



**Green Country Soccer Association  
Games and Disciplinary Committee**

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**TO:** GCSA LEAGUE COMMISSIONERS/CLUB REGISTRARS/CLUB PRESIDENTS  
**FROM:** JEANETTE ROOKS, CHAIRMAN GCSA GAMES & DISCIPLINARY COMMITTEE  
**RE:** LEAGUE COMMISSIONER (LC) DUTIES

WELCOME to a new season of soccer! 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 all that league's coaches notified so they'll have accurate information. Included in your packet is a summary sheet from the season previous of players/coaches who require sit-outs for the season or are totally suspended. With the GotSoccer program, you keep track of the standings on-line. Additionally, the Cautions/Ejections recording information is there. However, until program issues are resolved to include date of card, when suspension was served and track DPS (U15 and older), you will need to print that form off the GCSA website ([www.gcsoccer.com](http://www.gcsoccer.com)), keep updated as necessary and submit it along with your LC Packet at the end of the season. 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). (This awards 3 points for a win, 1 point for a tie, 1-0 for forfeits and 0 points for no games.)
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 (available on website).
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 UNTIL YOU HEAR OTHERWISE FROM GCSA.**
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) no matter the age division.

**NOTE: KEEP RECORDS UP-TO-DATE WEEKLY!**

**LC PACKETS ARE DUE 14 DAYS FOLLOWING LAST WEEKEND TO MAKE UP GAMES. IF YOU CAN'T ACCOMPLISH THE ABOVE RESPONSIBILITIES, INFORM YOUR CLUB PRESIDENT/REGISTRAR SO A REAPPOINTMENT CAN BE MADE.**

**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/Game Card and/or player passes (U16-U19 recreational/all competitive players).
2. Team playing an ineligible player, i.e., player who was to have sat out or who's written in on roster.
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 (512-4378).

**PLEASE NOTE: *Only* the governing Games Committee (home club if closed league) 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 information to G&D. If you feel there is a problem, or you don’t get Game Forms, contact BOTH coaches, write up report, send or fax (512-4378) to GCSA for game determination.**

#### **GAME CANCELLATION, POSTPONEMENT, RESCHEDULING**

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, preferably both of the coaches.
2. Postponed games are to be rescheduled within seven (7) days (does not mean have to be played within seven (7) days) of the postponement and played by seven days following the end of the season.
3. If after seven (7) 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 you have rescheduled game. If they don’t show up, send detailed 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. 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.

#### **POST SEASON DUTIES**

#### **WITHIN FOURTEEN (14) DAYS FOLLOWING THE LAST WEEKEND TO MAKE UP GAMES:**

1. Call the 1<sup>st</sup> place team to inform them. You can, as a courtesy, call the 2<sup>nd</sup> and 3<sup>rd</sup> place teams to inform them of placing. Besides 1<sup>st</sup> place, some clubs buy 2<sup>nd</sup> and 3<sup>rd</sup> place trophies too.
2. NOTE: You need to turn in Got Soccer standing sheet and Official Roster/Game Forms where there have been cards issued. **Also**, turn in any individual teams’ Caution/Ejection Reports, letters from GCSA and Sit-Out Verification Forms to the GCSA office at 9726 E 42 Street, Ste #235, Osage Bldg. or mail to PO Box 471435, Tulsa OK 74147 so they can be reviewed before the next season.

#### **DO NOT FOLD, STAPLE, CLIP OR ROLL PAPERWORK.**

**NOTE:** If you haven’t received game form from a game, call both coaches, verify outcome, and put note in your packet of conversation with both.

If you are the League Commissioner for an Intra-Club (closed) League, you will notify your Club's Games and Disciplinary Committee. Closed league standing still need reported to GCSA and can be done so by sending an e-mail to me with the following information: Age Bracket/Gender/Club/League Commissioner/Placing Teams (1<sup>st</sup> through 3<sup>rd</sup>).

**NOTE: TURN YOUR PAPERWORK IN ON TIME. DO NOT FOLD, STAPLE, CLIP OR ROLL YOUR PAPERWORK. LET IT LAY FLAT! MAKE SURE YOU RECORD CAUTIONS/EJECTIONS AND SIT-OUTS. 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 not wait until they receive a letter. This is stated in the Green Book. 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. Additionally, if the player plays, it’s like playing an illegal player, possible forfeiture of game could occur. So, coach is risking team having to forfeit game because he allowed player to participate. G&D is to be notified.**

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, 1<sup>st</sup> Vice President GCSA  
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