

GKSSA Team Admin Guide

(June 2016)

This guide is intended to assist GKSSA Team Representatives in understanding which rules apply under which situations, and what their responsibilities as Team Representatives are. Other responsibilities may arise now and again as based on communication with the team representatives throughout the season.

Team Contacts

Each team **must** have two contacts. This includes their names, their email addresses, and phone numbers. **Only** these contacts shall be emailed on the happenings of the GKSSA including decisions regarding suspensions, protests, decisions on appeals, and dates, times, and locations of hearings.

Player Registration and Playing Up

Team Representatives are responsible for ensuring that each of their team's players comply with the GKSSA rules for registration. (Rule 3)

When making arrangements for a call up from a lower division team (where applicable):

- The request **must** clearly indicate the teams, game(s), date(s), and player(s) involved
- The request **must** include an email from the player's regular team coach or manager authorizing the player(s) to play.
- The request **must** go to both the GKSSA Registrar and Statistician.

General Rules

Where, in the opinion of the match official, there is a conflict of colours, the away team must change.

Team Representatives must submit their primary colours to the GKSSA Statistician before the season begins. If a colour change is made during the season, it must be submitted as a request to the GKSSA Board of Directors.

No scheduled match shall be postponed by either of the teams scheduled to play unless the GKSSA Board of Directors furnish written permission.

Each team shall be responsible for providing two corner flags prior to the start of the match. The home team shall one properly inflated match ball. The home team is responsible for the lights (if required).

Substitutions are unlimited and may be made at the discretion of the referee in accordance with Law 3:

- Before a kick-off,
- At the award of a goal kick,
- At the award of a throw-in, in a team's favor or either throw-in, if other team is substituting, or
- To replace an injured player.

A match must be played to at least the 70-minute mark to be considered official, unless the GKSSA Board of Directors deems that exceptional circumstances apply.

Game Sheets

The home team shall provide the game sheet for the match. Each team **must** list all players present on the game sheet (clearly printed, not cursive). One team representative **must** sign the game sheet.

Suspended players, trial players, or call up players must be marked as such on the game sheet.

Note: As long as a player is listed on the game sheet, that player can play, no matter when they arrive. No players may be added to the game sheet after the second half of play begins.

Protests and Discipline Appeals

Match protests **must** be lodged in writing with the GKSSA Statistician within two business days of the match's completion. The appropriate fee **must** be submitted to the GKSSA Statistician or Treasurer within this time period to be valid. (Rule 5)

The team receiving a dismissal is responsible for discovering the reason for dismissal from the match officials. If a request for hearing for a dismissal is to be made, it **must** be made within 72 hours of the completion of the game in which the dismissal occurred or up to two hours before the team's next GKSSA game (whichever is less). This request must be made via email to the GKSSA Discipline Chair from either the player in question or a Team Representative and **must** be accompanied by a hearing fee of \$50 that **must** be submitted to the GKSSA Statistician or Treasurer within this time period to be valid. (Rule 6)

Cautions accumulate separately for league and cup matches. Playoff matches are considered an extension of league matches. Players dismissed for a second caution in a match shall not have any caution accumulation.

Suspended players may not be within 20m of a team's bench area at any time on the match day.

Unserved suspensions will carry to the following season of the same type (outdoor to outdoor, indoor to indoor, futsal to futsal).

Match Result Submission

Both teams must report the game result, all scorers, and all cards from each game by noon of the day after the game. Reporting must be done by emailing the GKSSA Statistician. (Rule 12)

GKSSA Meetings

Team Representatives are responsible for attending GKSSA General Meetings or finding a proxy to do so in their place. (Rule 15)