



# **PRESIDIO SOCCER LEAGUE**

*SOUTHERN CALIFORNIA'S PREMIER SOURCE FOR COMPETITIVE YOUTH SOCCER*

## **TEAM ADMINISTRATOR GUIDE**

**Presidio Soccer League**

**and**

**San Diego Developmental Academy**

This Guide will be updated throughout the season as changes occur. Changes will also be announced through the Weekly President's Message sent to all managers and coaches. These emails are sent weekly after the start of the Fall Season. If you do not receive these emails, please contact your Registrar to insure that your email address is correct.

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## MISSION STATEMENT

The Mission of the Presidio Soccer League (PSL), which is comprised of teams playing in PSL and teams playing in the San Diego Developmental Academy (SDDA) is to provide scheduling for youth soccer teams in the Southern California area and to encourage wholesome athletic development for the youth of our communities through competition, sportsmanship, positive coaching and positive example from all of its participants and spectators.

## PRESIDIO AND SDDA INFORMATION

### Presidio Soccer League

Presidio Soccer League Web Site

[www.presidiosoccer.com](http://www.presidiosoccer.com)

### San Diego Developmental Academy

San Diego Developmental Academy Website

[www.sddasoccer.com](http://www.sddasoccer.com)

### Presidio General Meeting Dates

Presidio General Meetings are held at 7:00pm on the 3rd Tuesday of each month with the exception of June, when there is no General Meeting. December meeting is 2nd Tuesday of the Month. See below for specific information for General Meetings.

Month	Description
January	Trophies are distributed for U8-14 Teams
March	President's Meeting
June*	Collect League & Team Registration Fees at RSF Offices
December	Trophies are distributed for U15-19 Teams

The March Meeting is the President's Meeting – all League Presidents & Presidio Reps are encouraged to attend.

\* In lieu of a General Meeting in June, Leagues are requested to drop off their League Fees at the office of the Presidio Treasurer.

Meetings are held at the San Diego Marriott. The Marriott is located at:

**San Diego Marriott - Del Mar** (*Please support the San Diego Marriott whenever possible*)

11966 El Camino Real, San Diego, CA 92130

858.523.1700

## Presidio Minutes

All Presidio meeting minutes are posted online prior to the next General Meeting. They are located under the News & Notices navigation on the Presidio Website Home Page.

Executive Board Members	Email
President	<a href="#">Bob Turner</a>
Vice President	<a href="#">Jack Dobransky</a>
Treasurer	<a href="#">Marilee Pacelli</a>
Secretary	<a href="#">Terry Cords</a>

Circuit Directors/Game Reports	Email	Fax Number
SDDA Boys	<a href="#">Kathy Stanton</a>	760-753-2252
SDDA Girls & AAA	<a href="#">Rick La Salle</a>	619-441-2727
North Brackets/Central Girls not in South	<a href="#">Christine Van Slyke</a>	760-525-5363
South Brackets/Central Boys not in North	<a href="#">Mabel Martinez</a>	619-579-8229

Assistant Circuit Directors/Reschedules	Email
SDDA Boys/South Brackets Central Boys Brackets not in North	<a href="#">Tim Loughran</a>
SDDA Girls/All AAA/North Brackets Central Girls Brackets not in South	<a href="#">Bj Kelly</a>

## Presidio Timeline

The annual Timeline for critical and important dates and events is available online. It is located on the Home Page under the Quick Links Menu and see [Presidio Timeline](#) Exhibit A.

## SDDA Timeline

The annual Timeline for critical and important dates and events is available online. It is located on the Home Page under the Timeline Tab and see [SDDA Timeline](#) Exhibit B.

## GAMING INFORMATION FOR TEAM MANAGERS AND COACHES

### Gaming Information

Presidio Soccer League consists of two distinct competitive soccer divisions: Presidio Soccer League which focuses on all levels of playing abilities and San Diego Developmental Academy which focuses on

the more competitive long-term athlete development and to advance the serious player to compete amongst the best that Southern California has to offer. Please see [SDDA Membership Rules & Regulations](#) Exhibit C for membership rules and regulations.

For full Gaming Rules and Regulations for Presidio Soccer League and San Diego Developmental Academy see [Presidio and SDDA Gaming Rules](#) Exhibit D, and check the website for the latest updates.

Presidio Soccer League is sanctioned as a gaming league by Cal South. As such, we are required to abide by Cal South's Rules and Regulations, see [Cal South Rules and Regulations](#) Exhibit E and they are also posted on the Cal South website under the <About Us> navigation. The Cal South website is at <http://www.CalSouth.com>.

## **Game Rescheduling Information**

Game reschedules can begin as soon as the schedules are posted. Instructions and information for acceptable game reschedules can be found in see [Rescheduling Instructions](#) Exhibit F. For Dates See [Rescheduling Only Timeline](#) See Exhibit F-1.

## **Yellow and Red Card Offenses**

### *Cautionable Offenses or Yellow Cards*

- UB – Unsporting Behavior
- DT – Dissent
- PI – Persistent Infringement of Laws
- DR – Delay Restart
- FRD – Fails to Respect Distance
- E – Enter Field Improperly
- L – Leave Field Improperly

### *Sending Off or Red Cards*

- SFP – Serious Foul Play
- VC – Violent Conduct
- S – Spitting
- DGH – Denies Goal Opportunity Handling
- DGF -Denies Goal Opportunity Foul
- AL – Abusive/Offensive Language
- 2CT – Second Caution
- IRB – Irresponsible Behavior

Anyone receiving a red card automatically needs to sit out the next scheduled game. DO NOT wait to be notified by your Director. Once the Presidio/SDDA Director receives the referee report and your game sheet they will assess the situation and let your team contacts know if there are any additional

games that the player or coach needs to sit out. If you are not sure of the suspension length, please email the director for your circuit.

### ***Player Red Cards (Sit Outs)***

It is the duty of the Team Coach and Team Manager to ensure that suspended players sit out any games for which they are suspended and also to document the sit out. This may be done one of two ways as follows.

**Please check with your Circuit Director for his or her preferred method.**

1. Crossing his/her name off the game sheet roster for the game(s) in which they are suspended and having the referee initial that the player did sit out is one way of proving the player did not participate in the game.
  - a) When scoring the game in the online Affinity system in the Comment Section document the players' names who served suspensions.
2. Removing the player from the active player team list in the Presidio system. Removing the player from the game roster is another method of proving that a suspended player did not participate in a game because if the player is not listed on the roster it is assumed the player did not participate.
  - a) Remove the player by going to your player roster tab. Uncheck the active box on the right side and then click on the set active player button. This will remove the check mark for the player which will remove their name from the roster. After the player has sat out the appropriate games you will need to go back into the system and reactivate the player.
  - b) In either case, proof must be submitted to the appropriate Presidio/SDDA Director so the red card may be cleared in the system.

### ***End of Year Red Card Carryovers***

It is very important that your player and coaches know that if they receive a red card at the end of the season and they have NOT served their suspension it will be carried over to the following year. If the player or coach switches clubs the suspensions will follow them wherever they go. Suspensions MUST be served in the Presidio Season. Presidio Cup or tournaments do NOT COUNT as serving the suspension. End of Year Carryovers will not prohibit you from playing in other tournaments including State Cup unless suspended by Cal South as well.

### ***Game Day Duties and Responsibilities***

The game day duties and responsibilities for coaches and team managers are designed to help the games start on time. There are only 15 minutes between each game. If a referee adds additional time to a game then there is even less time between games. So come to the field ready to play.

The following rules are to help keep games on time and help facilitate referee check-in. Referees have been told what is expected of them and following these simple rules is what is expected of you to make it better for all. Here are the rules that must be followed:

### *Before the Game*

1. Visiting Team - When your team takes the field make sure they are in their game jersey at least 15 minutes before the start time and not their practice t-shirt. This will expedite the check-in process and allows the home team to wear the appropriate contrasting color. The visiting team chooses jersey color. Visiting team and spectators must sit on the opposite sideline from Home Team unless specified otherwise by the venue.
2. Home Team – Home team must change jerseys to contrast with the visiting team’s jersey. Ask your opponent what color they are going to wear. Then when your players take the field they will be in the appropriate color. This will expedite the check-in process. The rules are that players are to be in their game jerseys 15 minutes before the scheduled start of the game. The home team has choice of sideline for players and spectators. Players and spectators must be on the same sideline unless specified otherwise by the venue.
3. Rosters – Make sure your Official Match/Roster Game Report in the Affinity System has player numbers assigned to each player in both home and away columns. If you don’t know how to do this contact Affinity Sports or see [Jersey Number Information & Instructions](#) Exhibit G of this Admin Guide. The rule is all jersey numbers must be on the Official Match/Roster Game Report prior to it being handed to the referees for check-in. You should also upload your player’s photos to Affinity and print them on your Official Match/Roster Game Report. If you lose or forget your player cards, your Official Match/Roster Game Report with photos can be used instead. If you need assistance uploading your player’s photos, contact Affinity Support or your Registrar.

Printing instructions for Official Match/Roster Game Report can be found in [Printing Rosters – Affinity Instructions](#) Exhibit H. An important item to note is that Rosters are available to print 4 days prior to Game Day. Home team is required to print their game Official Match/Roster Game Report using 3-part carbonless paper. It is recommended that the visiting team bring a roster as well.

4. Roster Sizes – see [Presidio Birth Year Modification Chart](#) Exhibit I

Birth Year	Corresponding Age	Number of Players	Players on Field
2009 - 2008	Under 9 and Under 10	14	7 v 7
2007-2006	Under 11 and Under12	14	9 v 9
2005 2004	Under 13 and Under 14	18	11 v 11
2003- 2002	Under 15 and Under 16	18	11 v 11
2001, 2000, 1999	Under 17, 18 and 19	22 – 18 on Game Day*	11 v 11

\* Before printing rosters, activate the 18 players who will be eligible on Game Day.



5. Cal South Referee ID Cards Verification – This must be done prior to the start of the game. The best time to verify the Cal South Referee ID Card is when you hand your player cards to the referees. Referees have been instructed to show their ID cards prior to the start of the game and not after the game.
6. Start Time and Halftime – Have your players ready to go at the scheduled start time of your game. Do any cheers or instructions before the start time. Remember halftime is 5 minutes. Do not make the start of the second half late, referees have been told by Presidio and SDDA officials to report teams that abuse the 5 minute halftime to the Presidio and to their assignors.

### *After the Game*

Immediately after the Game - Managers or coaches must walk over to where the referees are located to pick up the Official Match/Roster Game Report sheets and your player cards. Don't make the referee come to you. Remember, caution and send-off cards can be handed out after the game; don't argue with the referee about calls since nothing can be done by the referee. If you have a concern you can file a report with the appropriate Director for your circuit.

## **Gaming Rules and Regulations**

Updated Gaming Regulations will be added to the Admin Guide as they occur. Please go to the Presidio Home Page link to the Admin Guide to stay updated.

The length of break at halftime is 5 minutes. Added time is at the referee's discretion and is not mandatory; 15 minutes is the allowable time in between games.

### *Substitutions*

Player Substitutions are according to FIFA with the exception that the number of substitutions is unlimited at the discretion of the referee. Substitutions in Presidio and SDDA games use the following guidelines:

1. All substitutions may be made by either team, with the consent of the referee, at any stoppage of play.
2. Substitutions shall be made at the center line. The substitute player shall not enter the field of play until the player substituted has left the field of play and approved by the referee.
3. Excessive substitutions resulting in delay of game is unsporting and is discouraged. The referee has the power through the laws of the game to manage this type of behavior.

### *Games*

The referee may abandon a match if:

1. There are not enough players to meet the requirements of the Law of the competition;\*
2. A team does not appear;\*
3. The field or any of its equipment does not meet the requirement of the Laws and/or is otherwise deemed unsafe by referee.

\*If away team causes the match to be abandoned, it is responsible for payment of the referee fees to the Home Team. Home Team must be reimbursed within 14 days of the date of the abandoned match.

An abandoned match will be treated as a protested game which may be ruled complete, ordered replayed or continued from the point of stoppage. This decision will be made by the Presidio Board.

The referee may terminate a match for:

1. Reasons of safety such as bad weather or darkness;
2. Any serious infringement of the Laws;
3. Interference by spectators.

Terminated games before the commencement of the second half may be re-played in their entirety. Terminated games terminated during the second half may be considered complete. Only the Presidio Board, not the referee, has the authority to declare a winner, a forfeit, or a replay of the match in its entirety. The Presidio Board reserves the right to be flexible in decision regarding terminated matches. The referee must report fully on the events.

Abandoned or terminated games may be ruled a forfeit when the actions of that team's players, coaches or spectators is the cause for the abandonment or termination of the game. All decisions of the Presidio Board are final.

### *Fields*

Fields shall conform to FIFA (Law 1) and adjusted to an age group. The home league is responsible for marking and setup of the field. All fields must be properly marked, GOALS MUST be properly anchored down, and have corner flags when available. Under Law 1 – U.S. Soccer/Cal South does not require mandatory corner flags for youth games, but it is highly recommended. GOALS NOT PROPERLY ANCHORED DOWN equals NO GAME and the home team shall forfeit the game. The suitability of corner flags, goals safely anchored and playability of the field are the sole and final discretion of the Referee under the laws of the game. Be sure to discuss any concerns you may have about the field prior to the start of the game. Once the game begins it will be considered a played game.

### *Administrator Red Cards/Forfeits*

If there is no properly licensed coach affiliated with the club present during the entire game, that team will forfeit the game. All coaches must be currently licensed by Cal South with at least an E License. Any coach from the team's club may continue the game if the coach has a valid coach's card with that club. If the coach is sent off and no other coach affiliated with the club is available to continue as coach, the referee will terminate the match (see Emergency Coach below). Any coach sent off must be out of sight and sound prior to, during and after the game.

Emergency Coach: In emergency situations, managers with an F license may coach the game per Cal South rules.

### ***Loan Players***

No loan or Club Pass players are allowed in Presidio.

### ***Club Pass***

Club Passes are allowed in SDDA only. Please see SDDA Rules & Regulations for more information.

### **Illegal Player/Falsification of Documents**

A team shall forfeit each and every game of the team in which:

1. An unregistered player played with the team in the game;
2. A player was improperly entered on the team's roster.

Falsification of records, documents, player identification passes, or in any other matters or manner, shall be grounds for immediate suspension from further participation in the Presidio Soccer League or SDDA with any team or club and in addition can be subject to a Trial Board hearing.

### ***Penalty For Coach's Expulsion (Send Off) and/or Falsifying Documents***

If a coach is sent off for irresponsible behavior he/she is unable to coach any team until serving the suspension for the team for which the coach was sent off. If a coach is found to have falsified documents the coach is to sit out a minimum of the next five (5) Presidio and SDDA Soccer League games. Appeal of this suspension will result in the recommendation to the Trial Board Hearing Committee of a ONE (1) YEAR suspension from date of incident.

This is very important especially for coaches having more than one team. If you are sent off or receive a red card then you cannot coach any other team's game until you have sat out the entire suspension for the team in which you received the send-off. Please review Example below.

- *If you have a Saturday 8:00 am game and you get sent off or red carded but you also have a Saturday 1:00 pm game for another team. You cannot coach the 1:00 pm game.*
- *If the following week your second team has an 8:00 am game and the team that you were sent off for has a 1:00 pm game, you cannot coach the 8:00 am game. If you do coach that game then the number of games in your suspension will be increased.*

The Coach must be out of sight and sound prior to, during and after the game. Any Coach that is found guilty of coaching while on suspension will be subject to Trial Board, possible fines and additional period of suspension.

### ***Important Information Regarding Coach's Send Off***

Only players are shown the red or yellow card. Coaches are not shown red or yellow cards. If a coach is sent off it is considered a red card. Coaches are responsible for the sideline behavior so if your parents get out of hand your coach may be sent off. Parents cannot receive Red Cards but they can be removed from sight and sound of the game and are subject to suspension.

### *Sideline Behavior*

Coaches are responsible for their sideline and all actions thereon. Coaches are expected to coach their teams in a positive and respectful manner. Presidio/SDDA Soccer League encourages referees to discipline any coach for irresponsible behavior if the coach, player, parent or spectator uses derogatory words or actions aimed at their players, the opposing team's players, coach, sideline or any of the referees. This applies before, during and after a game. See [Sideline Behavior](#) Exhibit J.

### *Referee Forgets Cal South Referee ID Card*

If the center referee forgets to bring his Cal South Referee ID Card to the game, please follow the Presidio below before the start of the game:

One of team's manager or coach should call either of the individuals below to verify the referee's status:

- Bob Turner – Presidio President at 619-864-2008 or
- Jack Dobransky – Presidio Vice President at 619-733-8071

If referee cannot be verified, the game should not be played and the game is rescheduled. Home field advantage is lost and home team is still responsible to pay the referees if/when the game is rescheduled.

### *Games under the 10-to-4 Rule*

Games that cross over the line established by Presidio and SDDA Soccer League shall not be scheduled before 10:00am or after 4:00pm with the following exceptions: (10-to-4 Rule):

The following league is subject to the 10-to-4 Rule.

1. Imperial Valley\*\*

\*\* The 10-to-4 Rule applies to all Imperial Valley games. All games scheduled in Imperial Valley are subject to Mandatory Reschedules but must be rescheduled within the initial reschedule period (see Timeline). The games can be rescheduled to any field in San Diego County.

These 10-to-4 Rule games are mandatory reschedules but must be rescheduled within the initial reschedule timeline. Games can be played outside the 10-to-4 Rule with a mutual agreement between clubs/teams. Mutual agreements should be done via email and sent to the Assistant Director for the game circuit.

## **GAME SCORING INSTRUCTIONS**

### **Entering Game Scores**

Please see [Game Scoring Instructions from Affinity](#) Exhibit K – for instructions on how to score games

on the Affinity website. Please note to report scores for the SDDA or Presidio in the Affinity System your Team Manager, Head Coach or Assistant Coach must be registered and have an account in the Cal South CORIS system. If you have problems please contact Affinity Sports helpline or your Registrar.

## **Reporting Scores – Additional Information You Should Know**

All teams must report scores, yellow and red cards\* within 48 hours of the game being played.

\*Red cards issued to a player or coach in a Saturday game must be reported that same day and the player or coach must sit out their next game. You also must also send a copy of your game sheet to the Director that is listed on the bottom of the Official Match/Roster Game Report. You may scan, email, fax or mail the completed Official Match/Roster Game Report. Please use only one of these methods for turning in your game information.

Both teams must record the same information. The letter “C” (for Conflict) will appear in the standings if the entries from both teams do not match. It may be due to the type of yellow or red card or the player’s name. It could be due to one team entering a yellow or red card and the other team not.

If the entries from both teams do not match each other, a “C” will show in the standings and no score will show until corrected.

- A “C” following the initial conflict “C” results when there is a conflict with the Cards.
- An “S” following the initial conflict “C” results when there is a conflict with the Score.

The Directors will correct this as soon as he or she receives the hard copy of the Official Match/Roster Game Report.

If the game is a forfeit you must enter this under the Special Code in the Drop-Down Menu. This is directly under the score. If the game is a last-minute forfeit the team who forfeits is responsible for the referee fees. "Last-minute forfeit" is defined as any game that is on the schedule and is not rescheduled or forfeited by 5PM the Wednesday prior to game day.

#### Drop Down Menu

- Click on forfeit game on the team that forfeited
- Enter score as 1 – 0 for the team that won.
- After everything is entered click on the "Save Stats & Comment" button.

### Entering Game Information and Reporting Scores on the Mobile Option

A new mobile application is available to score your games from your mobile device. See [Digital Player Card](#) Exhibit L. The application is called, Digital Player Card, from Affinity Sports. Affinity Mobile Option can be used by Team Managers or Coaches to report game results directly from the field. SDDA managers tested this at the end of the 2015 season and gave very positive reviews.

Below is the URL for access to the Digital Play Card and log in for online scoring. Log in with your User Name and Password.

<http://presidio.affinitysoccer.com/m/pass/index.aspx>

### Venue Information

There are two areas on both websites that you can obtain this information.

**www.presidiosoccer.com**

**www.sddasoccer.com**

1. From the Home Page
2. Under Schedules

### New USSF 2016 Information

This Admin Guide contains the latest information available from USSF regarding the sweeping changes being made to Youth Soccer. Please See [Presidio Birth Year Modification Chart](#) Exhibit I for the latest information regarding field sizes, ball sizes, game times, goal sizes, build out lines and offside.

### Game Inspection Request

You can request a Game Inspection at any time. The form is located on the Presidio web site at [www.presidiosoccer.com](http://www.presidiosoccer.com) under the Resources Tab.

### Player Transfer Waiver – Transfers Must Be Done By Parents

This is to be completed using the Cal South transfer rules. Further information can be obtained at the Cal-South website, [www.calsouth.com](http://www.calsouth.com)

## EXHIBITS TO ADMINISTRATOR GUIDE

EXHIBIT	DESCRIPTION
EXHIBIT A	<a href="#">2017 Presidio Timeline</a>
EXHIBIT B	<a href="#">2017 SDDA Timeline</a>
EXHIBIT C	<a href="#">SDDA Membership Rules &amp; Regulations</a>
EXHIBIT D	<a href="#">Presidio and SDDA Gaming Rules</a>
EXHIBIT E	<a href="#">Cal South Rules and Regulations</a>
EXHIBIT F	<a href="#">Rescheduling Instructions</a>
EXHIBIT F-1	<a href="#">Rescheduling Only Timeline</a>
EXHIBIT G	<a href="#">Jersey Number Information &amp; Instructions</a>
EXHIBIT H	<a href="#">Printing Rosters - Affinity Instructions</a>
EXHIBIT I	<a href="#">Presidio Birth Year Modification Chart</a>
EXHIBIT J	<a href="#">Sideline Behavior</a>
EXHIBIT K	<a href="#">Game Scoring Instructions from Affinity</a>
EXHIBIT L	<a href="#">Digital Player Card</a>
EXHIBIT M	<a href="#">Penalty Point System</a>
EXHIBIT N	<a href="#">Penalty Code Descriptions &amp; Explanations</a>
EXHIBIT O	<a href="#">Fair Play Program Information</a>
EXHIBIT P	<a href="#">Seeding &amp; Entitlement Criteria</a>
EXHIBIT Q	<a href="#">US Soccer Concussion Initiative</a>
EXHIBIT R	<a href="#">Lightning Policy</a>
EXHIBIT S	<a href="#">Heat &amp; Hydration Information</a>
EXHIBIT T	<a href="#">Presidio Cup Tournament</a>