

## SUPERVISOR'S RESPONSIBILITIES

### VERIFY:

Prior to the start of the season, each Supervisor should verify each Coach's contact information: name, phone number, and email address. If there are any discrepancies notify the League Office and your coordinator. Many supervisors ask for an alternate contact name in case the coach cannot be reached.

### To Be Scheduled Match

If your division contains any "To Be Scheduled", (1-1-9999) please remind the home team coach that you will need the game specifics within 1 week of the start of the season. When you receive this information, verify it with the visiting team and then forward the information to your coordinator.

### Referee No-Show

In the U13 through U20 age groups, if the referee fails to appear the game **MUST** be rescheduled. In the U9 through U12 age groups, if the referee fails to appear the game **MUST** be played or a double forfeit is declared.

Referee Fails to Appear - If the assigned referee fails to appear for a U9 to U12 game LIJSL rules state that the game must be played and both coaches must agree on a volunteer substitute referee. The volunteer referee must do the entire game. Games officiated by a volunteer referee cannot be protested.

### Cancellation of Matches For Weather Related Conditions

On days with questionable weather or field conditions, accept game cancellations **only** from the HOME COACH. You and the Opposing Coach must be notified of this up to 2 hours BEFORE GAME TIME. If you and the Opposing Coach have not been notified at least 2 hours prior to the game, BOTH TEAMS MUST APPEAR ON THE FIELD and the REFEREE will decide the status of the game. If you and the Opposing Coach are not given at least 2 hrs notice, the Referee is the only person who may cancel a game. Except for "Weather Related Field Conditions", a game cannot be cancelled or rescheduled without the approval of the Boys/Girls Coordinator or the Games Committee Chairperson. If you have a situation where the coach otherwise requests a cancellation or reschedule, tell them it is the policy not to allow them except for "Weather Related Field Conditions", and if they persist, please refer them to the Age Group Coordinator. Please ask the home coach as a courtesy to notify the referee if they have their phone number.

### Cancellation of Matches for State Cup Competition (ONLY Eastern New York Youth Soccer Association State Cup Games)

The only time a team may cancel a game for a State Cup Game is if they are playing away off Long Island or have a semi-final game that are all scheduled on Saturday with a raindate of Sunday. If they are the home team or they are playing another LIJSL team, they cannot reschedule a league game. The affected team must notify you immediately if a State Cup Game conflicts with a scheduled league game. You must then notify your coordinator and any other team that will be impacted. **A COACH MUST CANCEL THEIR LEAGUE GAME WITHIN 96 HOURS AFTER THE COMPLETION OF THEIR LAST ROUND STATE CUP GAME, IF NOT THEY MAY BE CHARGED WITH A LEAGUE GAME FORFEIT.**

### RESCHEDULING OF GAMES:

**All cancelled games** must be scheduled (not played) within seven (7) days from the original date with a play date of ten (16) days in advance. The Home Team Coach is responsible for contacting the Opposing Team coach, offering 2 Date/Time slots for the game to be played. Once the two coaches have agreed on a Date/Time slot, it is the responsibility of the Home Team coach to inform the Division Supervisor, providing you with the date, time and field location. The reschedule game date must be entered into the scoring system no be less then 16 days from the date of the confirmed reschedule so a referee can be assigned. The Division Supervisor must verify the details with the opposing coach and if possible confirm the game time and field with Home Team scheduler and check that the rescheduled game is not a lone game in the middle of the day. It is your responsibility to give the new date and time to your coordinator.

If the two teams cannot agree on the details of the rescheduled game, the Home Team Coach must notify the Division Supervisor within the same 7-day period. If the Division Supervisor cannot mediate a resolution between the two coaches, you must refer the situation to your Coordinator, who will then resolve the game pursuant to their operating instructions.

## **Game Change Requests**

The coach requesting the change **must** send the age group coordinator an email which includes an email from the opposing team coach AND the requesting teams club president (even if they are the away team requesting the change) agreeing to the requested change 16 days in advance of the game date in order for the change to be approved.

The game change must be finalized and the game number, new date, time and field given to the division supervisor/coordinator a minimum of 16 days in advance of the original date.

There is no field "call" you must have a field (i.e. 1, HL1, SP1) not the Stony Brook fields or Massapequa fields.

\*In the event a tie breaker is necessary to determine the final order of finish, use the following criteria:

- Most Wins
- Head to head competition (only for a two team tie)
- Least goals allowed;
- Most shutouts resulting in a win;
- Least shutouts resulting in a loss;
- Goal differential.

## **RECORDS:**

Each Supervisor should keep the following records: Scores and Standings weekly. Phone calls for cancellations and rescheduling of games.

## **COMMUNICATION PROCEDURES:**

1. Club Officials, Team Officials, Coaches and managers contact the Division Supervisor.
2. The Division Supervisor communicates with the Age Group Coordinator, as required.
3. The Age Group Coordinator communicates with the Saturday or Sunday Boys or Girls Director, as required.
4. The Saturday or Sunday Boys or Girls Director communicates with the Boys or Girls Committee Chairperson.
5. The Boys or Girls Committee Chairperson communicates with the Games Chairperson.
6. The Games Committee Chairperson communicates with the Board of Directors if necessary.

Games Chairman	Kosta Siskidis	631-224-5900
Girls Chairman	Pat Secko	631-744-7291
Boys Chairman	Steve Stutman	516-921-4326
Boys Saturday Director	Peter Mura	201-286-3940
Boys Sunday Director	Joe Piacentino	631-366-1386
Girls Saturday Director	Dolores Jose	516-742-7798
Girls Sunday Director	Patty Myers	516-433-5951
Referees Office	Nanci Apostolides	631-648-8877 Fax 631-648-8875
LIJSL Office Telephone	Mon. - Fri 9 - 4	631-648-9020

## **PLEASE REMEMBER:**

**PLEASE CALL IN THE DIVISION WINNER(S) TO THE LIJSL OFFICE AS SOON AS YOU KNOW**

**PLEASE NOTIFY THE COACH(S) OF THE DIVISION WINNER(S) THAT THEY CAN PICK UP THEIR AWARDS AT THE LEAGUE OFFICE. \*NO MATTER HOW MANY TEAMS ARE TIED IN POINTS FOR FIRST PLACE THEY ALL RECEIVE AWARDS**

## **ONLINE SCORING:**

You will receive a confirmation email each weekend as the home coaches enter in their scores. It is your responsibility each week to make sure all scores have been entered. Scores should be entered by the coaches by 6pm on the day of the game unless they have an evening game. All forfeits must be called into you and it is your responsibility to enter them. For a forfeit, check the box for home team or away team depending on who gets the forfeit. If a coach is having a problem, they may call the score in to you and you can enter it for them. You should not do this for them every week. Please have them contact the league office for help. If a game is postponed due to weather it is your responsibility on that same day to contact the coordinator so the date is changed to postponed. It is also your responsibility to call into the office Monday morning with any fines for not entering in scores.