

# 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 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 happen on the playing field; that is the job of the referee.) With such 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 cancelled 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 username (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 username. 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 can also remind the Coaches to fill out the Referee evaluations online.

## TO BE SCHEDULED MATCH

If your division contains any 1-1-9999 that is a to be scheduled game please remind the home team coach that you will need the game specifics within 7 days from the day you receive your schedule. When you receive this information, verify it with the visiting team and then forward the information to your coordinator.

## REFEREE FAILS TO APPEAR - U9 through U12

If the assigned Referee fails to appear for a U9 to U12 game LIJSL rules state, the game must be played. Both coaches must agree on a volunteer substitute Referee, or a double forfeit will be declared. The Volunteer Referee must complete the entire game. Games officiated by a Volunteer Referee cannot be protested. The Volunteer Referee is not paid. The home team when entering their score, should click on the little referee icon next to their team and check there was no referee for the game

## REFEREE FAILS TO APPEAR – U13 through U19

In the U13 through U20 age groups, if the Referee fails to appear the game MUST be rescheduled, no exceptions.

## 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 hour's 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 rain date 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 you 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 than 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 division supervisor 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.

## SEASON DIVISION WINNERS

The team with the most points at the end of the season wins the Division as Champion. In the event of a tie the determination of the final order of finish for alignments is as follows: 1. Most Wins 2. Head to head competition (only for a two-team tie) 3. Least goals allowed 3. Most shutouts resulting in a win 4. Least shutouts resulting in a loss 5. Goal differential.

**PLEASE CALL IN THE DIVISION WINNER (S) TO THE LIJSL OFFICE AS SOON AS YOU KNOW. PLEASE NOTIFY AND CONGRATULATE THE COACH(S) OF THE DIVISION WINNER(S) THAT THEY CAN PICK UP THEIR AWARDS AT THE LEAGUE OFFICE M-F 8 am-3:30 pm. NO MATTER HOW MANY TEAMS ARE TIED IN POINTS FOR FIRST PLACE, THEY ALL RECEIVE AWARDS.**

## 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, the opposing coach's info, and the game assigned Referee's phone number to give the Games Committee. 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	Joe Piacentino	631 807-8236
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