide a suitable club assistant referee to assist the referee in match control. Their duties will consist only of ball in/out of play.
  - c. In matches where only a center referee is assigned (or is the only member of the crew showing) both coaches will provide a club assistant referee to assist the referee in match control. The club assistant referees duties will only be ball in/out of play.
- 7. Duration of the Game:** Games shall consist of two equal halves with a halftime period not to exceed ten minutes. Referees may allow for time lost for excessive substitutions, ball out of play due to field/weather conditions, injuries, disciplinary measures, water breaks; this is up to the discretion of the center referee.
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| a. U9/10  | 25-minute halves | 7v7   |
| b. U11/12 | 30-minute halves | 9v9   |
| c. U13/14 | 35-minute halves | 11v11 |
| d. U15/16 | 40-minute halves | 11v11 |
| e. U17/19 | 45-minute halves | 11v11 |
- 8. Start/Restart of play:** How play shall be started
- a. Kick-off: team winning coin toss chooses which goal to attack or if they wish to start with the ball in the first half; kick-off shall also take place after each goal
  - b. Direct/Indirect Free Kicks: determined based on the nature of the foul, DFK in the penalty results in a Penalty Kick restart
  - c. Drop Ball: When play is stopped to deal with occurrences not normal to the game.

- i. In CPYSL play, players U10 or younger performing headers to play the ball will result in play being stopped, player checked for concussion symptoms and play restarted with a dropped ball.

**9. Ball in/out of Play:** Play is stopped when ball wholly passes over goal or touchline, ball is in play all other times, or when the referee stops play for any reason per the Laws of the Game. All U10 matches and below are played on a smaller size field with smaller goals and an additional line equidistant between the halfway line and the penalty area. Significance of this line (Build out line) is to allow teams a chance to move the ball uncontested out of the penalty area.

- A. On goal kicks, attacking teams must move behind this line prior to the defending team putting the ball into play.
  - 1. Attacking team may not move across build out line until the ball has left the penalty area.
  - 2. Defending team putting the ball into play prior to the attacking team moving behind the build out line do so at their own risk, no penalty on the attacking team.
- B. Ball is in play when it has completely left the penalty area.

In matches U11 and below, players are discouraged from heading the ball, when any player in these age groups performs heading the ball, the match will be stopped immediately, and the player will be checked for signs of concussion. The coach may remove the player for further evaluation. Play is restarted with a drop ball where the incident occurred. If occurring inside the goal area by a defending player, ball will be moved to the goal area line nearest to spot of contact for the taking of the drop ball. If the heading player is an attacker, referee may drop the ball to the defending team for distribution.

**10. Determining the Outcome of a match:** CPYSL uses only the win/loss record of teams to determine the winners of each division of League play, as such we ask coaches to do their best to encourage their opponents will have a rewarding experience while participating in the games.

- a. Points based on win – three (3) points, tie – one (1) point, loss – zero (0) points
- b. Ties in standings result in co-champions
- c. In certain age brackets, it is required for the coach to subtract field players when the leads reach certain thresholds.

**11. Offenses/Sanctions:** Coaches are held accountable for their own conduct, their team's conduct and the actions/behavior of their fans & other spectators. Coaches may be sanctioned with a dismissal from a game due to their behavior or that of their fans and other spectators. Coaches are to set the example for their team and should conduct themselves in a professional manner. CPYSL will not condone disrespectful behavior directed toward referees, referee decisions, opposing teams and their spectators or their own teams and spectators.

- a. It is highly recommended by CPYSL for all teams to have two (2) pass carrying coaches at all matches. Failure to have at least one (1) pass carrying coach may result in the match not being played to completion and that team will forfeit and be assessed all fines and fees associated with that result.
- b. Coaches dismissed for their behavior (or their fans/spectators' behavior) shall result in a one (1) game suspension and a fine of \$100.00.
  - i. Coaches (or their fans/spectators) returning after being dismissed will result in an additional two (2) game suspension. Dismissed coaches shall not return to the field for any circumstances. Fine for returning to field will be assessed an additional \$50.00

- ii. If there are continued concerns by these individuals after the game, an additional one (1) game suspension will be accrued.
- c. Coaches dismissed for a second offense (or their fans/spectators' behavior) shall result in a three (3) game suspension and a fine of \$250.00.
  - i. Coaches (or their fans/spectators) returning after being dismissed will result in an additional two (2) game suspension and an additional \$100 fine.
- d. Coaches dismissed for a third offense (or their fans/spectators' behavior) shall result in an eight (8) game suspension and a fine of \$350.00.
  - i. Coaches (or their fans/spectators) returning after being dismissed for a third offense will result in an additional two (2) game suspension and an additional \$150 fine.
- e. For coaches to serve their entire suspension, the suspension shall carry over from the current season until the next season.
  - i. Coaches serving as coaches on multiple teams will be suspended from their duties for all teams for the duration of the suspension, not just the team for which the suspension was received.
  - ii. Coaches receiving any additional suspensions will have their coach's pass and credentials retired by CPYSL permanently.
- f. **Player/Team Misconduct:** CPYSL conducts two seasons of play annually, spring and fall seasons. The CPYSL Executive Board defines the length and number of games. Teams participating in League play will be assessed penalty points for all yellow and red cards. This policy governs all points earned by a team in each season of CPYSL play.
  - i. Points for each caution (yellow card) – one (1)
  - ii. Points for each send-off (red card) – three (3)
  - iii. Points for a second caution in a match by one player – three (3)
- g. **Coaches/Clubs** are encouraged to keep track of accumulated points and initiate corrective measures before the League MUST get involved. There will be zero tolerance for continued misbehavior by players, parents, fans, spectators, and coaches.
- h. **Accrued point policy:** CPYSL's respective Vice President of Boys/Girls may place teams obtaining six (6) or more points on probation after review of the teams' infractions. Team will be notified in writing of their placement on probation.
  - i. Exception, CPYSL President and respective Vice President may request a hearing after six (6) or more points to review match reports and determine if additional sanctions are warranted based on the outcome.
  - ii. Teams accruing nine (9) or more points may be required to appear before the CPYSL Executive Board. The Team's coach, all rostered players, and the Club President must attend the hearing. Parents may also be required to attend.
  - iii. Teams accruing ten (10) or more points are prohibited from winning their division.
  - iv. Teams accruing thirteen (13) or more points will be expelled from the season's competition, are required to forfeit all remaining games, pay all fines and forfeit fees assessed and return all players and coaches passes to the League office within five (5) days of notification of their expulsion.
    - 1. Coaches/Assistant Coaches are immediately placed on a one (1) year probation.

2. Coaches on probation whose teams earn nine (9) or more points during the probation period will be suspended for one (1) calendar year. Additional sanctions may be placed on the teams due to points.
- v. Players receiving a send-off (red card) shall be suspended for a minimum of one game.
  1. Players sent off (red card) shall have their player pass sent to the League office for further review and considerations (this includes a second caution in a match).
  2. Players receiving a send-off (red card) for spitting/biting, foul & abusive language, serious foul play or violent conduct shall serve a minimum of three (3) game suspension.
- vi. Players (in a given registration year) receiving an accumulation of three (3) cautions shall be suspended for one (1) game. The second accumulation of three (3) individual cautions within the same registration year shall result in a suspension of two (2) games. Further misconduct on the part of the individual shall be cause for CPYSL Executive Board to consider increased penalties. In all cases, action will initiate from the referee's match report.
  1. Definition: Season – scheduled period of fall/spring play
  2. Definition: Year – one calendar registration year starting September 1<sup>st</sup> thru August 31<sup>st</sup>.

**12. CLUB PASS PLAYERS:** CPYSL allows the use of Club Pass Players with set limitations on the number and the eligibility to participate at certain levels. Club Pass Player is an age appropriate participant in CPYSL primary player from within their own club that is borrowed by a team for the temporary use to assist a team that may be short on players.

1. Players may only move up in age or division to compete in a higher-level match
2. Players must be rostered as a primary player on a CPYSL team
3. Players' name must be added to the official game day roster and the League scorecard
4. Player must borrow their player pass from their primary team/coach for the game and return the pass to the player's primary team prior to their next game.
  - a. U9-U12 Teams – two (2) club pass players permitted per game
  - b. U13/14 Teams – three (3) club pass players permitted per game
  - c. U15/19 Teams – one of the following options
    - i. Two (2) club pass players and a maximum of two (2) secondary players
    - ii. Three (3) club pass players and one (1) secondary player
    - iii. Four (4) club pass players (No secondary players active)
5. Club pass players may be different players game to game.

**13. CPYSL League Game Report Card:** This card MUST be presented to the referee crew at each game, completed with notations for which players will be participating in each match, teams, date for their inspection and completion with scores and sanctions received. CPYSL League Game Report Card must be completed and returned to the league office by club representative at the completion of the respective season. Note Fine of \$25.00 for failure to return completed game card by the end of the month of the last match played (Spring season June 30<sup>th</sup>, Fall Season November 30<sup>th</sup>)

**14. Deadline for scheduling TBA match:** rescheduled matches, and any other League sanctioned matches is the end of the first month of season play. (Spring season - April 30<sup>th</sup>, Fall Season - September 30<sup>th</sup>, all

match rescheduling requests must be completed through the game change system prior to these dates).

- 15. Inclement weather/Field closure:** CPYSL will notify through the website to all Club points of contact in the cases of closing play for inclement weather. Teams needing to close fields due to weather or field playability must also close their fields through the website, referees and opposing teams will be notified through the website of the cancellation. Only authorized Club administrators have access to this feature on the CPYSL website. When there is less than two (2) hours prior to kickoff it is recommended to also call the opposing coach to notify them of the closure. This would be the ideal time to determine when to reschedule. Coaches should reschedule matches as quickly as possible through the online request system. When closures occur less than three (3) hours prior to kickoff, only the referee can cancel the game for unplayable conditions. If coaches cancel/fail to show, forfeit fines & fees will be assessed.
- 16. Game Stoppages:** prior to completion
  1. Referee stoppage due to weather related conditions, (lightning, severe rain, deterioration of field playability) a thirty (30) minute postponement will result, if circumstances do not improve to restart match, game will be rescheduled
  2. If game is in the second half and cannot be restarted the results will be considered final.
  3. Teams falling below minimum number of players will result in forfeiture of the game.
    - a. U9/10 – 7v7: minimum 5 players
    - b. U11/12 – 9v9: minimum 6 players
    - c. U13 & above – 11v11: minimum 7 players
  4. Referees stopping matches due to safety or referee abuse, game will be terminated immediately, and League will determine outcome, reschedule opportunities, assessed fines & fees.
- 17. Reporting Scores:** All scores are entered through the CPYSL website ([www.cpyssl.net](http://www.cpyssl.net)) by 10:pm on the date the match was played. Any coach or team manager deliberately entering an incorrect score will be reprimanded upon the first offence and a sanction on any subsequent false report. It is the responsibility of the club to assure the correct information is supplied to the League, if teams and clubs are found guilty of said offenses a hearing by the executive board will be called and the team/club may be suspended from CPYSL.
- 18. Rescheduling matches/TBA's:** The requesting coach (Coach A) shall reach out to the opposing coach (Coach B) that they are requesting a change in the game. This includes changing a scheduled match to a TBA.
  - a. Once Coach A discusses the change with Coach B, Coach A must initiate the game change request in the CPYSL game change portal by logging into the schedule and selecting the game they wish to change.
  - b. Coach A then selects on the calendar in the upper right corner of the game page and complete the game change form. Form must be filled out in its entirety.
  - c. Notification is then sent to Coach B for their approval. Coach A shall also call Coach B to advise that the change has been requested so that Coach B can approve quickly. Coach B must login to their team page and certify that they also agree to the game change.
  - d. Once both coaches have certified their approval, and determination is made of no conflicts of field or other concerns, the CPYSL office staff will finalize request and approve. NOTE: Final approval is not guaranteed.

- e. Game change requests and approvals by coaches must be completed five (5) days before the scheduled match is to be played. The CPYSL game change system will not allow game change requests less than five days prior to the regular scheduled match.
  - f. League matches conflicting with State Cup matches MUST be rescheduled prior to 11:30 am the Monday before the scheduled match.
  - g. If the two coaches cannot agree to a new time/date within seven (7) calendar days of a request, the CPYSL Games Commissioner will determine the new time/date for the game to be played.
  - h. Coaches requesting a game change due to participation in a tournament MUST file a game request when applying to the tournament, not upon receiving acceptance.
  - i. Home team shall file all requests for TBA games and games needing rescheduled due to weather or unplayable field conditions.
  - j. There are no fees for schedule changes for State Cups matches, TBA's or unplayable field conditions.
19. Game Forfeits: In the event that a team must forfeit a match, coach shall login to [www.CPYSL.net](http://www.CPYSL.net), go to the team schedule, click on the game being forfeit, click on the FORFEIT icon at the top of the page, and follow the instructions to submit.
- a. Teams submitting a forfeit with **more than 72 hours** prior to the match will be assessed a \$100.00 forfeit fine.
  - b. Teams submitting a forfeit **within 72 hours** of the scheduled match will be assessed the \$100.00 forfeit fine and all associated referee fees. (Per the CPYSL posted fine/Fee matrix).

Coaches, please refer to Fine/Fee Matrix, Referee Guidelines, and Registrar Guidelines for any other clarifications of CPYSL rules and policies