



Green Country Soccer Association
Games and Disciplinary Committee
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TO: GCSA LEAGUE COMMISSIONERS
FROM: JEANETTE ROOKS, CHAIRMAN GCSA GAMES & DISCIPLINARY COMMITTEE
RE: LEAGUE COMMISSIONER (LC) DUTIES, FALL 2006

Green Country Soccer Association would like to thank you for your commitment to youth soccer in Northeastern Oklahoma. Please review Section VI.E. of the Green Book. If there is a conflict with this rule you will need to have your Club Registrar or President reappoint a commissioner. Or, if you feel you cannot meet these responsibilities, inform your club so another commissioner can be appointed. If a change in commissioner is necessary, GCSA is to be notified so their records can be changed and a revised schedule sent to all the league coaches so they'll have accurate information to send their game forms. Included in your packet is a summary sheet from Spring 2006 of players/coaches who require sit-outs for the Fall 2006 season or are totally suspended. Please print the Standing Sheet and the Cautions/Ejections report off the GCSA website (www.gcsoccer.com). If you need any additional assistance or information, please contact me at my home number (918/865-7915).

Your responsibilities and duties as a League Commissioner are as follows:

RECORD KEEPING

1. Record all game results (except in U6/U8). Award 3 points for a win and 1 point for a tie.
2. Compile league standings even in closed leagues they're held to the same standards as open leagues.
3. Collect all game forms (coaches are to have to you within 72 hours of game).
4. Make enough copies of Caution/Ejection sheet to have one for each team in your league.
5. **Keep a record of all cautions (yellow cards) and ejections (red cards) issued to players and coaches on the Caution/Ejection sheet even in Closed Leagues. MAKE SURE TO FILL THESE OUT.**
6. Monitor compliance with Section VI., A. Players Right To Play.
7. **Keep a record of player, coach and team disciplinary points (U15 through U19).**
8. An accumulation of three cautions (yellow cards) in one playing season (Fall or Spring) shall result in the automatic suspension of such player/coach from the next official game (even if tournament game).

NOTE: KEEP RECORDS UP-TO-DATE WEEKLY!

PAPERWORK IS DUE 14 DAYS FOLLOWING LAST WEEKEND TO MAKE UP GAMES. IF YOU CAN'T ACCOMPLISH THIS, YOUR PRESIDENT/REGISTRAR SHOULD REAPPOINT L.C.

NOTIFY THE GCSA* GAMES & DISCIPLINARY COMMITTEE OF:

1. Failure of a team to appear, or to field a team of at least: 5 players U09-U10; 6 players U11-U12; 7 players U13-U19 or produce an Official Roster/Game Form and/or player passes (U16-U19 recreational/all competitive players).
2. Team playing an ineligible player.
3. Failure of a coach to submit Game Forms within 72 hours of the match. (Call coach first. If persists, contact GCSA Games & Disciplinary Committee.)
4. Player, team or coach accumulating enough DPS points to require suspension or team forfeits (U15 - U19 rec and comp) Contact G&D after you have contacted coach once yourself.
5. Any incidents of misconduct.
6. Forward any misconduct reports received by you on to GCSA via mail or fax (481-3245).

PLEASE NOTE: *Only* the governing Games Committee can declare a forfeit or a "no game". Coaches, Referees and League Commissioners DO NOT have the authority to declare a forfeit, only to submit forfeit requests. If you feel there is a problem, or you don't get Game Forms, contact BOTH coaches, write up report, send or fax (481-3245) to GCSA for game determination.

GAME CANCELLATION, POSTPONEMENT, RESCHEDULING

NOTE TO COMPETITIVE COMMISSIONERS – Per Competitive Commission, there are to be NO RESCHEDULES. Any unplayed games are to be recorded as "NO GAMES". With that said, those games DO NOT need to come to G&D, just record as NG on standing sheet. If unforeseen circumstances arise, a request has to be sent to GCSA and approval given for reschedule ONLY by the Competitive Commission. If Intent to Play Form requests were overlooked, teams should try and work this out.

1. If mutual consent of both coaches has been obtained there shouldn't be a problem. The League Commissioner is to be notified by at least one or both of the coaches.
2. Postponed games are to be rescheduled within seven days (does not mean have to be played within seven days) of the postponement and played by seven days following the end of the season.
3. If after seven days of the original scheduled date of game the coaches have not notified you of rescheduled game date and time, contact coaches. You may need to reschedule the game and notify both coaches in writing or e-mail and by calling of date of reschedule. If they don't show up, send info to G&D for a game determination to be made.

ALL SCHEDULED GAMES (even if game doesn't count toward standings) ARE TO BE PLAYED. *The Green Country Soccer Association urges that during the season, all League Commissioners monitor the schedule, discuss unplayed games with the coaches and assure that make-up games are scheduled in a timely manner.*

NOTIFY COACHES

Notify the coach when he or one of his players has accumulated three cautions and also notify him of the automatic one game suspension for such accumulation. **The coach must record the date any suspension is served on the Player/Coach Sit-Out Verification form and send per instructions on the form.**

1. Coaches are responsible for documenting quarters played for all U09-U10 players on Game Form.
2. Coaches are responsible for recording all players' jersey numbers on the Game Form in all ages - recreational and competitive.
3. Referees or League Commissioners CANNOT determine a game is a forfeit or no game (with the exception of the new ruling in competitive). Only the GCSA Games & Disciplinary Committee can do this. Paperwork needs to be sent to GCSA for this determination to be made.
4. Games can only be postponed and/or rescheduled with the mutual consent of BOTH coaches (with the exception of the new ruling in competitive).

POST SEASON DUTIES

WITHIN FOURTEEN DAYS FOLLOWING THE LAST WEEKEND TO MAKE UP GAMES:

1. Notify the GCSA Office of the 1st place team in the league (U09s and older) by sending an e-mail (gcsa@tulsacoxmail.com) or phone (481-3322). Additionally, call the 1st place team to inform them. You can, as a courtesy, call the 2nd and 3rd place teams to inform them of placing. Besides 1st place, some clubs buy 2nd and 3rd place trophies too.
2. Turn in all Official Roster/Game Forms and Caution/Ejection Reports to the GCSA office at 9410 E 51st Street Suite B or mail to PO Box 471435, Tulsa OK 74147 so they can be reviewed before the next season.

SORT YOUR PAPERWORK AS FOLLOWS - DO NOT FOLD, STAPLE, CLIP OR ROLL:

1. Standing sheet followed by season schedule.
2. Each individual team's caution/ejection report w/that team's game forms showing those cautions/ejections, letters from GCSA, any sit-out verifications for that individual team.
3. Sets of team game forms (first game on). Put teams' game forms in the order they're in on the schedule.
4. If you haven't received game form from a game, call both coaches, verify outcome, record it on standing sheet and put an asterisk (*) with note below that "no game forms, spoke to both coaches".

If you are the League Commissioner for an Intra-Club (closed) League, you will notify your Club's Games and Disciplinary Committee. **Post Season Duties apply to all Leagues.**

NOTE: TURN YOUR PAPERWORK IN ON TIME. DO NOT FOLD, STAPLE, CLIP OR ROLL YOUR PAPERWORK. LET IT LAY FLAT! DOUBLE CHECK YOUR NUMBERS. MAKE SURE YOU TOTAL YOUR SHEETS AND RECORD CAUTIONS/EJECTIONS. A LOT OF INFORMATION HAS TO BE PULLED FOR NEXT SEASON FROM THIS INFORMATION. THANKS.

NOTE: For any Player/Coach who receives an ejection – they are to “automatically” sit out the next game. Additional suspension may be given by the G&D Committee. A Player/Coach Sit-Out Verification is MANDATORY from ejections. If one is not received, suspension has to be served again. NO EXCEPTIONS.

We want to be assured GCSA rules are being followed so that all players and coaches are treated fairly and consistently. Your job as League Commissioner is very important. Your packets are responsible for a lot of information. We want you to feel comfortable in how you carry out your job's responsibilities. Please call or e-mail either GCSA or myself if you have any questions or concerns. **Thank you again for volunteering your time to GCSA youth soccer.**

Jeanette Rooks, 1st Vice President GCSA
Chairman, GCSA Games & Disciplinary Committee
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