



# LCSL Manager's Notebook

2024-25

*Policy 305 – pg 70*

<https://www.playlouisianasoccer.org/resources/governance/bylaws-policy>

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# Team Scheduling

## Introduction

In past years LSA scheduled 1,500 LCSL games for over 300. 70% of those games were rescheduled by teams for reasons other than weather (e.g. coaching conflicts). In 2020, LSA shifted to a team scheduling process which proved to be far more efficient and effective. It has avoided delays and unnecessary conflict between teams.

The schedules, uploaded to the LSA Website, are placeholder games only. This is NOT your schedule. Each team is responsible for taking the matches, contacting their opponent and rescheduling to an agreed upon date/time based on field and referee availability. The deadline to schedule games is Friday, September 10<sup>th</sup>. Please refer to the [2024-25 LCSL Important Dates](#) for league start and finish dates.

Our 11U & 12U teams play a fall league, then a spring league. All the games must be completed within the season being played. There is a rain out weekend in the fall season, but not in the spring.

Our 13U – 19U play a full year season. Teams can schedule their schedule games in both the fall and spring (despite the place holders dates). Policy states that **40% of your games** must be played in the fall.

### Step 1 Team Communication

Both teams communicate with each other and agree on a date and time.

### Step 2 Home Team Emails Their Field Assignor/Manager

The home team emails their Club's Field Assignor to find out whether a field is available on the date and time agreed upon. The subject line of the email to the Field Assignor should indicate the Age/Gender group and Game Number of the game (Ex: "LCSL - 14U Girls Game #214").

- If there IS NOT a field available the teams return to Step 1 to agree on a different date and time.
- If there IS a field available, the home team moves to Step 3.

**NOTE:** Each club has their own policy on how to secure fields and referees. Please contact your club administrator to fully understand the procedure your club has in place. The Field Assignor/Manager emails can be found in the link above.

### Step 3 Scheduling Home Games in GotSport

Step by step directions on how to schedule games in GotSport, please refer to our Scheduling Handbook on the LSA Website or click below (the information has not changed from 21-22).

<https://www.playlouisianasoccer.org/lcs/managers-notebook/>

**IMPORTANT:**

Managers and Coaches shall use the chat option in GotSport to communicate about scheduling and rescheduling games/game weather-related updates. Communications should be accomplished by email (or chat function) to maintain a record of the Teams' agreements. Teams shall cooperate with each other throughout the seasonal year in scheduling and rescheduling games and shall be reasonable and accommodating with each other. In the event teams fail to communicate or cooperate with each other in scheduling or rescheduling an LCSL game or if an impasse exists in the teams' schedules, LSA shall have full authority to schedule the game. In determining how and when to schedule around team conflicts, LSA shall utilize the Priorities in Scheduling set forth in Policy 305.5.4.3

## Rescheduling a Game Procedure

To reschedule LCSL games, teams must follow the process below. All games must maintain the correct lead-time set by your own club.

### **Step 1** Team Communication

Both teams communicate with each other and agree on new date and time.

### **Step 2** Home Team Emails Their Field Assignor/Manager

The home team emails their club's Field Assignor/Manager to find out whether a field is available on the new date and time. The email to the Field Assignor MUST indicate the 1) Game number, 2) Game Date, 3) Game Time, and 4) Field of the game needing to be rescheduled.

- If there IS NOT a field available, the teams return to Step 1 to agree on a different date and time.
- If there IS a field available, the home team moves to Step 3. Follow club policy to ensure you have a field and referees.

### **Step 3** The Home Makes the Changes in GotSport

The home team's Team Manager or Coach makes the changes in their GotSport account

### **Step 4** Notification by the Home Team

The home team MUST notify the away team's contact (Team Manager/Coach) that the Game has been rescheduled as agreed upon by both teams.

## Step 5

The game is not officially moved till it is reflected in your [online LCSL Schedule](#).

### Note:

Once the Field Assignor have been notified of and agreed to the change in schedule, the original date, time and field shall be considered abandoned by the teams. The Field Assignor shall be free to schedule other games on the original field and the Referee Assignor shall be free to reassign your original referee crew to another game. **The game reschedule is not official until the game details have been changed in GotSport and the new date/time is reflected in your online schedule.**

### Short Notice Reschedule Request

Notwithstanding the Reschedule Deadline set forth herein, any team or teams that submit a reschedule request for any game **within 6 days** of the scheduled date and time of the game for any purpose unrelated to the weather shall be subject to a \$200.00 Short Notice Rescheduling Fee payable to LSA. All such Short Notice Rescheduling requests shall be subject to all reschedule rules and procedures and to the final approval of LSA. In the event LSA determines the reason for the Short Notice Reschedule request was unavoidable and under emergency circumstances the Short Notice Rescheduling Fee may be waived.

## Playing a League Game in a Tournament:

LCSL games can be scheduled or rescheduled to be played in a club tournament under the following Conditions. Both teams and the tournament director must be on the same email to LSA.

1. The tournament host must agree that the game will be the first game of the day. It is the club's choice as to which day (Friday Night, Saturday or Sunday).
2. Both teams must certify to LSA that they consent to have the tournament game count as your LCSL game. Once the schedule is released, and 2 teams are playing each other, they can agree to play that game as their LCSL game. The "first game of the day" does not apply when this happens. The teams will play the game as scheduled by the tournament.
3. Teams will agree to play by the tournament rules (i.e., length of play).
4. If this is a reschedule, the home team will need to submit a reschedule request.
5. The tournament must be a USYS event.

As a reminder, it is the responsibility of the original host team to notify their club's assignors when games will no longer be played at their home fields.

## Canceled Game Procedure

Make sure all Coaches and Team Managers have a current email address and cell number in *GotSport*. This Contact Information is critical in the event a game must be canceled due to inclement weather.

If a game is canceled due to inclement weather or due to referee unavailability, it is the home team responsibility to notify their opponent within 24 hours of the game. The home team shall also email LSA the cancelation details, including the age group, teams involved and game number to [kay@lsa-soccer.org](mailto:kay@lsa-soccer.org). At that time, the teams should start the discussion of rescheduling the game and seek to find an agreeable time. Once this is done, the home team would go to step 2 in "Rescheduling a Game Procedure".

Each club has full discretion in closing their fields due to rain or other inclement weather, but must be sensitive to teams traveling to their facilities. Host clubs and teams are responsible for communicating field and game status updates to visiting opponents. If the forecast predicts poor weather, the home team must keep their visiting opponents up-to-date as to any developments in field conditions or availability. By keeping in contact with visiting teams, contingency plans can be arranged and unnecessary travel expenses may be avoided.

If a home team fails to keep their opponents up-to-date with field conditions and availability and a visiting team incurs unnecessary travel expenses as a result, the home team may lose its home field advantage when the game is rescheduled. The goal is to encourage all LCSL teams to cooperate with each other and be sensitive to the burdens of travel.

For games being held at a neutral-site, teams will be notified by LSA via *GotSport* if there are changes or cancelations. Any questions regarding the status of your neutral-site game can be directed by email to [kay@lsa-soccer.org](mailto:kay@lsa-soccer.org).

If a game that has begun must be terminated due to weather before halftime, the game will be rescheduled to be played from the beginning. If the first half of a game is completed before it is canceled, the game shall be deemed complete and the score will be final.

If three referees do not appear for an LCSL game, every effort should be made to contact the referee assignor to see if a full referee crew can be obtained in a reasonable time. The game can still be played if both coaches agree and so inform the referees. If the game is played the results shall be final. If both coaches do not agree to play the game with less than three referees, the game shall be considered canceled and must be rescheduled. If fewer than three referees appear for an LCSL game, LSA must be notified whether the coaches agree to play the game or not. The notification must include the age group and game number.

# Game Day Procedures

## Game Rosters

Game Rosters will be from the system-generated Game Card. Game cards are available from *GotSport* two days prior to each game to ensure players and coaches are not participating while suspended.

**1. Team Roster:** LSA Policy limits the number of players a team can have on a roster as follows:

Age Groups	Minimum	Maximum
11U – 12U Classic	7	18
13U – 19U Classic	7	22

2021-22 Louisiana Classic Soccer League - 15U-17U  
 Web: www.system.gotsport.com/submit\_event\_codes/new  
 Pin: Event Code: b13459 Printed At: 08/05/21 02:37PM EDT

Field: Division 1 Date: 10/09/21 Game#: 80 Time: 08:00AM EDT

H: BATON ROUGE SC BRSC 06 B BLACK Score: A: CAROSA SHREVEPORT UNITED SHREVEPORT UNITED 2006B Score: BLUE

ID	#	Name	DOB	Yellow	Red	ID	#	Name	DOB	Yellow	Red
1	1820198	Casper Allen	12/06			1	1806208	Lee Ballard	07/06		
2	1820196	Lee Ballard	04/06			2	2100073	Andrew Bradford	06/06		
3	2434176	Justus Barrow	01/06			3	2007078	Gordon Brown	06/06		
4	1820199	Jacob Berg	06/06			4	2114852	Chase Clutter	06/06		
5	1820204	Brennan Breaux	09/06			5	2040609	Franklin Dale	10/06		
6	1820207	Ian Brown	09/06			6	1898114	Center Elzab	01/06		
7	1820212	Muath Caster	03/06			7	1891183	Jalen Gomez campo	04/06		
8	1820223	Caden Garcia	05/06			8	2049824	Garrett Guent	03/06		
9	1820227	Ethan Gomez	10/06			9	2105514	Center Hese	10/06		
10	1820241	Tyler Jang	03/06			10	2054548	Turner Hubbard	02/06		
11	1820247	Ryan Kiewler	10/06			11	1999352	Denzel Lee	03/06		
12	2434207	Adam Lewis	12/06			12	2101238	Christie Lopez	12/06		
13	1820257	Charlan Merriens	07/06			13	1991007	Brett Perrot	06/06		
14	1820259	Lane Mondoux	06/06			14	1999569	Franklin Reuser	04/06		
15	2434292	William Morello	05/06			15	1949524	Tucker Shatten	08/06		
16	1820273	Alto Patton	07/06								
17	2434351	Zaid Pinedadon	02/06								
18	1820280	Noah Romano	10/06								
19	1820287	Aiden Romano	08/06								
20	1820289	Andrew Schmeckle	02/06								
21	2434361	Brett Andrew Schmeckle, jr.	02/06								
22	2073800	Chaz Smith	01/06								
23	1820295	Chaz Smith	01/06								
24	1820300	Lewis Wilson	03/06								
25	2434360	Byron Weathers	08/06								
26	2434344	Jack Wilson	04/06								
27	1820314	Kaden Zeller	12/06								

Team Color 1: Home Goals, Team Color 2: Away Goals, Final Score, Instructions/Notes

Reasons: Grade, USSF ID Number, Instructions/Notes

Cautionable Offense Codes: USB - Unsporting Behavior, OF - Obstruction, PI - Persistent infringement, OR - Delayed restart of play, FRD - Fails to request required distance, L - Leaves the field without permission, E - Enters the field without permission, SFP - Serious foul play, VC - Violent conduct, AL - Offensive, insulting, or abusive language, DGR - Denies opposing team of obvious goal-scoring opportunity, DGF - Denies obvious goal-scoring opportunity to an opponent, S - Spits at opponent, RCT - Reckless and caution

2021-22 Louisiana Classic Soccer League - 15U-17U  
 Web: www.system.gotsport.com/submit\_event\_codes/new  
 Pin: Event Code: b13459

**2. Game Roster:** The level of play (e.g. Division 1) will be shown on each Game Card.

- a. Division 1 Games: Game rosters for 13U-19U teams shall be limited to 18 players.

The names of the players who will not be participating in the game shall be marked through on the *GotSport*-generated Game Card and submitted to the Referees prior to the start of each game. All players listed on the Game Card shall have an assigned jersey number. Any changes to the jersey number must be written in on the Game Card prior to the start of the game.

Players serving a suspension must be identified on the Game Card but need not be included in the 18 players participating in the game hence the roster is NOT reduced. The manager shall indicate on the Game Card that a suspension is being served and the referee should certify by signature that the specific player did not participate in the game.

- b. All 11U-12U & 13U-19U Division 2+ Games: All players listed on the Team Roster are eligible to play with the exception of any player serving a suspension.

**3. Submission of Roster and Game Card:** Teams will surrender Player Passes (can be virtual), including those of any Club Pass players, and a copy of the Game Card generated by *GotSport* to the Referees prior to the beginning of the game. The referee shall check the players against the Player Passes and Game Card prior to the start of the game. If the referee does not perform the above check as he/she is required, the Coaches of both teams must perform the above verification before the start of the game.

- a. If a team does not have their Player Passes, or a copy of the Game Card at the start of the game, the game may be started but the documentation must be presented and checked by the Referees prior to the conclusion of the game (see b below). If a team is unable to present all of the required (written or electronic) by the end of the game that team shall forfeit the game and its opponent shall be awarded a 4-0 win. The game can be played with only 1 game card. It is recommended that if you don't have your own copy of the game card, to take a photo, after the game, of the card for your team records.
- b. An electronic copy of the Player Passes (provided they contain the pictures) will be sufficient. If only one of the teams has a copy of the Game Card, that Game Card can also be used to check the other team's players to their player passes but the players are limited to those shown on the Game Card.

#### 4. Club Pass Players may be used in LCSL games as detailed below- Policy 211 (pg 40)

- a. In order to properly club pass a player, a club Registrar or Director shall notify LSA via email to [bridget@lsa-soccer.org](mailto:bridget@lsa-soccer.org), prior at any time prior to the game (see LSA Policy 211.2.9).
- b. A team that wishes to use a Club Pass player for an LCSL game shall write the player's jersey number and name on the Game Card. They must have the player's card to present to the referees (virtual allowed).
- c. Each team will be limited to number of club passes listed below. The team's Game Card roster maximum must still comply with the rules of the competition.
  - a. 11U-12U – 211.2.2.1 – Players may participate in LCSL games with any team in 11U or 12U age groups regardless of the division of their primary team.
  - b. 13U-19U – 211.2.2.2 – No more than three club pass players are permitted for an LCSL game in 13U or older from a team whose primary team is in a higher division
  - c. 13U-19U – 211.2.2.3 – There is no limit on the number of club passes for an LCSL game in 13U and older from team that are in lower divisions.
  - d. 211.2.5 – Playing as a club pass player does not affect the ability of a player to play for his/her own primary team, subject only to the restriction of playing for only one team in a day.
- d. The names of the players who will not be participating in the game shall be marked through on the Game Card before it is submitted to the Referees prior to the start of the game.
- e. All players listed on the Game Card shall have a jersey number printed on the Game Card. Any changes to the jersey number must be written in on the Game Card before it is submitted to the Referees prior to the start of the game.

## Payment of Referees

Payment of referees for officiating at LCSL games shall be made by the teams or their clubs at the field at the time of the game. Each team shall contribute one-half the total referee fees due for a game played in that age group. See **LSA POLICY 205-pg 32**.

Age Group	Game Length	Referee	ARs
9U/10U	50 minutes	\$30.00	\$20.00 x 2 = \$40
11U-12U	60 minutes	<b>\$40.00</b>	\$25.00 x 2 = \$50
13U-14U	70 minutes	<b>\$50.00</b>	<b>\$35.00</b> x 2 = \$70
15U-16U	80 minutes	<b>\$55.00</b>	<b>\$45.00</b> x 2 = \$90
17U-19U	90 minutes	<b>\$65.00</b>	<b>\$55.00</b> x 2 = \$100

*11U/12U- TTL \$90 – to be divided between both teams*  
*13U/14U – TTL \$120 - to be divided between both teams*  
*15U/16U – TTL \$145 - to be divided between both teams*  
*17U-19U – TTL \$175 – to be divided between both teams*

## Rules of Play

### Game Length & Size of Soccer Ball

Age Groups	Game Length	Ball Size
11U-12U	2-30 min. halves	No. 4
13U-14U	2-35 min. halves	No. 5
15U-16U	2-40 min. halves	No. 5
17U-19U	2-45 min. halves	No. 5

### Grace Periods

Teams not ready to play at the scheduled start time of any game shall be granted a 10-minute grace period. For 11 v 11 games, a minimum of 7 players is needed to start a game. For 9 v 9 games, a minimum of 5 players is needed to start a game.

Games may end in a draw. No overtime and/or kicks from the penalty mark will take place.

### Less Than 3 Referees

If an LCSL game does not have three referees, the game can be played as long as both coaches agree. Every effort should be made to contact the referee assignor to see if referees can be obtained in a reasonable time. If both Coaches do not agree to play the game, LSA will determine why a full referee crew did not appear to officiate the game and will reschedule the game accordingly.



## Jersey Information & Spectators

The team listed first in each pairing shall be designated as the home team. The home team shall:

- a. The home team wears light-colored jerseys and the visiting team shall wear dark-colored jerseys. The team that is not in compliance with the above, in the opinion of the referee, shall be required to change jerseys. Referee decision on uniforms is final.
- b. All spectators must stay on the opposite side of the field from where their team's bench is located, and within the spectator boxes at least two yards back from the touchline and twenty yards in length on either side of the halfway line.
- c. **The club and the head coach of the team is responsible for the conduct of its spectators and supports. Unacceptable and unsporting behavior shall not be tolerated and will be subject to sanctions by LSA (policy 214.6)**
- d. Home team provides the game ball.

## Substitutions

Substitutions shall be unlimited. Substitutions may be made with the consent of the referee.

## Game Terminated Due to Inclement Weather

At the discretion of the referee and/or the manager of the facility, if a game must be terminated due to inclement weather and/or unsafe field conditions and one half of the game has been completed prior to the termination, the results of the match at the time of termination will stand. The game will not be replayed. If the game is terminated prior to halftime, it shall be rescheduled and played in its entirety.

## Failure to Play a Scheduled LCSL League Game

– Policy 305.4.5 – pg 73

## Misconduct

All of the Policies concerning Misconduct are consolidated into **LSA POLICY 214**. All coaches, managers and team administrators **MUST** be familiar with this Policy. Per policy, LSA will track all yellow cards and red cards and suspension will be given based upon a point system.

## Reporting Requirement

**The HOME TEAM must report the game score and all cautions (yellow cards) and ejections (red cards) on their Game Card submitted electronically through GotSport.** The accumulation by players or coaches of cautions (yellow cards) and ejections (red cards) shall be subject to further

suspension and disciplinary action. The score must be recorded within 24 hours. Instructions are on the top of the game report.

## Player Misconduct

If a player is ejected (sent-off) from a game, the player may remain on the team's bench or as long as there are no disciplinary issues. If the player does not maintain a respectful attitude, they will be required to leave the field.

Please note that there are various levels of suspensions for players ejected from a game. These different levels reflect the severity of the player's misconduct. The referee's description of the player's misconduct in the referee's Supplemental Report shall be definitive in determining the level of suspension. Referee decisions may not be appealed.

In the event a player participates in a game before serving his or her suspension in full, the game in which the player improperly participates shall be forfeited and the player must still serve his or her suspension.

## Team Misconduct

A team shall forfeit a game if, in the discretion of the referee, conduct by its players, coaches or spectators causes a game to be prematurely terminated or abandoned. Any caution or send-off in the forfeited game is still subject to penalties and suspensions.

## Coach Misconduct

A coach who is ejected from a game shall leave the vicinity of the field and is prohibited from any further contact, direct or indirect, with the team during the remainder of that game. If a credentialed team official is not present, the game shall be terminated and the offending team shall forfeit the game. If a coach is sent-off during a game, the team manager shall retain possession of the coach's pass.

## Attendance While Serving a Suspension

Players serving a suspension may be at the game may sit on the team bench but cannot be in any part of the game uniform. Coaches serving a suspension may not be at the field complex during the game unless he/she is coaching another team.

## Presence of a Credentialed Team Official

Teams must have a credentialed coach or team official from their club to participate. If a credentialed coach or team official from their club is not present during the entire game, the game shall be terminated and deemed a forfeit.

## Post-Game Reporting

### Entering Scores and Misconduct

The **HOME Team** is required to post the game score along with Player and Coach Misconduct into *GotSport* within 24 hours of the completion of the game. All Game Cards for games during which a Red card is received or a Red card suspension is being served must be sent to Kay Briggs at the LSA Office ([kay@lsa-soccer.org](mailto:kay@lsa-soccer.org)) and be received within 48 hours of the completion of the game.

The instruction on how to enter the score is on the top of the game card. Other options are listed below:

### QR Code Reader -

To use this method the user will have to download a QR Code Reader app on their smart phone. There are a number of free QR Code Reader Apps available. Each LCSL Game Card generated in *GotSoccer* will contain a QR Code in the top right corner. To enter the score, simply scan the code with your smart phone app. The game's information will then appear. The user will have access to enter the game scores along with player and coach misconduct.

Scores are entered in the H (Home) and A (Away) boxes.

Misconduct is entered by selecting either the Y (Yellow) or R (Red) boxes next to the appropriate team. The first drop box will consist of a full list of players on the current roster. A second drop box will allow you to select the offense provided by the referee.

### Computer

To enter results this way you will need to know the three items listed below. All can be found on your *GotSport* game card or use the information on the game card.

- From your dashboard, select "Team Management"
- On the Left select "Matches"
- On the Right Click (Enter Stats)
- Once the window pops up you will enter the score under the correct name or click "Choose File" and upload the game sheet. Here you can also click on any Color Card Box and input the information. Then hit "Save".