



## HOUSE LEAGUE

# Policies and Procedures Manual

Revised: May, 2009



## **Introduction**

This document is intended for Directors, Conveners, coaching staff, players, and parents of players involved with the house league programs of the MPSA. It contains a description of duties and responsibilities, policies, procedures, rules and general information. The intent of this manual is to aid in the facilitating of consistent program execution across the MPSA House Leagues, and to act as a reference on issues or questions which may arise on House League matters.

If anyone has any questions about the contents of this document, they should contact either the Girls or Boys House League Director or the Soccer Clubhouse (364-9793).

## **House League Mission Statement**

To provide youth soccer players, officials and coaches the opportunity to develop by participating in competitive and non-competitive soccer in a fun, self-paced, and organized environment.

### **Background explanation of the House League Mission**

- Self-paced is used to distinguish the House League from the All-Star program.
  - Organized is used to point out the fact that the House League is formally managed (president-director-convener) and operates under formal procedures (House League manual), games are scheduled, have rules and are officiated, statistics are maintained, and teams have coaches.
  - Competitive is used to point out that scores and standings are formally kept, games are played for points, and divisional championships will be awarded.
  - Youth is used to distinguish the fact that the House League does include players from 3-18 years of age
  - Officials and coaches are included because the House League does provide a developmental environment for officials and coaches.
  - Develop is used because it is the mandate of the MPSA.
  - Opportunity is used to point out that everyone who joins House League will play, as opposed to having to go through a selection or try-out process.
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## **House League Guidelines**

The following guidelines are set as a framework under which all House League policies and procedures must adhere to.

- **The House League is organized:**
    - Age appropriate divisions are used.
    - Divisions have formal drafted teams of equal competitiveness.
    - Games are officiated under a formal set of rules.
    - League and divisions are managed by MPSA Executive Board and convenors.
    - Teams are managed by parent/guardian coaches.
    - Games are formally scheduled.
    - The league operators under formally documented policies and procedures contained within the House League manual.
  
  - **The House League is competitive:**
    - Divisional team standings are formally kept.
    - Game scores are formally kept.
    - Games are played for points.
    - Divisional championships are awarded.
  
  - **The House League is non-competitive:**
    - Micro (U3-U6)
      - Game scores and outcomes are not kept
      - All participants receive the same reward
  
  - **The House League activities are conducted in a fun and safe environment for all:**
    - Fun, fairness, and respect are the highest priorities, not winning or losing.
    - Zero tolerance for abuse of officials, players, coaches, convenors, Executive members, or spectators.
    - Field conditions and equipment must be safe to use (both indoor and outdoor)
    - The weather must be safe to play in.
  
  - **The House League accepts all caliber of player, official and coach:**
    - Players do not have to try-out to play or be selected to play.
    - All players receive equal playing time.
    - Players play and learn at their own pace and play soccer for themselves - not by pressures to perform based on expectations set by coaches or parents.
    - Players are assessed by coaches for the purpose of drafting teams of equal competitiveness.
    - Players may be traded from one team to another team to resolve team balancing problems.
    - Officials must have completed basic level training but may have no or little previous officiating experience.
    - Coaches are volunteers and may have no or little experience and knowledge of soccer, soccer rules, soccer skills, previous playing experience, formal coaching training or injury management.
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## House League Program for Indoor Soccer

### Equipment

Mandatory	Optional	Prohibited
Team jersey issued by league	Goalkeeper gloves	Molded/Studded Cleats
Shin pads	Water bottle (advisable to prevent dehydration)	Jewelry
Shorts (preferably black)		Watches
Soccer socks (preferably black)		Casts or metal splints
Non-marking, dry sneakers with good rubber grip.		Hats
Goalkeeper jersey/pinnie (different color than either teams playing).		Non-prescription eye glasses.

### MPSA House League Indoor Rules

1. Teams shall consist of no more than 10 players and shifts can not consist of more than 4 players out and 1 in net.
2. A player is not to sit out two or more shifts in a row.
3. U8, U10, U12 & division games will consist of eight five-minute shifts. A five minute halftime break will occur after completion of the fourth shift.
4. Junior division games will be 50 minutes in duration. Teams will change ends after 25 minutes. Players can substitute on the fly.
5. Flow-Rotation Sheet to be used to ensure that all players receive equal playing time possible.
6. For teams of mixed sex, there must be a balance of male and female floor players (i.e., not goalkeeper) per shift.
7. Sliding is not permitted, except by the goalkeeper within their goal area and only if it is not in a dangerous manner.
8. Players are not permitted to play the ball behind the net. Playing the ball behind the opposing team's net will result in a goal kick being awarded against the offending team. Playing the ball behind one's own net will result in a corner kick being awarded against the offending team. ***Similarly, the restart for a ball played onto the stage (not applicable at all venues) behind the goal is a goal-kick. A goal-kick is defined here as a throw by the goalkeeper or pass from the floor.***
9. Goalkeeper is not permitted to drop kick or half-volley the ball. Violation of this rule will result in the opposing team being awarded an indirect free kick at the top of the offending team's goal area.
10. The goalkeeper is not permitted to throw the ball directly into the opposing team's goal. Violation of this rule will result in a goal kick being awarded to the opposing team.
11. Fouls and misconduct are penalized with an indirect free kick being awarded to the opposing team at the location of the infraction. The exception to this rule is when the infraction occurs within the

offending team's goal area. In such case a penalty kick will be awarded against the offending team. The penalty kick procedure will be a breakaway from center.

12. A goal may not be scored directly from a kick-off. The ball may be played forward or backward from the kick-off.
13. A goal cannot be scored on an indirect kick by banking the ball off another player.
14. Defending players are required to stay three yards away from the ball during indirect kicks until the ball is in play.
15. A ball striking any part of the basketball net hanging above a soccer net or striking the ceiling will result in an indirect kick being awarded against the team last touching the ball. The indirect kick will be taken at the point where the ball was last touched. Should this location be inside a team's goal area the location of the kick will be at the top of that team's goal area. A ball striking the rim of the basketball net located on a side wall of the gym will result in an indirect kick being awarded against the team last touching the ball. The indirect kick will be taken at the point directly below the basketball net which was struck.
16. A ball going out of play and into a team's bench area will result in an indirect free kick being awarded against the team last touching the ball. The indirect kick will be taken adjacent to the bench at the point where the ball went out of play.
17. The referee has final authority over all aspects of the game.

### **Procedure to determine the winner of a match for indoor soccer**

Applies to games that require a winner be decided and the game is tied after the completion of regular time.

1. The penalty kick procedure will be used. The penalty kick procedure will be a breakaway from center.
  2. A coin toss will determine which team will be awarded the first kick. ***The winner of the toss takes the first kick.***
  3. The goalkeeper must remain within the goal area during the penalty kick.
  4. All players, regardless of whether they were or were not on the field of play at the end of the game, are eligible to take kicks.
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### **Game forfeits**

1. A team will forfeit a game when it has less than four players.
2. A game won by default will be record for statistical purposes with a 1 - 0 score with the one goal being given as a "Team Goal".
3. In the case where both teams have forfeited then neither team will be assessed a win or "Team Goal". The game will not be rescheduled.
4. Players are not to be traded to a team for the purposes of preventing a forfeit.

### **Playoff format for Indoor Soccer**

1. Playoff format will consist of one game semifinal followed by medal games.
  2. Based on the teams' standings after the regular round is complete, the semifinal games will be:
    - 1<sup>st</sup> place versus 4<sup>th</sup> place
    - 2<sup>nd</sup> place versus 3<sup>rd</sup> place
  3. The winners of the semifinal games will play in the Gold/Silver medal game while losers of the semifinal games will play in the Bronze medal game.
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## **House League Program for Outdoor Soccer**

### **Equipment**

<b>Mandatory</b>	<b>Optional</b>	<b>Prohibited</b>
Team jersey issued by league	Goalkeeper gloves	Jewelry
Shin pads	Water bottle (advisable to prevent dehydration)	Watches
Shorts (preferably black)	Cleats are recommended. In very dry conditions the field of play may be fast and hard. Under these conditions sneakers would be better footwear.	Casts or metal splints
Soccer socks (preferably black)	Sunscreen (advisable to prevent sunburn)	Hats (except for Goalkeeper)
Goalkeeper jersey/pinnie (different color than either teams playing).	Soft brim hat for Goalkeeper	Non-prescription eye glasses

### **U3, U4, U5 & U6 MPSA Outdoor Micro Program**

- This is a noncompetitive program and serves as a positive starting place for children in soccer. The concentration of this program is on physical activity with and without the ball. Running and exercises will promote movement and coordination.
  - Summer staff directed.
  - Micro soccer games are played along with fun exercises and games.
  - Parents are close to their children on the sidelines and are encouraged to come on the field or play in goal making it a family atmosphere.
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## **House League Program for Outdoor Soccer**

**For the purpose of this manual, the following references will be presented:**

- Under 7 and Under 8 Leagues will be referred to as Timbit League
- Under 9 and Under 10 Leagues will be referred to as Introductory Bell-Aliant
- Under 11 and above will be referred to as Bell-Aliant League

### **Timbit and Introductory Bell-Aliant- MPSA Outdoor House League Rules**

Referees	<p>The referee has final authority over all aspects of the game.</p> <p>Proper respect shall be shown to referees at all times.</p> <p>Coaches, players, and spectators are reminded of the <u>Zero Tolerance Policy Towards Officials</u>.</p>
Length of Games & Shifts	<p>Games will consist of eight 5-minute shifts, as follows;</p> <ul style="list-style-type: none"> <li>- first half: 20 minutes</li> <li>- halftime</li> <li>- second half: 20 minutes</li> </ul> <p>Referees will <u>not</u> stop time between shifts.</p>
Shifts (Under 8)	<p>For the Under 8 division, the number of players per shift is 5 (4 plus goalkeeper). A team can play with 4 players (3 plus goalkeeper), but will automatically lose by default with 3 or less players.</p> <p>Teams will play 4 v. 4 per shift if both teams have between 4 and 8 players each, otherwise if a team has more than 8 players both teams will play with 5 players per shift.</p>
Shifts (Under 10)	<p>For the Under 10 division, the number of players per shift is 6 (5 plus goalkeeper). A team can play with 5 players (4 plus goalkeeper), but will automatically lose by default with 4 or less players.</p> <p>Teams will play 5 v. 5 per shift if both teams have between 5 and 10 players each, otherwise if a team has more than 10 players both teams will play with 6 players per shift.</p>
Forfeit	Coaches cannot temporarily trade players to avoid losing by default.
Coin Toss	The referee will have a coin toss prior to the start of the game. The winner of the coin toss will take the kick-off.
Kick-offs	<p>A goal may not be scored directly from a kick-off at center, or by banking the ball off a defender or goalkeeper.</p> <p>The ball must be played forward from the kick-off.</p> <p>The ball may be kicked or passed to start play.</p> <p>The kicker cannot touch the ball a second time until it has been touched by another player.</p>
Sliding	<p>Sliding is not permitted. However, goalkeepers are permitted to slide inside their goal area as long as it is not in a dangerous manner.</p> <p>Sliding fouls will result in a direct free kick.</p>
Direct Free Kick	The following fouls and misconducts are penalized with a <u>direct free kick</u> being awarded to the opposing team at the location of the infraction;

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	<ul style="list-style-type: none"><li>- pushing, tripping, kicking, charging an opponent</li><li>- sliding or dangerous tackling</li><li>- hand-ball</li></ul> <p>A goal may be scored from a direct free kick.</p>
Penalty Kick	<p>A penalty kick is awarded if any of the above fouls is committed by a player inside his own penalty area.</p> <p>The penalty kick will be taken from the top of the goal area.</p>
Indirect Free Kicks	<p>An indirect free kick is awarded to the opposing team if a goaltender touches the ball with his hands inside the goal area after it has been passed to him by a teammate.</p> <p>The kick is taken at the edge of the penalty area closest to where the infraction occurred.</p> <p>A goal may not be scored on an indirect free kick by banking the ball off another player.</p>
Offside	<p>Blatant Offside (e.g., receiving the ball when standing in the opposing teams goal area when play is in the other end of the field) will be penalized with an indirect free kick.</p>
Distance from the ball	<p>U8: Defending players are required to stay 3 m from the ball during free kicks and corner kicks.</p> <p>U10: Defending players are required to stay 6 m from the ball during free kicks and corner kicks.</p>
Goal kicks	<p>U8: Defending players must stay behind the halfway line during goal kicks until the ball is in play.</p> <p>U10: this rule does not apply</p>
Throw-ins	<p>Foul throw-ins can be retaken only once. If the second attempt is a foul throw then possession of the ball will be awarded to the opposing team for a throw-in</p>
Cards	<p>No cards will be shown to the players by the referee.</p> <p>A referee may remove a player from the field for the remainder of the shift for any of the following reasons;</p> <ul style="list-style-type: none"><li>- dangerous play that threatens the safety of other players</li><li>- verbal abuse of another player or the referee</li></ul> <p>Coaches may substitute a player into the game to replace a player who has been sent off by the referee.</p> <p>Coaches are expected to monitor the behavior of their players and take appropriate action. In addition, coaches should emphasize and explain the seriousness of such offences to their players.</p>
Other	<p>Substitutes, coaches, and spectators are not permitted on the field of play, on the touch lines, behind the goals, or standing next to goal posts, unless directed by the referee.</p>

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**Bell-Aliant- MPSA Outdoor House League Rules**

Referees	<p>The referee has final authority over all aspects of the game.</p> <p>Proper respect shall be shown to referees at all times.</p> <p>Coaches, players, and spectators are reminded of the <u>Zero Tolerance Policy Towards Officials</u>.</p>
Length of Games	Games will consist of two 30 minute halves, with a 5 minute half time between halves.
Number of Players	<p>Teams are to field 7 players (6 plus goalkeeper). A team can play with 6 players (5 plus goalkeeper), but will automatically lose by default with 5 or less players.</p> <p>Teams will play 6 v. 6 if both teams have between 6 and 8 players each, otherwise if a team has more than 8 players both teams will play with 7 players on the field.</p> <p>Shift system is not used for these divisions. Please refer to the rules on substitutions.</p>
Substitutions	<p>Substitution procedure is as follows;</p> <ol style="list-style-type: none"> <li>1. Players substituting in must do so at the center line.</li> <li>2. Players substituting in must clearly name the player whom they are intending to substitute.</li> <li>3. Players substituting in can't enter the field of play until the player they are substituting is off the field.</li> </ol>
Forfeit	Coaches cannot temporarily trade players to avoid losing by default.
Coin Toss	The referee will have a coin toss prior to the start of the game. The winner of the coin toss will take the kick-off.
Kick-offs	<p>A goal may not be scored directly from a kick-off at center, or by banking the ball off a defender or goalkeeper.</p> <p>The ball must be played forward from the kick-off.</p> <p>The ball may be kicked or passed to start play.</p> <p>The kicker cannot touch the ball a second time until it has been touched by another player.</p>
Sliding	<p>Sliding is not permitted. However, goalkeepers are permitted to slide inside their goal area as long as it is not in a dangerous manner.</p> <p>Sliding fouls will result in a direct free kick.</p>
Direct Free Kick	<p>The following fouls and misconducts are penalized with a <u>direct free kick</u> being awarded to the opposing team at the location of the infraction;</p> <ul style="list-style-type: none"> <li>- pushing, tripping, kicking, charging an opponent</li> <li>- sliding or dangerous tackling</li> <li>- hand-ball</li> </ul> <p>A goal may be scored from a direct free kick.</p>
Penalty Kick	<p>A penalty kick is awarded if any of the above fouls is committed by a player inside his own penalty area.</p> <p>The penalty kick will be taken from the top of the goal area.</p>
Indirect Free Kicks	<p>An indirect free kick is awarded to the opposing team if a goaltender touches the ball with his hands inside the goal area after it has been passed to him by a teammate.</p> <p>The kick is taken at the edge of the penalty area closest to where the infraction occurred.</p>

	A goal may not be scored on an indirect free kick by banking the ball off another player.
Offside	A player is in an offside position if he is nearer to the opponent's goal line than the last defender.  Offside is called by the referee if a player is in an offside position at the moment the ball is passed to him or kicked into the offside area.
Distance from the ball	Defending players are required to stay 10 m from the ball during free kicks, corner kicks, and goal kicks.
Throw-ins	Foul throw-ins cannot be retaken. All foul throws will result in possession of the ball awarded to the opposing team for a throw-in
Cards	A player is cautioned and shown a <u>yellow card</u> if he commits any of the following; <ul style="list-style-type: none"> <li>- unsporting behavior</li> <li>- persistently infringes the Laws of the Game</li> <li>- delays the restart of the game</li> <li>- fails to respect the required distance when play is restarted</li> </ul> A player is sent off and shown a <u>red card</u> if he commits any of the following; <ul style="list-style-type: none"> <li>- serious foul play</li> <li>- violent conduct</li> <li>- spits at an opponent</li> <li>- denies a goal by deliberately handling the ball</li> <li>- denies a goal by an offence punishable by a free kick</li> <li>- uses abusive language or gestures</li> <li>- receives 2 cautions in the same game</li> </ul>
Other	Substitutes, coaches, and spectators are not permitted on the field of play, on the touch lines, behind the goals, or standing next to goal posts, unless directed by the referee.

**Coaching Staff's Duties**

1. Contact team players to inform them of assignment to team, team's coaching staffs' names and phone numbers, issuing schedules and any notifications/memos issued by MPSA and intended for House League distribution.
2. Act as liaison between players with their guardians and Convener, House League Director or MPSA Executive for player or House League issues.
3. Administer Player Injury Procedure upon event of player injury.
4. Ensure players receive equal playing time. Use the Flow-Rotation Sheet in Appendix D. Keep the Flow Rotation Sheets for MPSA records.
5. Adhere to behavior conducive to providing a safe, fun and fair soccer environment where players will learn the game at their own pace.
6. Adhere to behavior conducive of the MPSA Zero Tolerance Policy of Abuse Towards Officials.
7. Meet with Convener, House League Director, House League Committee or Executive upon request.
8. Ensure a replacement coach or assistant coach is available for team games in the event that the assigned coach is unavailable to attend.
9. Complete the Player Ranking form for the team's players and submit to the Convener prior to season end. See Appendix H for the Player Ranking Form.
10. Collect soccer balls at season end and return to the Convener.
11. Coach of winning team to report game scores and cards distributed (if applicable) to convener (if not present)
12. Coaches to report referee status or problems to MPSA office

## **Coach's First Game with Team**

1. After the Convener has given you your team roster contact the player's guardian informing them which team their child is playing on, their coach's name and phone number, the time and place of their first two games, and equipment which their child is required have in order to play.
2. At the field, issue jersey to players. Note which players were given a jersey and the jersey number (if applicable).
3. For the Timbit and Introductory Bell-Aliant divisions prepare at least the first shift on the Flow-Rotation Sheet. This will allow the game to start on time once the referee signals for the starting kick-off.
4. For Bell-Aliant League divisions keep a record of player attendance. (All-star players must attend 75% of House League games in order to be in good standing with current All-Star team)
5. If you have not prepared your shifts ahead of time have at least the next shift prepared before the current shift ends. A good time to do this is just after the start of the current shift. The referee does not stop time between shifts to allow coaches extra time to prepare his/hers teams next rotation. Thus if you delay the kick-off because your next shift is not prepared you are, in effect, reducing the playing time of all the players on the field for that shift.

## **Procedure to determine the winner of a playoff match for outdoor soccer**

Applies to playoff games that require a winner be decided and the game is tied after the completion of or regular time.

1. The FIFA penalty kick procedure will be used.
2. Penalty kicks will be taken from the top of the goal area if there is no Penalty Mark on the field.
3. All players, regardless of whether they were or were not on the field of play at the end of the game, are eligible to take kicks. (Rotational basis until all players have had turn)

## **Lightning Policy**

The safety of our players, parents, volunteers and fans is of the highest importance to the Mount Pearl Soccer Association. Lightning is extremely dangerous and is responsible for at least 7 deaths in Canada each year. Lightning is a game stopper no matter how important or intense the game!

In the event of lightning play will be suspended and all should seek shelter immediately. Play will be resumed once the threat has passed. This would normally be about 30 minutes after the last flash of lightning is seen or clap of thunder is heard. Note that lightning may strike several kilometres away from the parent cloud. Precautions should be taken even if the thunderstorm is not directly overhead.

1. In the event of lightning, the referee shall stop play immediately. If the referee is not aware of the threat, the coach or convener has the right to inform the referee of the situation, at which time the referee shall suspend the game. All participants should be removed from the playing area and directed to a "safe"
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facility. A “safe” facility must be an enclosed building with plumbing, telephone and electrical wiring.

2. If no building is available vehicles are suitable shelters. Ensure the windows are up and stay in the vehicle until the storm has passed.
3. Stay away from trees, standing pools of water, and metal poles (e.g., team dugouts).
4. If caught on a field far from shelter and you feel your hair stand on end, lightning may be about to hit you. Crouch on the ground immediately, with feet together, placing your hands on your knees and bending forward. **Don't lie flat.**
5. Players caught in the open should spread out keeping several yards apart.

**Cancellation of games due to weather**

- The decision to cancel House League games due to weather can be made by the MPSA Office Manager by 3 PM on game day.
- A message will also be left at the Soccer Clubhouse phone number and on the MPSA website, [www.mpsa.ca](http://www.mpsa.ca) informing callers of the cancellation.
- The decision to cancel or not cancel due to weather may be left to game time. Cancellation will be decided through consultation between the convenor(s) and referees.

**Cancellation of play during game due to weather or lightning**

If the game has entered the half time or the second half, the score at the time of the cancellation will stand. If the game is in the first half the score will be recorded as 0 – 0, except if the game is a play-off match when the game will be replayed in its entirety.

**Practice Time Policy**

House league teams do not have scheduled practice times. Coaches can schedule practice time for their teams by contacting the MPSA Office Manager to book field times. House league players are encouraged to take advantage of the MPSA skills camps, Academy program, and try out for All-Star teams.

**Location of Fields**

<b>Field</b>	<b>Location</b>
Upper Smallwood	Team Gushue Sports Complex across from the arena
Morris Academy	Behind Morris Academy School on Roosevelt Avenue
Sandpitch	West side of Mt. Pearl Intermediate School on Ruth Avenue
Central	North side of Mt. Pearl Intermediate School on Ruth Avenue
Lower Smallwood	Team Gushue Sports Complex adjacent to Middle Smallwood on East side
Middle Smallwood	Team Gushue Sports Complex adjacent to Upper Smallwood on East side

## **Officiating**

1. The Director of Officials will supply the staff referee assignor with a Referee's List detailing the Referee's name, phone number, Refereeing Level, and divisional preference.
  2. Youth Official Comment Form for Coaches is available to coaching staff to assist officials and the Director of Officials with referee development. Completion of the form is optional. See Appendix A for the Youth Official Comment Form for Coaches.
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**Zero Tolerance Policy of abuse towards officials**

The development of officials, as well as players, takes time. Our officials have received classroom training and are required to pass an examination before they can referee within our system. When they officiate your child's game they are gaining the experience required to become a good official. The officials you will see during the summer at your child's games are mostly at the entry-level, not the experienced officials you may see refereeing higher level games. The MPSA needs to maintain and develop our young officials and we need you're support to do so. To help in clarifying what the MPSA expects from coaches and spectators we have developed the policy outlined below based on a similar one developed by the Boston Area Youth Soccer Association. It has a simple premise - All persons responsible for a team and all the spectators shall support the referee.

This policy has a simple guideline:

**No one is to address the referee during the game !!**

Naturally, there are **exceptions** to this guideline and they are as follows:

**A. Persons Responsible for a team (Coach & Managers)**

**During the Game:**

- Responding to a referee initiating a communication.
- Making Substitutions.
- Pointing out emergencies or safety issues.

**At half-time or at the end of the game:**

- A coach/manager can ask a referee to explain law(s) in a polite and constructive way.
- A polite and friendly feedback can be given to a referee.
- Absolutely NO sarcasm, harassment and intimidation.

**Penalties:**

As with all policies there must be penalties for those not wishing to abide by them. These are covered by the Laws of the Game, and they give the referee the power to abandoned games and/or to dismiss team officials (coach, assistants, managers etc) from the bench if they indulge in abusive behavior. Referees have been instructed to enforce the Laws as they see fit.

**B. Spectators**

**During the games :**

- Referee initiating a communication.
- Pointing out emergencies or safety issues.

**Penalties:**

These are generally not covered by the Laws of the Game, and so the MPSA has adopted the following guidelines for referees to follow. It is based on the premise that communication should be between participants in the game, rather than between the referee and spectators, which may be less than beneficial. As such, referees have been instructed to restrict their concerns about spectators to the coaches.

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<b>1st Infraction:</b>	Referee should stop the game and ask the coach to quiet the offending spectator.
<b>2nd Infraction:</b>	A verbal warning. The referee should stop the game and ask the convenor and if needed, the coach to warn the spectator that the next infraction will be an ejection or the referee will abandon the game.
<b>3rd Infraction:</b>	The referee shall instruct the coach to direct the spectator to leave the field. The referee should abandon the game if the spectator does not leave the field.
If the referee abandons the game, the referee shall file a report and the MPSA may impose a forfeit on the spectator's team.	

**Officials Assessment**

The power given to officials obviously does not come without a price. Officials are expected to behave in an appropriate manner and officiate games to the best of their abilities. To ensure this occurs, our officials will be assessed during the upcoming season by higher qualified referees within the Mount Pearl system. This process is another important step in referee development. Coaches will also have the opportunity to comment on the referees performance, through completion of a form which all coaches should receive at the beginning of the season. It is on this evaluation form that comments about the officiating are to be made, **and not verbally at the game.**

**Team Draft Procedure**

1. The House League Director will supply the Convener with the official list of registered players for the division. Team rosters are to be developed using this list of players. Players not appearing on this list or any supplemental registration list supplied by the House League Director will not be permitted to play or be placed on a team roster. This list will contain the player's name, phone number, age or date of birth, any comments supplied on the player's registration form, and player ranking information.
  2. Determine the number of teams for the division based on the number of players per team. Usually the teams will consist of enough players to field two complete shifts for the U8 & U10 divisions or between 12 and 15 players for U12, U14, U16, U18 or Junior divisions.
  3. The aim is to have balanced team rosters using the player ranking information. Teams should have equal amounts of varying ranked players as numerically possible. The Divisional Convener will hold a draft in which coaches will be required to select players from the official list of registered players. The draft procedure is:
    - 3.1. Determine the order in which coaches will draft players.
    - 3.2. Coaches will select only one player per turn.
    - 3.3. Year of birth will be used to determine the age of a player.
    - 3.4. Players will be drafted in the following order:
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- 3.4.1. Oldest highest goal scorers to oldest lowest goal scorers proceeding through to youngest highest goal scorer to youngest lowest goal scorer. Only players scoring 15 or more goals will qualify as goal scorers.
- 3.4.2. For U12 and higher divisions, oldest highest ranking goalkeeper through to youngest lowest rank goalkeeper.
- 3.4.3. Oldest highest ranked player to oldest lowest ranked player.
- 3.4.4. Oldest unranked players are taken in order starting at the beginning of the registration list until all are drafted.
- 3.4.5. Youngest highest ranked player to youngest lowest ranked player.
- 3.4.6. Youngest unranked players are taken in order starting at the beginning of the registration list until all are drafted.
- 3.5. Once all players have been drafted to a team, the coaches will randomly select their team to coach using a blind selection. Teams that do not have the appropriate coach and dependent pairings will trade players of same ranking information to resolve this problem.
- 3.6. Finally, special requests will be resolved by trading players of same ranking information and where such trading does not create inequalities between teams. (*Note: the special request policy is currently under review*)
4. Official rosters to be sent to MPSA Administrator.
5. See Appendix B for House League Team Roster Form.
6. Prior to the end of regular season play the coach will complete the Player Ranking form for the team. This must be submitted to the Divisional Convener.
7. See Appendix H for Player Ranking Form.

### **Trading Players for Team Balancing**

1. The Convener or House League Director may request team roster changes after teams have played four games to balance team strength within the division.
  2. Roster changes are to be done for the purposes of addressing inequalities in competitiveness of teams within the division.
  3. The Convener will act as the facilitator when trading players to balance teams.
  4. The Convener will work with the coaches in the division to propose trade solutions to rectify the inequalities
  5. The Convener reserves the right to make a final decision on trades if consensus can not be made amongst or with the coaches.
  6. The Convener will contact the parents of the players to inform them of the trade.
  7. All trades are final and players are required to play for their new team at the team's next scheduled game.
-

8. Coaches playing traded players will forfeit these games.

### **Tie Breaking Procedure for regular season & playoff placing**

Adopted from NLSA: When final team placings are required and two teams have equal amount of points the following procedure is to be used to determine which team will be placed higher:

1. Previous game results in games where the two tied teams competed against each other. The team with the greater number of wins will be placed higher.
  2. If teams are tied after previous game results are considered or if three or more teams have equal amount of points then Goal Differential will be used to determine final team placing. See section on **Divisional Team Standings & Game Statistics** for procedure on computing Goal Differential. The greater the team Goal Differential the higher the team placing.
  3. If teams are tied after Goal Differential is considered then Goal Average will be used to determine final team placing. Goal Average is computed as Goals For divided by Goals Against. The greater the team Goal Average the higher the team placing.
  4. If teams are tied after Goal Average is considered then Goals Against will be used to determine final team placing. The team with the fewer Goals Against will be placed higher.
  5. If teams are tied after Goals Against is considered then Penalty Kicks will be used to determine final team placing. Penalty Kick procedure as defined by FIFA Laws of the Game will be used. The team scoring the greater number of goals will be placed higher.
-

## **House League Director Duties**

1. Recruit and assign Conveners for all House League divisions.
2. Ensure all House League Conveners execute the responsibilities and tasks required for the management of their assigned divisional program.
3. Oversee and assist Conveners with the development of coaching recruitment and assignment, divisional game schedule, team roster selection and balancing, game statistics records, and annual year end House League divisional report.
4. Annually review and recommend amendments to the House League Manual, and advise the Executive on all matters related to the House League program.
5. Develop and submit to the Executive an annual Outdoor House League Report which is to be tabled at the AGM.
6. Participate as a committee member on the Technical Committee.
7. Act as liaison between House League Conveners and coaching staffing and Executive for all House League issues.
8. Issue copy of House League Manual to Conveners.
9. Review all requests for player divisional movements with the Technical Director.
10. Other related duties as agreed to by the Executive.

## **Convenor Duties**

1. Recruitment of Coaches and Assistant Coaches.
  2. Creation of Divisional and Playoff Game Schedules and send to MPSA Office Manager
  3. Development of divisional team rosters and send to MPSA Manager
  4. Meet with House League Director, House League Committee or Executive upon request.
  5. Issue copy of Condensed House League Manual to Coaches.
  6. Compile and maintain divisional game statistics and team standings and send to MPSA Administrator on a weekly basis.
  7. Report divisional game statistics to coaches.
  8. Lock and unlock gates and portable toilets.
  9. Report damage of field, nets, flag markers, backstop meshing, fencing and locks to MPSA Office Manager.
  10. Facilitate and communicate player trades.
  11. Assist in the decisions for cancellations of games. (work in conjunction with referee(s))
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12. Assist in enforcing the zero tolerance rules
13. Report serious injuries, incidents of abuse, yellow or red cards, and/or if no referee is present for game to House League Directors and MPSA Office Manager.

Note: In the event that a convener has not been assigned for a division then Convener duties will automatically be the responsibility of the House League Directors.

## **Divisional Game Schedule**

1. For Bell-Aliant divisions, the Divisional Schedule will be comprised of regular season rounds and a playoff round which will conclude with a divisional championship.
  2. Introductory Bell-Aliant, the Divisional Schedule will be comprised of regular season rounds only. No playoff games are scheduled. Divisional championship game will be held on Super Soccer Saturday.
  3. For Bell-Aliant divisions if the number of teams in the division is so large that a playoff round can not be scheduled then the regular season round will be used to determine which teams will be play in championship or medal games.
  4. Exhibition rounds are not permitted, i.e., all games played will result in points being awarded to determine teams ranking in the divisional standings.
  5. Incomplete rounds can be scheduled provided that all teams in the division play an equal number of games.
  6. For the Bell-Aliant divisions if the number of teams exceeds eight in the division then the Convener, in consultation with the House League Director, reserves the right to create separate conferences within the division. Equally distribute the teams across the conferences. Complete rounds then can be played within conference. Conference champions will compete against each other in the divisional championship.
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8. Use the Divisional Game Schedule template in Appendix C.
  9. Submit the Divisional Game Schedule to the House League Committee
  10. Supply copies of the schedule to all coaching staff.
  11. Rainout games may be rescheduled at the discretion of the Divisional Convener through consultation with the House League Director.
-

## **Divisional Team Standings & Game Statistics**

1. In the Timbit division team standings and game scores are kept for this division. Championship designation is awarded on Super Soccer Saturday by having the top two teams from the regular season play in a championship game. No First Place in Regular Season designation will be awarded.
2. Divisional team standings, game scores and player scoring will be recorded for the Introductory Bell-Aliant and Bell-Aliant League divisions and submitted to the MPSA Office Manager.
3. Forfeits will be recorded as a 1 – 0 win against the defaulting team. The scorer will be recorded as a “Team Goal” for the winning team.
4. In the case where both teams have forfeited then neither team will be assessed a win or “Team Goal”. It will be left to the discretion of the Divisional Convener as to whether this game would be rescheduled at a later date.
5. Use the Team Standings template in Appendix F and the Game Scoring Summary template in Appendix G.
6. Wins will result in being awarded three points, ties will result in being awarded one point, and a loss will result in no points being awarded.
7. Goal Differential GD is computed as Goals For (GF) – Goals Against (GA). On a per game basis Goal Differential will be capped at a maximum of +5 and a minimum of –5. When recording game statistics games that require a cap will be recorded by reducing the Goals For to comply with the cap.

## **Playoffs**

1. If schedule permits then the single round robin format will be used. Using the points based system the first place team will play against the second place team for the championship of the division.
2. At the discretion of the Convener and MPSA Office Manager a bronze medal game maybe played between the third and fourth place teams.

## **Contents of Conveners Package**

Supplied from House League Director and contains the following:

1. House League Manual
  2. Registration list of players in division
  3. Any other pertinent information from the MPSA
-

### **Contents of Coach's Package**

Supplied from Divisional Convener and contains the following:

1. House League Manual.
2. Divisional Game Schedule. Copies for Coaching staff.
3. Team Roster. Use the Team Roster Template in Appendix B. Copies for Coaching staff and players.
4. Any other pertinent information from the MPSA.
5. Two soccer balls and team jerseys. The Convener will either supply the balls and jerseys to the coaches before play of the Coach's first game or arrange for the Coach to pick them up at the Soccer Clubhouse at the Team Gushue Sports Complex. Soccer balls are to be returned to the Divisional Convener.

### **Contents of Player's Package**

Supplied from Coaching staff and contains the following:

1. Team Roster complete with Coaching Staffs' names and phone numbers, player's names, and Convener's name and phone number. Use the Team Roster for Player's Package Template in Appendix E.
  2. Divisional Game Schedule will be available from coaching staff or on the MPSA website ([www.mpsa.ca](http://www.mpsa.ca))
  3. Team Jersey
  4. Player's Code from House League Manual
  5. Parent's Code from House League Manual
-

## **Complaints Procedure**

All complaints addressed to the MPSA Executive must be made in writing, clearly outlining the nature of the complaint, who is involved and the desired outcome.

The MPSA Executive will establish a Standing Complaints Committee (SCC).

Upon receipt of a written complaint the MPSA will:

1. Inform Executive immediately of complaint.
  2. Interview all parties concerned at a time and place so as not to interrupt general Executive meetings.
  3. The Standing Complaints Committee must make recommendations for Executive approval before any attempt is made to communicate findings to any of the parties concerned.
  4. Upon Executive approval the Chairperson of the SCC must notify the complainant, in writing, of Executive decisions and copies to other involved parties.
  5. The MPSA will endeavor to resolve all complaints within seven (7) days.
  6. The decision of the MPSA Executive is final.
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## **House League Disciplinary Procedure**

1. Misconduct by players, convenors, coaches or team officials reported by the referee shall be dealt with by the Discipline Committee prior to the next game, whenever possible.
  2. The Discipline Committee shall normally be chaired by the Director of Officials, and two other members from the Mount Pearl soccer community. The team, teams, or officials involved in the incident, or anyone directly affected by the decision, shall not be represented on the committee.
  3. The person(s) accused in the incident have the right to request a chance to be heard. This request shall be made in writing to the MPSA office within 24 hours of a disciplinary action being issued.
  4. If the person(s) accused in the incident request a chance to be heard, the format of the meeting shall be as follows:
    - a) The Chair of the Discipline Committee shall conduct the meeting and shall appoint a member to act as secretary to record the proceedings.
    - b) The Chairperson shall then ask the Referee or Assistant Referee (upon whose report the charge has been laid) to enter the meeting.
    - c) The Chairperson shall then ask the Referee or Assistant Referee if he/she would like to further qualify the report.
    - d) When the Referee or Assistant Referee has left the meeting the Chairperson shall ask the person(s) alleged to have committed the offence to enter the meeting. The accused must be accompanied by a league representative. Minors may be accompanied by their parents or legal guardians.
    - e) The Chairperson shall then read the report containing the details of the incident and provide any additional information from the Referee or Assistant Referee meeting.
    - f) Following this the Chairperson shall then ensure the person(s), the league representative has the opportunity to respond or clear up any doubts which may exist.
    - g) Upon completion of this phase of the hearing the committee itself will meet in private to consider the evidence given and to decide whether the charge is proven or not. If the charge is proven, the committee shall also determine the appropriate disciplinary action. The Discipline Committee shall reach its decision by a simple majority vote, the Chairperson only voting in a case to break a tie vote.
    - h) When a decision has been reached, the Chairperson shall inform all parties of the decision.
  6. If an opportunity to be heard is not requested, the Committee shall base its decision on the Referee or Assistant Referee's report.
  7. The Disciplinary Committee shall have the right and power to take disciplinary action, including the suspension of players and team officials for a designated number of matches, a designated period of time, or as an offence may warrant. This disciplinary action may be appealed to the MPSA Executive but whatever action has been imposed shall remain in effect until the hearing.
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## **House League Appeals Procedure**

1. An individual or team can appeal any decision of the Discipline Committee provided that an appeal is received, in writing by the MPSA office, within forty-eight (48) hours of being informed of the Discipline Committee decision.
2. The Executive will establish a Standing Appeals Committee (SAC).
3. This committee shall normally be chaired by a member of the MPSA Executive, and two (2) others to be determined by the executive. The team, teams, or officials involved in the incident, or anyone directly affected by the decision, shall not be represented on the committee. Similarly, members of the Discipline Committee on whose decision the appeal is based may not serve on the SAC.
4. The SAC will interview all parties, including the accused (in the presence of his/her parent(s) or guardian), referee, assistant referee, coach, members of the SDC, other players or other individuals who may have witnessed the incident, as deemed necessary.
5. The SAC will consider all facts and recommend a course of action for Executive approval.
6. The MPSA Executive must convene to approve (or reject) the SAC recommendations.
7. In either case the response must be in written form bearing the signature of the President or Vice-President of the MPSA.
8. The decisions of the Executive may be appealed to the NLSA.

## **Injury Procedure**

In all cases where injury occurs the Coach (or other team official) must:

1. Seek First Aid as necessary.
2. Before continuing have the player demonstrate that s/he is capable of continuing without undue discomfort.
3. Observe the player to ensure that s/he is participating at a normal level for that individual.

In cases of serious injury:

1. Attend to the injury immediately.
2. Seek qualified First Aid immediately.
3. Call, or arrange for, an ambulance.
4. Call the player's legal guardian and inform them of the situation.
5. In cases where no one else is available, accompany the player to the hospital or nearest medical clinic.

In cases of serious injury, coaching staff must report the injury to the MPSA Office Manager and assist in the completion of proper Accident and Insurance Claim Forms.

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## **Coach's Code**

1. Treats own players, parents, and opponents with respect.
2. Teaches and inspires a soccer player to love the game and to compete fairly.
3. Demonstrates by example the type of person the coach wants the players to be, e.g., prepared for practice, proper dress (tracksuit not jeans).
4. Has control and commands discipline at all times.
5. Respects the Laws of the Game and judgment of the match officials.
6. Realizes that as a coach s/he is a teacher and therefore understands the game and proper soccer behavior at all times.

## **Player's Code**

- 1. Have fun.**
  2. Play the game for the game's sake.
  3. Be generous when you win.
  4. Be gracious when you lose.
  5. Be fair always, no matter what the cost.
  6. Obey the Laws of the Game.
  7. Work for the good of the Team.
  8. Accept the decision of the match officials with good grace.
  9. Believe in the honesty of your opponents.
  10. Don't criticize your teammates.
-

## **Parent's Code**

1. Children have more need for encouragement than criticism.
2. Make participation for your child a positive experience.
3. Attempt to relieve the pressure of competition, not increase it. A child is easily affected by outside influences.
4. Respect coaches and officials. They are volunteering personal time to provide a recreational activity for your child.
5. Your team's opponents are necessary friends, without them your child could not participate meaningfully.
6. Applaud good plays by your team and members of the opposing team.
7. Do not question coaches/match officials' judgment and never their honesty. He/she is a symbol of fair play, integrity and sportsmanship.
8. Accept the results of the game. Encourage your child to be gracious in victory and turn defeat to victory by helping your child to work towards improvement.
9. If your child enjoys the game, we are on the right track.
10. Encourage good sportsmanship. Good sportsmanship does not allow for the use or action of foul or abusive language, or gestures to players (teammates or opponents), coaches or officials.
11. Attend games as supporters whenever possible.
12. Encourage and assist players in fundraising when necessary.
13. Encourage and assist players to arrive on time for team events.

## **Scheduled days off in outdoor house league**

The following days do not have outdoor house league games scheduled:

<b>Date</b>	<b>Comment</b>
July 1st	Canada Day
1 <sup>st</sup> Wednesday in August	Regatta Day

**Special Requests to play with other players or in another division**

The MPSA currently do not accept special requests to play with other players.

Any concerns or requests (including moving to another division) must be in the form of a letter addressed to MPSA House League Committee which will be reviewed on a case per case basis.

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# Appendix

A.



**MOUNT PEARL SOCCER ASSOCIATION**

## **Youth Official Comment Form for Coaches:**

Referee: \_\_\_\_\_ Date: \_\_\_\_\_

Match Division: \_\_\_\_\_ Place: \_\_\_\_\_

Coach: \_\_\_\_\_

### Overall, how would you rate your match official?

Excellent \_\_\_\_ Good \_\_\_\_ Acceptable \_\_\_\_ Poor \_\_\_\_ Unsuitable \_\_\_\_

### **What areas do you think the official should work on:**

- Appearance \_\_\_\_\_
- Fitness \_\_\_\_\_
- Foul Recognition \_\_\_\_\_
- Player Management \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_

### **Comments:**

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Please forward form to Martin Batterson at 52 Munden Drive or the Soccer Hut

B. Team Roster Template

<b>MPSA House League Team Roster</b>		<b>Date Issued:</b>	Phone
<b>Division:</b>		<b>Convener:</b>	
<b>Team:</b>	Players	<b>Coach:</b>	
<b>Jersey Color:</b>		<b>Assist:</b>	

	<b>Player</b>	<b>Phone</b>	<b>Comments</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

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C. Divisional Game Schedule Template

<b>MPSA House League Game Schedule</b>	<b>Date Issued:</b>	Phone
<b>Division:</b>	<b>Convener:</b>	

<b>Jun 25/09</b>	<b>(Round 1)</b>	
5:30 – 6:30	LSW Field #1	Team A vs Team B
5:30 – 6:30	LSW Field #2	Team C vs Team D
6:30 – 7:30	LSW Field #1	Team E vs Team F
6:30 – 7:30	LSW Field #2	Team G vs Team H
<b>Jun 27/09</b>		
5:30 – 6:30	LSW Field #1	Team A vs Team C
5:30 – 6:30	LSW Field #2	Team D vs Team E
6:30 – 7:30	LSW Field #1	Team G vs Team F
6:30 – 7:30	LSW Field #2	Team B vs Team H

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E. Team Roster for Player’s Package Template

<b>MPSA House League Team Roster</b>		<b>Date Issued:</b>	Phone
<b>Division:</b>		<b>Convener:</b>	
<b>Team:</b>	Players	<b>Coach:</b>	
<b>Jersey Color:</b>		<b>Assist:</b>	

	Player
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	

F. Team Standings Template

<b>MPSA House League Team Standings</b>	<b>Date Issued:</b>	Phone
<b>Division:</b>	<b>Convener:</b>	

Rank	Team	GP	W	D	L	GF	GA	GD	Pts

G. Game Scoring Summary Template

<b>MPSA House League Game Scoring Summary</b>	<b>Date Issued:</b>	Phone
<b>Division:</b>	<b>Convener:</b>	

<b>23-JUN-03</b>	<b>Team A</b>	<b>3</b>	<b>:</b>	<b>1</b>	<b>Team B</b>
	Timmy Striker (2)				Johnny Shooter
	Sammy Sweeper				
<b>25-JUN-03</b>	<b>Team C</b>	<b>1</b>	<b>:</b>	<b>0</b>	<b>Team D</b>
	Team Goal				

**H. Player Ranking Form**

<b>MPSA House League Player Ranking Form</b>	<b>Date Issued:</b>	Phone
<b>Division:</b>	<b>Convener:</b>	
<b>Team:</b>	<b>Coach:</b>	
	<b>Assist:</b>	

Ranking Criteria:

- 5: Player has demonstrated an exceptional ability to influence the game
- 4: Player has demonstrated a strong ability to influence the game
- 3: Player has demonstrated an average ability to influence the game
- 2: Player has demonstrated a weak ability to influence the game
- 1: Player has demonstrated little to no ability to influence the game

YOB - Year of Birth

GK - Can play Goalkeeper

Scorer - Can score (15+ goals). Convener will supplement w/ number of goals from statistics at season end.

	<b>Player</b>	<b>Rank</b>	<b>YOB</b>	<b>GK</b>	<b>Scorer</b>	<b>Comments</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

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I. Document History

<b>Revision</b>	<b>Date</b>	<b>Authors</b>
1 <sup>st</sup>	June/04	Technical Committee (Martin Batterson, Scott Betts, Chuck Luther, John Clarke, Brian Stamp, Bill Lake). Approved by MPSA Executive June/05.
2 <sup>nd</sup>	May/05	Technical Committee (Martin Batterson, Scott Betts, Chuck Luther, John Clarke, Brian Stamp, Dave Aker, Bernie Manning) Approved by MPSA Executive May/05.
3 <sup>rd</sup>	Feb/06	Technical Committee (Martin Batterson, Scott Betts, Mike Oliver, John Clarke, Gary Martin, Dave Aker)
4 <sup>th</sup>	Mar/08	House League Committee (Amy Skinner, Tony Chislett, Carl Noseworthy, Harold Noseworthy, and John Barron)
5 <sup>th</sup>	May/09	House League Committee (Amy Skinner, Harold Noseworthy, John Barron, and Brian O'Keefe)

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