

## **FOREWORD**

Thank you for coaching in SAC/HC. The contents of this handbook provide a framework within which the recreational program is expected to be conducted. Taken in conjunction with our coaches training and education initiatives, this material provides you with the basic information needed to effectively coach in the program.

In addition to the written material contained herein, SAC/HC has a technical staff that is available to you for any questions you might have about the “game”. You should make liberal use of the knowledge and expertise of the various members of our Technical staff to supplement the material contained in this handbook.

Have a great soccer season.

Sincerely,

Bob Grandfield  
President, SAC/HC

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## SECTION 1

### ASSOCIATION CODE OF CONDUCT FOR COACHES, PLAYERS AND PARENTS

#### SAC/HC COACHES

SAC/HC coaches are the “face” of the organization to our parents, players and referees. Thus, each coach is expected to maintain a high level of integrity and professionalism both on and off the field. A SAC/HC coach’s primary responsibility is to **develop** soccer players and to instill a passion for the game in our players. Thus, our coach’s performance is not measured in wins and losses but in what he/she teaches the players in terms of technique, sportsmanship, and fair play. All SAC/HC coaches are expected to have a basic knowledge of the game and to pursue training that will allow them to better develop our players. They are also expected to recognize that **the game is for the players**. Finally, it is the expectation of our coaches that their teams will play all SAC scheduled games.

Given these expectations, SAC/HC requires its coaches to adhere to the following code of conduct:

- A. Positive reinforcement will always be the foundation of our coaching technique.
- B. The coach, in his/her leadership role, must exhibit good sportsmanship both on and off the field and should teach his/her players and spectators the rule of fair play and proper match behavior.
- C. The coach should always exhibit proper behavior while interacting with players at practice or in a match. The use of foul or abusive language is prohibited.
- D. The coach will not abuse a player mentally, verbally or physically.
- E. The coach will not deliberately instruct any player to harm an opposing player or support, in any fashion, deliberate fouls causing bodily harm to an opposing player.
- F. Respect of the referee’s authority will be practiced at all times. The coach will not verbally abuse or harass the referee or enter the field of play without the referee’s permission. The coach should admonish player and spectator abuse of the referee. Players on the sideline and spectators will be instructed by the coach never to enter the field of play during a game.
- G. The coach will not use alcohol or tobacco during practices or match play.
- H. The coach will not engage in any conduct that is prejudicial to or reflects discredit upon SAC/HC.

#### SAC/HC PLAYERS

The game of soccer is for the players. SAC/HC expects that the players in our program will always exhibit good sportsmanship and a sense of fair play. Players must understand that, when they are on the field, they are representatives of SAC/HC, as well as their team, coach, parents and community. They should, therefore, act accordingly.

All SAC/HC players should adhere to the following code of conduct:

- A. Treat all coaches, opponents, teammates, parents, and officials with respect.
- B. Display self-control in all situations. Avoid the use of foul or abusive language.

- C. Always play within the rules of the game. (Fair Play)
- D. Shake hands with opponents at the conclusion of every match and refrain from such acts that would be considered disrespectful of an opponent.

### **SAC/HC PARENTS**

Parents can have a significant impact, either positive or negative, on a child before, during, and after a match. Parents must remember that **the game is for the children and should be treated accordingly**. Just as coaches and players are expected to exhibit good sportsmanship during a game, parents are expected to refrain from unsporting behavior on the sidelines.

SAC/HC parents are expected to:

- Maintain a positive sideline demeanor by not berating coaches, referees, or other players.
- Cheer positively. Your child's teammates and opponents are young amateurs, not professionals. Cheer for good play and fair play on the part of all players.
- Let the coach coach, no matter how much you disagree with him or her.
- Act like an adult. Be positive, encourage all of the players, respect others, and be a spectator.

Parents are expected **refrain from**:

- Yelling directives at players and/or making rude or profane comments from the sideline.
- Coaching from the sideline.
- Providing negative encouragement to players (e.g., you're not trying hard enough).
- Badgering/berating the referee and/or aggressively disputing calls or non-calls.
- Badgering/berating opposing players and/or their coach.
- Being critical of their own team's play or that of an individual player on the team.

### **SAC/HC FIELDS**

SAC/HC games are held at a number of venues throughout Howard County (Bob Lucido Fields at Covenant Park, Howard Community College, BOE High School and grass fields).

## SECTION 2

### SAC/HC RECREATIONAL PROGRAMS AND THEIR ADMINISTRATION

#### THE SAC/HC RECREATIONAL PROGRAM CONSISTS OF:

1. Junior Academy Program for Under 5 & 6
  - Developmental program.
  - Player groupings are generally formed by area of residence.
  - Program conducted on Saturday mornings during both the Fall and Spring seasons.
2. Recreational Youth Teams and Leagues for Under 7 through Under 19

Note: In the Under 15 age group, players may play in the Under 14/15 recreational league if they are still attending middle school.

#### ADMINISTRATION OF THE RECREATIONAL AND SELECT PROGRAMS

The Recreational and Select Program are administered by volunteer Age Group Coordinators who operate under the auspices of the Vice President – Recreational Programs.

##### **Age Group Coordinators**

Age Group Coordinators (AGC's) are responsible for administering specific age and gender groupings. There is an AGC for every age group and gender in the recreation program.

Specific duties of an AGC are outlined in the Age Group Coordinator Handbook located at the end of this document.

**Fall 2022/Spring 2023**

**U7: 2016**

**U8: 2015**

**U9: 2014**

**U10: 2013**

**U11: 2012**

**U12: 2011**

**U13: 2010**

**U14: 2009**

**U15: 2008**

## **SECTION 3**

### **RECREATIONAL RULES AND MODIFICATIONS APPLICABLE TO ALL AGE BRACKETS**

SAC/HC will play all games in accordance with the "Laws of the Game" published by the Federation Internationale de Football Association (FIFA). All rules and interpretations will apply except as noted by the following modifications and those cited in age group specific rules contained in Section 4 of this manual. For additional information log on to [www.fifa.com](http://www.fifa.com).

#### **GAMES**

- All games abandoned before halftime shall be replayed. Scores of games abandoned during or after halftime will be official (see SAC Weather Policy).
- If an abandoned game is less than 50% complete, the appropriate Age Group Coordinator should be contacted for instructions.
- Both teams may substitute on a goal kick or after a score.
- During an injury timeout, if a coach enters the field of play to attend to an injured player, that player **MUST** be taken off the field and substituted for. The player may return to the game after a two-minute evaluation time. The only exception may be the goalkeeper.
- Any time a substitution is desired, the players who are being substituted **MUST** leave the field at the mid-field line on the team side, while the substitutes wait at the mid-field line to enter with the referee's permission.
- Players wearing a cast are not permitted to participate in practices or games. Players may not wear watches, earrings, bracelets, necklaces, rings, or any other personal decoration that may harm themselves or another player. Starter posts **MUST** be removed prior to play. They may **NOT** be taped or have Band-Aids cover them.
- SAC/HC disallows the wearing of eyewear not approved for contact sports. (Any players who are visually impaired must either wear sport-related eyewear secured with a sports strap or safety goggles)
- Spectators and coaches may not stand behind the goal line, between the corners, or on the touchlines below the top of the penalty area.
- All parents and spectators are to observe the game from the side of the field opposite to the side taken by the teams and coaches. Further, coaches and players cannot cross the midfield line on the side of the field to which they have been assigned.
- The coach may not go onto the field of play without permission of the referee. A yellow card may be issued to any coach who fails to follow this procedure.
- Game forfeit time will be 15 minutes. Failure to appear at this time shall result in a loss of 3-0.

- Shin guards are mandatory and must be worn at all times during practice and game play. Players' socks shall be pulled up so as to cover, in their entirety, the shin guards.
- All SAC/HC Recreation, and Select players are expected to wear the uniform provided to them by the Club at all league and tournament games. No other uniforms are acceptable.
- **Neither coaches nor AGCs can reschedule games.** Failure of a team to appear at a regularly scheduled game will result in a forfeit by the team that does not appear at the field at the designated game time. If neither team appears at the field, the game will be considered null and void and will not be rescheduled or replayed.
- In an effort to make each game fun and not grossly off balance, coaches are expected to reposition players once their team leads by 5 goals or more. In addition, coaches shall limit further goals by requiring either 3-5 passes before a shot can be taken, or by playing one touch ball.
- All Coaches and players are expected to shake hands with their opponents and referees at the conclusion of each game.

### **PLAYERS/TEAMS**

- No travel team players from within or outside of SAC/HC may play on a SAC/HC recreational or select team. Further, only SAC/HC registered players may participate on SAC/HC teams. Games played with unregistered or ineligible players will result in forfeiture of those games so played.
- Recreational/Select players may (1) participate in tournaments preapproved by the director of coaching. (2) Recreational/select players may guest play on a SAC/HC travel team, without jeopardizing his/her status as a recreational player in SAC/HC on a limited basis. Travel teams needing players on a permanent basis should officially add players to their roster.
- Select players cannot guest play on another Select or Recreational team in SAC/HC league. However, Recreational players can guest play with the expressed consent of the appropriate age group coordinator and/or the opposing coach at game time.
- Each recreational or select player should expect to play at least one-half of each game. However, a coach may refuse playing time for a particular game to a player who has not attended or participated in at least 50% of the team's practices during the two-week period preceding that game. Any coach taking such action must notify the Director of Coaching - Recreation prior to limiting a player's game time.

### **COACHES**

U.S. Youth Soccer "Kidsafe" Program is a program to foster safe circumstances for every person and every child who participates in a U.S. Youth Soccer affiliated activity. It is the intent of U.S. Youth Soccer and its affiliated organizations to exclude from participation in U.S. Youth Soccer activities, at a minimum, all persons who have been convicted of crimes of violence or crimes against persons.

SAC/HC supports this program and has instituted a program to address this issue. Before an individual is allowed to participate in the SAC/HC program as a coach he/she must complete a registration form indicating whether or not he/she has at any time been convicted of a criminal offense. In addition, all coaches are required to undergo a criminal background check conducted by SAC/HC. These background checks are updated every 5 years from the date of the last background check.



For coaches who have had a break in service for a year or more, new background checks, as required above, must be obtained.

*Offenses* which require review include (i) a report of conviction for an offense relating to criminal homicide, aggravated assault, kidnapping, harassment and stalking, unlawful restraint, rape, statutory sexual assault, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, indecent assault, indecent exposure, incest, concealing death of child, endangering welfare of children, dealing in infant children, prostitution and related offenses, obscene and other sexual materials and performances, corruption of minors, sexual abuse of children, felony offenses under the controlled substance, drug, device and cosmetic act, or an out of state or federal offense similar in nature to these Maryland crimes; or (ii) a founded or indicated report of child abuse on the Maryland Department of Public Welfare's Child Abuse History Clearance Statement.

### **Screening of Coaches**

SAC/HC utilizes a private background screening organization to conduct criminal background checks on all coaches in the Club.

- All adverse reports will be reviewed by the Club President and Executive Director, and a meeting will be held with the individual involved to ensure that the results of the Background Check are attributable to him/her.
- If the reports are found to be attributable to the coach, action to terminate will be taken immediately.

### **REFEREES**

SAC/HC contracts for referee services with an outside vendor. All referee game assignments are made through this organization and they are accountable for providing referees for all scheduled recreational league games that require referee services. SAC/HC coaches are expected to provide the Club with the names of any referees who, in their opinion, are poor performers and should be evaluated by the assigning organization.

Players, coaches and parents must respect the authority of the referee and refrain from interfering or obstructing the referee's conduct of the game. Failure to do so will result in a warning being issued by the official. Continued offenses following the warning should result in expulsion from the game (for the player) or ejection from the premises (for the parents or coaches). Should playing conditions continue to deteriorate such that, in the opinion of the referee, the players will derive no benefit by playing under such conditions, the referee can terminate play. The decision as to whether the game will be replayed will be made by the appropriate Age Group Coordinator and Recreational Director of Coaching.

Upon request by the referee, each team will supply one person to run the sideline. Such requests are totally at the discretion of the referee.

SAC/HC will provide referees for all Under 8-Under 19 recreational games. Coaches are expected to facilitate all Under 7 recreational games.

### **PLAYER/COACH GAME EJECTIONS**

- Players or coaches ejected from a game by the referee are not eligible to participate in the next game for the first offense. A second offense by a player during the same season will result in a two game suspension. A third offense by a player and/or a second offense by a coach, with the offenses all occurring in the same season, will result in a suspension for one full season in addition to the remaining season's games.

- Substitutions cannot be made for ejected players.
- Referees report incidents of ejection and unsportsmanlike conduct to their respective Referee Association. This information should also be forwarded by the Referee Association to the SAC Vice President - Sportsmanship who, in turn, provides it to the appropriate SAC/HC AGC. The AGC will notify and confirm suspensions or other actions with the coach and/or player involved.

### **INJURED PLAYERS**

Because SAC/HC is a youth soccer program, it is vital that all games be controlled to prevent injuries due to rough play and when injuries do occur; that the players be protected from further injury and promptly cared for. The Laws of the Game allow the referee to stop the game if, in his opinion, a player has been seriously injured. However, if in a referee's judgment, a player is only slightly injured, the referee should allow the game to continue until the ball has ceased to be in play.

SAC/HC recommends that special care be taken in the younger age groups (Under 9 and younger) to stop the game to care for injured players unless the injury is clearly not serious. Any case where a player is crying or in obvious pain as the result of an injury should normally be considered to be serious in these younger age groups. Somewhat greater latitude toward the type of injury, the possibility of gamesmanship and the game situation may be taken into account in the older age groups. Because children are involved, however, at any age group, it is better to stop a game too soon than to allow an injured player to remain untreated for an extended period.

**In the event that a player is injured, it is the coach's responsibility to complete the injury notification form cited on the following page within 24 hours of the injury. This form can be downloaded online at [www.sackick.com](http://www.sackick.com).**

The completed form is to be sent immediately to the Executive Director of SAC/HC who will review the circumstances of the injury to 1) determine if there was any negligence on the part of coach, referee, or the club, and 2) ensure that the injury is properly recorded.

Additional information may be requested by the Executive Director to complete the file. The formal injury report is maintained by the Executive Director in the SAC/HC office.

**SAC/HC INJURY NOTIFICATION FORM**

Player Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

District \_\_\_\_\_ Age Group \_\_\_\_\_

Injury date/time \_\_\_\_\_

Field Location \_\_\_\_\_

Field Condition \_\_\_\_\_

Description of Injury \_\_\_\_\_

Coach's Name/Phone Number \_\_\_\_\_

\*Referee Name/Phone Number \_\_\_\_\_

\*NOT APPLICABLE FOR INJURIES OCCURING DURING PRACTICE

## **SECTION 4**

### **SAC/HC RULES OF PLAY FOR AGE BRACKETS**

This section contains age group specific rules of play. **These rules are to be considered together with the FIFA modifications cited in Section 3.** See also [www.fifa.com](http://www.fifa.com) for **FIFA Laws of the Game**.

**JUNIOR ACADEMY PROGRAM**  
**GUIDELINES FOR UNDER 5 and UNDER 6 JUNIOR ACADEMY PROGRAM**

Program

- Conducted under the auspices of the Vice President – Junior Academy Programs.

Objectives

- The primary objective of the Junior Academy program is to make learning the game of soccer a fun experience for the players. This, hopefully, will encourage the children to continue in the “game” as they grow older.
- The secondary goal of the Junior Academy program is to bring as many parent volunteers into the program as possible.

Teams

- Up to 12 players and 3 coaches per team assigned by the SAC office.

Divisions

- Four (4) year old players will be separated from the five (5) year old players if possible. No coed play in either division unless authorized by the Vice President – Junior Academy.

Field Size

- 30 yards long; 20 yards wide

Goal Size

- 6 feet wide marked by cones.

Equipment

- Each team will receive (2) #3 balls and (12) cones. Each player is to bring a #3 ball and a pair of shin guards to all training sessions. A quart size water bottle is also recommended.

Uniform

- A (royal blue) Under Armour “T” shirt with SAC/HC logo and royal socks are provided by SAC/HC to every Junior Academy player.

Format

- Teams will be assigned fields to conduct their lessons. The alignment will be done so that teams will scrimmage on adjacent fields. The SAC office will issue schedules with team and field assignments.

Duration

- U5: Fundamental training for 30 minutes with periodic breaks followed by a 30 minute scrimmage (two 15 minute halves with a 5 minute break at half time).
- U6: Fundamental training for 40 minutes with periodic breaks and 40-minute scrimmage (4 ten minute quarters with 2-minute break between quarters).

Game Day Scrimmages

- Teams will break into groups of equal size for the scrimmage with the maximum being 4 players. The coaches will run separate scrimmages on adjacent fields. Coaches will be on each field to help position the players. NO GOAL KEEPERS will be used.

### Coaches Training

- The Vice President – Junior Academy will work with the Director of Coaching to ensure that one or more training sessions are held before the season for Junior Academy coaches. All Junior Academy coaches must attend these training sessions.
- The lesson plans contained in the Junior Academy Coaches Manual must be followed on a weekly basis.
- Each training session should have a 5:1 player/coach ratio.

### League Awards

- All players will receive participation awards at the conclusion of the Spring season; scores/standings will not be maintained.

**DEVELOPMENTAL LEAGUE**  
**POLICY FOR UNDER 7 LEAGUE PLAY**

Field of Play

- 40 yards long - 25 yards wide.
- Center line with a five (5) yard radius circle.
- Goal area five (5) yards from each goal post and six (6) yards into the field of play joined by a line parallel to the goal line.
- No penalty box area.
- Corner arcs with a one (1) yard radius.
- For the Fall there will be a three-foot arc around the goal.

Goal Size

- 4 feet high and 6 feet wide.

Ball Size

- Size 3

Players

- Maximum number of players on the field is 5, one of whom shall be the goalkeeper (in the spring).
- Minimum number of players to start a game is 4.
- Each child should play goalkeeper at least once during the season.

Facilitators

- Coaches (facilitators) per team (1 head coach and 2 assistants)
- Each rostered coach or rostered assistant coach will facilitate at least half of each game. The primary objective of the facilitating is to ensure a fun and safe environment for the players.
- There will be no referees.

Duration of Game

- Two halves of 20 minutes with a 5-minute halftime.

Start of Play

- Conforms to FIFA Laws of the Game.

Scoring

- Whole ball must cross the line between the goal posts and under the crossbar.

Offside

- No offside will be called.

Handball

- Called only when a player is obviously playing the ball and not defending himself/herself. Balls that merely strike a player's hand or arm, and contact is not initiated by the player, are not considered deliberate and therefore will not be called as a handball. A deliberate hand ball will result in an indirect free kick at the spot of the foul.

Fouls, Misconduct and Heading the Ball

- All fouls, intentional and unintentional, will result in an indirect free kick with the opponent 6 yards away. A goal cannot be scored until the ball is touched by another player. No player may head the ball either intentionally or unintentionally. If a player heads the ball it will result in an indirect free kick for the opposing team.

#### Penalty Kick

- No penalty kicks are to be taken.

#### Kick-in

- Ball is placed on the sideline nearest to the point where it went out of bounds. **THERE ARE NO THROW-INS.**

#### Corner Kick

- Conforms to FIFA Laws of the Game.

#### Goalkeeper

- Encouraged to put the ball into play as quickly as possible after gaining full possession. The goal keeper may not punt the ball. For the fall season, goalkeepers may not be used at the discretion of the Director of Recreation. There will be a three-yard semi-circle in front of the goal. Players will be allowed to run through the semi-circle but cannot touch the ball. If the defending team touches the ball in the semi-circle, a goal will be awarded. If an offensive player touches the ball in the semi-circle, a goal kick will be awarded.

#### Goal Kick

- May be taken from any point inside the goal area.

#### Sidelines

- Teams and coaches on same sideline; parents and other spectators on the sideline opposite the teams.

#### Substitutions

- Substitutions will be permitted at any stoppage of play, at the referee's discretion.

#### Publicity

- There will be no post-game publicity, however, coaches are welcome to submit a team picture for posting on the SAC website after successful season.

#### League Awards

- All players will receive participation awards at the conclusion of the Spring season; standings will not be maintained.



**DEVELOPMENTAL LEAGUE**  
**POLICY FOR UNDER 8 LEAGUE PLAY**

Field of Play

- 40 yards long – 25 yards wide.
- Center line with a five (5) yard radius circle.
- Goal area five (5) yards from each goal post and six (6) yards into the field of play joined by a line parallel to the goal line.
- No penalty box area.
- Corner arcs with a one (1) yard radius.

Goal Size

- 6.5 feet high and 6 feet wide

Ball Size

- Size 3

Players

- Maximum number of players on the field is 5, one of whom shall be the goalkeeper.
- Minimum number of players to start a game is 4.
- Each child should play goalkeeper at least once during the season.

Coaches

- 3 Coaches per team (1 head coach and 2 assistants)

Referees

- Official referee will be provided if available.
- Referee assignments in this age group will be made without regard to age, provided such individual is fully qualified and in good standing with the Referee Association.
- Referee decisions are final.
- Referees are encouraged to explain infraction to the offending player.
- If referee unavailable, both teams will select suitable volunteer(s).

Duration of Game

- Two (2) twenty minute halves with a 5 minute break at half time.

Start of Play

- Conforms to FIFA Laws of the Game.

Scoring

- Whole ball must cross the goal line between the goal posts and under the crossbar.

Off-Side

- Called only for blatant and obvious violations.

Handball

- Called only when a player is obviously playing the ball and not defending himself/herself. Balls that merely strike a player's hand or arm, and contact is not initiated by the player, are not considered deliberate and therefore will not be called as a handball. If a handball is deliberate an indirect free kick will be awarded at the spot of the foul.

#### Fouls and Misconduct, Heading the ball

- All fouls, intentional and unintentional, will result in an indirect free kick with the opponent 6 yards away. A goal cannot be scored until the ball is touched by another player. No player may head the ball either intentionally or unintentionally. If a player heads the ball it will result in an indirect free kick for the opposing team at the spot of the infraction.

#### Penalty Kick

- No penalty kicks are to be taken during these games.

#### Throw-ins

- Two attempts are allowed. Referee will explain error if one is made on the first throw-in. Play continues after the 2nd throw-in.

#### Corner Kick

- Conforms to FIFA Laws of the Game.

#### Goalkeeper

- No player may challenge the goalkeeper while the ball is in the goalkeeper's possession. Referees shall enforce this rule rigidly. FIFA rules state that a goalkeeper has possession of the ball if any part of his/her hand is firmly on the ball.
- Must put the ball into play within six (6) seconds after gaining full possession of the ball. Goalies cannot punt the ball.

#### Goal Kick

- May be taken from any point inside the goal area.

#### Substitutions

- Substitutions will be permitted at any stoppage of play, at the referee's discretion.

NOTE: All substitutions are to be made at the midfield line, and only upon the referee's signal. Players being substituted for must exit at the mid-field line on the team side of the field, before new players can enter.

#### Sidelines

- Teams and coaches on same sideline; parents and other spectators on the sideline opposite the teams and coaches.

#### Publicity

- There will be no post-game publicity, however, coaches are welcome to submit a team picture for posting on the SAC website after successful season.

#### League Awards

- All players will receive participation awards at the conclusion of the Spring season; standings will not be maintained.

**RECREATIONAL PROGRAM**  
**POLICY FOR UNDER 9 LEAGUE PLAY**

Field of Play

- 70 yards long; 50 yards wide.
- Center circle – 8-yard radius.
- Penalty area – 14 yards from each goal post and 14 yards into field.
- Goal area six (6) yards from each goal post and six (6) yards into the field of play joined by a line parallel to the goal line.
- Penalty kick spot – 10 yards from touch line at middle of goal mouth.
- Penalty arc – 8-yard radius.
- Corner arc – one-yard radius.

Goal Size

- 6.5 feet high and 18.5 feet wide.

Ball Size

- Size 4

Players

- Maximum number of players on the field is 7 aside, one of whom shall be the goalkeeper.
- Minimum number of players to start a game is 6.

Referees

- Official referee will be provided if available.
- Referee assignments in this age group will be made without regard to age, provided such individual is fully qualified and in good standing with the Referee Association.
- Referee decisions are final.
- Referees are encouraged to explain infraction to the offending player.
- If referee unavailable, both teams will select suitable volunteer(s).

Duration of Game

- Two halves of 25 minutes with a 5 minute halftime.

Start of Play

- Conforms to FIFA Laws of the Game.

Scoring

- Whole ball must cross the goal line between the goal posts and under the crossbar.

Off-side

- Conforms to FIFA Laws of the Game.

Handball

- Called only when a player is obviously playing the ball and not defending himself/herself.
- Balls that merely strike a player's hand or arm, and contact is not initiated by the player, are not considered deliberate and therefore will not be called as a handball.

### Fouls, Misconduct and Heading the Ball

- Conforms to FIFA Laws of the Game. No player may head the ball either intentionally or unintentionally. If a player heads the ball it will result in an indirect free kick for the opposing team at the spot of the infraction.

### Penalty and Corner Kicks

- Conforms to FIFA Laws of the Game.

### Throw-ins

- Conforms to FIFA Laws of the Game.

### Goalkeeper

- No player may challenge the goalkeeper while the ball is in the goalkeeper's possession. Referees shall enforce this rule rigidly. FIFA rules state that a goalkeeper has possession of the ball if any part of his/her hand is firmly on the ball.
- Must put the ball into play within six (6) seconds after gaining full possession of the ball.
- Goalkeeper cannot punt the ball.

### Goal Kick

- May be taken from any point inside the goal area.

### Substitutions

- Substitutions will be permitted at any stoppage of play, at the referee's discretion.

NOTE: All substitutions are to be made at the midfield line, and only upon the referee's signal. Players being substituted for must exit at the mid-field line on the team side of the field before new players can enter.

### Sidelines

- Teams and coaches on same sideline; parents and other spectators on the sideline opposite the teams and coaches.

### Publicity

- There will be no post-game publicity, however, coaches are welcome to submit a team picture for posting on the SAC website after successful season.

### League Awards

- Rec
  - All players will receive participation awards at the conclusion of the Spring season. Standings will not be maintained.
- Select
  - No participation trophies will be distributed in this age group.
  - First place teams at the conclusion of the Fall and spring season will receive championship medals. In the event of tie between two teams the following tie breakers will be used. If three or more teams are tied once the first tie breaker is broken the process will begin again.
    1. Head-to-head winner
    2. Fewest goals against
    3. Most wins
    4. Coin flip

**RECREATIONAL PROGRAM**  
**POLICY FOR UNDER 10 LEAGUE PLAY**

Field of Play

- 70 yards long; 50 yards wide.
- Center circle – 8 yard radius.
- Penalty area – 14 yards from each goal post and 14 yards into the field.
- Goal area six (6) yards from each goal post and six (6) yards into the field of play joined by a line parallel to the goal line.
- Penalty kick spot – 10 yards from touch line at middle of goal mouth.
- Penalty arc – 8 yard radius.
- Corner arc – one yard radius.

Goal Size

- 6.5 feet high and 18.5 feet wide.

Ball Size

- Size 4

Players

- U10 Boys Rec, Girls Rec & Boys Select
  - Maximum number of players on the field is 7 aside, one of whom shall be the goalkeeper.
  - Minimum number of players to start a game is 6.
- U10/U11 Girls Select
  - Maximum number of players on the field is 9 aside, one of whom shall be the goalkeeper.
  - Minimum number of players to start a game is 7.

Referees

- Official referee will be provided if available.
- Referee assignments in this age group will be made without regard to age, provided such individual is fully qualified and in good standing with the Referee Association.
- Referee decisions are final.
- Referees are encouraged to explain infraction to the offending player.
- If referee unavailable, both teams will select suitable volunteer(s).

Duration of Game

- Two halves of 25 minutes with a 5-minute halftime.

Start of Play

- Conforms to FIFA Laws of the Game.

Scoring

- Whole ball must cross the goal line between the goal posts and under the crossbar.

Off-side

- Conforms to FIFA Laws of the Game.

### Handball

- Called only when a player is obviously playing the ball and is not defending himself/herself. Balls that merely strike a player's hand or arm, and contact is not initiated by the player, are not considered deliberate and therefore will not be called as a handball.

### Fouls, Misconduct and Heading the Ball

- Conforms to FIFA Laws of the Game. No player may head the ball either intentionally or unintentionally. If a player heads the ball it will result in an indirect free kick for the opposing team.

### Penalty and Corner Kicks

- Conforms to FIFA Laws of the Game.

### Throw-in

- Conforms to FIFA Laws of the Game.

### Goalkeeper

- No player may challenge the goalkeeper while the ball is in the goalkeeper's possession. Referees shall enforce this rule rigidly. FIFA rules state that a goalkeeper has possession of the ball if any part of his/her hand is firmly on the ball.
- Must put the ball into play within six (6) seconds after gaining full possession of the ball.
- Goalkeeper cannot punt the ball.

### Goal Kick

- May be taken from any point inside the goal area.

### Substitutions

- Substitutions will be permitted at any stoppage of play, at the referee's discretion.  
NOTE: All substitutions are to be made at the midfield line, and only upon the referee's signal. Players being substituted for must exit at the mid-field line on the team side of the field before new players can enter.

### Sidelines

- Teams and coaches on same sideline; parents and other spectators on the sideline opposite the teams and coaches.

### Publicity

- There will be no post-game publicity, however, coaches are welcome to submit a team picture for posting on the SAC website after successful season.

### League Awards

- Rec
  - All players will receive participation awards at the conclusion of the Spring season. Standings will not be maintained.
- Select
  - No participation trophies will be distributed in this age group.
  - First place teams at the conclusion of the Fall and spring season will receive championship medals. In the event of tie between two teams the following tie breakers will be used. If three or more teams are tied once the first tie breaker is broken the process will begin again.
    1. Head-to-head winner
    2. Fewest goals against
    3. Most wins
    4. Coin flip

**RECREATIONAL PROGRAM**  
**POLICY FOR UNDER 11 LEAGUE PLAY**

Field of Play

- 70 yards long; 50 yards wide.
- Center circle – 10 yards radius.
- Penalty area – 14 yards from each goal post and 14 yards into the field.
- Goal area six (6) yards from each goal post and six (6) yards into the field of play joined by a line parallel to the goal line.
- Penalty kick spot – 10 yards from touch line at middle of goal mouth.
- Penalty arc – 10 yards radius.
- Corner arc – one yard radius.

Goal Size

- 6.5 feet high and 18.5 feet wide

Ball Size

- Size 4

Players

- Maximum number of players on the field is 9 aside, one of whom shall be the goalkeeper.
- Minimum number of players to start a game is 7.

Referees

- Official referee will be provided if available.
- Referee assignments will be made without regard to age, provided such individual is fully qualified and in good standing with the Referee Association.
- Referee decisions are final.
- Referees are encouraged to explain infraction to the offending player.
- If referee unavailable, both teams will select suitable volunteer(s).

Duration of Game

- Two halves of 30 minutes with a 5-minute break at halftime.

Start of Play

- Conforms to FIFA Laws of the Game.

Scoring

- Whole ball must cross the line between the goal posts and under the crossbar.

Offside

- Conforms to FIFA Laws of the Game.

Handball

- Conforms to FIFA Laws of the Game.
- Balls that merely strike a player's hand or arm, and contact is not initiated by the player, are not considered deliberate and therefore will not be called as a handball.

### Fouls, Misconduct and Heading the Ball

- Will observe the FIFA laws with regard to fouls and misconduct. In addition, the referees are instructed not to tolerate foul or abusive language on the part of any player, coach, or parent. The referee will stop play of the game should any coach be unable to control such behavior on the part of a player(s), the team, or himself/herself, and will report any such incident to the SAC Site Coordinator. This information will also be forwarded to the appropriate Age Group Coordinator and the Vice President – Sportsmanship for further action. No player may head the ball either intentionally or unintentionally. If a player heads the ball it will result in an indirect free kick for the opposing team.

### Free, Penalty, and Corner Kicks

- Conforms to FIFA Laws of the Game.

### Throw-ins

- Conforms to FIFA Laws of the Game.

### Goalkeeper

- No player may challenge the goalkeeper while the ball is in the goalkeeper's possession. Referees shall enforce this rule rigidly. FIFA rules state that a goalkeeper has possession of the ball if any part of his/her hand is firmly on the ball.
- Must put ball into play within six (6) seconds after gaining full possession of the ball.
- Option to throw or punt the ball into play.

### Goal Kick

- May be taken from any point inside the goal area.

### Substitutions

- Substitutions will be permitted at any stoppage of play, at the referee's discretion.  
NOTE: All substitutions must be made at the midfield line, and only upon the referee's signal. Players being substituted for must exit at the mid-field line on the team side of the field before new players can enter.

### Sidelines

- Teams and coaches on same sideline; parents and other spectators on the sideline opposite the teams and coaches.

### Publicity

- There will be no post-game publicity, however, coaches are welcome to submit a team picture for posting on the SAC website after successful season.

### Standings

- League and/or division standings will be maintained by the Age Group Coordinator and will be based on three points for a win, one point for a tie, and no points for a loss.



### League Awards

- No participation trophies will be distributed in this age group.
- First place teams will receive trophies at the end of each season. In an event of tie between two teams, the following tie breakers will be used. If three or more teams are tied: once the first tie breaker is broken, start back at the beginning.
  1. Head-to-head winner
  2. Fewest goals against
  3. Most wins
  4. Coin flip

**RECREATIONAL PROGRAM**  
**POLICY FOR UNDER 12 LEAGUE PLAY**

Field of Play

- 70-80 yards long; 50-60 yards wide.
- Center Circle – 10-yard radius.
- Penalty Area – 14 yards from each goal post and 14 yards into the field.
- Goal area six (6) yards from each goal post and six (6) yards into the field of play joined by a line parallel to the goal line.
- Penalty kick spot – 10 yards from touch line at middle of goal mouth.
- Penalty Arc – 10-yard radius.
- Corner Arc – one yard radius.

Goal Size

- 6.5 feet high and 18.5 feet wide.

Ball Size

- U12 Boys Rec, Girls Rec & Boys Select
  - Size 4
- U12/U13 Girls Select
  - Size 5

Players

- Maximum number of players on the field is 9 aside, one of whom shall be the goalkeeper.
- Minimum number of players to start a game is 7.

Referees

- SAC/HC Referee Assignors will make assignments of referees for league play without regard to age, provided such individual is fully qualified and in good standing with the Referee Association.
- Official referee will be provided if available.
- Referee decisions are final.
- If referee is unavailable, both teams will select suitable volunteers.

Duration of Game

- Two (2) halves of thirty minutes each with a five (5) minute break at half time.

Start of Play

- Conforms to FIFA Laws of the Game.

Scoring

- Must cross the goal line between the goal posts and under the crossbar.

Off-side

- Conforms to FIFA Laws of the Game.

Handball

- Conforms to FIFA Laws of the Game. Balls that merely strike a player's hand or arm, and contact is not initiated by the player, are not considered deliberate and therefore will not be called as a handball.

### Fouls and Misconduct

- Will observe the FIFA laws with regard to fouls and misconduct. In addition, the referees are instructed not to tolerate foul or abusive language on the part of any player, coach, or parent. The referee will stop the play of the game should any coach be unable to control such behavior on the part of a player(s), the team, or himself/herself, and will report any such incident to the SAC/HC Site Coordinator. This information will also be forwarded to the appropriate Age Group Coordinator, Vice President-Recreational Program, and the Vice President-Sportsmanship for further action.

### Free, Penalty, and Corner Kicks

- Conforms to FIFA Laws of the Game.

### Throw-ins

- Conforms to FIFA Laws of the Game.

### Goalkeeper

- No player may challenge the goalkeeper while the ball is in the goalkeeper's possession. Referees shall enforce this rule rigidly. FIFA rules state that a goalkeeper has possession of the ball if any part of his/her hand is firmly on the ball.
- Must put the ball into play within six (6) seconds after gaining full possession of the ball.
- Option to throw or punt the ball into play.

### Goal Kick

- May be taken from any point inside the goal area.

### Substitutions

- Substitutions will be permitted at any stoppage of play, at the referee's discretion.

NOTE: All substitutions are to be made at the midfield line and only on the referee's signal. Players being substituted for must exit at the mid-field line on the team side of the field before new players can enter.

### Sidelines

- Teams and coaches on same sideline; parents and other spectators on the sideline opposite the teams and coaches.

### Publicity

- There will be no post-game publicity, however, coaches are welcome to submit a team picture for posting on the SAC website after successful season.

### Standings

- League and/or division standings will be maintained by the Age Group Coordinator and will be based on three points for a win, one point for a tie, and no points for a loss.

### League Awards

- No participation trophies will be distributed in this age group.
- First place teams will receive trophies at the end of each season. In an event of tie between two teams, the following tie breakers will be used. If three or more teams are tied: once the first tie breaker is broken, start back at the beginning.
  5. Head-to-head winner
  6. Fewest goals against
  7. Most wins
  8. Coin flip

**RECREATIONAL PROGRAM**  
**POLICY FOR UNDER 13 LEAGUE PLAY**

Field of Play

- 70-80 yards long; 50-60 yards wide.
- Center Circle – 10-yard radius.
- Penalty Area – 14 yards from each goal post and 14 yards into the field.
- Goal area six (6) yards from each goal post and six (6) yards into the field of play joined by a line parallel to the goal line.
- Penalty kick spot – 10 yards from touch line at middle of goal mouth.
- Penalty Arc – 10-yard radius.
- Corner Arc – one yard radius.

Goal Size

- 6.5 feet high and 18.5 feet wide.

Ball Size

- Size 5

Players

- Maximum number of players on the field is 9 aside, one of whom shall be the goalkeeper.
- Minimum number of players to start a game is 7.

Referees

- Official referee will be provided if available.
- SAC/HC Referee Assignors will make assignments of referees for league play without regard to age, provided such individual is fully qualified and in good standing with the Referee Association.
- Official referee will be provided if available.
- Referee decisions are final.
- If referee is unavailable, both teams will select suitable volunteers.

Duration of Game

- Two (2) halves of thirty minutes each with a five (5) minute break at half time.

Start of Play

- Conforms to FIFA Laws of the Game.

Scoring

- Must cross the goal line between the goal posts and under the crossbar.

Off-side

- Conforms to FIFA Laws of the Game.

Handball

- Conforms to FIFA Laws of the Game. Balls that merely strike a player's hand or arm, and contact is not initiated by the player, are not considered deliberate and therefore will not be called as a handball.

### Fouls and Misconduct

- Will observe the FIFA laws with regard to fouls and misconduct. In addition, the referees are instructed not to tolerate foul or abusive language on the part of any players, coach, or parent. The referee will stop play of the game should any coach be unable to control abusive behavior or language on the part of any player, team, or sideline, and will immediately report the incident to the SAC/HC Site Coordinator who, in turn, will report it to the responsible Age Group Coordinator, Vice President-Recreational Program and Vice President – Sportsmanship for action. (See Section 6 for specific remedies for unsportsmanlike behavior)

### Free, Penalty, and Corner Kicks

- Conforms to FIFA Laws of the Game.

### Throw-ins

- Conforms to FIFA Laws of the Game.

### Goalkeepers

- No player may challenge the goalkeeper while the ball is in the goalkeeper's possession. Referees shall enforce this rule rigidly. FIFA rules state that a goalkeeper has possession of the ball if any part of his/her hand is firmly on the ball.
- Must put the ball into play within six (6) seconds after gaining full possession of the ball.
- Option to throw or punt the ball into play.

### Goal Kick

- May be taken from any point inside the goal area.

### Substitutions

- Substitutions will be permitted at any stoppage of play, at the referee's discretion.

NOTE: All substitutions are to be made at the midfield line and only on the referees' signal. Players being substituted for must exit at the mid-field line on the team side of the field before new players can enter.

### Sidelines

- Teams and coaches on same sideline; parents and other spectators on the sideline opposite the teams and coaches.

### Publicity

- There will be no post-game publicity, however, coaches are welcome to submit a team picture for posting on the SAC website after successful season.

### Standings

- League and/or division standings will be maintained by the Age Group Coordinator and will be based on three points for a win, one point for a tie, and no points for a loss.

### League Trophies

- No participation trophies will be distributed in this age group.
- First place teams at the conclusion of both the Fall and Spring soccer season will receive championship trophies. In the event of tie between two teams the following tie breakers will be used to determine the league champion. If three or more teams are tied once the first tie breaker is broken the process will begin again.
  1. Head-to-head winner
  2. Fewest goals against
  3. Most wins
  4. Coin flip

**RECREATIONAL PROGRAM**  
**POLICY FOR UNDER 14/15 LEAGUE PLAY**

Field of Play

- 100-120 yards long; 60-70 yards wide.
- Center circle – 10-yard radius.
- Penalty area – 18 yards from each goal post and 18 yards into the field.
- Goal area six (6) yards from each goal post and six (6) yards into the field of play joined by a line parallel to the goal line.
- Penalty kick spot – 12 yards from touch line at middle of goal mouth.
- Penalty arc – 10-yard radius.
- Corner arc – one yard radius.

Goal Size

- 8 yards wide and 8 feet high.

Ball Size

- Size 5

Players

- Maximum number of players on the field is 11 aside, one of whom shall be the goalkeeper.
- Minimum number of players on the field is 7.

Referees

- SAC/HC Referee Assignors will make assignments of referees for league play without regard to age, provided such individual is fully qualified and in good standing with the Referee Association.
- Official referees will be provided if available.
- Referee decisions are final.
- If referee(s) unavailable, both teams will collaborate on selecting suitable volunteers.

Duration of the Games

- Two (2) halves of thirty-five (35) minutes each with a five (5) minute break at half time.

Start of Play

- Conforms to FIFA Laws of the Game.

Scoring

- Whole ball must cross the line between the goal posts and under the crossbar.

Offside

- Conforms to FIFA Laws of the Game.

Handball

- Conforms to FIFA Laws of the Game. Balls that merely strike a player's hand or arm, and contact is not initiated by the player, are not considered deliberate and therefore will not be called as a handball.

### Fouls and Misconduct

- Will observe FIFA Laws with regard to fouls and misconduct. In addition, the referees are instructed not to tolerate foul or abusive language on the part of any players, coach, or parent. The referee will stop play of the game should any coach be unable to control abusive behavior or language on the part of any player, team, or sideline, and will immediately report the incident to the SAC/HC Site Coordinator who, in turn, will report it to the responsible Age Group Coordinator, Vice President-Recreational Program and Vice President – Sportsmanship for action. (See Section 6 for specific remedies for unsportsmanlike behavior)

### Free, Penalty and Corner Kicks

- Conforms to FIFA Laws of the Game.

### Throw-ins

- Conforms to FIFA Laws of the Game.

### Goalkeeper

- No player may challenge the goalkeeper while the ball is in the goalkeeper's possession.
- Referees shall enforce this rule rigidly. FIFA
- Rules state that a goalkeeper has possession of the ball if any part of his/her hand is firmly on the ball.
- Must put the ball into play within six (6) seconds after gaining full possession of the ball.
- Option to throw or punt ball into play.

### Goal Kick

- Conforms to FIFA Laws of the Game.

### Substitutions

- Substitutions will be permitted at any stoppage of play, at the referee's discretion.

NOTE: All substitutions must be made at the midfield line and only upon the referee's signal. Players being substituted for must exit at the midfield line on the team side of the field before new players can enter.

### Sidelines

- Teams and coaches must be on the same sideline; parents and other spectators must be on the sideline opposite the teams and coaches.

### Publicity

- There will be no post-game publicity, however, coaches are welcome to submit a team picture for posting on the SAC website after successful season.

### Standings

- League and/or division standings will be maintained by the Age Group Coordinator and will be based on three points for a win, one point for a tie, and no points for a loss.

### League Awards

- No participation trophies will be distributed in this age group.
- First place teams at the conclusion of the Fall and spring season will receive championship medals. In the event of tie between two teams the following tie breakers will be used. If three or more teams are tied once the first tie breaker is broken the process will begin again.
  5. Head-to-head winner
  6. Fewest goals against
  7. Most wins
  8. Coin flip



**RECREATIONAL PROGRAM**  
**POLICY FOR UNDER 15 THROUGH UNDER 19 LEAGUE PLAY**

Field of Play

- Boys U15-U19
  - 100-120 yards long; 60-70 yards wide.
  - Center circle – 10-yard radius.
  - Penalty area – 18 yards from each goal post and 18 yards into the field.
  - Goal area six (6) yards from each goal post and six (6) yards into the field of play joined by a line parallel to the goal line.
  - Penalty kick spot – 12 yards from touch line at middle of goal mouth.
  - Penalty arc – 10-yard radius.
  - Corner arc – one yard radius.
- Girls U15-U19
  - 70-80 yards long; 50-60 yards wide.
  - Center Circle – 10-yard radius.
  - Penalty Area – 14 yards from each goal post and 14 yards into the field.
  - Goal area six (6) yards from each goal post and six (6) yards into the field of play joined by a line parallel to the goal line.
  - Penalty kick spot – 10 yards from touch line at middle of goal mouth.
  - Penalty Arc – 10-yard radius.
  - Corner Arc – one yard radius.

Goal Size

- Boys U15-U19
  - 8 yards wide and 8 feet high.
- Girls U15-U19
  - 6.5 feet high and 18.5 feet wide.

Ball Size

- Size 5

Players

- Boys U15-U19
  - Maximum number of players on the field is 11 aside.
  - Minimum number of players on the field is 7.
- Girls U15-U19
  - Maximum number of players on the field is 9 aside, one of whom shall be the goalkeeper.
  - Minimum number of players to start a game is 7.

Referees

- SAC/HC Referee Assignors will make assignments of referees in this age group based on prior experience at the older age groups and proven ability to handle high school aged players and games. Referee must be fully qualified and in good standing with the Referee Association.
- At least one official referee should be provided for all matches. A two/three man officiating system will be used if a sufficient number of referees are available.
- If referees are not available, teams will select suitable volunteers and the match will be played as scheduled.
- All referee decisions are final.

### Duration of the Game

- Boys U15-U19
  - Two (2) halves of forty (40) minutes each with a five (5) minute break at half time.
- Girls U15-U19
  - Two (2) halves of thirty (30) minutes each with a five (5) minute break at half time.

### Start of Play

- Conforms to FIFA Laws of the Game.

### Scoring

- Conforms to FIFA Laws of the Game. The entire ball must cross the end line between the goal posts and under the crossbar with no infractions of the Laws prior to doing so.

### Offside

- Conforms to FIFA Laws of the Game.

### Handball

- Conforms to FIFA Laws of the Game. Balls that merely strike a player's hand or arm, and contact is not initiated by the player, are not considered deliberate and therefore will not be called as a handball.

### Fouls and Misconduct

- FIFA Laws of the game will be followed. Referees will not tolerate foul or abusive language on the part of any player, coach, parent, or spectator. The referee will stop play of the game should any coach be unable to control such behavior. The referee will impose appropriate sanctions and provide match reports to the referee assignor, who, in turn, will provide such reports to the Club. Any such incidents will also be immediately reported to the SAC Site Supervisor, who, in turn, will report the situation to the appropriate Age Group Coordinator, the Vice President-Recreational Program and the Vice President – Sportsmanship. (See Section 6 for specific remedies for unsporting behavior).
- Points System: In addition to sanctions outlined in the FIFA Laws of the Game and in Section 3 of this handbook, the leagues will use a point system based on cautions/send-offs to assess sanctions against players and coaches for unsporting behavior.
- Players receiving a caution (yellow card) will receive a 5-point penalty. A player receiving a send-off (red card) will receive a 10-point penalty. Coaches personally receiving a caution or send-off card will receive either a 10 (yellow card) or 15 (red card) point penalty for every card they receive. Points are cumulative and result in a one game suspension when an individual's point total reaches 20 and at every 10-point increment thereafter. Point totals do not carry-over from season to season. Sanctions do carry-over. The Age Group Coordinator will be responsible for recording points and enforcing related sanctions.

### Free, Penalty, and Corner Kicks

- Conforms to FIFA Laws of the Game.

### Throw-ins

- Conforms to FIFA Laws of the Game.

### Goalkeeper

- Conforms to FIFA Laws of the Game. However, no player may challenge the goalkeeper while the ball is in the goalkeeper's possession. Referees shall enforce this rule rigidly. FIFA rules state that a goalkeeper has possession of the ball if any part of his/her hand is firmly on the ball.
- Must put the ball into play within six (6) seconds after gaining full possession of the ball.
- Option to throw or punt ball into play.

### Goal Kick

- Conforms to FIFA Laws of the Game.

### Substitutions

- Substitutions will be permitted at any stoppage of play, at the referee's discretion.

NOTE: All substitutions must be made at the midfield line and only upon the referee's signal. Players being substituted for must exit at the midfield line on the team side of the field before new players can enter.

### Sidelines

- Teams and coaches must be on the same sideline; parents and other spectators must be on the sideline opposite the teams and coaches.

### Game Management

- All teams will appoint a Team Sportsmanship Liaison who will be responsible for maintaining a friendly atmosphere among the spectators and will serve as an intermediary between referees and spectators if needed. Ultimately, coaches will be responsible for the behavior of their team and supporters.

### Player Eligibility

- Players of all ability levels are allowed to participate in this league and, at the option of the Age Group Coordinator, may be assigned to teams without taking into account their playing ability.
- Only players registered in SAC and on the official team roster of the team for whom they are playing, may participate in league games.
- Players may participate in this league and play for their respective high school team during the same soccer season. However, players cannot participate in this league if they are currently playing on a travel team in that season.

### Publicity

- There will be no post-game publicity, however, coaches are welcome to submit a team picture for posting on the SAC website after successful season.

### League Awards

- No participation trophies will be distributed in this age group.
- First place teams at the conclusion of the Fall and Spring seasons will receive championship t-shirts. In the event of a tie between two teams the following tie breakers will be used. If three or more teams are tied once the first tie breaker is broken the process will begin again.
  1. Head-to-head winner
  2. Fewest goals against
  3. Most wins
  4. Coin flip

## SECTION 5

### SPECIAL RECREATIONAL PROGRAMS

#### **UNDER 8 RECREATIONAL PLUS PROGRAM**

The standard Recreational Program provides the normal progression of activities expected in our regular Under 8 Recreational program. Teams practice once a week and play an eight-game season during both the Fall and Spring.

The Rec Plus program is designed for parents in the U8 age group who are looking for a more intensive recreational soccer experience for their children. Rec Plus teams will practice twice a week and play an eight game season. One of the weekly practices will be conducted by a SAC appointed professional coach; this session will be referred to as Technical Training. Participation in the Rec Plus program will require the additional expense of about \$100 per player for the year. This expense covers the additional technical training sessions.

Each family is asked to choose the program that is best for their child. Players in the Recreational Plus program are expected to attend both practices each week. If this commitment cannot be met, then the Recreational Plus Program is probably not the right option to be taken and the Standard program is a better fit. Before making a decision, however, each parent is requested to ask themselves the following 4 questions:

- Does my child look forward to practices and games?
- Is my child fully engaged in practices and games?
- Did my child attend the overwhelming majority of practices and games during the prior soccer year?
- Does my child play soccer on his/her own or with friends?

If each of these questions are answered in the affirmative, then the Recreational Plus program should be selected. If not, the Standard Recreation program should be selected. It is extremely important that parents also recognize that participation in the Standard program does not mean that the player will be discouraged from participating in the Select or Travel team program. At this stage parents are merely selecting a less intensive program at this stage of his/her son or daughter's soccer development.

Selection and team formation in this program is not intended to produce super teams – it is designed to enhance player development regardless of who the coach may be. Thus, if a parent chooses to participate in the Recreational Plus program and play for a particular coach, assignment to the team will be based on a first come first served basis. Specifically, assignment to a team will be based on (1) the date the parent registered his/her son or daughter to play for the soccer season, and (2) who the parent requested for a coach. In the event that the team requested is full and the registration has indicated a preference to play in the Recreational Plus Program, the player will be placed on a Recreational Plus team that has openings.

If, during the registration process a parent identifies a coach whom he/she would like his/her son or daughter to play for, he/she should so indicate and do nothing further. If no preference has been cited, placement will be made by the SAC office.

#### **SELECT PROGRAM**

The Select Program is designed to provide the most highly skilled players in the recreational program with the opportunity to compete at their highest level of play with and against players of comparable skills. Select teams are formed through a tryout process and play in an age group appropriate league within SAC/HC.

Age Group Coordinators administer the Select team program within their respective age groups and coordinate their activities with the Vice President - Recreational Programs. They are responsible for organizing Select team tryouts each spring and assuring that coaches with appropriate experience and licensing are assigned to each team.

### Age Groups

- Recreational Select teams are formed in age groupings from Under 9 through Under 14/15 in both the girls' and boys' program. Depending on the number of players some age groups maybe combined,

### Team Formation

- A minimum of five (5) Select teams will be formed within each age group/combined in order to form a viable league structure. At no time may the number of Select teams in an age group exceed the number of Recreation teams in that age group.
- There are no Select teams in the Under 15-Under 19 (high school players) age brackets.

### Tryout Process

- Select team tryouts will be held on at least two (2) nights. All prospective players must attend at least one (1) tryout in the appropriate age group. The tryout process developed by the Director of Coaching - Recreation will be followed in every age group tryout.
- Announcements of all tryouts, including supplemental tryouts, for the Select teams will be made by means of mass emails to SAC/HC registered players and/or postings on the SAC/HC website. Tryouts are held in May and early June prior to the last day of school for the Howard County Public School System.
- Age Group Coordinators are responsible for assigning neutral assessors to each tryout to assist the Select team coaches. Coaches may assess for team tryouts other than their own. However, parents of players on the team being assessed are not allowed to make assessments of players trying out for that team unless the evaluator is the Assistant Coach for the team. All players participating in the tryouts will be given a unique number that is to be used throughout the tryout process for the purpose of identification. Written player evaluations shall be provided by each assessor to the prospective coaches for each Select team.
- Assessors are responsible for observing and evaluating all players in attendance at the tryouts. Evaluations are provided to the coach and AGC upon completion of the tryouts. Once the tryouts have been completed, the coaches and AGC will meet and establish team rosters. Coaches must attend this meeting and indicate which players they intend to retain from their current team. To ensure a degree of team continuity from one season to the next, one quarter of the previous year's Select team may be retained. The list of retained players must be approved by the responsible Age Group Coordinator in advance of the meeting. The remainder of the team(s) will be selected by the Coaches using assessor evaluations and observations.
- Announcements of the rosters for each Select team will be made within one week after the selection meeting is held.
- Individuals being cut from an existing Select team should be verbally notified of this situation directly by the coach before the final team roster is published via email or on the website. Further, it is expected that any player being cut has received performance assessments and feedback from the coach prior to the tryouts, there should be no surprises at the conclusion of the tryout process.
- All Select team rosters shall be submitted to the SAC/HC office by the Age Group Coordinator immediately after the teams have been announced and the players notified and confirmed.

### Supplemental Tryouts

- If a Select team needs to add players for any reason due to a reduced roster, whether during the season or prior to the season, supplemental tryouts must be held. These tryouts must be announced and conducted in accordance with the same rules under which year-end tryouts are held. Dates and times of supplemental tryouts will be posted on the SAC/HC website ([www.sackick.com](http://www.sackick.com)).
- Players participating in a supplemental tryout will undergo the same type of assessment that is used in regularly scheduled tryouts. However, the assessing coach may utilize other players on his/her team during the process to ensure that the skill level of the player trying out can be compared to others.

### Playing Time

- Playing time on Select teams is governed by recreational league rules. Each player should expect to play at least one-half of each game. However, a coach may refuse playing time for a particular game to a player who has not attended or participated in at least 50% of the team's practices during the two week period

preceding that game. Any coach contemplating taking such action must notify the Director of Coaching – Recreation prior to limiting a player’s game time.

#### Select Team Coaches

- Age Group Coordinators and the Director of Coaching - Recreation are responsible for the selection of coaches for each Select team. Anyone interested in serving as a Select team coach must submit a coaching application to the appropriate Age Group Coordinator prior to the due date specified on the SAC website. Coaches shall serve for one year (Fall and Spring season) unless special circumstances require a change. Age Group Coordinators may remove coaches at their discretion, with review of such removal by the Vice President - Recreation if so requested by the coach removed.
- Select team coaches should have a minimum of two, and preferably three years of experience coaching soccer and are encouraged to obtain a USSF "D" license. However, coaches who do not already have an existing State Level “E” license are required to obtain the State run “Grassroots 11v11 Module” within 18 months of accepting a coaching assignment as a Select team coach within the Club. Failure to obtain the Grassroots 11v11 Module license and/or attend the required amount of training provided, could result in the termination of an individual’s coaching assignment in the Select team program.

#### Tournaments

- Coaches interested in participating in any tournament other than the SAC Select Team Tournament (held at the end of the fall session) must request approval from SAC’s Director of Coaching. Teams will not be approved to participate in tournaments that require teams to be carded. In addition, only sanctioned tournaments will be approved.

## **SECTION 6**

### **RECREATIONAL GAME PROTESTS AND ALLEGATIONS OF UNSPORTING CONDUCT ON THE PART OF SAC/HC COACHES, PARENTS OR PLAYERS**

All Recreational or Select game protests are to be submitted by the protesting coach, in writing, to the responsible Age Group Coordinator by the Wednesday following the game or incident. The protest can involve (1) game rulings by the referee (protests based on judgment calls will not be allowed); (2) rule interpretations (either SAC/HC or referee rules); and/or (3) allegations of unsporting conduct by any SAC/HC coach, player, or parent (violations of SAC/HC code of conduct cited in Section 1 of this handbook).

After review of the incident/allegation, the responsible Age Group Coordinator will submit the protest to the Recreational Protest Committee for a hearing and ultimate disposition of the case.

#### **CONTENT OF PROTEST**

Written protests involving a league game must contain the following information:

- Age group, gender, division of play
- Date and time of incident.
- Names of both teams involved.
- Names and phone numbers of both coaches.
- Referee name and telephone number.
- Description of the protest.
- Status of game at time of incident.

Written protests involving an incident of unsporting conduct on the part of a coach, parent, or player at either a game or practice must contain the following information:

- Age group, gender, division of play.
- Date and time of incident.
- Name of teams/individuals involved.
- Name and phone numbers of coaches involved.
- Referee name and telephone number if applicable.
- Name of player/parent involved.
- Team that player/parent is involved with.
- Description of incident.
- Status of game/practice etc. at time of incident.

#### **RECREATIONAL PROTEST COMMITTEE**

A Recreational Protest Committee will be formed on an ad hoc basis when deemed necessary by the Vice President – Recreation and/or the Director of Coaching – Recreation.

This committee will include the Committee Chairperson who is the Director of Coaching; the Vice President – Sportsmanship; and one member appointed by the Vice President – Recreation. Two alternate members will be appointed by the Vice President – Recreation to fill in whenever (1) a conflict of interest is an issue, or (2) a regular committee member cannot attend a session.

The Protest Committee will meet on an ad hoc basis during the season to hear all valid protests and to adjudicate all red cards.

Procedure to follow:

- a) Upon receipt of protest, the chairperson will ascertain if all information is present and will secure missing evidence.
- b) The Protest Committee chairperson will notify all parties involved in any protest of the time and place of the hearing and request them to attend and present justification and/or description of the incident. The responsible Age Group Coordinator(s) will also be requested to attend this meeting.

The parties involved in the incident shall not be present during the committee's discussion of the facts presented and subsequent voting but will be notified of the committee's determination by the chairman.

- c) Protest Committee may take action as follows:

A game/rules protest will be either denied or upheld. Upheld protests will result in a replayed game and the committee will so notify the appropriate Age Group Coordinator and coaches.

Unsporting conduct protests will be either upheld or denied. Upheld protests may result in the following:

- Coach: Sanctions, ranging from a letter of censure to permanent disassociation from the Club.
- Player: Sanctions, ranging from a letter of censure from the Protest Committee to a season-long suspension.
- Parent: Sanctions ranging from a verbal warning by the Age Group Coordinator to banishment from the sidelines for one or more games.

Records will be kept of all unsporting conduct protests and resolutions, except that the offender's name will be deleted at the close of the season. (Reference to precedent is essential to the fair treatment of sportsmanship complaints.)

Protest Committee will meet within ten (10) days of receipt of protest.

A written report of the Committee's findings and actions taken will be submitted by the Committee Chairperson to the SAC/HC President and Executive Director within 30 days of its final decision. The President will then submit a report to the full Board at the next scheduled Board meeting.

#### **ACTION ON REFEREE REPORTS CITING UNSPORTSMANLIKE BEHAVIOR ON THE PART OF SAC/HC PERSONNEL**

First Offense: Handled by Age Group Coordinator.

Second Offense: Referred to the Director of Coaching – Recreation; Vice President – Recreation; and appropriate Age Group Coordinator, for action. May require a face-to-face meeting with the referee (if made available by the Referee Association) and individual being reported on. Results of review will be forwarded to the Executive Director for the official record.

Third Offense: Individual being reported on will meet with a SAC/HC Disciplinary Committee comprised of the Technical Director; Senior Vice President; Vice President – Sportsmanship; and a member of the SAC/HC Executive Board. Disciplinary actions could include probation or dismissal from SAC/HC. Any action taken by the Disciplinary Committee will be recorded and filed with the Executive Director.



## **SECTION 7**

### **EDUCATIONAL AND TRAINING PROGRAMS AVAILABLE TO SAC/HC COACHES**

#### **USSF NATIONAL LICENSE COURSES (A, B, C)**

All SAC/HC coaches must receive approval from the Technical Director before taking any United States Soccer Federation (USSF) licensing course if he/she is requesting reimbursement from SAC/HC for participation in such a course.

If approved, SAC/HC will reimburse its coaches for full tuition of the USSF national “A”, “B” or “C” license. In order to receive reimbursement, the coach must have been approved by the Technical Director to take the course; provide proof that he/she has successfully completed and passed the course; and provide a copy of a cancelled check or other receipt signifying payment for the course. SAC does not reimburse travel, lodging, food, or other incidentals.

To receive full reimbursement, the coach must complete three successive years of coaching with the Club after completion of the approved training. Reimbursement payments will be made in increments over this three-year period (1/3 after year one; 1/3 after year two; and 1/3 after completion of year three).

#### **STATE LEVEL LICENSING COURSES/WORKSHOPS AND CONTINUING EDUCATION**

SAC/HC will also reimburse SAC/HC coaches the full licensing fee for both the Maryland State Youth Soccer Association (MSYSA) “D” course and “Grassroots 11v11 Module. SAC/HC will not reimburse SAC/HC coaches for any other State led Grassroots Modules (4v4, 7v7 or 9v9). In return for this funding, individuals who receive such training must pass the licensing requirements of the course they are taking, or, if attending a workshop or clinic, attend all training sessions provided. In addition, attendees receiving SAC/HC funding must agree to coach for one (1) year in SAC/HC (sign agreement) or else reimburse SAC/HC for the cost of the training. SAC does not reimburse travel, lodging, food, or other incidentals.

## SECTION 8

### WEATHER POLICY

Excessive rain, wet field conditions, thunder and lightning and extreme heat represent the primary weather conditions that could impact play in SAC leagues, camps or other outdoor activities.

Rainout decisions will be posted on the front page of the SAC/HC website ([www.sackick.com](http://www.sackick.com)) under "Field Status." SAC/HC coaches are expected to check the website for game cancellations. If no messages are posted, coaches are expected to have their team show up at the assigned field.

Referees and Club complex managers can make decisions on field conditions before or during the game. The referee and/or complex manager can halt the game or event temporarily or call it off completely. If a game reaches halftime, it will count as a completed game and the score will stand. If less than 50% is complete, contact your Age Group Coordinator for instructions.

If the game is canceled by the referee or complex manager, each coach will notify the Age Group Coordinator who will determine if the game is to be rescheduled.

#### **THUNDER AND LIGHTNING**

**THE SAC/HC POLICY IS THAT THUNDER IS SUFFICIENT CAUSE FOR CANCELLING A GAME; REFEREES, COMPLEX MANAGERS AND COACHES SHOULD NOT WAIT TO SEE LIGHTNING.**

Thunder and/or lightning necessitates that all outdoor activities at Bob Lucido Fields at Covenant Park, and any other facility on which a SAC/HC team is playing, be suspended immediately. The occurrence of either thunder and/or lightning is not subject to interpretation or discussion. The updated recommendations for Lightning Safety published by the National Severe Storms Laboratory, NOAA states: "If an individual can see lightning and/or hear thunder, he/she is already at risk. Louder or more frequent thunder indicates that lightning activity is approaching, increasing the risk for lightning injury or death.

High winds, rainfall and cloud cover often act as precursors to actual cloud-to-ground strikes notifying individuals to take action. Many lightning casualties occur in the beginning, as the storm approaches, because people ignore these precursors. Also, many lightning casualties occur after the perceived threat has passed. Generally, the lightning threat diminishes with time after the last sound of thunder, but may persist for more than 30 minutes. When thunderstorms are in the area but not overhead, the lightning threat can exist even when it is sunny, not raining, or when clear sky is visible.

To reiterate, if thunder is heard and/or lightning is observed, it is SAC/HC policy that all outdoor activities will be suspended immediately.

SAC/HC has a lightning prediction and warning system located at Bob Lucido Fields at Covenant Park. When any lightning is detected in the area, a siren will be sounded and a white light on the SAC/HC clubhouse will flash.

At the sound of one blast of the siren, all players, coaches, parents and spectators are expected to immediately leave the fields and go to their automobiles. A flashing light on top of the club house will notify that there is lightning in the area. When the risk of a lightning strike has subsided, 3 blasts of the siren will signal an all clear mode and the light on top of the building will turn off.

**Note, however, that when the complex manager/referee stops a regularly scheduled game for thunder/lightning, the game being played at the time of stoppage is canceled and will need to be made up at another time. This is primarily due to the tight scheduling of league games. A delay of thirty minutes or more would severely impact all remaining games for the day.**

Coaches are not to wait for either the referee or complex manager on this matter. They are to remove team members immediately if thunder is heard or lightning is seen. Neither the coaches nor their team can be penalized in any manner for doing so. However, failure to obey this safety rule will be dealt with in a serious manner. At locations other than Bob Lucido Fields at Covenant Park, the field manager/referees will wait a minimum of thirty (30) minutes from the time of interruption before considering the resumption of play. At Bob Lucido Fields at Covenant Park, resumption of play will commence when the all clear signal is given by the Lightning Detection system (3 blasts on the siren).

If thunder is heard and/or lightning is observed at Bob Lucido Fields at Covenant Park, or any other facility on which a SAC/HC team is playing, 30 or fewer minutes prior to the scheduled start of a contest, the complex manager/referee shall not permit the contest to begin on that date until the weather has cleared or the all clear siren has been activated.

Again, please note that this policy is in effect for regularly scheduled games, scrimmages and practices held at all locations/fields utilized by SAC/HC teams. If thunder is heard and/or lightning observed, all teams must suspend play and everyone must depart the playing area and get inside their cars or other safe area.

If you are at home and hear thunder, what should you do? If you are home at 1:00pm and your game is at 2:00pm, you should bring your team to the field. The decision to cancel the game can only be made at the field. Thunder storms do blow over and we want to get in as many games as possible.

We want you to adopt this policy as your own and apply it to your practices and scrimmages. If you hear thunder, please take your team off the field and into cars. For safety reasons, players WILL not wait under the pavilions. This can be very frustrating given our Spring weather but you need to be very conservative.

This policy refers to storms with thunder and lightning. If there is no thunder, just rain, then it is up to the referee to decide whether to call the game, based on playing conditions and safety. **Neither coaches nor AGC's can cancel games.**

### **EXCESSIVE HEAT**

SAC/HC recognizes that extreme heat conditions during the summer pose a threat to both the health and well-being of any individuals directly exposed to them.

During the summer, SAC/HC will rely solely on the Heat Index values provided by the National Weather Service in determining the degree of danger posed by the heat. Heat Index values are made readily available through news broadcasts and/or online weather forecasts ([www.noaa.gov](http://www.noaa.gov)). During the months of June-August SAC/HC will monitor these heat index values.

In the event that SAC/HC is running or hosting outdoor programs while the surrounding area is experiencing extreme heat conditions, as determined by the National Weather Service, the following procedures are to be followed accordingly:

- Heat index of 104°F or less. When the heat index is equal to or lower than 104°F, all outdoor activities will run as scheduled with breaks given at the supervisor's discretion. Using the chart below this would equate to 90 degrees Fahrenheit with humidity of 70 percent.
- Heat index of 105°F – 115°F. When the heat index is between 105F and 115F, all outdoor activities with more than 2 total hours of physical activity will be required to run with a work to rest ratio of a 5 minute break in the shade every 25 minutes, and will also be required to take a break of at least 20 minutes, in the shade, at the midway point of the scheduled activity. Any outdoor activities with less than 2 total hours of physical activity will be required to run with a work to rest ratio of a 5 minute break in the shade every 25 minutes, but will not be required to take an extended break at the midway point of the scheduled activity.

Using the chart on the following page this would equate to 95 degrees Fahrenheit with humidity of 60 percent.

- Heat index of 116°F – 124°F. When the heat index is between 116°F and 124°F, all outdoor activities with more than 2 total hours of physical activity will be required to run with a work to rest ratio of a 5 minute break in the shade every 20 minutes, and will also be required to take a break of at least 30 minutes, in the shade, at the midway point of the scheduled activity. Any outdoor activities with less than 2 total hours of physical activity will be required to run with a work to rest ratio of a 5 minute break in the shade every 20 minutes, but will not be required to take an extended break at the midway point of the scheduled activity. Using the chart below this would equate to 95 degrees at a relative humidity of 70 percent.
- Heat index of 125°F or greater. When the heat index is equal to or greater than 125°F, all outdoor activities will be suspended. Using the chart below this would equate to 95 degrees at 75 percent humidity or 100 degrees at 60 percent humidity.

The following chart contains the Fahrenheit temperature and the percentage of humidity in the air. The numbers in the chart represent the heat index.

F	90%	80%	70%	60%	50%	40%
80	85	84	82	81	80	79
85	101	96	92	90	86	84
90	121	113	105	99	94	90
95		133	122	113	105	98
100			142	129	118	109
105				148	133	121

In addition, SAC/HC requires that all supervising parties, either operating on behalf of SAC/HC or renting facilities from SAC/HC, know and understand the signs and treatments of all heat related illnesses. The following has been taken from the Centers for Disease Control and Prevention’s website, and will be provided to all SAC/HC coaches and, in the case of rental agreements, to all supervising parties, as a part of their usage contract.

- **Heat Stroke**

Warning Signs

- High body temperature (above 103°F, orally)
- Red, hot, and dry skin (no sweating)
- Rapid, strong pulse
- Throbbing headache
- High breathing rate
- Disorientation/dizziness
- Nausea
- Confusion

- Seizure
- Unconsciousness

#### What to do

- Call for immediate medical assistance.
- Get the victim to a shady area.
- Cool the victim rapidly using whatever methods possible.
- Do not give the victim fluids to drink.
- If emergency personnel are delayed, call the hospital emergency room for further instructions.
- In the event of seizure, keep the victim from injuring him or herself, but do not place any object in the mouth and do not give any fluids. If there is vomiting, make sure the airway remains open by turning the victim on his or her side.

- **Heat Exhaustion**

#### Warning Signs

- Heavy sweating
- Paleness
- Muscle cramps
- Tiredness
- Weakness
- Dizziness
- Headache
- Nausea or vomiting
- Fainting

#### What to do

- Help the victim cool off with
  1. Cool, nonalcoholic beverages
  2. Rest
  3. Cool damp towels
  4. An air-conditioned environment
- Seek medical attention if symptoms worsen or last longer than 1 hour.

- **Heat Cramps**

#### Warning signs

- Muscle pains or spasms-usually in the abdomen, arms, or legs
- Heavy sweating

#### What to do

- Stop all activity and sit quietly in a cool place.
- Drink clear juice or a sports beverage.
- Do not return to strenuous activity for a few hours after the cramps subside, as further exertion may lead to heat exhaustion or heat stroke.
- Seek medical attention for heat cramps if they do not subside in 1 hour.

- **Sunburn**

### Warning signs

- Red, painful, and abnormally warm skin
- Fever
- Fluid-filled blisters
- Severe pain

### What to do

- Avoid repeated sun exposure
- Apply cold compresses or immerse the sunburned area in cool water
- Do not break blisters

- **Heat Rash**

### Warning signs

- A red cluster of pimples or small blisters
- Most likely to occur on the neck and upper chest, in the groin, under the breasts and in elbow creases.

### What to do

- Provide a cooler, less humid environment.
- Keep affected area dry.

## **Patient Care Magazine Recommendations to Coaches**

Patient Care magazine offers the following recommendations to help coaches keep players safe in the heat.

1. Recognize the dangers of playing in the heat.
2. Respond quickly if heat-related injuries occur.
3. Schedule regular fluid break during practice and games. Water is the best choice; other drinks may include fruit juices and sports drinks.
4. Recognize that children need to drink eight ounces of fluid every 20 minutes, plus more after playing.
5. Make player substitutions more frequently in the heat.
6. Have players wear light-colored, breathable clothing and wide-brimmed hats when not on the field.
7. Use misting water sprays on the body to keep cool.

## **REPORTING PROCEDURES IN THE EVENT OF A HEAT RELATED INCIDENT**

All supervising parties will be required to have a copy of the aforementioned heat criteria/policy on their person at all times during their scheduled activity.

In the event that any of the above situations occur, the supervising party is to follow the specific procedures provided by each individual condition. Should the situation require the need for medical attention, as defined by the specific procedures provided by each individual condition, the supervising party is to (1) contact emergency services, and (2) immediately report the situation to SAC/HC's Executive Director. If he/she is not available at the time the situation occurs, the supervising party is to notify any office staff available.

**On days in which there is excessive heat, as defined in the preceding paragraphs, the following procedures will be followed:**

- **The SAC/HC Executive Director, or his/her designee, will make any cancellation or curtailment decisions on events occurring Monday thru Friday.**
- **At all other times the determination as to whether or not an event should be terminated or curtailed will be made by the SAC/HC Executive Director or his/her designee. However, this authority can be delegated to the complex manager at Bob Lucido Fields at Covenant Park; or, if off site, the field manager who can be a coach or other responsible party.**

## SECTION 9

### FIELD USAGE FOR LEAGUE GAMES, MAKEUPS AND PRACTICES

#### POLICY ON USE OF BOB LUCIDO FIELDS AT COVENANT PARK

Grass fields at Bob Lucido Fields at Covenant Park are primarily for games – not practices. Maintenance of this complex involves a significant amount of money and routine practices on the grass fields at the facility are discouraged. While special team events are an acceptable use of the synthetic turf fields at this facility, they involve additional wear and tear on the turf and the associated costs of such activity must be borne by the users. Therefore, on August 10, 2004, the SAC/HC Board of Directors approved the following usage policy for both its synthetic and grass fields.

- A usage fee will be charged for each 75-90 minute period of time spent on a Bob Lucido Fields at Covenant Park by any SAC/HC team. A different fee schedule will be used for non-SAC/HC organizations based on time availability and scope/purpose of event.
- The usage fee is payable to SAC/HC in advance of the event.
- Synthetic turf fields will be utilized for special team events.
- Natural grass fields and lighted fields will be used for special team events on per case basis.
- Due to the costs involved to light a field, a separate charge in addition to field usage will be made for such events.
- The Executive Director of SAC/HC, or his designee, will make all decisions pertaining to field usage assignments at the Bob Lucido Fields at Covenant Park.

The following procedures will be used in approving time for special events at Bob Lucido Fields at Covenant Park.

1. Synthetic turf fields at Bob Lucido Fields at Covenant Park are used for special activities such as practices and training on a fee basis only. Depending on the demand for field space, teams will generally be allowed to reserve only one half of a field at any given time.
2. SAC/HC teams will receive priority in scheduling all special events. All usage must be scheduled in advance of the event and no teams will be allowed to book significant blocks of time during prime usage (high demand) hours/days to the detriment of other SAC/HC teams.
3. SAC/HC reserves the right to reassign scheduled special event time if the club needs the field(s) for make-up games or any other club business deemed a priority by the SAC/HC Executive Director.
4. No refund consideration will be given for “rain-outs”. However, in the event of lightning, inclement weather, or other unsafe conditions that may cause a cancellation of prepaid field usage, SAC/HC will do its best to reassign “make up” time at a future date.
5. Non SAC/HC teams will be charged usage fees in time increments of 75-90 minutes per session, based on the nature and timing of the event. Such events will be allowed on the facility only on a space available basis.
6. Natural grass fields at Bob Lucido Fields at Covenant Park are primarily utilized for games only. Use of these fields for any other purpose will be approved on an exception basis only.
7. Any special usage of Bob Lucido Fields at Covenant Park by a SAC/HC team will be on a fee only basis for a 1.5 hour period on a full field. This amount is to be paid to SAC/HC 5 days prior to the scheduled event.
  - Lights are available for an hourly fee, per field.
  - Coaches are responsible for ensuring that the area surrounding the fields used are clean and devoid of any debris.
8. Team cancellation of field usage must be made 24 hours in advance of the field rental otherwise the team will be charged the field rental fee.



### **POLICY ON USE OF BOARD OF EDUCATION FIELDS**

SAC/HC requests and is granted permission to use public school fields by the Board of Education (BOE). BOE specifies the dates, times and conditions under which their fields may be used, and may cancel such usage if the fields are littered, left in a state of disrepair, or are played on when they are officially closed.

SAC/HC members are obligated to abide by the conditions under which the fields are made available to SAC/HC and this provision applies specifically to the cancellation of both league play and practices due to wetness. Coaches are not allowed to practice or play league games on Board of Education fields unless specifically authorized to do so by SAC/HC. If in doubt as to whether or not the fields are open, please call the BOE Field Update Line at 410-313-6827, for a recorded announcement.

Due to the high number of teams in SAC/HC and other sports organizations who need practice and game sites during the week, space available for practice is limited. Thus, SAC/HC does not designate practice areas for its teams. It is imperative that SAC/HC coaches work together to share the limited resources we have available to us. Under no circumstances should one team/coach take up an entire field, or even a major segment thereof, for its practice sessions.

During the Spring season, soccer ranks behind both baseball and lacrosse in the allocation of fields by the Board of Education. Therefore, if there is a conflict about space with coaches in either of these sports, soccer coaches must move. Being a good neighbor to our baseball and lacrosse colleagues will go a long way toward ensuring that our practice opportunities are maximized.

### **POLICY ON USE OF DEPARTMENT OF RECREATION AND PARKS FIELDS**

Use of Department of Recreation and Parks fields are administered through the Department. SAC/HC teams can obtain practice space at any of these facilities by requesting a permit from the Department and paying the appropriate fee. Permits are granted for fields on a first come, first served, space available basis.

### **MAKEUP OF TRAVEL AND RECREATIONAL LEAGUE GAMES**

Makeups of games cancelled due to adverse weather conditions will normally be scheduled the weekend following the cancellation using all available fields (e.g., Bob Lucido fields at Covenant Park, HCC, BOE, and the Department of Recreation and Parks.) The rescheduling of Recreational League games is done in-house by SAC. The rescheduling of Travel games is generally done by the respective leagues.

It should be noted that during the week the makeup of regularly scheduled Travel and Recreational league games previously cancelled due to weather will be given precedence over all special events whether scheduled or not at Bob Lucido Fields at Covenant Park.

## **SECTION 10**

### **SAC/HC REGISTRATION AND REFUND PROCEDURES**

An annual membership fee shall apply to all members. The membership fee covers both the Fall and Spring soccer seasons.

A player's age group eligibility for the Fall and ensuing Spring season is based on a player's birth year in the current year.

SAC/HC registers its players using an online registration system that accepts credit cards. All players participating on SAC/HC teams must be registered with SAC/HC prior to participating in any SAC/HC practice or playing in any games.

SAC/HC has a two-tiered fee structure. An early registration fee applies to all registrations received on or before July 15th of each year. The full registration fee applies to all registrations received after July 15th of each year.

A "family rate" is available if a family has more than three players registered at SAC for full year programs.

#### **FINANCIAL AID SCHOLARSHIPS**

Financial aid scholarships are available for clinic and recreational players who (1) live within defined SAC/HC geographic areas and (2) meet certain financial income requirements. Information on the eligibility criteria and application process is available by request at the SAC/HC office. All requests and associated support documentation are reviewed by the SAC/HC Executive Director. Exceptions to the geographic boundary requirements can be made by the SAC/HC President or the SAC Executive Director.

#### **NON SAC/HC TEAM PARTICIPATION IN SAC/HC LEAGUES**

Any non-SAC/HC team associated with another soccer club that is affiliated with MSYSA may request and be granted permission to play in SAC/HC's Recreational or Select League. Note that it is mandatory that each team falling into this category be "affiliated" with MSYSA.

Rosters for these teams must be submitted to SAC/HC office staff for inclusion in the SAC/HC database and will be made available to the Age Group Coordinators.

Decisions on the placement of these teams in a SAC/HC league (Recreational or Select) are made by the SAC office based on information available from the team and or Club.

#### **ASSOCIATION REFUND POLICY**

##### **Refund Policy**

Registration refund requests must be made in writing either by email to [registrar@sac-hc.org](mailto:registrar@sac-hc.org) or mailed to SAC/HC Registrar, 4560 Centennial Lane, Ellicott City, MD 21042, prior to the first team activity. Telephone requests will not be honored. All refunds are subject to a \$25 processing fee. If SAC Juniors, Junior Academy or Recreational players have been issued a uniform, an additional uniform fee will be charged. Players who submit a duplicate registration or who register and SAC is unable to assign to any team will receive a full refund. No refunds are given to players who paid for both seasons (fall/spring registration) and do not play in the spring. No funds paid to Travel teams for team assessments will be refunded. Teams rely on commitments from all players for costs that the team

will incur for the entire season. Requests for registration refunds are processed within two-three weeks from receipt of the request. If the refund request is approved either a check or an electronic credit is given to the credit card originally charged with email confirmation.

## **SECTION 11**

### **COMMUNICATIONS IN SAC/HC**

The primary communication vehicles in SAC/HC are the website, voice mail and e-mail. The SAC/HC website contains the Club calendar, announcements, the names and e-mail addresses of all officers and directors of the Club, current listings of all coach training courses being provided, game schedules, tournaments, field conditions, and links to other websites that contain information of interest to all of our coaches.

A coaches' e-mail address distribution list is maintained in the SAC/HC office and is used to communicate time critical information to all of the coaches. Individuals who do not have access to e-mail or the website should keep in close contact with their respective Age Group Coordinator in order to keep apprised of current events in SAC/HC.

There are preseason Coaches meetings prior to the Fall and Spring seasons, as well as the Annual General Meeting held in June of each year. Again, the specific dates of these meetings are posted on the SAC/HC website ([www.sackick.com](http://www.sackick.com)).

**SECTION 12**  
**THE AGE GROUP COORDINATOR HANDBOOK**

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## **SECTION 12-1**

### **INTRODUCTION**

The purpose of this handbook is to define the roles and responsibilities of an Age Group Coordinator (AGC). AGC's are the administrative "backbone" of the SAC Recreational Program. It is hoped that by detailing the proper procedures for handling the many responsibilities of an AGC that players and parents can have a consistent experience across age groups. Specifically, consistent handling of basic policies and procedures is necessary to provide a seamless transition from one year to the next for our membership (e.g., the Club operates under one set of rules that is not changed as the result of personal preferences or ideas of an individual AGC in any given age group). This handbook is intended to ensure that each AGC has the best and most current information available on how to be efficient, effective and successful.

The job of an AGC involves many things but focuses primarily on the management of the Club's recreational teams in an age group. AGC's are often called upon to promote the Club and to enforce Club policies. They are the primary point of contact for coaches, parents and players in their age group. They monitor behavior among players, parents, coaches and spectators during and after games and may be called upon to mediate/resolve minor disagreements. AGC's can have a direct impact – either positive or negative -- on an individual's opinion about the Club and its attitude toward customer service. Therefore, interactions with parents and counseling of coaches require the utmost of tact and discretion since the Club is often judged by how well an AGC deals with these.

This AGC Handbook is divided into three main sections:

1. Age Group Coordinator Responsibilities - this section outlines the various roles and responsibilities of AGCs. It contains information about Club policies and procedures that they are responsible for implementing.
2. Team Formation/Select Program/Tournaments - this section outlines various topics related to team formation communication, the Select Program and Tournament participation policies.
3. Age Group Coordinator Calendar - this section lists activities that AGCs perform on a month-by-month basis. It provides useful reminders regarding what an AGC needs to do during the soccer year.

## SECTION 12-2

### AGE GROUP COORTINATOR RESPONISBILITES

AGCs must register in the SAC registration system using the “AGC” volunteer role to receive access to a list of their age group teams (once rosters have been posted).

AGCs are the contact person for age group coaches and parents. AGCs are expected to communicate regularly with them to relay all pertinent information (e.g., tryout information, Board of Directors, Recreational and age group information).

AGCs are responsible for finding volunteer coaches in their age groups, as needed.

AGCs are responsible for tracking/reporting game scores. This information is useful if divisions need to be re-aligned between seasons (if the numbers allow for it). At the upper age groups, this information is also used to determine Division winners at the end of each session. Coaches should report their final game scores to their AGC in the following manner: SAC policy requires the winning team to report the final score. In the event of a tie, the home team reports the score. AGCs are responsible for making sure scores are reported and should follow-up with their coaches to get the final scores. AGCs for age groups U10-U19 should then post the game scores to the SAC registration system using their login credentials. AGCs for age groups U7-U9 should not post game scores to the SAC website, but should keep and organize them in their records.

AGCs are responsible for distributing Participation Awards and/or trophies for their age groups.

AGCs must attend all Recreational Coaches Meetings (both fall and spring).

AGCs must attend all Recreational Program meetings (scheduled for the 3rd Tuesday in August/September, October, March and May).

AGCs will be asked to volunteer to help run the Select Team Tournament. This involves volunteering time to run the registration desk, answer questions, record wins/losses and distribute trophies.

AGCs investigate misconduct, collect related information and attend disciplinary hearings involving player, parent, coach and spectator misconduct. The AGC ensures that disciplinary sanctions are served.

AGCs investigate and act on discrepancies (i.e., a non-rostered player participating in the program or a travel player playing on both a travel and recreational team).

AGCs work with SAC administrative personnel to integrate non-SAC teams into the SAC league structure. They are responsible for conveying policies and procedures to “outside” coaches and monitor related compliance.

## **SECTION 12-3**

### **TEAM FORMATION/SELECT PROGRAM/TOURNAMENTS**

#### **PLAYING UP**

Requests to play up should be dealt with on the basis of individual circumstances (e.g., the player's size and playing ability). A player is allowed to play up on a Select team if that player attends and is selected for a Select team in the next age group. Only requests to play up one (1) year will be considered.

Requests to "play up" into the Under 14/Under 15 age group will be strongly discouraged and will be approved only in very rare cases. This age group combines two ages and players playing up could be at increased risk of injury due to the difference in size, age and speed relative to the older players in this age group. Generally, the only condition under which playing up to Under 14/Under 15 is permitted is if the requesting player is in the same grade as other Under 14/Under 15 players whose birth date puts him/her in the younger age group.

#### **REQUESTS TO PLAY FOR A SPECIFIC TEAM/COACH**

SAC will do their best to accommodate requests within the parameters of what is reasonable, acceptable and best for the player and program. Some requests are reasonable (i.e. transportation issues), others are not. AGCs may be asked to initiate contact with the parent if a request cannot be accommodated and explain the situation (due to roster numbers, coach's request, etc.).

#### **COMMUNICATION TO PLAYERS/PARENTS/COACHES**

Once teams are formed and coaches assigned, AGCs should contact coaches and ask them to contact their players regarding practices, game schedules, etc. AGCs must ensure coaches understand they must contact all players on their roster within a specified time frame about practices, games and other events. Coaches are not allowed to drop or ignore any players that have been assigned to their roster. If a coach has a problem with a player (e.g., prior history of disciplinary issues, inability to attend practices and/or games, etc.) the coach should contact the AGC and ask for help in resolving the issue. If no viable options are available, that player should be kept on the roster for the remainder of the season. If the AGC cannot resolve the issue, they should contact the VP Recreation Program and/or the Director of Coaching for assistance.

#### **SELECT TEAMS**

The Select program is designed to provide the most highly skilled players in the recreational program with the opportunity to compete at their highest level of play with and against players of comparable skills.

Select teams are formed in age groupings from U9 through U15 in both the girls' and boys' program. There are no Select teams in the Under 15-Under 19 age brackets.

AGCs will select coaches for Select Teams with input from the Director of Coaching – Recreation. Applicants can only be chosen if they formally apply (application forms are available on the SAC website and are to be sent to the appropriate AGC for consideration). Once the AGC identifies a coaching candidate, he/she should contact the Director of Coaching to obtain his opinion of the candidate's qualifications, experience and suitability to coach a Select team. The Director of Coaching - Recreation has final approval authority over coaching selections. It should be noted that in an instance where all qualifications and related factors of the coaching candidates are equal, AGC's



should give special consideration to candidates who have already received their State “D” or “Grassroots 11v11 Module” Coaching License. Coach selection should be completed by April for all age groups.

In the Spring of every year, the AGC should evaluate his/her age group and determine how many Select Teams he/she should have for the upcoming Fall season. Several factors should be considered when making this decision.

- The number of players in the age group.
- The number of Select Teams currently in that age group.
- The ratio between Select and Recreational teams. “At no time may the number of Select teams in an age group exceed the number of Recreational teams in that age group.” (Recreational Coaches Manual).
- Once the number of Select teams is determined for the upcoming season, approval from the Director of Coaching - Recreation is required.

AGCs will administer, coordinate, and organize their age group’s Select Team Tryouts (2009-2013). This involves doing all of the advance preparation work for the tryouts up to and including the registration of players on the night of the tryouts. Specifically, each AGC needs to:

- Ensure that all coaches are selected well in advance of the tryout and ensure that the coach understands when the tryouts will be held and what the Club expects from them during tryouts.
- Ensure that there are enough volunteers to help at the player registration table
- Ensure that these volunteers completely understand what their duties and responsibilities are in the registration process, including early arrival and setup on the night of the tryout.
- Ensure that every Select team coach has enough evaluators to assist him/her in the player selection process (at least 2 for each field) on every night of tryouts. Work with the Select team coaches to identify, in advance of the tryouts, who the evaluators will be and what their qualifications are to perform a proper player evaluation (soccer experience is a requirement, parent cannot evaluate their own son/daughter etc.)
- At least one week before the tryouts are to be conducted, meet with the Select coaches in the age group, and their evaluators, to discuss how the tryouts will be conducted. Ensure that every Select team coach and evaluator completely understands what is expected of him/her in the decision making process, both administratively and technically. This includes the timeliness and process of communicating tryout results to the players.
- Adhere to the tryout procedures established by the Director of Coaching – Recreation.
- Obtain and retain all tryout paperwork from the Select Coaches and their evaluators (evaluations on every player participating in the tryout process and their registration forms). This will allow the AGC to address any questions that may come up after the tryouts.
- Ensure that all supplemental tryouts follow the same procedures as the original tryout.

NOTE: If a Select Team Coach needs to supplement his/her roster for the fall session, a coach can select from players that attended the June tryouts until September 1. After that date, the coach must hold a supplemental tryout and should work with the AGC to coordinate the posting of this tryout on the SAC website. (See Recreational Coaches Manual for more detailed information on the Select Program).

## **SELECT TOURNAMENTS**

Select Teams are required to participate in the SAC Select Team Tournament\* held at the end of the fall season. Coaches that are interested in participating in additional tournaments must request approval from the Technical Director at SAC prior to registering for any tournaments. Failure to receive approval may result in forfeiting the registration fee.

The following guidelines apply:

- Teams can select from the list of approved tournaments (below)
- Teams will not be approved to participate in any carded (travel) tournaments

- Teams will not be approved to participate in non-sanctioned tournaments
- Teams are responsible for all administrative duties involved with registering for tournaments
- Teams must get approval from their players/parents PRIOR to registering for any tournament (tournaments require additional fees therefore players cannot be obligated to participate)
- Select Teams can participate in no more than 4 of the tournaments listed below (fall/spring session)
- Select Teams are obligated to participate in all SAC league games; therefore, teams are limited to tournaments that do not conflict with scheduled SAC games
- Select Team Coaches must inform their AGC of all the tournaments they have permission to attend
- Select Team Coaches must report final tournament standings to their AGC upon completion of each tournament

#### Select Team Approved Tournaments

- SAC Select Tournament, SAC (October/November)\*
- Fallston Cup, MD (November)
- PSC Tournament, Pasadena, MD (November)
- Amanda Post Tournament, SAC (March); Teams 12 and under; Select Division Only
- Mason Dixon Cup, Hagerstown, MD (June)

## **SECTION 12-4**

### **THE AGC CALENDAR**

#### **MAY/JUNE/JULY**

- Attend the Annual General Meeting (AGM)
- Oversee administration of the Select team tryouts
- Provide SAC office with complete list of the players and numbers selected by each Select coach in their age group

#### **AUGUST**

- Remind Select team coaches to register for the Select pre-season tournament
- Work with the SAC office to determine the following:
  - The number of teams in your age group
  - The number of coaches you will need to recruit
- Coordinate with game scheduler to ensure that coaches in age group who have more than one team in SAC do not encounter scheduling conflicts
- Attend AGC and Recreational Coaches meetings
- Attend Select tournament games – be there to distribute trophies to your Champions/Finalists
- Set goal to see every recreational team in your age group play

#### **SEPTEMBER/OCTOBER**

- Ensure that coaches report scores in a timely manner – standings will help you determine divisions in the spring
- Implement goal of seeing every recreational team in your age group. Should be evaluating coaches sideline behavior, team performance, and parental sideline behavior
- Try to attend a Travel match - it's the goal for many players at the younger age groups - or attend a high school game since older players might want to play for their high schools
- Attend AGC meeting and send coaches updates throughout the season

#### **NOVEMBER/DECEMBER**

- Complete a brief after-season review and discuss with Vice President – Recreational Programs
- Thank your coaches and enjoy the holidays

#### **JANUARY/FEBRUARY**

- Contact your coaches to ensure their return for the spring season
- Request that your coaches contact their players to ensure that all are returning for the spring season
  - Losses to Select Teams will require supplemental tryouts to fill vacant positions
  - Losses to Recreational Teams will require backfill from spring-only registrations to fill vacant positions

## MARCH

- Begin recruiting coaches for Spring season
- Coordinate supplemental Select tryouts, as needed. Ensure that supplemental tryouts are properly advertised on the SAC website in a timely manner
- Attend AGC/Coaches Meeting
- Coordinate uniform pickup and distribute equipment/bags to new coaches
- Recruit and remind coaches of the Select Coaching Application deadline
- Review age group demographics and talent level to determine number of Select teams you will have next year
- Collaborate with Director of Coaching - Recreation to determine Select Team Coaches
  - Ensure that coaches and their assistants register as soon as possible for the fall session
- Set goal to see every recreational team in your age group play, schedule accordingly

## APRIL/MAY

- Ensure that coaches report scores in a timely manner – standings might help you determine divisions in the fall
- Implement goal of seeing every recreational team in your age group. Should be evaluating coaches sideline behavior, team performance, and parental sideline behavior
- Try to attend a Travel match – it's the goal for many players at the younger age groups, or attend a high school match since older players might want to play for their high schools
- Attend AGC meetings and send coaches updates throughout the season
- Prepare for and run the Select team tryouts
- Hold coaches' meeting
  - End of season performance evaluation of AGC, coaches, age group in general
  - AGC nominations and voting (can be done electronically if necessary)
  - Distribute player participation awards to coaches
  - Nominate "Fair Play Award" candidates for posting on the SAC website
  - Recruit and retain coaches for the following soccer year