

# SUPERVISOR RESPONSIBILITIES

Below are the responsibilities that are applicable to you as the Supervisor. It is imperative that you also READ and FOLLOW the **Games Committee Guidelines, which are available on our website [www.lijsoccer.com](http://www.lijsoccer.com) under forms and documents.** You are responsible for the Guideline rules and procedures listed there.

## PRE-SEASON

The supervisor must contact their coaches by email/telephone (preferable by telephone) with pertinent games information (such as submitting their score on time) that they wish to pass along to make the season easier and enjoyable (we do not handle issues that occur on the playing field; that is the job of the referee.) With such first contact, introduce yourself, explain your position; "I'm your Division Supervisor, I am your first point of contact for game changes, weather related postponements, questions, and concerns". Note: The coaches should know that a game must be canceled no less than 2 hours in advance due to weather or field conditions. Please inform the Coaches that they must be able to log into the scoring website with a viable user name (the Coach's pass number) and password. If they are having problems getting in, refer them to the League office for assistance. You, too, as a Supervisor, must have a working password and user name. Please check before the season starts that you can get into the scoring system.

## VERIFY COACH CONTACT INFORMATION:

Prior to the start of the season, you should verify (call if necessary) each of their division's Coach's contact information: **name, phone number (cell), 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. Also, you must verify that the phone number you have for the Coach is the most accessible (cell) phone number. Please confirm that each Coach has your most accessible (cell) number and the Division Coordinator's as well.

## RECORDS TO KEEP

You must keep records of phone calls for postponements and rescheduling of games and any e-mail communication with your coaches and coordinators. Scores and standings are posted on the LIJSL website. Check each week for missing scores in your division. Contact the home coach of the score(s) that is/are missing and remind them to enter their score into the system. If they are having a problem, you may input the score for them and direct them to the League office for help.

## SCORING

You must ensure that your scheduled games have the scores entered by the Home Coach by 6 PM the following day; or, you can notify the Coordinator and LIJSL office to assess the fine for not entering the score. You should also remind the Coaches to fill out the Referee evaluations online.

**RESCHEDULING GAMES:** See rescheduling games procedures (GCG) on [www.lijsoccer.com](http://www.lijsoccer.com), under forms and documents.

## INCLEMENT WEATHER POSTPONEMENTS (Rule 5, Part 10)

On days with questionable weather or field conditions, the Supervisor (or above in the Chain of Command) can only accept game postponements from the Home Coach. The Division Supervisor must be notified of this up to 2 hours BEFORE GAME TIME. Note: if the game is not postponed prior to 2 hours of the scheduled game, BOTH TEAMS MUST APPEAR ON THE FIELD and only the Referee can decide the status of the game. If a Club closes the fields for any reason (inclement weather, loss of use, etc.) the Club/coach must notify the Division Supervisor (or above in the Chain of Command) as soon as possible. If the postponement was accepted and it is later discovered at any time that the field was artificial turf (especially if the game before and after was played), then the home team may be charged with a forfeit. If a team calls the Division Supervisor to cancel a game with approved time notice, the home Coach must give him the game number, and the opposing coach's phone number so that the supervisor can verify with them of the game cancellation. No game should be postponed without notification to the Supervisor (or above in the Chain of Command). This can result in a double forfeit. **(Rule 5, Part 13)** After notifying the opposing coach and division supervisor you must call the assigned referee to cancel the game no less than 2 hours before than kick off.

## GAME CONFLICT POSTPONEMENTS (Eastern New York Youth Soccer Association State Cup Games)

The only time a team may postpone a game for an ENY 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 rain date of Sunday. If they are the home team or they are playing another LIJSL team, they cannot reschedule a league game, the ENY State Cup Game must be played on their off day. The affected coach must notify the ENY State Cup Game immediately if an ENY State Cup game conflicts with a scheduled League game. Avoid scheduling a league make-up game on ENY State Cup or LI Cup weekend. Notification of Cup conflicts must be made to the Division Supervisor, Coordinator, and any other team that will be impacted. We will only honor changes for the ENY State Cup Games. **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.**

## GAME CHANGE REQUESTS (President agreed postponements (2 games) 16 days

Teams will be allowed up to a maximum of 2 game changes per season only with the written approval from their Club President. The coach must notify their Division Supervisor with a phone call 16 (15+1) days in advance of the original game date, so the change is entered into the scoring system 16 (15+1) days in advance. When calling the Supervisor, the coach requesting the change must email both their Club President's approval of the request to postpone the game and field scheduler's verification of field availability to the division supervisor.

**MISCELLANEOUS REQUESTS or COMPLAINTS**

If you receive any complaint that does not fall under the jurisdiction of the Games Committee, direct the complaining person to the LIJSL office. If a team runs the score up, that is not a Games Committee issue, but you should note this, so that at the next season Divisional Alignment you can remind your Coordinator about that specific team. The Coordinator will place the team in the proper competitive Division for the next season.

**COMMUNICATION AND CHAIN OF COMMAND**

When a Coach seeks a resolution from the Games Committee of a game issue, the coach who is contacting the Games Committee must have: game ID number, and the opposing coach's info. The initial contact should be made to the Supervisor. If Supervisor is unavailable, then follow the chain of command below in the subsequent call/emails. **Please do not call the LIJSL office as they will direct you to games, who is best able to assist every issue.**

- Club Officials, Coaches, Team Administrators/Managers must first contact the Division Supervisor
- The Division Supervisor communicates with the Age Group Coordinator, as required.
- The Coordinator communicates with the Saturday or Sunday Boys or Girls Director, as required.
- The Saturday or Sunday Boys or Girls Director communicates with the Boys or Girls Chairperson
- The Boys or Girls Chairperson communicates with the Games Chairperson.
- The Games Chairperson communicates with the Board of Directors of LIJSL, if necessary

Chain of Command	Name	Contact
Boys and Girls Division Supervisor	Listed in online scoring system and on your schedule	
Boys and Girls Division Coordinator	Listed in online scoring system and on your schedule	
<b>GIRLS AGE GROUPS</b>		
Girls Saturday Director	Dolores Jose	516-742-7798
Girls Sunday Director	Patty Myers	516-433-5951
Girls Chairman	Peter Mortensen	516-322-0532
<b>BOYS AGE GROUPS</b>		
Boys Saturday Director	Peter Mura	201-286-3940
Boys Sunday Director	Tim Stalker	631-836-2875
Boys Chairman	Steve Stutman	516-921-4326
<b>BOYS AND GIRLS</b>		
Games Chairman	Kosta Siskidis	631-224-5900
<b>OTHER NUMBERS</b>		
LIJSL Office Telephone	Mon.-Fri 9-4	631-648-9020 Fax 631-648-9025
Referees Office	Nanci Apostolides	631-648-8877 Fax 631-648-8875
Division Coordinator & Supervisor	Listed in online scoring system and on your schedule	