

Advisory to Oahu League Coaches

The following information and guidelines are provided for coaches involved in Oahu League activities.

Coaches in the OL operate on the “**honor system**” and the coach is the authority ultimately accountable and responsible for a team’s behavior. It is the expectation of the OL Board of Directors that coaches provide leadership to their players, team administrators and team supporters and that the guidelines and policies presented below and in the Team Manual, Seasonal Guidelines and webpage be followed, as appropriate, by each individual associated with a team.

In order to coach in OL matches a coach must sign (by entering the coach’s name) in the “Coach Acknowledgement” section of the on-line “Team Registration Form” and by submitting the Employment/Volunteer Disclosure Statement” (Risk Management online) to HYSA.

General

1. It is recommended that OL coaches be licensed at the level presented in the table below to coach in OL competitive seasons. This is a State HYSA requirement which may be implemented in the future.

| Age Division | License Required |
|--------------|------------------|
| 6-8U | Youth Module 1 |
| 10-12U | Youth Module 2 |
| 12U | ‘F’ License |
| 13-14U | ‘E’ License |
| 15U & Up | ‘D’ License |

2. All OL matches are governed by USSF, USYSA, HYSA and OL rules. It is the responsibility of the coach to be knowledgeable of these rules and to have the team follow these rules.
3. The coach is ultimately accountable and responsible for the actions of the team - including all players, assistant coaches, ADOCs, DOCs, team administrators, spectators and team supporters. A coach may be disciplined and/or sanctioned by the Board if anyone reasonably construed to be associated with the team does not conduct themselves “within the spirit of the match”. If a team receives six points for coach and player accumulation of yellow and red cards, the coach will be sanctioned (see Rule 15b below).
4. Rule 15b: Any team that accumulates six or more points during any Oahu League season may require the coach(es), team administrator(s) and involved player(s) of such team to appear in person before the Oahu League Board for a review. Upon the review of the reasons for the multiple cards given to the coach(es) or player(s) the Board may decide to impose additional sanctions to the coach(es), player(s) and/or team. A no show by the head coach of the team may result in an automatic sanction of a two-game suspension.

The point system will be determined by the following:

| | | |
|-----------------------------|---|----------|
| yellow card | = | 1 point |
| red card | = | 2 points |
| 2 yellow cards = 1 red card | = | 2 points |

5. The coach or any other team representative, parent or supporter will not abuse referees in any manner. The coach is responsible for all team actions regarding referees. A coach may be disciplined/sanctioned if referee

abuse occurs. Abusive behavior of team supporters towards referees is noted on the game card by the referee and is monitored by the OL BOD.

6. A coach is expected to follow the guidelines established for match scheduling; see “Match Schedule Policies” below.

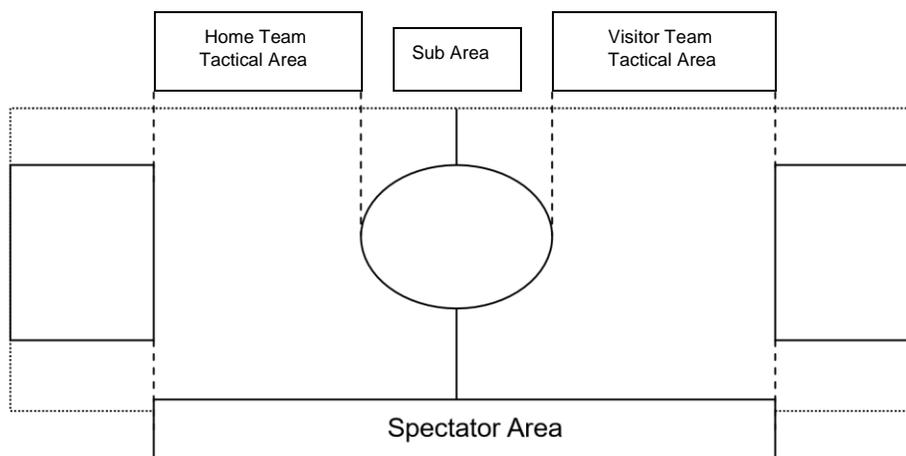
Match Procedures

1. A coach is expected to have the team ready to start the match at the scheduled time. If a match is running late, the coach must have the team ready to play as soon as the match in play is finished.
2. Only properly registered and rostered players and coaches may participate in OL matches. A coach is expected to present only properly registered and rostered players at the team check-in. The coach must have accessibility for the digital player passes, coach risk management pass on a lanyard around the neck and an official Oahu League game card for the appropriate season and year ready and available for the referee at the time of team check-in.
The information for the game card must be completely filled-in. A player may not play if a valid player digital player pass is not presented at the team check-in or if the player is not listed on the pre-printed game card. Write-in player entries will not be allowed and the player may not play. A coach will be disciplined and/or sanctioned if any irregularities with player passes or game cards occur.
3. Coaches, ADOCs and DOCs must wear their pass on a lanyard around their neck while coaching in any OL game. Only coaches, ADOCs and DOCs with the pass and lanyard will be allowed in the team sideline area. Coaches, ADOCs and DOCs without the pass/lanyard will not be allowed to coach their team until the pass/lanyard are worn. The game card will have the Head Coach listed and blank lines for other coaches to write-in and sign their name as a coach of record for the game. (Note: the game card may have write-ins for coaches but not for players).

Only four coaches, DOCs or ADOCs will be permitted in the tactical area at any one time.

4. Both teams will be assigned a designated sideline and tactical area on the same side of the field. Players and coaches must remain within the designated tactical area. All spectators will be located on the opposite side of the field. Spectators will not be allowed on the team side of the field. Board-designated Field Monitors will monitor behavior of spectators. Referees will not start the game until the team, coaches and spectators are in the required locations.

Diagram of field arrangement:



5. To replace a player by substitution the coach will have the substitute stand near the touchline at the midfield line (before the stoppage of play) and notify the AR of the desired substitution. The AR will signal the CR with the flag to indicate that a substitution is requested. The CR, at his/her discretion, will allow the substitution at a stoppage of play. The coach (and the bench) will not yell at the referee, i.e., "ref – substitute" and the CR will only signal (not yell) that the substitute may enter the field of play. Substitutes will enter the field-of-play only after the player being substituted leaves the field-of-play.
6. In order to play in a match a player must have a uniform with a number that does not duplicate the number of another player, and the player must have shin guards and socks and proper footwear.
7. A team should have at least two goalkeeper jerseys. The substitute GK should be fully dressed and ready to enter the match when a GK change is requested. The match should not be delayed by GKs exchanging jerseys and gloves on the field.

Note: when changing a GK in "**regular play situations**" it is not permissible to have the two GKs exchange equipment on the field. If a field player is to become a GK he/she should be removed from the match and dress in GK equipment on the sidelines – then a proper substitution can be made at a stoppage of play. The only time a GK field exchange will be allowed is when a team has no substitutes or is playing short.

Note: when changing a GK in "**penalty kick situations**" it is permissible for the GK and a field player to have a field exchange of equipment.

8. If there is a color conflict between teams (i.e., uniforms of like colors) the home team will change to an alternate color. GKs should have a jersey of a readily distinguishable color from that of teammates and the referees.
9. The coach of each team in a match should complete and submit the on-line referee evaluation. The evaluation is used by the league to select playoff referees and to assist the League and SRC to mentor, develop and upgrade the referees who officiate OL matches. If you have complaints, kudos or comments regarding referees you should submit the evaluation to the OL within 48 hours of the match.
10. If a player receives a red card, then it will be so notated on the digital player pass as "red" until the suspensions has been served. If a coach receives a red card and is collected by the referee it is the coach's responsibility to retrieve the pass from the OL in order to coach when the sanction ends. The length of the sanction will be sent to the coach in an email from the Discipline Committee.
11. If a referee is absent and someone designated by the coach performs referee duties as a "club line", the person performing as a club line may submit the on-line "Club Payment Form" to receive payment for supporting the League.

Match Schedule Policies

1. Once the match schedule is set, the Scheduler is the only one authorized to change scheduled matches. If a coach (or team administrator) wishes to change a match they must first receive approval from the Scheduler. To receive approval the following must occur:
 - a) Both teams must be agreeable to the schedule change
 - b) The schedule change must be finalized one week in advance of the originally scheduled match;
 - c) The team initiating the request must pay for all expenses incurred in the schedule change, i. e., field-setups, referee re-scheduling, schedule change fees and any other costs. Upon approval of the schedule change the Scheduler will coordinate the change with the Referee Assignor and the Field Coordinator. **Coaches, team administrators or team members are not to change match schedules without the approval of the Scheduler.**

2. The Scheduler **will only approve** schedule change requests for conflicts with other HYSA-sponsored activities.
3. The Scheduler **will not approve** schedule change requests for conflicts with other activities in other leagues, i.e., softball, baseball, soccer, and basketball.
4. Approved schedule changes must be made two week in advance of the match to allow for the rescheduling of officials. If this is not done the teams must pay for the officials for the original match.
5. The Scheduler may reschedule make-up matches due to emergencies. The team causing the make-up match must pay for all costs incurred in rescheduling the make-up match.
6. If a team does not show up for a scheduled match the team will be subject to fines as detailed in the “Game Schedule Changes, No Shows and Forfeit Policy”. The fines must be paid prior to the team's next seasonal game. Failure of the team to comply will place the team in bad standing. The Board will make the determination of other fines and sanctions to be imposed.
7. Teams are expected to comply with submission deadlines for team registration forms and player/coach materials. Teams that are not timely in their submittal of materials may be denied participation in OL activities or fined by the Board. Teams, which withdraw after a schedule is set, will have to pay all forfeit fines in which the team is scheduled to play. **ALL TEAM REGISTRATIONS ARE NON REFUNDABLE. IF TEAMS WITHDRAW BEFORE THE REGULAR REGISTRATION DEADLINE, THEN THEY CAN RECEIVE A REFUND LESS \$100/TEAM FEE AND WITH APPROVAL BY THE EXECUTIVE COMMITTEE)**

After the Match

1. The two teams playing the last match of the day are responsible for policing the sidelines and other areas of the field for trash. Teams that leave trash after their matches are to be reported to the Board for disciplinary action.
2. Standings will be determined by the results noted by the referee on the game card and sent to the Executive Secretary. If a coach has any questions regarding the final score of the match they need to clarify the score with the referee before the referee submits the game card. Once the game card is submitted to the OL Executive Secretary, please email secretary@oahuleague.com for any discrepancies in scores.

Team Registration Form

1. Coaches must sign (by entering the coach's name) in the “Coach Acknowledgement” section of the on-line “Team Registration Form” as part of the registration of their team. The entry of the coach's name acknowledges that they have read this advisory and that they will conduct them-selves according to its stipulations. Coaches are to “opt-in” to the OL email system and “TWITTER ACCOUNT” and check the OL webpage and emails daily, especially during the season.