

Soccer Maine



2009
Fall Soccer Season

Handbook

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Adult Registration Requirements

Every Coach, Club/League Board Member, Director, and Volunteer, (18 years and older) who is involved with youth players in affiliated programs must complete an online adult volunteer disclosure form. The US Youth Soccer National Risk Management Committee is requiring all state associations adopt a policy and require a Registration Form. Also, it is the only way Soccer Maine can keep an accurate file for the mailing list. It is also required by the United States Youth Soccer Association that this information be made available periodically throughout the year.

If the adult volunteer does not apply online and receive an online 'confirmation' the adult members will not be considered "registered." Registration with Soccer Maine automatically makes them recipients of the State and National newsletters and provides them with the insurance coverage provided by the Soccer Maine.

All information will be held in confidence.

Club Registration Requirements

All clubs must submit annually:

1. Current bylaws. Bylaws must specify membership and voting rights, decision-making and disciplinary authority, (which must specify the authority of the director of coaching and president's over coaches);
2. A list of officers with names (at least: president, director of coaching, registrar, treasurer), mailing address and e-mail addresses, phone numbers, and terms of office;
3. Timely payment of affiliation, registration and league fees (submitted with item #2 shall be a check in the amount of \$100.00 made payable to Soccer Maine. This is an annual affiliation fee.); Timely submission of player registration information and fees; Completed Volunteer Disclosure Forms for every coach, trainer, manager, and administrator; and,
4. Town Declaration Form.

Develop, adopt, follow and submit written policies addressing:

1. Complaint and disciplinary processes;
2. Sexual harassment and non-discrimination; and
3. Ethical communication and recruiting practices

Clubs must also:

1. Have a functioning registrar
2. Provide access to playing fields, and
3. Allow players to participate in ODP
4. Use ONLY Certified Referees and Certified Referee Assigner

The affiliation application for new clubs needs to be approved by Soccer Maine's Board of Directors. Soccer Maine's Executive Director may accept a club application and provide preliminary/temporary approval. The Club name may not be accepted if the name is too similar to another.

Coaching Clinics and Licenses

Coaching clinics are available to recreational clubs and leagues, and to competitive clubs and leagues at a nominal cost. It is the goal of Soccer Maine to provide our youth with a truly rewarding experience in soccer, and for this reason Soccer Maine mandates that all coaches attain either a “E” license or complete an age-specific coaching youth module. Soccer Maine strongly encourages recreational coaches to complete these age-specific youth module courses as well. The youth modules expose coaches to developmentally appropriate activities that are fun and challenging for every young player, and should help to ensure that our youth develop a life-long love of the game at an early age. Our State Director of Coaching is available to schedule coaching clinics for your club. He can be reached at andy@soccermaine.com

Coaches Code of Ethics

Coaching a team of young athletes for a Soccer Maine affiliated club or the Olympic Development Program is a high privilege that carries with it great responsibility. A coach should always demonstrate the highest ethical character and should serve as a role model for the players on his or her team. A coach must always remember the influence that he or she has over young athletes. The game is for the players. If at any time SoccerMaine shall determine that a coach has failed to fulfill these expectations and standards, that shall be cause to discipline, suspend, or remove the coach.

1. Soccer is the players’ game. The paramount concern of coaches is the holistic development, welfare, enjoyment and safety of their players. A coach should never place winning above character or good treatment of athletes. While striving to win, a coach should deal honestly and fairly with players with regard to team selection and playing time, while remaining free to make decisions based on the best interests of the team as a whole.
2. Coaches bear responsibility for teaching their players to strive for success while playing fairly with the highest levels of sportsmanship, observing the laws and the spirit of the game.
3. Coaches shall treat officials with respect and dignity, and shall teach their players to do the same.
4. Our opponents are worthy of being treated with respect. Coaches will model such respect for opponents and expect their players to do likewise.
5. In both victory and defeat, the behavior of a coach shall model grace, dignity and composure.
6. Coaches shall adhere to the highest standards and the regulations of the institutions they represent: clubs, Soccer Maine, US Youth Soccer Association, and US Soccer Federation. The position of head coach assumes knowledge of the rules of the game, of registration and rostering requirements, of tournament rules and other requirements of Soccer Maine and affiliated clubs and organizations. The coach is responsible for compliance with all rules.
7. Coaches shall model inclusive behavior, actively supporting cultural diversity while opposing all types of discrimination, including, but not limited to, racism and sexism, at all levels of soccer.
8. Coaches should take a role in educating their players about sports nutrition and fitness and about prevention of drug, alcohol, and tobacco abuse. The coach should avoid the use of alcohol or tobacco products when in contact with players or at other times while in official capacity as coach.

9. Coaches shall refrain from all manner of personal abuse and harassment of others, whether verbal, physical, emotional or sexual, and shall oppose such abuse and harassment at all levels of soccer.
10. Coaches shall respect the declared affiliations of all players, and shall adhere to all guidelines and regulations on recruiting established by their clubs, leagues and Soccer Maine. At the first point of contact between a coach and a player, the coach asks the player if he/she is rostered or committed to another team. If the answer is affirmative, the coach must refrain from further recruiting of that player. In any event, the coach cannot make any statements in regards to the merits, philosophies, programs, coaches, players, board members, or facilities of another club nor extend an offer of any type of financial incentive, including “scholarships”, to any prospective player unless the player’s family has demonstrated a financial hardship.
11. Coaches shall seek to honor those who uphold the highest standards and principles of soccer and shall use appropriate protocol to oppose and eliminate all behavior that brings disrepute to the sport - violence, abuse, dishonesty, disrespect and violations of the laws of the game and rules governing competition.

Club-Sponsored Tournaments

Club-sponsored tournaments must be sanctioned by Soccer Maine for teams from other clubs to participate and for the insurance to be in effect. There are a few forms that must be completed and sent to the Soccer Maine office before it can be sanctioned. Only teams or clubs affiliated and in “good standing” with Soccer Maine will be granted permission to host interstate tournaments. In order to host an interstate tournament, the club must follow the following procedures:

No later than 90 days in advance of the date of the tournament, you must submit to the Soccer Maine Executive Director for approval:

1. A completed *Application to Host a Tournament or Games*;
2. A completed *Tournament or Games Hosting Agreement* signed by the President of the Host organization and by the Tournament Director;
3. A copy of the Rules for the Tournament or Games;
4. A check for \$20.00 made payable to “SoccerMaine”

For hosting foreign teams, there is additional paperwork that must be filed. Please check the SoccerMaine web site and/or contact it’s Executive Director for additional information.

Fall Travel Committee

The Fall Travel Committee will consist of SoccerMaine’s VP Competition and the District/League Directors. The Fall Travel Committee will also serve as the Fall Eligibility Committee.

Fees and Timelines

The fee structure, timelines, and tasks are all interdependent on one another and each must be managed in association with the team declarations for Division I and Division II. The fall fee structure is based on Soccer Maine’s cost structure with consideration for early payment and any late penalty fees. Teams not registering by the last date are ineligible to play in league and tournament play and will no longer be held in good standing.

For a club to be held in good standing the following information must be sent into SoccerMaine's Office within the following timeframe:

Action Required:	Due Date:	Fees:
Town Declaration	May 1st	n/a
Payment of Club Affiliation Form & Fees	June 1st	\$100/ Club
Submission of Club By-laws	June 1st	n/a
Submission of Team Declaration & Division	July 15 th	n/a
Online Submission of Volunteer Disclosure Forms	July 15 th	n/a
Online Submission of Team Rosters	July 15 th	n/a
Payment of Competitive Player Registration Fees	August 15 th	\$13/player
Payment of Team League Fees U-10 & U-11	August 15 th	\$275/team
Payment of Team League Fees U-12 to U-14	August 15 th	\$325/team
Roster Freeze Date	September 15th	n/a
Recreational Data	October 1 st	n/a
Recreational Player Fees	October 1st	\$6/player
Changes in Division Declaration	October 6th	n/a

Club Affiliation Fees: Soccer Maine's Club affiliation fee is \$100.00 as passed at the AGM in March 2003.

Club By-laws: All Clubs are required to submit their most recent approved Club by-laws by June 1st.

Team Declaration: All teams U-12 and above need to submit their team declaration to Soccer Maine's Registrar by July 15th. The declaration will state which division they intend to compete in--- either Division I or Division II.

Volunteer Disclosure Forms: All adult volunteers who come in regular contact with players, including but not limited to, coaches, assistant coaches, board members, and other club officials must complete an online volunteer disclosure form annually by July 15th.

Player Registration Fees: The player registration data and payment is due August 15th.

Team League Fees: Team league fees are \$275 per team for U-10 and U-11 and \$325 per team for U-12 to U-14 - which includes an end of season tournament or festival.

Late fees will be assessed if Soccer Maine does not receive applications by August 15th.

- A late fee will be assessed in the amount of \$50 per late team if the Soccer Maine Registrar does not receive the team application by this date.

Any team not registered by September 1st will no longer be held in good standing and will be ineligible to play in any Soccer Maine sanctioned games.

Team Rosters:

The online player registration is to be completed by August 15th.

Roster Freeze Date: No changes will be allowed after September 15th. Only "frozen" rosters will be accepted at the District and State Tournaments and Festivals.

Changes in Division Declaration: Any team requesting a change in division declaration must do so in writing by their club president and forward said request to their to their District/League Director and VP Competition. Absolutely no changes will be entertained after October 6th.

Festivals & Tournaments

Soccer Maine holds a U-9 & U-10 Festival, a U-11 Festival and a Division 2 Festival –all of which are non-competitive. In each of the U-9, U-10, U-11, & Division 2 Festivals, the girls teams will play on Saturday and boys teams will play on Sunday.

For Clubs who play in Division 1, Soccer Maine will hold an end of season tournament.

Festivals & Tournaments: Hosting Expectations

Responsibilities for hosting Club:

- a. Schedule all games and providing schedules to teams
- b. Appropriate field sites
- c. Line all fields
- d. Secure referees, with the use of a certified referee assigner and paying the referee assigners
- e. Designate a Tournament Official to check rosters and player passes before the start of each team's first game
- f. Provide a first-aid station and/or medical emergency plan of action if needed
- g. Empower a Tournament Director to finalize all decisions in consultation with Soccer Maine

Soccer Maine Responsibilities:

- a. Assist the Districts with concerns or problems with Regional Playoffs
- b. Provide host fees to hosting clubs
- c. Pay all approved referee costs
- d. Designate a photographer to be available at the festivals

Coaches' Responsibilities:

- a. Make sure all players are registered and have received player passes prior to tournament
- b. Make sure all deadlines are met in regard to tournament requirements
- c. Make sure you have read the tournament rules carefully prior to start of play
- d. Display positive attitude and good sportsmanship throughout the tournament
- e. Responsible for good sportsmanship from parents and players actions during a match

Festivals: U-09/U-10, U-11, & Division 2

Soccer Maine will sponsor a non-results oriented festival for all U-09/U-10, U11 and Division 2 teams at the conclusion of the fall travel season. At least three (3) games per team are expected. There will be no winners declared at this festival. In each of the Festivals, the girls teams will play on Saturday and the boys teams will play on Sunday.

The Fall Travel League Fee includes the end of the season festivals. Final rosters (with waivers) and Team Fees for each team entered are due on September 15th and are frozen at that point. Each roster must be checked very carefully by the host club/team to ensure accuracy of birth date, number of players, and eligibility requirements. No over-age players are allowed to play on teams. Coaches are cautioned to follow the SoccerMaine Eligibility Rule and other Policies with respect to Fall rosters.

1. SoccerMaine recommends that clubs who have more than one team in ANY age bracket that each team be evenly balanced; ie. no “A” or “B” teams. To help create balanced play at the festival, coaches should honestly indicate the comparative strength of their team. Clubs should notify the particular Festival Directors, three weeks prior to the festival of the comparative strength of the Club’s teams.
2. There is a U-9 league this year. If a Club has sufficient players to field a “true” U-9 team, they are mandated to do so. This league was created to alleviate concerns that many 8-year-old players were playing in leagues that were inappropriate for their development as soccer players. There will also be a U-9 division at both U-10 festivals, providing there are sufficient numbers of U-9 teams registered.
3. SoccerMaine will assume all U-9, U-10 and U-11 teams will be participating in the end-of the year festivals. Unless otherwise advised in writing, we assume all teams are participating and we will schedule accordingly. It is critical to the success of these festivals to let SoccerMaine and your district/league director know if you are unable to participate in these festivals.

Game Cancellation Policy & Fines

As a general rule, games are not cancelled. However, SoccerMaine understands there are very rare occasions beyond the control of the hosting team where the need exists to cancel a game. Any hosting team having the need to cancel (and reschedule) a game shall do so within 72 hours in advance of the originally scheduled game. If the game is cancelled within the prescribed timeframe -and- the referees are contacted verbally, the referee crew shall not be paid. However, should the game be cancelled and proper notification not be made, the referees shall be paid in full for all games cancelled.

Teams are required to play all games they have been assigned by SoccerMaine. Should a team decide not to play an assigned game, the team who forfeits will be subject to the following fines and sanctions:

- 1st occurrence: game recorded as a 0-4 loss, and;
\$250 fine payable to SoccerMaine within seven days of scheduled game.
- 2nd occurrence: game recorded as a 0-4 loss, and;
\$250 fine payable to SoccerMaine within seven days of scheduled game, and;
the team shall be ineligible to compete in SoccerMaine’s year-end festival and/or tournament.

The Competitive Committee has the exclusive and final decision in determination to waive fines.

Game Schedules

“League game” schedules are formulated based on the club’s team declaration data submitted to Soccer Maine. Schedules are formulated by the Fall Travel Committee and will be posted on the SoccerMaine website and/or distributed by August 15th. A schedule coordinator will manage the league schedule and post the game results accordingly.

League games are played predominately on Sundays. Saturdays are available for teams to “schedule friendlies” at the discretion of each coach. Coaches will have access to a database of all teams and their contact information.

However, due to the way the 2009 calendar fell, the Fall Travel Committee built game schedule to maximize Sunday play dates and minimized the number of games played in advance of Labor Day. As a result, one Saturday “League game” was scheduled.

Games, Festivals, & Tournaments

August 29th	SoccerMaine League Game (U-9&U-10 Only –Game #6)
August 30th	SoccerMaine League Game #1 –All ages
September 12th	SoccerMaine League Game (U-11 Only –Game #6)
September 13th	SoccerMaine League Game #2 –All ages
September 19th	SoccerMaine League Game (U-12 Only –Game #6)
September 20th	SoccerMaine League Game #3 –All ages
September 26th	SoccerMaine League Game (U-13 Only –Game #6)
September 27 st	SoccerMaine League Game #4 –All ages
October 3rd	SoccerMaine League Game (U-14 Only –Game #6)
October 4th	SoccerMaine League Game #5 –All ages
October 17th	U-09 & U-10 Girls Festival -No/Central Districts
October 17th	U-09 & U-10 Girls Festival –Metro/So Districts
October 17th	U-11: Open Date to Schedule “Friendlies”
October 17 th	Division 1: Preliminary League Playoffs Day 1 –All ages
October 17th	Division 2: Open Date to Schedule “Friendlies”
October 18th	U-09 & U-10 Boys Festival -No/Central Districts
October 18th	U-09 & U-10 Boys Festival -Metro/So Districts
October 18th	U-11: Open Date to Schedule “Friendlies”
October 18th	Division 1: Preliminary League Playoffs Day 2 –All ages
October 18 th	Division 2: Open Date to Schedule “Friendlies”
October 24 th	U-11 Girls Festival –No/Central Districts
October 24 th	U-11 Girls Festival –Metro/So Districts
October 24th	Division 1: Preliminary League Playoffs Day 3 –All ages
October 24 th	Division 2: Girls Festival
October 25 th	U-11 Boys Festival –No/Central Districts
October 25 th	U-11 Boys Festival –Metro/So Districts
October 25 th	Division 1: Preliminary League Playoffs Day 4 –All ages
October 25 th	Division 2: Boys Festival
November 7th	Division 1: Challenge Cup Semi Finals & Finals
November 8th	Division 1: Challenge Cup Semi Finals & Finals –Rain date

Insurance

Facilities and property of all member clubs are covered under Soccer Maine’s liability insurance. Board members of all member clubs are also covered under Soccer Maine’s liability insurance. Certificates of liability coverage for clubs and leagues, as well as any property that is used for practice or games, is available upon request. All players and coaches are covered under secondary medical injury insurance. Descriptions of liability and medical coverage is available from the Executive Director.

Leagues Offered

League:	Type of League:	Year-end Event:	Division I	Division II
U-9	Non-Competitive	Festival	n/a	n/a
U-10	Non-Competitive	Festival	n/a	n/a
U-11	Non-Competitive	Festival	n/a	n/a

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U-12	Non-Competitive	Festival	n/a	Yes
U-13	Non-Competitive	Festival	n/a	Yes
U-14	Non-Competitive	Festival	n/a	Yes
U-12	Competitive	Tournament	Yes	n/a
U-13	Competitive	Tournament	Yes	n/a
U-14	Competitive	Tournament	Yes	n/a

The above leagues have been established and games will be scheduled accordingly. All clubs who can field teams (based on their registration data) at the U-9 age level are instructed to do so.

U-09, U-10, & U-11: Each District/League Directors is responsible for scheduling and executing the leagues within their geographic region.

U-12 and Older: Each District/League Directors is responsible for the execution of one league. The following District Directors are responsible for the following leagues:

Division I	Boys	Central District Director
Division I	Girls	Southern District Director
Division II	Boys	Northern District Director
Division II	Girls	Metro District Director

Mission

The mission of Soccer Maine is to foster the physical, mental and emotional growth and development of Maine’s youth through the sport of soccer at all levels of age and competition. Soccer Maine is a National State Soccer Association affiliated with the US Youth Soccer Association and the US Soccer Federation. The following services and programs are available to all Soccer Maine members. The state office exists to serve the needs of the membership. Let us know what you need.

Player Eligibility Rules

General Rule: All players must be from a single town or city. Each club shall designate, annually in writing by May 1st the town/city in which it is based for the purposes of this rule. If no annual declaration is made, the previous year’s declaration controls. With respect to a new club formed in a town where there is no existing club, the Fall Travel Committee may vote to waive the May 1st deadline for the declaration of primary town.

Exceptions: Players may be from a different town or city if one or more of the following exceptions applies to each such player:

1. The town or city in which such player resides does not have a travel soccer club to join;
2. The town or city in which such player resides does have a travel soccer club, but such club (the “host club”) does not offer a team for such player’s age group or, for U-11 and up, within one year of such player’s age group and such player’s host club has signed a waiver/transfer form; (for purposes of this rule U-10 is a single age group, including U-9 and U-8); or
3. Such player tried out for a team offered by his/her host club, such player was not selected for such team, and such player’s host club has signed a waiver/transfer form.

Host clubs shall execute waiver/transfer forms for players within exceptions 2 and 3. The purpose of the waiver/transfer form in such instances is to have the host club certify that the facts establishing eligibility for the

exception are true, and constitutes the host club's written certification to that effect. A waiver form is included in this packet.

Prohibition Regarding Recruiting: Clubs and coaches are not to engage in the recruiting of players for the Fall travel season. Clubs may generally advertise the time and location of tryouts in available public media, and may state that persons from other towns known not to have a travel soccer club may participate. Moreover, clubs and individual coaches (whether acting with or without the knowledge or approval of their club) are absolutely prohibited from conspiring or colluding to create a pool of players who meet any or all of the above-listed exceptions in order to create a team (in other words, a premier-like team). An example of prohibited conduct would be two clubs (or coaches) agreeing that one would offer a U-12 team (but not a U-14 team) while the other offered a U-14 team (but not a U-12 team) so that both teams would be stronger (and both could have fielded teams in both age groups). This example is not meant to be limiting.

Procedure: If a roster includes players falling within any of the exceptions listed above (or any combination of such exceptions), the club registrar must attach a separate document listing the players and the exceptions applicable to each. Any waivers or transfer forms must also be attached. Before the roster is approved and player cards issued, the Soccer Maine Registrar shall review the roster with the District/League Director and/or VP Competition to determine compliance with this rule. The Fall Travel Coordinator may conduct such due diligence as he or she determines is necessary. If the Fall Travel Committee suspects a violation of this rule, the matter shall be reviewed in its entirety, and shall determine whether the player(s) is/are eligible and/or whether any other action and/or sanction may be appropriate. If the Fall Travel Committee determines that there has been a violation of this rule, the committee can, in addition, and in its sole discretion, determine the team or teams affected to be ineligible for regular season and/or any end of season tournament and/or festival, and may, in addition, and in its sole discretion, impose other sanctions upon the coach or club involved, including, without limitation, suspension from Soccer Maine activity. Cases of collusion and violations of the prohibition on recruiting will be dealt with most harshly.

Sanctioning of Clubs: As a general rule, Soccer Maine will sanction only one travel soccer club from a particular city or town. Soccer Maine will sanction additional clubs within a town or city which already has a sanctioned soccer club only if, based upon evidence presented by the proponents of the proposed additional club to the Soccer Maine Board of Directors, the Soccer Maine Board of Directors is convinced that the sanctioning of an additional club is necessary to prevent the denial of competitive soccer opportunities for travel-level youth soccer players in the affected town or city. In addition, to be sanctioned as a club for Fall Classic play, the proposed additional club within such town or city must be able to field teams in at least two (2) age levels, and must offer both boys and girls teams (at least 4 teams).

Statement of Intent: The purpose of the rules stated above is to encourage the formation of new soccer clubs by allowing small town and cities, which individually would be unable to form a competitive or full-service club, to combine for such purpose, while, at the same time, not requiring the dissolution of existing multi-community clubs, such as Lewiston-Auburn Soccer Club (LAYSA.) The rule is not designed to encourage the formation of premier or select teams; thus the rules against recruiting and collusion. As the rule is more liberal than the prior rule—because of the absence of the four-player limit—the Soccer Maine Board will monitor compliance more strictly, and exceptions will not be granted. The rule will also be studied to insure that the above-stated goal is met—that is, to expand opportunities for prospective youth soccer players in Maine, not to further restrict them.

Player Registration

Each player must be registered. Clubs are required to enter the required player data into an online computer software program designed specifically for National State Associations for player registration of all members within the stated timelines. Club Presidents are responsible for verifying dates of birth for ALL players rostered on their teams.

Recreational Programs

Our recreational programs include free or low-cost coaching courses, referee certification, and first aid courses. The Kohl America's Cup Festival is a tournament designed for the recreational player. Numerous soccer-related activities and games are set up with the goal to simply have fun. This festival provides a tournament atmosphere for the recreational player without the competitive pressures of other tournaments. For more information on recreational programs, please visit our website: www.soccermaine.com

Referee Assigners

Clubs must use a certified referee assigner to schedule certified referees. The minimum fee for assigners is \$5/game assigned. However, assigners negotiate their fees annually with the club they represent. Clubs are **STRONGLY** encouraged to have a written contract with their referee assigner -identifying the roles and responsibilities of both parties and the compensation agreed upon in **ADVANCE** of the fall travel season. The name of the certified referee assigner used by the club must be reported to the Executive Director, Soccer Maine, prior to scheduling any games. Certified assigners will not assign games to referees who are not "current year certified."

Referees

Certified Referee Assigners must use only "current year certified" referees. The U-09 & U-10 league uses a single referee; all other leagues **MUST** utilize a "three man" referee crew employing the diagonal system of control. A "two man, two whistle" system may **NEVER** be utilized under **ANY** circumstance. Referees will be paid by the home team and the visiting team will reimburse the home team their half of the referee fees.

Referee fees are as follows:	Referee	Each Assistant Referee
U-09/10	\$30/game	n/a
U-11 and U-12	\$40/game	\$20/game
U-13 & U-14	\$50/game	\$25/game

Rules: SoccerMaine Sanctioned Games

General: All matches played (games and friendlies) are to be SoccerMaine sanctioned games and subject to application of all rules and conditions set forth in this handbook.

Coaches: All coaches must be licensed through SoccerMaine and be on the team roster supplied by the club to SoccerMaine. At all times, a minimum of one SoccerMaine licensed and rostered coach must be on the player bench at all times. A maximum of two SoccerMaine licensed coaches may be on the player bench during games.

Referees: Only current year certified referees are to be used. Game fees are to be paid in full in advance of the game.

Match Oversight: The host team is responsible for ensuring the pitch is ready and safe for play. Should reasonable corrections be required by the referee, the host team is responsible for compliance. Once the referee is on site, s/he is responsible for playing the match to completion per the rules and regulations being applied to the game. The referee has the exclusive right and corresponding responsibility to terminate and/or abandon a match. Should this occur, the referee must provide a written game report within 24 hours to the VP Competition and SoccerMaine's SRA.

Rules: SoccerMaine Festivals & Tournaments

Team Management: Players and Coaches must complete the registration process one-hour prior to the start of the first game. Each team will provide a suitable ball to the referee at the start of the game. Coaches are responsible to make sure player passes and rosters are correct two weeks prior to the tournament. Coaches are responsible to make sure that all players are on time for the registration process.

Registration: Each regional playoff site shall:

- A. Have a site director. Each league will have a director responsible for overseeing the regional tournament.
- B. Have a registration committee appointed by the site director. The site director will be an additional member of this committee.
- C. Ensure the registration committee checks in players and coaches one hour prior to the start of their first match.
- D. Ensure the registration committee reviews the team's certified roster (stamped frozen) during the registration/check in process. No changes to a roster may occur after Sept 15th.
- E. Require coaches and players lineup in alphabetical order with their state certified player passes. A player pass must have an age appropriate picture and be signed by the player to be considered for evaluation by the registration committee.
- F. Ensure the registration committee checks the certified pass against the certified roster. If there are discrepancies between the roster and the player/coaching pass of a player/coach then this individual will not be allowed to participate in the tournament. If there are discrepancies on a roster or a player pass the site registration committee will keep these documents, to review with the state office. The registration committee will keep the player /coaches passes of players/coaches who did not go through the original registration process. A player or coach may not enter the field of play/sideline until they go through the registration process.
- G. Advise each team that each team must have a rostered / licensed coach on the sideline at all times for the match to start or continue. If these requirements are not met then a forfeiture of game will occur.

Forfeit of Game:

- a. If any team in any age division does not show for a game the following will occur. The TEAM will be assessed a fine of \$250, which must be paid within seven (7) days after the conclusion of the tournament.
- b. Clubs/teams that do not honor the fine in the prescribed timeframe will not be permitted to participate in ANY further Soccer Maine events until the fine is paid in full.
- c. If a team/player is not in compliance with registration requirements and/or there is no registered coach, the game will be deemed as a forfeit.

Player Requirements: Players will not be permitted to play or participate in the tournament if the:

- a. player pass does not have a picture
- b. player is listed on the roster but does not have a player pass and/or a picture
- c. player has not signed the player pass
- d. player has been deemed ineligible to play due to the red card policy

All uniforms must be numbered. Duplicate numbers on any team are not permitted. It is the home team's responsibility to change uniforms if a color conflict arises. Pinnies, which permit the underlying number to be discerned, are acceptable for this purpose. Shirts must be tucked in and socks must cover shin guards. Boxer shorts, bike shorts, jans and the like, unless of the same color as the shorts over them, must not hang below the uniform shorts. The use of shin guards is mandatory. Referees will exclude players not so equipped from play. If weather is exceptionally cold, players may wear additional clothing of the same color, with referee approval.

Coaches' responsibilities: Coaches must register with the State official when they register their players. There can be up to three coaches registered per team; all must be registered with Soccer Maine and have their membership passes with them. It is important to have more than one coach on the sideline at a time. Coaches must complete the Volunteer Disclosure Form and carefully review the Soccer Maine policy of Coaching Ethics, and Disciplinary Policies. They must state that they agree to uphold the rules set forth in the Code of Ethics. All coaches shall hold an E license or higher license. This is mandatory and no exceptions will be made without the approval of Soccer Maine's Director of Coaching.

Conduct and Responsibility: Coaches are responsible for their own conduct and for the conduct of their players and fans at all games. Abusive or obscene language, violent play, violent conduct or other behavior detrimental to the game will not be tolerated. Failure of a coach to control his/her players and fans may result in action against him/her by the referee.

Coaches must stay at least 10 yards from the halfway line during the games. They must refrain from loud, persistent or intrusive coaching of field players from the touchline. Parents and other spectators must remain on the opposite sideline. Failure to observe these rules will be considered behavior detrimental to the game and may be punished accordingly.

Coaches and managers who are ejected or are under suspension must leave and remain completely away from the playing site. Failure to abide by this rule may result in additional disciplinary action.

Referee Responsibilities: The referee is responsible for the conduct of the game. The referee keeps the time of the game. The referee is the sole judge of the suitability of the field at game time and its equipment, the players' uniforms and equipment. The referee may verify player passes prior to the start of each game. Referees will be paid by SoccerMaine.

Referee Assigners: All referees will be assigned by a certified referee assigner. Assigning fees for the Festival and Tournaments will be paid for by Soccer Maine at a negotiated rate. Each referee assigner must complete a voucher and send it to the state office for payment.

Protests: Decisions of referees stand for each game. Protests will not be heard on the quality or judgment of referees. Rulings of the Fall Travel Committee are final. Only disciplinary rulings can be appealed.

FIFA Bracketing: Playoffs will be played under FIFA bracket format unless the number of teams in a given league makes this impossible. FIFA Bracket format shall be used for all SoccerMaine League Games. With the exception of playoffs between different bracket winners and two team groups (see below), there is no overtime in SoccerMaine League Games. The winner is determined by a point system:

Win = 3 points Tie = 1 point Loss = 0 points

FIFA Bracketing means you play everyone within your bracket once and, in the case of multiple brackets, bracket winners meet each other in a League final.

Tie Breakers for Bracket Play: will be in this order:

- 1) Head to Head
- 2) Goal Differential (4 goals maximum per game)
Example: 15-0 => +4
 5-1 => +4
 2-4 => -2
- 3) Fewest Goals Given Up
- 4) FIFA Penalty Kick Rules will apply

Three-way ties are resolved at Tie Breaker #2, with second place again starting with Tie Breaker #2

Challenge Cup Semi Finals & Finals: All games played will be considered the Championship Round (semis and finals) and will be played in a single elimination format.

Games with a tied score at the end of regulation play shall play two complete 5-minute overtimes (no sudden death). If the game is still tied at the conclusion of the two overtime periods, the game shall be determined by taking penalty kicks. One round of five penalty kicks per team will be taken. If a winner has not been determined, a second round of five penalty kicks per team will be taken. If a winner has not been determined, sudden death penalty kicks will apply.

Rules: U-09 & U-10 Modified Rules - 6v6

Law 1 – The Field:

- A. Dimensions: The field of play shall be rectangular, its length being not more than 70 yards nor less than 60 yards and its width not more than 50 yards nor less than 40 yards. The length in all cases shall exceed the width. Recommendation: Length – 60 yards, Width – 40 yards.
- B. Markings:
 1. Distinctive lines necessary, sidelines and goal lines.
 2. Penalty Area – 10 yards from each goal post and 10 yards into the field of play joined by a line drawn parallel to the goal line.
 3. A halfway line can be marked out across the field or otherwise indicated.
 4. While other markings are possible, they are not necessary to ensure the enjoyment and development of the youngsters.
A center circle with a 7-yard radius.
Four corner arcs with a two-foot radius.
Goal Area – three yards from each goal post and three yards into the field of play joined by a line drawn parallel to the goal line.
- C. Goals: Maximum -- seven feet high and seven yards wide. Minimum – size of hockey goals.

Law 2 – The Ball: Size 4.

Law 3 – Number of Players:

- A. Maximum number of players on the field at any one time: six. One of these players must be designated as the goalkeeper.
- B. Maximum number of players on the roster should not exceed twelve.***
- C. Substitutions:
 1. Prior to a throw-in (either team)
 2. Prior to a goal kick.
 3. After a goal by either team.

4. After an injury for either team, when the referee stops the game.
 5. At half time.
- D. Playing time: Each player **SHALL** play a minimum of 50% of the total playing time.
- E. There will be U-10 girls' teams and U-10 boys' teams. Boys' teams may be co-ed. If there is one boy on a team, it is considered a boys' team.

Law 4 – Player's Equipment: Conform to FIFA with the following exceptions:

- A. Footwear: Tennis shoes or soft-cleated shoes.
- B. Shin-guards: Mandatory.

Law 5 -- Referee:

- A. Certified referees.
- B. All rule infractions shall be briefly explained to the offending player.

Law 6 – Assistant Referees: n/a

Law 7 – Duration of the Game:

- A. The game shall consist of two equal halves of 25 minutes each.
- B. The half time break shall be five minutes.
- C. If the game is 'tied' at the conclusion of the second half, the match is deemed complete and a "tie" is awarded to both teams.

Law 8 – The Start of Play: Conform to FIFA with the following exception: Opponents must be seven yards from the center mark while the kick-off is in progress.

Law 9 – Ball in and Out of Play: Conform to FIFA.

Law 10 – Method of Scoring: Conform to FIFA.

Law 11 -- Offside: There shall be no offside.

Law 12 – Fouls and Misconduct: Conform to FIFA with the following exceptions:

- A. All fouls will result in an **INDIRECT FREE KICK** with the opponents seven yards away from the ball.
- B. The referee must briefly explain **ALL** infractions to the offending player.

Law 13 – Free Kicks: Conform to FIFA with the following exceptions:

- A. Shall be classified under one heading – **INDIRECT**.
- B. Opponents must be seven yards away from the ball.
- C. A goal may not be scored until the ball has been played or touched by a second player on either team.

Law 14 – Penalty Kicks: No penalty kicks are to be taken during these games.

Law 15 – Throw-in: Conform to FIFA with the following exception: A second throw-in must be allowed if the player commits a foul on the initial attempt. The referee shall explain the proper method before allowing the player to re-throw.

Law 16 – Goal Kick: Conform to FIFA with the following exceptions:

- A. Goal kick may be taken within two to three yards of the goal.
- B. Opponents must retreat to mid-field when the kick is taken.

Law 17 – Corner Kick Conform to FIFA with the following exception: Opponents must be seven yards away from the ball.

Law 18 – Substitutions: Substitutions shall be unlimited, and may be made by either team on goal kicks, re-starts after goals, at the beginning of the second half, by either team on throw-ins, and after an injury.

*** **Note on Roster Size** – While twelve is the ideal number of players for a team in this age group, having this number of players is only a recommendation. If your town or club has more than enough players to fill up the roster of one team, but not quite enough to form two teams, please increase the size of your roster instead of eliminating players. Please have this request approved by the Soccer Maine.

Rules: U-11 & U-12 Modified Rules - 8v8

Law 1 – The Field:

- A. Dimensions: The field of play shall be rectangular, its length being not more than 80 yards nor less than 70 yards and its width not more than 50 yards nor less than 40 yards. The length in all cases shall exceed the width. Recommendation: Length - 70 yards, Width - 50 yards.
- B. Markings:
 1. Distinctive lines not more than 5 inches wide.
 2. A halfway line shall be marked out across the field.
 3. A center circle with an 8-yard radius.
 4. Four corner arcs with a radius of two feet.
 5. Goal Area - 6 yards from each goal post and 6 yards into the field of play, joined by a line drawn parallel with the goal line.
 6. Penalty Area - 14 yards from each goal post and 14 yards into the field of play, joined by a line drawn parallel with the goal line.
- C. Goals: Maximum - 8 feet high and 8 yards wide. Minimum - size of hockey goals.

Law 2 – The Ball: Size 4.

Law 3 – Number of Players:

- A. Maximum number of players on the field at any one time: eight. One of these players must be designated as the goalkeeper.
- B. Maximum number of players on the roster should not exceed 14 – but see note*** below
- C. Substitutions:
 - a. Prior to a throw-in.
 - b. Prior to a goal kick by either team.
 - c. After a goal by either team.
 - d. After an injury for either team, when the referee stops the game.
 - e. At half time.
- D. U-11 Playing time: each player SHALL play a minimum of 50% of the total playing time.
- E. There will be girls and boys teams. Boys' teams may be co-ed. If there is one boy on a team, it is considered boys team.

Law 4 – Player's Equipment: Conform to FIFA.

Law 5 -- Referee:

- A. Certified Referees.
- B. All rule infractions shall be briefly explained to the offending player.

Law 6 – Assistant Referees:

- A. Certified Assistant Referees.
- B. Use “Club Linesman”

Law 7 – Duration of the Game:

- A. The game shall consist of two equal halves of 30 minutes each.
- B. The half time break shall be five minutes.
- C. U-11 is “non-results oriented.”
- D. U-12 is “results oriented.”
- E. If the game is ‘tied’ at the conclusion of the second half, the match is deemed complete and a “tie” is awarded to both teams.

Law 8 – Free Kicks: Conform to FIFA with the following exception: Opponents must be 8 yards from the center mark while the kick-off is in progress.

Law 9 – Penalty Kicks: Conform to FIFA.

Law 10 – Method of Scoring: Conform to FIFA.

Law 11 -- Offside: Conform to FIFA.

Law 12 – Fouls and Misconduct: Conform to FIFA.

Law 13 – Free Kicks: Conform to FIFA with the following exception: Opponents must be eight yards away from the ball.

Law 14 – Penalty Kicks: Conform to FIFA.

Law 15 – Throw-in: Conform to FIFA.

Law 16 – Goal Kick: U-12 Conform to FIFA. U-11 conform to FIFA with the following exceptions:

- a. Goal kick may be taken within two to three yards of the goal.
- b. Opponents must retreat to mid-field when the kick is taken.

Law 17 – Corner Kick: Conform to FIFA.

***Note on Roster Size - While fourteen is the ideal number of players for a team in this age group, having this number is only a recommendation. If your town or club has more than enough players to fill up the roster of one team, but not quite enough to form two teams, please increase the size of your roster instead of eliminating players. Please have this request approved by the Soccer Maine.*

Rules: U-13 & U-14 Modified Rules - 11v11

Law 1 – The Field:

- A. Dimensions: The field of play shall be rectangular, its length being not more than 120 yards nor less than 80 yards and its width not more than 80 yards nor less than 60 yards. The length in all cases shall exceed the width. Recommendation: Length - 100 yards, Width - 70 yards.
- B. Markings:

1. Distinctive lines not more than 5 inches wide.
 2. A halfway line shall be marked out across the field.
 3. A center circle with a 10-yard radius.
 4. Four corner arcs with a radius of two feet.
 5. Goal Area - 6 yards from each goal post and 6 yards into the field of play, joined by a line drawn parallel with the goal line.
 6. Penalty Area - 18 yards from each goal post and 18 yards into the field of play, joined by a line drawn parallel with the goal line.
- C. Goals: Maximum - 8 feet high and 8 yards wide. Minimum - size of hockey goals.

Law 2 – The Ball: Size 5.

Law 3 – Number of Players:

- A. Maximum number of players on the field at any one time: eleven. One of these players must be designated as the goalkeeper.
- B. Maximum number of players on the roster should not exceed 18 – but see note** below
- C. Substitutions:
 - a. Prior to your own team’s throw-in.
 - b. Prior to a goal kick by either team.
 - c. After a goal by either team.
 - d. After an injury for either team, when the referee stops the game.
 - e. At half time.
- D. There will be girls and boys teams. Boys’ teams may be co-ed. If there is one boy on a team, it is considered boys team.

Law 4 – Player’s Equipment: Conform to FIFA.

Law 5 -- Referee:

- A. Certified Referees.
- B. All rule infractions shall be briefly explained to the offending player.

Law 6 – Assistant Referees:

- A. Certified Assistant Referees.
- B. Use “Club Linesman”

Law 7 – Duration of the Game:

- A. The game shall be divided into two equal halves.
 - U-13 35 minute half
 - U-14 35 minute half
- B. The half-time break shall be five minutes.
- C. If the game is ‘tied’ at the conclusion of the second half, the match is deemed complete and a “tie” is awarded to both teams.

Law 8 – The Start of Play: Conform to FIFA.

Law 9 – Ball in and out of Play: Conform to FIFA.

Law 10 – Method of Scoring: Conform to FIFA.

Law 11 -- Offside: Conform to FIFA.

Law 12 – Fouls and Misconduct: Conform to FIFA.

Law 13 – Free Kicks: Conform to FIFA.

Law 14 – Penalty Kicks: Conform to FIFA.

Law 15 – Throw-in: Conform to FIFA.

Law 16 – Goal Kick: Conform to FIFA.

Law 17 – Corner Kick: Conform to FIFA.

***Note on Roster Size – While eighteen is the ideal number of players for a team in this age group, having this number is only a recommendation. If your town or club has more than enough players to fill up the roster of one team, but not quite enough to form two teams, please increase the size of your roster instead of eliminating players.*

Soccer Maine’s Risk Management Program

There is a website that lists most of the individuals convicted of sex crimes and SoccerMaine expects all clubs to review these lists to make certain their coaches and volunteers are not on it. The website address is www.4informe.org/sor/

The Sex Offender Registry Web Site is maintained by the Maine State Police, State Bureau of Identification, and is intended to provide the public information concerning the location of registered offenders currently within Maine. The Registry does not contain information on all individuals that have been convicted of a sex crime. Information is only provided for those individuals that are required to register pursuant to Title 34-A MRSA, Chapter 15. Registration is limited to those individuals sentenced for a requisite offense on or after June 30, 1992.

Authority to deny a position: Clubs have the authority to deny positions to any new applicant if concern is brought about through the background check process. If there is concern regarding a present or returning employee or volunteer, further information should be requested from this individual. If concern persists that this individual would present a risk and the individual does not withdraw his or her application, the club should consult with the Soccer Maine Risk Management Director regarding further action. Such individuals who have been denied participation and/or suspended from SoccerMaine activities will be informed of the appeal process available to them.

SoccerMaine Office

Soccer Maine employs an Executive Director, a Director of Coaching, a Bookkeeper, and a Registrar to help serve the 14,000+ players in the state of Maine. ALL other positions, including board members are “non-paid” volunteers. They are available to answer your questions or resolve your problems. Please refer to the SoccerMaine website at: www.soccermaine.com for the appropriate points of contact.

Teams Traveling Out of State

All teams traveling outside of Maine must carry with them at all times the following items:

1. A SoccerMaine approved Application for Travel
2. Medical Release forms, signed by the parent or legal guardian
3. An Official roster, which includes all the traveling players and team officials, that has been signed, stamped, or both by the State Registrar.
4. U.S. Youth Soccer Player Passes

It is also recommended that all teams carry copies of each player's birth certificate, as some tournaments will request such proof of age.

To receive an Approved Application for Travel a team must submit the following items to the state registrar at least 30 days before the departure date:

1. A completed *Application for Travel*. You can obtain an *Application for Travel* by calling the state registrar or by downloading the form from the website;
2. An official roster which includes all traveling players and team coaches (2 copies), signed by the club registrar;
3. A copy of the approved *Application to Host a Tournament or Games* for the competition in which you wish to participate;
4. A check for \$10.00 made payable to "Soccer Maine" for US Youth Soccer sanctioned tournaments or a check for \$20 made payable to "Soccer Maine" for all other tournaments.

As approved by the SoccerMaine Board of Directors on June 23, 1999, a team will be charged an additional \$20 if an Application For Travel is requested with less than the required 30 days notice. Therefore, teams requesting Applications for Travel with fewer than 30 days remaining before departure date will be charged a fee of \$30.00 per application for US Youth Soccer sanctioned tournaments and a fee of \$40.00 per application for all other tournaments. In the event a team is not accepted into the tournament, the fee paid for a timely submitted Application To Travel will be refunded.

Foreign travel: When traveling to another country (including Canada and Mexico), a team must file 2 sets of applications and have both approved: (1) A *US Youth Soccer Application to Travel*, including attachments, must be filed with the State Association, and (2) a *US Soccer Application for Foreign Travel and Certification* must be filed with US Soccer and approved by US Soccer. Both applications must be approved before a team may travel outside the United States. Please contact SoccerMaine for more information.

Zero Tolerance Policy

Applicability:

Each coach is responsible for his/her actions, the actions of his/her players and bench personnel. Each coach, player, and spectator shall at all times support the referee and assistant referees. Failure to do so will undermine the referee's authority, and has the potential of creating a hostile environment for the players, spectators, coaches, and referees alike. No one is to address the referee in a negative manner during or after the game.

Coaches' communications with the referee and assistant referees:

Coaches and/or bench personnel may NOT address any member of the referee crew during play except for:

- Responding to a referee initiated communication.
- Making a request for substitutions.
- Pointing out emergencies or safety issues, such as an injured player on the field.
- To request clarification of any call provided the request is courteous and non-argumentative.

First infraction: Referee may stop the game and remind the coach or bench personnel of Soccer Maine's zero tolerance policy.

Second infraction: Caution. (*No yellow card shall be shown to any coach or bench personnel*). The referee may issue a final warning that a third infraction may result in an ejection.

Third infraction: Ejection. (*No red card shall be shown to any coach or bench personnel*). The referee may instruct the coach or bench personnel to leave the field. Thereafter, the ejected person must depart to a distance where he or she can no longer see or hear anything to do with the match. If the ejected person fails to leave the field, the referee may abandon the game.

Nothing in this rule may be construed to limit the referee's discretion as granted by FIFA Laws of the Game.

Spectator communications with the referee and assistant referees:

Negative or critical comments directed to any member of the referee crew will not be tolerated.

First infraction: Referee may stop the game, request the assistance of both coaches, and remind the spectator of Soccer Maine's zero tolerance policy.

Second infraction: Referee may stop the game and issue a final warning that a third infraction may result in an ejection.

Third infraction: The referee may instruct the coaches to direct the spectator to leave the field. If the ejected person fails to leave the field, the referee may abandon the game.

Nothing in this rule may be construed to limit the referee's discretion as granted by FIFA Laws of the Game.

Notification:

Should a referee eject any player, coach, bench personnel or spectator, and/or abandon a game, he/she shall prepare a game report. The game report of the pertinent facts should be sent to the following: SoccerMaine's executive director, SoccerMaine's SRA, and the VP Competition within 24 hours. *If a game is abandoned prior to completion, the referee will make no determination as to the outcome of the match.* SoccerMaine may refer the matter to its disciplinary committee for further action, if necessary, and/or to the appropriate competitive committee for disposition of an abandoned game.