

# GVSA

## Game Reporting Procedures

It is very important that all game results are reported promptly! Please do the following:

### At the Game

- Make sure you give the referee the Game Report sheet. **CROSS OUT THE NAMES OF ANY PLAYERS AND COACHES WHO ARE NOT PRESENT!** This is especially important in U13 and older age groups, as teams may register up to 22 players, but only 18 may dress for a game. It is also to ensure that suspended players and coaches are not participating. If a name is not crossed out we can only assume the Player/Coach participated in the game. **In the Elite Divisions, U15 Boys Fall and U15 Girls Spring only** you may be allowed to use players with a Club Pass Card (CPC). The names of such players (no more than two for Elite and Three for U15) must be written on the Game Report, along with the name or number of their regular team (this is on their Pass Cards).
- **You must have a GVSA pass card for all players and team officials (coaches) who are on the sideline. They must all be listed on the game report. A maximum of three adults, all who must have a valid pass card from your club in their possession, may be on the sideline with a team during a game.** Under no circumstance may a player play for your team if he/she is not registered on your team through GVSA, other than Club Pass Card (CPC) Players on Elite Teams only. Using an ineligible player is a serious offense and any coach who does so will be subject to suspension and further disciplinary action.
- **All adults present on the sideline must be in possession a GVSA Pass Card showing their Risk Management information.** The Risk Management **cannot** be expired. If an adult does not have this he or she will not be allowed to participate as a Coach under any circumstance. **There must be at least one adult coach present during the game.** If not, the game shall not be played, the Refs will be paid and the absence of a Coach reported to GVSA.
- **The home team must provide a self-addressed stamped envelope to the referee** (the envelopes are included in the team packets – please put a stamp on them).
- **Pay the officials**, if you are the home team.

### After the Game

- **Check the Game Report - make sure the goals scored are correct, as well as the final score and any cards issued before signing it.** Since the game report is the only official documentation for the game, any suspensions for Red or Yellow cards, as well as the official score, are based on this! Coaches are **not** to make any comments on this report – it is for the Referee's use only! If a Coach feels the need to make comments they must be submitted in writing to GVSA through the Coach's Club and with their approval within 24hrs of the game.
- **A team official must sign the Official Game Report. If a coach refuses to do this, he/she will receive an automatic one game suspension, even if an Assistant later signs it!**
- The referee is responsible for mailing the game reports in. He or she may add comments or fill in the Sportsmanship scores after leaving the field.
- Each team's coach is responsible for making sure all player suspensions are served. While we try to notify each club of all suspensions **it is the responsibility of each coach to know the rules and enforce them!**

### When you Get Home

- **Post the Result at once on the website- [www.gvsoccer.org](http://www.gvsoccer.org)!** This is the responsibility of the winning team (Home Team in the event of a tie).

Results posted on the website are immediately viewable. If you don't see the result of a game we did not receive it.

**CALL YOUR OPPONENT BEFORE EACH GAME  
POST THE RESULTS AFTER EACH GAME**

# Grand Valley Soccer Association Coach and Team Instructions Fall 2018

As coaches it is important to realize that your role during a game of soccer is very limited – **the game belongs to the players**. During play you may only offer tactical advice to your team from the team area and may not enter the field at any time during the game, including half time, without the Referee's permission. The game and its rules must be respected at all times. In particular, **the officials are due your respect at all times**. There is no place in the game for dissent or verbal abuse of any sort from the coaches. No matter what you think of a call you are not the referee. Like the players, many of our referees are young and learning. They do not need abuse from spectators or coaches under any circumstance – you are not helping or teaching when you yell at an official. If there is an issue the players need to sort it themselves with the referee. A game of soccer is an opportunity for the kids to make their own decisions and learn how to deal with triumph and adversity.

You have an important responsibility to help insure the safety of the players by making sure they have proper equipment at games and practices, especially shin guards, and that all jewelry is removed before play commences. The referee should never have to remind the players of this. Unless your club has provided a trainer, the job of assessing injuries and treating injured players during a game will fall on your shoulders. Make sure you are prepared to do this when the occasion arises.

Remember that it's just a game. Please make sure your parent spectators remember this as well. Never do or say anything to the players or officials that you would not want them to hear from a teacher in the class room. Players will learn from everything you do and say, positive or negative.

**It's also important to point out that all coaches, referees, parents and players are strongly encouraged to participate in and accept the GVSA Respect Campaign Code of Conduct and promote it's high standards of behavior in and around the game at all times.**

**Additionally, coaches are responsible for knowing and understanding the GVSA rules. A plea of ignorance to the bylaws, game day procedures or GVSA rules, regulations and policies is not sufficient, and violators may expect appropriate action by the board of directors of GVSA.**

Good luck to you and your team and may your players enjoy every game, win, lose or draw.

We do find it necessary to stress certain some problem areas:

- All players and coaches must have a valid pass card for the current year. There is a \$5 fee to replace a lost pass card, so please make sure you keep track of them. **Pass cards must be laminated and presented at every game.**
- **Under no circumstance may you use a player is who is not registered with GVSA on your team.** This means he/she has a valid GVSA issued pass card for your team and is on your official GVSA roster. If paperwork has been submitted to your club, but no card has been received, the player cannot play. It is unrealistic to submit paperwork on Friday for a Saturday game. We require 48 hours notice for processing.
- We continue to have problems with Game Reports not being submitted on time (or at all!), the record of goals scored not being filled in, and the reason for Cautions/Send offs not being given (this is very important). **Game reports should be complete – if they are not, ask the referee to fill it in completely before signing it. CHECK THE SCORE.**
- Please fill out and submit the referee evaluation form – we are only receiving about 1/3 of them back. They are very useful in identifying both good and bad officials. If you want better officials, please do your part – it's only one game!

## Introduction

The Grand Valley Soccer Association (GVSA) is an affiliate of MSYSA, US Youth Soccer and USSF. Games in our league follow the *Laws of Soccer* (which may be found online at [www.fifa.com](http://www.fifa.com)), with modifications for youth, as players are seven to nineteen years old. GVSA is a competitive league. It is our hope that officials will take the games as seriously as the players do. It is also intended to provide player development, and offer a safe, friendly atmosphere for playing and watching games. It is an objective of the League that all coaches and players will behave at the highest ethical level, and will respect officials and their decisions at all times.

This set of instructions details procedures of our league, as well as modifications to the Laws that are in use. It is intended as a quick reference for coaches and referees alike. In particular, note that we follow FIFA rules to the letter - not High School rules, or those of any other organization. **The playing rules and procedures, including offside and substitutions, are the same for all age groups.**

Length of Game and Size of the Ball is determined by the age group of the Division

U7,U8, U9, U10	25 Minute Halves	#4 Ball
U11, U12	30 Minute Halves	#4 Ball
U13, U14	35 Minute Halves	#5 Ball
U15,	40 Minute Halves	#5 Ball
U16, U17, U18, U19	45 Minute Halves	#5 Ball

Note: The referee may add on time totally at his/her discretion for injuries, wasting of time or any other reason. He/she may temporarily suspend a game (e.g. inclement weather). The length of the halves may only be shortened by mutual consent of both teams and the Referee prior to the start of the game. The length of the second half may not be changed at halftime.

Number of Players

U7, U8	5 on a side (5v5)
U9, U10	7 on a side (7v7)
U11, U12	9 on a side (9v9)
All others	11 on a side (11v11)

Officials

A three-man system is used. Each club in the league is responsible for contracting with a USSF certified referee assignor. We encourage them to do so through their local referee scheduler. Club assistant referees are discouraged, though occasions may arise when they are needed. Club assistant referees serve as volunteers. They are not paid. An official will be deemed to be certified if:

- 1) He or she has a current, USSF Level 9 or higher certification and
- 2) Carries proof of it (card or a current year patch).

Fees

Referee payments use the following schedule. **If an official does not show up do not pay the remaining officials anything extra!**

Age Group	Referee	Assistant Referees (Each)	Total per Game
<b>U7-U8</b>	<b>\$30</b>	<b>None</b>	<b>\$30</b>
<b>U9-U10</b>	<b>\$30</b>	<b>\$20</b>	<b>\$70</b>
<b>U11-U12</b>	<b>\$35</b>	<b>\$25</b>	<b>\$85</b>
<b>U13-U14</b>	<b>\$40</b>	<b>\$30</b>	<b>\$100</b>
<b>U15</b>	<b>\$45</b>	<b>\$35</b>	<b>\$115</b>
<b>U16-U19</b>	<b>\$50</b>	<b>\$40</b>	<b>\$130</b>

If one certified official is present:

- He or she will be the referee
- Each team is required to appoint one club assistant referee, subject to the referee's approval. A club assistant referee may only indicate the ball in/out of play. Under no circumstance will he or she indicate any foul play or offside. The referee should clearly instruct club assistant referees that this will not be done.
- The referee will receive the Referee's fee only, in advance, for refereeing the game. The home team is responsible for paying this entire amount.

If two certified officials are present:

- One will be the referee (which assignment will have been done in advance); the other will be an

assistant referee. **USE OF THE "HIGH SCHOOL" TWO-MAN SYSTEM IS ABSOLUTELY FORBIDDEN. Only one whistle is allowed.**

- The referee may appoint a club assistant referee from the visiting team. In the event that none is available, he or she may appoint one from the home team
- The referee will receive the Referee's fee, in advance, for refereeing the game. The certified assistant referee will receive the fee for a single Assistant Referee. The home team is responsible for paying both of these amounts.
- Note that the certified assistant referee may call offside and fouls. As a result, he or she must stay in the same end of the field for both halves, so as to offer neither team a perceived advantage. This means that the referee should not typically change his/her diagonal during the game.

If three certified officials are present:

- One will be the referee (which assignment will have been done in advance); the others will be assistant referees
- The referee will receive the Referee's fee, in advance, for officiating the game. The assistant referees will each receive the Assistant Referee's fee. The home team is responsible for paying all of these amounts.

Note: As a practical matter, officials sometimes fail to appear. If the appointed referee does not appear, and there are two certified assistant referees, they will decide between themselves who is to be the referee. In the event that less than three certified officials are present, spectators who are properly certified (USSF level 9 or higher. **AYSO Certifications are not recognized**) and prepared to officiate may step forward, and must be used in favor of club assistant referees. In the event there is an excess of available substitute officials, the referee will first pick from spectators representing the visitor's team; and only then from the home team's spectators.

In the event that no certified official is present, the game may proceed only if both coaches agree, and can mutually decide upon a referee, who will then appoint club assistant referees. **The referee will be paid. Once such a game is started, both sides must abide by the result.** It is the League's intent that games should be played whenever possible: adults should set aside any differences so that the players may have their game.

### Game Procedures

Before the game commences:

- Each team will provide a filled out *GVSA Game Report* to the Referee
- The home team also will provide to the Referee a **stamped** envelope, addressed to GVSA, for mailing the game reports to GVSA
- The Referee or assistant referee will check that each player or coach has a valid GVSA pass card in his/her possession. **Players without Pass Cards may not play!** "Guest players" are never allowed
- **All Pass Cards must be permanently laminated.** This not only protects the card, but prevents misuse. Cards can be laminated at office supply or teacher stores, or you can buy laminating sheets or laminating equipment at office supply stores.
- The team must also submit an Official GVSA roster to the referee, if requested
- **If no pass card is available, the Referee cannot allow the player to participate.** However, If the if the Coach playing the player(s) with missing pass cards concedes the game as a forfeit the game is played as normal IF they can provide a photo of the card AND the official roster with the player listed (see GVSA rules section C 4). If this is not presented the player(s) may not participate in any way and teams may not scrimmage. The player(s) must sign the back of the game report, print their name and number. The GVSA office will verify that they are registered. Unregistered players will result in additional fees and suspensions (see rules) The referees are to be paid. (see GVSA Rules)
- Coaches without a Pass Card showing current Risk Management (a Pass Card showing that the Coach's Risk Management is current will say KIDSAFE. The card expires one year from the date listed) are not be allowed to participate.
- Under no circumstance may a player play for another team in GVSA. Only players on a team's official GVSA roster may play for the team. There is an exception that only applies to teams playing in an Elite Division. Under some limited circumstances they may use other players from their Club under a *Club Pass Card* (CPC) system. See rules(Elite, U15 Boys Fall and U15 Girls Spring teams only).
- If either team does not have seven (7) players available within fifteen minutes of the stated game time, the game will be forfeited to the other team, as long as they have seven (7) players available. In U11 and U12 games the minimum number of players needed is five (5); in U10 and

- younger games the minimum number of players needed is four (4).
- An adult (18 or older) coach in possession of a valid GVSA pass card and current Risk Management information is required to be on the sideline in the team area at all times. Note that the coach's pass card does not have to be for the team playing – it is not unusual for coaches to handle multiple teams or to fill in for another coach from their club. If an adult coach is not present, or leaves the site during the game shall be terminated and reported to GVSA by the Referee.

Each player must have a number on his/her jersey (at least 5" high). **Two players on the same team may not have the same number, nor may a player change numbers during a game, without the referee's prior permission.**

The home team shall wear white or other light colored jersey. The visiting team shall wear dark colored jerseys. Goalkeepers shall wear colors that distinguish them from all other players and referees. In the event that the colors are too similar (as determined by the referee as a color conflict) the non-conforming team must change jerseys. The home and away jersey colors must be contrasting (e.g., teams may not have colors such as navy blue for their 'light uniform color' and black as their 'dark' uniform color). The Referee shall be the sole arbiter of what constitutes a color conflict.

At the conclusion of the game:

- **Both coaches must sign their game report after the final score is filled in, along with a record of all goals scored, and all cards issued. You must check the score recorded. This is the official record of the game.**
- The referee will mail the game report and results to GVSA. This is not a job for either Team Manager!
- Please make sure the Referee has filled in the Cautions, Sending Offs, who scored the Goals and the correct final score. **YOU (THE COACH) MUST SIGN THE GAME REPORT.** If your players have an issue with an action of the Referee, your Club must report it separately to GVSA within 24 hours, not on the Game Report, which is for the Referee's use only.
- Any team official refusing to sign the game report is subject to an automatic one game suspension. The report is the Referee's official record, not a subject for protest by a coach.

If a game must be suspended or abandoned, for whatever reason, the reason must be stated by the Referee on the game report, along with the actual amount of time played. GVSA needs to know this to award forfeits, or order replays. **Referees do not award forfeits: they simply report what happened.** If a coach is ejected and no adult assistant coach is available the game will be abandoned and reported to the league.

#### Teams and Spectators

Both teams will occupy opposite ends of the same side of the field. No player or coach may stand within ten yards of the center line, except for players preparing to enter the games as substitutes. All players, coaches and spectators should remain at least two yards from the touch line, or further, if instructed by the referee and/or assistant referee(s). Coaches may not leave their end of the field, nor may spectators mingle with the substitutes and coaches.

An adult from a different team within your club, in possession of a valid pass card, is allowed to coach, but there is a limit of three (3) adults that may be present along a team's sideline. No other persons are permitted on the team half of the field.

All spectators will sit or stand on the other side of the field. They may not stand directly behind either penalty area, or within two yards of the touch line or either goal line. The referee may, at his/her discretion, ask spectators to move.

#### Behavior

The referee will not tolerate any foul or abusive language from players, coaches or spectators. The referee may ask the coach to have any spectator, who is interfering with the game, to leave the premises, suspend the game until such person(s) leave, and if necessary, abandon it if such person(s) refuse. Any coach or player who is sent off will leave the field of play and may not stay at the field.

**GVSA is a youth league. While competitive in nature, it is oriented toward development and is firmly of the belief in "Fair Play". Any inappropriate actions by coaches or spectators, including berating your own or opposing players will be dealt with.**

### Substitutions and other differences from High School Rules

Substitutions deserve a word, as the rules differ from High School Play.

Teams may substitute as many players as they like at the following times:

1. After a goal is scored
2. Start of either half
3. on a goal kick for either side
4. On a team's own throw in. If the opposing team also has players waiting they may substitute as well as at that time.

If a player is injured, and play stopped, a team may substitute (this is not required!). In the event that a team substitutes for an injured player, the other team may substitute on a one-for-one basis only. Also, note that after an injury the correct restart is a drop ball, if the ball was in play when the stoppage occurred (in High School the restart is an Indirect Free Kick when one side had clear possession of the ball and the game was stopped for an injury).

Substitutions are not allowed on corner kicks, penalty kicks, drop balls, or after fouls, unless the ball has gone out of play, in which case the preceding rules govern what to do.

The referee may ignore a request for substitution if the player(s) is not ready to enter the game (e.g. coach is issuing instructions to him/her). If a referee thinks a coach is wasting time, the substitution should be allowed, but time should be added on.

Players must enter only at the center line, and only after they are recognized by the referee.

No coach is allowed to use any sort of objectionable noise making device (e.g. an air horn) to indicate a desire to substitute.

### **Team/Club process for game day referee follow-up**

USSF certified referees working GVSA games receive up to 30 hours of training on techniques, mechanics and laws of the game by their second year of officiating. This training continues with every year and includes on field assessments, mentoring and season clinics as well as meetings to focus and improve skills. The objective of GVSA, GVSOA (Grand Valley Soccer Officials Association) and USSF is to have the best qualified officials possible. Specifically, West Michigan has one of the best referee programs in the state and Michigan stands out as one of the best programs in the nation – one which we are very proud of.

This investment in knowledge and skill development of referees is made because USSF and the Michigan Referee Committee realize the importance of quality referees. However, referees can and do make mistakes. Referee decisions are not disputable nor can they be the basis of a protest but should any club feel that one of their games was officiated by an unqualified or inappropriately placed referee, GVSA would request that clubs follow the procedure below:

- Do not approach referee after the game except to thank him/her for their time and to sign Game Report. Make note of game number, date and time along with age group and team played.
- Submit a written report to your Club's Board or Executive Director, detailing why you feel a follow-up with the referee is necessary.

- Within 48 hours after the game, the GVSA Club should report the issue in writing to the GVSA administrator with exact details and as much information as possible.
- If the GVSA league feels this complaint deserves further investigation then they will request that GVSOA looks into the situation.
- The administrators of GVSOA will follow established procedures to evaluate the situation and arrange any follow up needed.
- GVSA will be advised of the results of this evaluation and any action taken.
- GVSA will notify the Club of the results of the evaluation and any action taken.

**Please Remember at all times  
FAIR PLAY!  
It's FIFA's motto and GVSA's goal**