



US YOUTH SOCCER NATIONAL LEAGUE NORTHWEST CONFERENCE OPERATING PROCEDURES

INTRODUCTION

In accordance with the US Youth Soccer National Leagues Program Rules (14.06) these Northwest Conference Operating Procedures shall be an extension of the Leagues Program Rules. When Leagues Program Rules are referenced or summarized in these Operating Procedures, they are meant to mirror the Leagues Program Rules in every respect. These Operating Procedures are specific to the US Youth Soccer National League Northwest Conference.

SECTION I. NORTHWEST CONFERENCE - TEAM APPLICATION AND ADMISSION

1.01 Team Eligibility

Any team applying for entry into the Northwest Conference must meet the eligibility requirements in accordance with the Leagues Program Rules.

1.02 Registration System / Application Process

Affinity shall be the official team application/registration system of the Northwest Conference. Any eligible team must apply their team into the Conference using Affinity. No applications will be received or accepted in any other system. Eligible teams must have a Affinity account in order to apply into the Northwest Conference. Team accounts must have accurate information regarding the coach and manager at the time of submission. In completing any application into the Northwest Conference teams are required to submit accurate information on team accomplishments. Misrepresentation of team accomplishments may result in the team being disqualified from conference participation.

1.03 Application Deadlines

The 13U-19U Northwest Conference Application Deadline is July 15, 2018.

1.04 Application Agreement

Any team applying to play in a Conference agrees to accept, abide by, and comply with all policies, rules, and decisions of the Leagues Program and further agrees to pay all fees that are due to the Conference for participation in the Conference by the applicable deadlines

1.05 State Association Endorsement

All eligible teams must be endorsed for participation in the Northwest Conference by their respective member State Association prior to acceptance into the Conference.

1.06 Acceptance of Teams

The Northwest Conference League Manager and Northwest Conference Advisory Committee will determine what teams from those authorized to apply by their State Association will be accepted in to the league. The committee will make the acceptance decision for entry into the league based on availability of positions, configuration of teams in each division, availability or resources, and regional distribution.

1.07 Refusal to Admit Teams

The Northwest Conference after consultation with the Northwest Conference Advisory Committee shall have the final authority and right to refuse admittance of any team based upon the team's prior performance in the NW. These factors include, but are not limited to: failure to play NW matches as scheduled; failure to comply with NW rules; failure to pay NW referees; and/or failure to pay assessed NW fees or fines on time.

1.08 Fees and Other Expenses

The Team Entry Fee to participate in the Northwest Conference is \$1,500 per team (13U-14U) and \$1,600 per team (15U-19U). The Team Fee includes Referee Fees, which will be paid in accordance with Section 8 (Referees) of this document. Team Fees are paid through Affinity (for credit cards) or to US Youth Soccer (for checks). League Fees are due by July 31, 2018.

1.09 Return of NW Fees

The NW shall return all fees paid for any team that is not accepted to play in the Northwest Conference. If a team withdraws from the NW before the NW schedules are published, one-hundred dollars (\$100) will be withheld from the fees paid. If a team withdraws from the NW after the publication of schedules, the entire entry fee will be retained and an additional fine or other penalties may be assessed.

1.10 Disciplinary/Fine Schedule

Prior to the start of the season, the League Manager may distribute a Disciplinary/Fine Schedule.

SECTION 2. NORTHWEST CONFERENCE – LEAGUE STRUCTURE AND QUALIFICATION

2.01 Matter Not Provided For

The NL Management Group has final authority in all matters related to the Multi-State Tier of the program not specifically provided for by the Leagues Program Policy, or Rules.

2.02 State Association Representative

Each participating State Association shall appoint a NW State Association Representative who shall provide his or her State Association with all information relevant to the NW. The representative shall be subject to the jurisdiction of and answer to the League Manager. The representative's duties include serving as a liaison between the NW and teams and insuring that NW requirements are fully met. The representative will also serve on the Northwest Conference Advisory Committee.

2.03 Structure

The 2018-19 US Youth Soccer National League Northwest Conference will include the following Boys and Girls age groups:

- 13 and Under (13U) – for players born on January 1, 2006 or later
- 14 and Under (14U) – for players born on January 1, 2005 or later
- 15 and Under (15U) – for players born on January 1, 2004 or later
- 16 and Under (16U) – for players born on January 1, 2003 or later
- 17 and Under (17U) – for players born on January 1, 2002 or later
- 18 and Under (18U) – for players born on January 1, 2001 or later
- 19 and Under (19U) – for players born on January 1, 2000 or later

2.04 Qualifications 2018-2019

There is a two-step approval process for the US Youth Soccer National League Northwest Conference.

- 1) Each team must be endorsed by its respective State Association.
- 2) The US Youth Soccer National League Northwest Conference shall review and determine the final selection of all teams and placement into divisions, if applicable.

Each gender age group is populated in six (6) ways:

- The 2017-18 NW League champions earns an automatic slot
- The 2017-18 State Cup champions
- The 2017-18 RCL 1st, 2nd, and 3rd place finishers
- The 2017-18 TTL 1st and 2nd place finishers
- The 2017-18 National League teams that qualify for the 2018-19 National League earn automatic slots
- Teams selected by the Northwest Conference League Manager and Northwest Conference Advisory Committee.

See "US Youth Soccer National League Northwest Conference-Populating Each Gender Age Group" document for more information.

The criteria used for acceptance and placement includes but is not limited to the team's performance in 2017-18 NW League play, 2017-18 US Youth Soccer National Championship Series play (State Cup, Regionals and Nationals), and 2017-18 National League. Accepted teams shall be notified via a website posting or an e-mail regarding their acceptance and placement into the US Youth Soccer National League Northwest Conference. The list of teams accepted along with tier and division placement for the 2018-19 season is expected to take place on or around July 13, 2018.

Open Slots will be filled by Open Team Application, with review and acceptance by the Northwest Conference Advisory Committee. The Northwest Conference shall have the final determination of acceptance and number of teams in the Conference.

In situations whereby a team does not apply for participation for a season where such team had previously qualified as a Northwest Conference team, such slot may be filled at the discretion of the League Manager.

2.05 Qualification for 2019-2020

On or around February 1, 2019, the Northwest Conference League Manager shall announce the process for qualification and/or selection for the 2019-20 season.

SECTION 3. NORTHWEST CONFERENCE - TEAM ROSTERS

3.01 Team Rosters

The official Team Roster for the Northwest Conference shall be in Affinity. Teams are responsible for ensuring that their Affinity Northwest Team Roster is identical to their Official State Association Roster. The Affinity roster must be accurate by 24 hours prior to a team's first match of the season. A team's State Association may impose an earlier deadline. Additions to the Team Roster, subject to the requirements of a team's State Association, must be updated in the Affinity roster no later than 24 hours prior to a Conference match.

Northwest Conference teams may create a Club Pass Roster in Affinity, which is the pool of Club Pass players designated for use by a specific team. Any club pass player must be added to the Club Pass Roster and Match Line-Up Card no later than 24 hours prior the Conference match in which the club pass players will participate. Any club pass player, once added to a team's Club Pass Roster, cannot be removed until the completion of the Conference season.

3.02 Player Eligibility and Limitations

All players must be current US Youth Soccer members and have member passes that have been approved by their respective State Association.

A player in the Northwest Conference may only play for one (1) team in an age group. For example, if a club has two (2) teams in one age group, primary and club pass players may only play on one (1) of those teams during the Conference season, not both.

A player may play for only one (1) Conference team during any single day. Once a player is on the roster of a team in the Conference in a gender age group and such team has played one (1) match in Conference competition, such player may not appear on another team's roster in such gender age group during the remainder of the Conference season.

The Northwest Conference does allow Goalkeepers to play for more than one (1) team per day with prior approval from the Northwest Conference League Manager.

3.03 Team Match Day Line-Ups

Up to eighteen (18) players (inclusive of both primary players and club pass players) are eligible to play in each Conference match. Eligible players must be listed on the Team Match Day Line-Up (i.e Affinity Game Card). The Affinity Game Card will be the used as the official Team Match Day Line-Up prior to each Conference match, and the official Match Report following each Conference match. The process, timing, and verification of the Team Match Day Line-Up must be done in accordance with Section 9 (Match Day Procedures) of this document.

Players on the team roster who are not eligible/participating in a Conference match are allowed in the team bench area, but must not be in uniform.

3.04 Playing of Ineligible Player

In accordance with Leagues Program Rules, a team that plays an ineligible player shall be subject to disciplinary action including but not limited to: (a) forfeiture of the match; and (b) suspension of the team's coach from Conference competition. Additional disciplinary action could include (a) expulsion of the team from the Conference; and/or (b) any further action(s) as determined by the Conference League Manager.

Accusations from teams of an ineligible player must be extensively substantiated and is incumbent on the accuser to provide concrete evidence of ineligibility.

3.05 Player Information

The Northwest Conference may require participating teams to provide information on players for use in promoting the Conference and/or its teams and players. Upon request, teams are required to submit information regarding personal player history, competition history, roster history, and any other information that may help promote the league, player, or team.

SECTION 4. NORTHWEST CONFERENCE – SCHEDULING AND MATCH MANAGEMENT

4.01 Number of Matches

Each team will be scheduled to play a minimum of three (3) three in a season. The scheduled number of games shall be determined by the Northwest Conference based on the number of teams in a division and any play-off process. Most gender age groups in the Northwest Conference will play between seven (7) – nine (9) matches in a single round-robin format. The final match count will be determined by the number of accepted teams in the Conference.

- a. Eight (8) matches will be played in eleven (11) team divisions. The two teams with the highest points will play a championship match to determine who will qualify for the 2019 Far West Regionals and the 2019-2020 National League.
- b. The 15U Boys will have 2 divisions. The winner of the “academy” division and the winner of the “standard” division will play a championship match to determine who will qualify for the 2019 Far West Regionals and the 2019-2020 National League.

4.02 Travel/Hosting/Hotels:

For the purpose of Northwest Conference competition, Permission to Host/Travel Forms is not required. Permission to host/travel is granted when a team’s respective State Association approves the team’s application into the Conference.

- (a) At the discretion of the Conference League Manager, the Conference may require out-of-town teams to use specific hotels in order to participate in a Conference hosted event. Such requirements are to be listed by the Conference at the time a location is offered to teams for scheduling and may include disciplinary action for any violation(s). All teams are required to coordinate hotel stays through the designated hotel provider as designated by the Conference.
- (b) The 2019 PacNW Winter Classic will be the only “stay-to-play” event for the Northwest Conference during the 2018-2019 season. An Opt Out Fee of \$200.00 can be paid to the League for those teams choosing to find alternate accommodations.

4.03 Match Schedules:

The League Scheduler will have sole discretion in scheduling matches. The intention of the Conference is to publish the schedule approximately one (1) month prior to the first match weekend. The League Manager will take into account the following situations when scheduling Northwest Conference matches:

- a) Head Coaches of multiple teams. Every attempt will be made to de-conflict coaches of two (2) teams within the Northwest Conference. Head coaches of three (3) or more teams cannot be guaranteed. The Head Coach of a team must be accurately listed in Affinity prior to the schedule being published in order to be considered for de-conflicting.
- b) ACT / SAT dates. Should a Conference date fall on a SAT or ACT test date, the older age groups will be scheduled as late in the day as possible (i.e. 2pm or later) so that, at a minimum, a player can take the test in the same area as the inter-state match and participate in their scheduled match.
- c) Distance of Travel. Every attempt will be made so that teams traveling a greater distance will play later earlier on Sunday.

4.04 Match Schedule and Rest Periods:

It is the intent of the league to play only one (1) match per day; however, when circumstances dictate, no more than two (2) matches a day may be scheduled. Every effort will be made to provide for a minimum of three (3) hours rest between matches

4.05 Inclement Weather and Unplayable Field Conditions Prior to a Match:

The Host Complex / State Association is responsible for notifying the League Manager as soon as possible if matches on scheduled fields are unable to be played due to field closings or inclement weather. The League Manager, in consultation with the host complex, will make every effort to determine the status of the matches by the Wednesday prior to the weekend of play (Friday, Saturday and Sunday). Rescheduling of Northwest Conference matches is done in accordance with Conference Rescheduling Policy.

4.06 Rescheduling Policy

Once the Northwest Conference schedule is published it shall be considered official. Changes are permitted at the discretion of the League Manager due to transcription errors, inaccurate information provided to the Northwest Conference or other errors as determined by the League Manager. All other changes to the schedule shall be made in accordance with the below parameters. Any reschedule situation not included here-in will be determined at the sole discretion of the League Manager.

- (a) Should a team have a conflict with a National League event (national tier), their conflicting Northwest Conference match will be rescheduled by the League Manager.

- (b) Should the hosting complex change fields numbers or field availability prior to an inter-state event weekend, the League Manager will update the schedule as necessary. Every attempt will be made to have as little impact on the schedule as possible, however, some match start times may have to be updated.
- (c) Should a match or matches be cancelled due to rain or inclement weather, it shall be rescheduled on a date/time/location as determined by the League Manager. Following a rain-out, the rescheduled match shall be published no later than ten (10) days after the originally scheduled match. The rescheduled match may be scheduled as the second match on a day when both teams are at the same Conference event. Once the reschedule is published, it shall be considered official.
- (d) In situations where multiple matches are being played an event weekend, and matches are postponed during the first day of competition (i.e. Saturday), the postponed match is to be scheduled for the following day (i.e. Sunday) if possible with such determination made solely by the League Manager. The League Manager may determine to shorten match lengths of any scheduled or rescheduled match in order to play as many postponed matches as possible.
- (e) Requests to reschedule a match due to a team, player(s), or coach conflict will not be considered unless there are extraordinary circumstances as determined by the League Manager. Most reschedule requests due to travel, time preference, or player/coach availability will not be considered. In the rare case of granting a reschedule request, the requesting team will be invoiced for any nonrefundable expenses related to the scheduling of the match at its original date, time and location.
- (f) Matches that are cancelled due to rain or inclement weather will be rescheduled at the next available date for both teams.
- (g) Matches can be rescheduled by the Conference when both teams agree to do so and all requests to change game dates must be completed by October 12, 2018. A rescheduled date/time/location must be agreed to prior to receiving approval by the League Manager.

4.07 Dual Match Count

State League (State Sanctioned) matches can count toward your NW Conference schedule provided both head coaches agree to do so and all requests to dual count games are received a minimum of 10 days prior to the scheduled match.

4.08 Referee Jurisdiction

Once the referee has jurisdiction of a match, the match may be stopped, suspended, or terminated as provided in the "FIFA Laws of the Game."

4.09 Emergency Match Management Procedures

On an emergency basis, the League Manager reserves the right to impose emergency Match Management Procedures. These procedures shall be limited to those items that are necessary, in the sole opinion of the League Manager, in order for a match to be played. Such procedures could include, but are not limited to, the following.

- (a) Shortening match lengths or half time due to inclement weather, lack of light, or other extraordinary circumstances.
- (b) Moving a match to earlier or later in a day.
- (c) Establishing additional match day(s) due to excessive rain-outs.
- (d) Approving the use of less than a 3-man referee crew or approving use of a "club" linesman.
- (e) Approving an alternate method to validate eligible players.

4.10 Responsibility of Teams

The officials of a team at a match (as provided by US Youth Soccer National Leagues Program Rules 21.10) are responsible for the behavior, conduct and control of team players, support staff, supporters including but not limited to family and friends, and team management staff. Failure to abide by this rule may result in Disciplinary Action as determined by the Conference League Manager.

SECTION 5. NORTHWEST CONFERENCE – STANDINGS

5.01 Earning Points in Matches

Points earned in the Northwest Conference will be in accordance with Leagues Program Rules.

The standings of teams within divisions/sub-divisions are based upon the number of points earned. Teams earn points as follows: Three (3) points for a win; One (1) point for a tie; No (0) points for a loss

- a. The first game of a two game series in the 15U boys academy division will not count toward the overall standings.

5.02 Forfeits

A forfeited match will be scored as a 1-0 win for the opponent. A team forfeiting any match shall be dropped from the Northwest Conference at the discretion of the League Manager following a review of the incident resulting in any Forfeits. Should a team be dropped, all scores for that team in the seasonal year schedule shall be recorded as a 1-0 win for the opponent. In addition, a team that forfeits one of more matches may be subject to further sanctioning including but not

limited to a fine, become ineligible to advance to Regionals, become ineligible to advance to the National Tier of the National League, or be suspended from the Leagues Program. The League Manager of the Northwest Conference, after consultation of the NL Management Group, shall determine any additional sanctioning.

5.03 Tiebreakers

If 2 teams are tied on the basis of points earned, the final ranking of the teams will be determined in accordance with the following sequential criteria.

- (a) Winner of head-to-head competition.
- (b) Winner of most matches (all matches).
- (c) Best Goal spread (goals scored minus goals against) in all matches.
- (d) Most goals for.
- (e) Coin Toss except if the teams that are tied are at the same location on the final match day, kicks from the penalty spot will determine the higher ranked team.

Tiebreakers—3 Teams That Are Tied

If 3 teams are tied on the basis of points earned, the final rankings will be determined in accordance with the following sequential criteria. If a criterion creates a situation where the 3-way tie is broken leaving 2 teams tied, then the tiebreaker for 2 teams applies to those 2 teams.

- (a) Points earned in head-to-head competition among the teams.
- (b) Winner of most matches (all matches).
- (c) Best Goal spread (goals scored minus goals against) in matches among the tied teams.
- (d) Best Goal spread (goals scored minus goals against) in all matches.
- (e) Most goals for in matches among the tied teams.
- (f) Most goals for in all matches.
- (g) Drawing of lots.

Refer to Section 19 of the US Youth Soccer League Program Rules for Tiebreakers involving for 4 or more teams.

SECTION 6. NORTHWEST CONFERENCE – NATIONAL / REGIONAL COMPETITIONS

6.01 US Youth Soccer West Region Championships Wild Cards

The top team, by points/tiebreakers, from the Northwest Conference shall receive an automatic slot into the US Youth Soccer National Championship Series Regional Competition (Far West Regionals) that same seasonal year. In order to be eligible for a Wild Card slot, the following conditions must be met:

- (a) The team must participate in their State Association State Cup competition for the US Youth Soccer National Championship Series during the current seasonal year
- (b) The team must meet all current eligibility requirements for the US Youth Soccer National Championship Series.
- (c) A team's roster is frozen for NW play when it is frozen for purposes of state participation under the team's State Association rules.
- (d) The team may not have forfeited a game in the NW or in their State competition.

6.02 Qualification into the US Youth Soccer National League (National tier)

The top team in each 13U-17U gender age group, by points/tiebreakers, from the Northwest Conference shall receive an automatic invitation into the US Youth Soccer National League (National tier) the next seasonal year in the team's rising gender age group.

SECTION 7. NORTHWEST CONFERENCE - RULES OF PLAY

7.01 Applicable Rules and Laws of the Game

Matches will be played under the applicable policies and rules of National League and US Youth Soccer. Teams are responsible for obtaining and abiding by the FIFA Laws of the Game as they govern play subject to the modifications noted the Leagues Program Rules.

7.02 Substitutions

Matches in the 15U, 16U, 17U, 18U and 19U age groups will operate under the FIFA-7 players "per half" substitution system (limited substitution). Once replaced, players cannot re-enter the game during that half of play. Substitutions may be made at any stoppage of play with the approval of the referee. If a player is removed from the match and no substitute enters the match for the player (team plays short), the original player may reenter the match. Reentry shall be at a normal substitution point (with approval of the referee) or at any point during the match if the referee signals for the player's reentry. Matches in the 13U and 14U age groups shall have unlimited substitutions.

- a. Matches in the 15U academy will have a maximum of seven (7) substitutions per game with no re-entry across three “moments”. Substitutions at half-time will not count as a “moment”.
- b. The 15U Boys Championship match will follow the substitution rule used for the “standard” division and National League.

During event weekends, if a player is suspected of suffering a head injury they may be substituted for evaluation without the substitutions counting against the teams’ total number of allowed substitutions during each half. If the player with the suspected head injury has received clearance from the events’ Medical professional, the player may re-enter at any stoppage of play. The evaluated player must replace the original substitute and will not count as a substitution. The temporary substituted player may re-enter the game as a regular substitute. A team may only make a temporary substitution if they have a substitution available.

7.03 Match Length and Ball Size

Each Conference match length will be in accordance with Leagues Program Rules. The League Manager will have discretion to shorten match lengths in cases of extraordinary circumstances.

| Age Group | Half | Ball Size |
|-----------|---------|-----------|
| 17U – 19U | 45 min. | 5 |
| 15U – 16U | 40 min. | 5 |
| 13U – 14U | 35 min. | 5 |

7.04 Team Uniform

Team Uniforms must be in accordance with Leagues Program Rules. Every team in the Northwest Conference must have two (2) sets of jersey’s and socks. The expectation is for the team listed first in the schedule to wear their lighter/white colored jersey and socks, while the team listed second in the schedule to wear their darker colored jersey and socks. If, in the opinion of the Referee, a team color conflict exists, the team listed second in the schedule should change.

Every player on the field must have a unique number (from the rest of the team) affixed on the back of their jersey, with the exception of goalkeepers. Goalkeeper jersey numbers are optional, but if a number is affixed, it must be a unique number (from the rest of the team). Taped numbers will not be allowed.

US Youth Soccer, National League, or other US Youth Soccer related logos/patches are allowed on uniforms, in addition to the team name, team sponsor, or shirt manufacturer. No other patches/logos are permitted without the written approval of the League Manager.

7.05 Coaching from Sidelines

Limited coaching is permitted only from one touch line from the team’s respective technical area (if marked) or from the center-line to no more than 5 yards from the end of the team bench closest to the goal line (if no technical area is marked). Team bench persons may not enter the field without permission from the referee.

7.06 Northwest Conference Protocol for Send Offs and Dismissals

Protocols for send offs and dismissals shall be in accordance with US Youth National Leagues Program Rules. Should a player be sent off from a Conference match, the designated area for the ejected player shall be the Team Bench Area and will remain there under the supervision of the player’s Coach. If the sent off player cannot be controlled by the Coach, the Referee may require the removal of the player from the entire field area. If such player is removed from the field area, the Coach must designate a parent or Team Official to supervise the player away from the field area.

7.07 Team Coaches – Coaching Education Requirement

The Northwest Conference does not currently have a Coaching Education Requirement to be in the Team Bench Area. All coaches and team officials in the Team Bench Area must have proper credentials issued by their State Association.

SECTION 8. NORTHWEST CONFERENCE - REFEREES

8.01 Three Person System

Matches should be officiated by the three-person FIFA/USSF Referee System. In the event the assigned officials fail to appear; an attempt to secure certified officials should be done to officiate the match. In the event certified USSF officials are not available, the Referee may appoint Club Assistant Referees. Club Assistant Referees shall be limited to decisions only on touchlines and possession as specified by FIFA/USSF Referee Guidelines. The Northwest Conference League Manager may, in extreme circumstances, approve exceptions to the use of the three person system.

8.02 Referee Assignor

The Northwest Conference League Manager in conjunction with the hosting State Association will determine which certified US Soccer referee assignor will assign each event hosted in their State Association boundaries.

8.03 Payment of Referees

Referee and Assistant Referees will be paid at the fields, prior to the start of each match. Each team involved in a Northwest Conference match will be responsible for paying half of the total cost for the Referee and Assistant Referees. The Referee and Assistant Referees will be paid in accordance with the below totals and breakdown of denominations

| | |
|-------------------|--|
| 13U and 14U | \$60 per game per team; a total of \$120 (\$50 to Referee and \$35 to each AR) |
| 15U and 16U | \$70 per game per team; a total of \$140 (\$60 to Referee and \$40 to each AR) |
| 17U, 18U, and 19U | \$80 per game per team; a total of \$160 (\$70 to Referee and \$45 to each AR) |

In the event that there is only one Assistant Referee, only one Assistant Referee payment is made. The other Assistant Referee fee may be paid to a club assistant referee, if they are a registered USSF official.

8.04 Filing of Referee Match Report:

Following the conclusion of the game, the Referee shall fill out the official Game Report, which is the Referee selected Match Day Line-Up Card. The Coach or Team Official from each team is required to sign the completed Game Report prior to leaving the field area. It is advised that each team take a picture of the Game Report for their records.

The signed Game Report will be kept by the home team (team listed first on the schedule) and submitted to the League Manager within 72 hours.

If a player is sent off for Violent Conduct, Spitting, or Abusive Language, a US Soccer Supplemental Report must be filled out and submitted to the on-site National League Conference Official or referee assignor with the Match Report. Additionally, a US Soccer Supplemental Report must be filled out and submitted to the on-site National League Conference Official or referee assignor for situations involving Referee Abuse or Referee Assault. The on-site National League Conference Official or referee assignor shall submit all Match Reports and US Soccer Supplemental Reports to the League Manager.

Section 9. NORTHWEST CONFERENCE – MATCH DAY PROCEDURES

9.01 Match Day Procedures

The Northwest Conference Match Day Procedures apply to all matches played in the Northwest Conference, unless otherwise instructed by the League Manager.

9.02 Team Match Day Line-Up Card

The Affinity generated Game Card shall be the official Team Match Day Line-Up Card for the Northwest Conference. The Match Day Line-Up Card for each Conference match should be printed no earlier than 24 hours prior to the scheduled start of that match. This timing will ensure the most accurate information for each team line-up. The eighteen (18) eligible players (inclusive of both primary and club passed players) should be listed on the Match Line-Up Card no later than 24 hours prior to a Conference match.

(a) Printing the Team Match Day Line-Up Card: Each team must print and present the referee with a copy of the Team Match Day Line-Up Card (Affinity Game Card).

(b) Printing Game Cards Instructions

<https://usys-affinity-sports.zendesk.com/hc/en-us/articles/360009077633-How-to-print-a-Game-Day-Roster-Team-Admins->

9.03 Match Day Line-Up Players

The Team Match Day Line-Up Card must include the eighteen (18) eligible players (inclusive of both primary and club pass players) a team will use in a Northwest Conference match. Should more than eighteen players appear on the card, the Coach or Team Official must manually strike through the players that will not participate (prior to check-in by the referee) for a maximum of eighteen (18) eligible players.

(a) Preparing the Team Match Day Line-Up: Each team Coach or Team Official must prepare the Match Day Line-Up for their team by ensuring that each eligible player is “activated” onto the Affinity Game Card.

How to activate/deactivate player(s) instructions: <https://usys-affinity-sports.zendesk.com/hc/en-us/articles/115015813448-Activate-Deactivate-Player-s->

9.04 Club Pass Roster

Any Club Pass Players must be listed on the Club Pass Roster (i.e. pool of club pass players) and Match Day Line-Up Card to be eligible to participate. A Primary or Club Pass Player may only appear on one (1) Northwest Conference Primary

Roster/Club Pass Roster in a gender age group during the Conference season. The maximum Club Pass Roster for a Northwest Conference team is 30 minus the number of primary rostered players (i.e. a team with 18 rostered players has a Club Pass Roster maximum of 12).

How to add a club pass player instructions: <https://usys-affinity-sports.zendesk.com/hc/en-us/articles/115015813428-Add-Club-Pass-Player>

9.05 Team/Player Check-In

Prior to the start of a Conference match, each team shall present the referee with the copy of the Team Match Day Line-Up Card and their properly prepared US Youth Soccer Player Passes. The Referee shall select one of the Team Match Day Line-Up Cards and check-in each team's players using both the Match Day Line-Up Card and the US Youth Soccer Player Passes. Only a maximum of eighteen (18) players may be checked in for a Conference match. Any player not present at the time of check-in may not enter the field of play until the Referee can properly check-in the player. The League Manager may designate an on-site League Official to perform any required check-in.

9.06 Team Bench / Spectator Areas

The teams will occupy the same side of the field. Teams are to remain on their half of the field between the halfway line and eighteen yards from their goal line. Spectators are to only occupy the opposite side of the field from the teams on the same end of the field as their team bench area. Coaches/Managers are required to maintain control of their players and their team's fans on the sideline.

9.07 Post-Match Protocol

Following the conclusion of the game, the Referee shall fill out the official Game Report, which is the Referee selected Match Day Line-Up Card. The Coach or Team Official from each team is required to sign the completed Game Report prior to leaving the field area. It is advised that each team take a picture of the Game Report for their records.

The signed Game Report will be kept by the home team coach or manager is required to submit the Game Report to the League Manager and report the score to Affinity. Game cards/Lineup Cards should be scanned to the League Manager within 72 Hours.

9.08 Reporting of Scores: Affinity

The home team is required to report the scores within 24 hours following the completion of the match. Game cards/Lineup Cards should be scanned to the League Manager within 72 Hours.

How to report scores/stats instructions: <https://usys-affinity-sports.zendesk.com/hc/en-us/articles/115015813368-Entering-Scores-Stats>

9.09 Protests

Protests must be made in accordance with US Youth Soccer National Leagues Program Rules, Section 24. To be valid and eligible for consideration, a protest must be orally lodged by a team official with the match referee and the opposing coach at the game site before leaving the field of play. Notice of intent to protest activity that occurred during a match must also be registered in writing with the Conference League Manager within 2 hours after the completion of the match. All protests must be submitted in writing with the appropriate fee to the Conference League Manager. The protest must be postmarked no later than three (3) business days after match completion in accordance with the Filing Procedures listed in Rule 24.06. The referee is the final authority on the field of play. All decisions of the referees with respect to matters of fact, including judgment matters, are final.

9.10 Final Authority

The League Manager shall have final authority to act in the best interest of the Northwest Conference, which may include altering Match Day Procedures or allowing for situations not covered in the Northwest Conference Operating Procedures.

Subject to change—as of September 26, 2018