

# MANAGER'S MANUAL

Casa Soccer League of Boston

Updated 1/31/2018





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## Introduction

The Casa Soccer League of Boston was established as a sister league to the Casa Soccer League of Philadelphia in 2009 to provide a high-quality soccer league in Boston for adults who have experience playing soccer. Casa Boston is a non-profit, volunteer run league and since its founding in 2009, has expanded from 6 teams in one division to 26 teams across 3 divisions.

Our goal is to have a well-organized, low cost league with excellent soccer. We look forward to your participation in the league and thank you for your hard work to make our league great.

## Casa Board of Directors & Officers

Casa Boston is a non-profit, volunteer run league. Our Board of Directors (BoD) and officers are passionate about running the best league possible. We are always looking for volunteers. Please email us if you want to help!

## League Fees

The league fees are on a per-team basis. For the Spring 2018 season, the cost is \$2200. For the league to secure fields for the upcoming season, the league requires an initial, non-refundable deposit of \$800 by March 12, with the balance due on April 23. Registration costs are non-refundable. Cost and due dates for future seasons (including Fall 2018) will be sent to team captains.

## What's Included in the Fee?

Registration fee includes the costs of fields, referees, liability insurance for the league/refs, and our online presence. The season will include regular season matches and at least one playoff game.

**Uniforms, balls, goalie equipment, etc. are NOT included.**



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## League Schedule

The finalized league schedule will be posted on the league website. There will be 9 regular season matches and at least one playoff match. The playoff schedule will be determined based on the regular season standings.

## How to Register

Returning teams need to email the league at [president@bostonsoccer.org](mailto:president@bostonsoccer.org) at least 6 weeks prior to the start of next season. New teams should contact the league to indicate their desire to join the league as soon as possible. The president will discuss the league with the team manager to make sure the league will be a good fit. If an opening is available for the team, the president will help them register the team on the league website and get you a login.

## Setting your Team's Fee

While the cost of registering your team is determined by the league, there are other costs that need to be considered prior to setting the fee you need to charge players. Things to think about are the costs of your team's uniforms, and whether your team will want to budget extra for practice fields, balls, equipment for keepers, team websites, etc. Once you have determined your costs, you need to decide how many players you want to have on your roster and split your fee accordingly.

## Recruiting Players

There are many options for recruiting players for your team. Some of the best teams in our league have come simply from putting together a group of players from the Free Agent list. Existing teams have had success recruiting from the free agent list, referrals from their own players, advertising on Craigslist, setting up their own websites and having tryouts. The exact combination of recruiting will depend on the number of players you need and the level of player you are looking to recruit.

To recruit a player off the free agent list, we recommend that you contact them via the email listed on the website. You can hold a tryout or simply ask their level of skill. If you want to offer them a spot on your team, you should tell them your team's costs and offer them the spot.

Adding a player to your team's roster that is not on the Free Agent list is covered below.



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## A Note about Female Players

Based on the overwhelmingly positive responses of participants, we will continue the Casa Tradition of having a “gender neutral” approach to our league. This means there is no minimum number of female players required. We encourage all players who are ready to play at a competitive level to join up and have a good time!

## Setting Your Team's Roster

To set your team's roster, you need to logon to the league website using the username and password provided by the league. Click the Manage Team button to log in. Once you are logged in, you will be brought to your Active Roster page. Click Add Player to add a player to your roster. To update a player's information, click Edit and once the change is made, click Update. To retire a player, click Edit and then click, “retire this player.” To restore a retired player, click edit, and then “restore this player.” To delete a player altogether, click Delete.

## Guest Player Policy

A guest player is defined as any player not listed on your team's active roster, AND not found on the printed game report.

During the regular season, **a maximum of three guest players** are welcome to participate on each team, as long as they sign a waiver and their names and numbers are properly recorded on the printed game roster. In addition to the 3-guest player limit, your team may not use guest players to increase their player count above 18. Like any other player, guests will need to have a numbered jersey whose color closely matches their team's. It is permissible for the number to be fashioned out of marker or tape.

**Guest players are not allowed during post-season play.**

*Question: If I add a player to the active roster will it count against my guest player limit?*

No, the player will not count towards your guest player limit if your active roster has less than 26 players. Therefore, if you recruit a player to your team prior to your match AND you have room on your 26-man active roster, you should add the player to your active roster. Like any other player they will need to sign a waiver and have a numbered jersey whose color closely matches the team.



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## Waivers

We require that all players sign a waiver to be able to play in league matches each season. This includes guest and active roster players. Waivers can be printed off the League's home page or picked up, on game day, from a league official present at the field, or in some cases from the referees. If you or a player are asked to fill out a waiver and one has already been filled out previously in the season, we ask for your understanding, and that the form be filled out again. Captains are responsible for making sure their players have signed waivers before playing. Captains are required to collect waivers and hand them over to a league representative. Teams found to be allowing players to participate that have not signed a waiver will be subject to forfeiture and/or suspension from the league.

## Pre-Game Procedures

### Roster Printing

On game day, captains are responsible for printing their roster from the league website and providing it to the referee. Any hand-written player will be considered a guest player (see guest player policy.) Failure to provide a printed roster may result in your team forfeiting the match.

### Check-in and Waiver Signing

On game day, your team should arrive at least fifteen minutes prior to the match and be prepared to check in with the referees and (if necessary) fill out waivers. We require that all players have a photo ID to check in. To speed check in during the regular season, the referees have the discretion to waive the ID requirement. However, if either captain asks for a photo ID check in, all players on both teams must show photographic identification. Failure to produce a photo ID when asked will result in the player not being able to play in that day's match. During playoffs, photo ID is 100% required; no exceptions allowed.

If you expect a player to arrive after the game begins, please check with the referees to determine how they would like to handle the check in of the player prior to the start of the match. Failure to check the player in properly may result in penalties being assessed by the game day referee.

### Jerseys and Equipment

Shin guards are required. Any referee or officer may ask a player to remove jewelry deemed unsafe. All players are required to have a numbered jersey. The game roster must accurately



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connect the jersey number to the player's name. If players do not have a numbered jersey (especially guest players), they must fashion a number out of black or white tape on the back of their shirt and have that number recorded in the roster. Home teams are listed first on the schedule. If teams are wearing similar color jerseys, the home team is responsible to wear and alternate color for that match. The jersey number requirement can be relaxed in this case only.

## Forfeits

If a team does not have at least 7 players available at the scheduled start of the game, the opposing team may accept a win by forfeit (worth 3 points and recorded as a 3-0 win). If you know you will be forfeiting a match, please notify the league as soon as possible. Please note that a forfeiture may also occur if you fail to provide a printed team roster to the referee or if an ineligible player is found to be participating (see Disciplinary Code).

## Rainouts

Because field time is not free, rainouts cannot be rescheduled. While we do everything possible to make up missed games, this is not guaranteed. Team captains will be notified of a cancellation in a timely manner via e-mail and the league website & twitter feed. It is the responsibility of the team manager to inform the rest of their team of the cancellation.

## General Game Play

All FIFA rules apply unless otherwise stated. Games will consist of two, 45-minute halves (slightly shorter games may be required if time is limited). Each team may play up to 11 players, including the goal keeper. Teams may substitute players during throw-ins and goal kicks only upon notification and permission by the referee. There is no limit to the number of substitutions that may be made. All subs must come to the center line and the substitution be recognized by the referee prior to coming on the field.

## Goalies

Goal keepers adhere to normal FIFA rules: hands allowed inside the box; punts, drop-kicks, and throws are permitted; hands not allowed on obvious passes from other players on their own team via feet or throw-ins. Goalies can slide tackle as long as they make a play on the ball. Five second hold (referee discretion).



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## Slide Tackling

Slide tackling is allowed, but the referees have wide discretion when considering if a slide tackle could potentially endanger a player.

## Overtaking Calls

The referees have the final authority in all calls and game-time decisions. Please be respectful and show good sportsmanship. The league president has final say in all disputes outside the game itself, and will not overrule any calls made by the referees.

## Disputes

If you have a serious dispute, please make a record of the dispute with the referee, and contact the ombudsman after the game in writing, with a description of the event. Will not override calls made by the referees but may have to take special action in rare circumstances. However, please understand that this is a recreational league, so please be reasonable and sportsmanlike about your requests.

## Post-Game Procedures

### Yellow and Red Card Policy

Any red card show requires immediate suspension from the remainder of the current game period. If the red card was not a result of 2 yellow cards, but was instead a straight red, the player shall have an automatic additional suspension of the game immediately following the game in which the card was issued. The referee can, and often will, recommend additional game suspensions depending on the severity of the circumstances involved. The ombudsman shall consider the testimony of the referee and the affected parties and recommend a course of action to the Officers and President of the league, be it a warning, an extended suspension, expulsion, or fine if equipment was damaged or stolen.

4 cumulative yellow cards during the season shall result in an automatic suspension of the game following the fourth card. Once this action has been taken, after 2 more cards are received, an additional game suspension is given. Details on extra suspensions and our disciplinary procedure can be found in the Disciplinary Code on our website.





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## Wins, Ties, and Points

Wins are worth 3 points, ties are worth one point, and losses are worth zero points. Regular season games end at regular time regardless of the score (resulting in a tie). If the score is tied at the end of regular time in a playoff game, that game should be decided by penalty shootout consisting of 5 shots per round until one team is the winner of that round and thus the game.

## Update Your Roster

Following a match, we ask that you add any guest players to your roster that are not already on another team's roster or on your inactive roster. If adding the player increases your roster to above 26, you should retire them immediately or retire another player to stay under 26. Adding the player to your roster allows the league to track their goals, cards, and waiver status. Consistent failure to add guest players to your roster may result in sanctions from the league, including loss of your right to have guest players.

## Notify league about any concerns with referees, fields, sportsmanship, etc.

While the league will not overturn game-time decisions, we want managers to feel comfortable letting us know about issues with referees, sportsmanship, field conditions, or any other concern. We invite managers to contact the Ombudsman, or President, with any positive or negative feedback.

## League Disciplinary Code

To have a consistent league disciplinary process, we have established a league Disciplinary Code, available on the Casa Boston website. Please familiarize yourself with the disciplinary code and appeals process, which can be found on the League home page or by clicking on the link above. We do want to highlight that suspended players must not be within 100 yards of the field during the suspension. The penalty for a suspended player playing is team forfeiture of the match and addition suspensions for the player.

## Changes to Manual, Rules, and Disciplinary Code

While the league strives to keep rules consistent throughout a season, the board reserves the right to modify this manual, league rules, and the Disciplinary code at any point in time.