

NorCal Premier League

2008 Spring League

Team Handbook



A US Club Soccer Sanctioned League



Team Handbook

The goal of this handbook is to provide assistance to clubs, coaches and managers to insure the NorCal Spring League operates smoothly and is a positive experience for all involved – players, coaches, managers, Club officials, and parents.

All Clubs are expected to know, educate and ultimately accept responsibility for all new coaches and managers who they allow to coach or manage a team in their Club. NorCal can not allow Clubs to stay in our League if they allow teams into their Club over whom they have no control! All clubs must meet the following requirements; and are willing to follow Norcal Rules and Directives.

- Quality – Clubs and their teams must be committed to striving for excellence as concerns play, sportsmanship, fields, referee's and the total soccer experience.
- Clubs must have a named Director of Coaching listed on the Norcal Premier website with a working email address. The Director must be willing to remain abreast of their team's involvement in the Norcal Premier Soccer Programs.
- Clubs must have at least one high quality field (5 time slots) per 8 teams. Teams traveling long distances deserve to play on decent fields! Newer clubs or those that have had difficulty providing decent fields must submit proof of fields before their acceptance in the league. Teams may ask that they play all away games.
- Clubs must have enough licensed referee's available to cover their teams entered in competition. Newer clubs or those who have had difficulty providing licensed referee's must submit proof of fields before their acceptance to the league.
- Clubs must have a Norcal Premier Administrator responsible for helping teams maintain their club and team information, including contact information, on the Norcal web site. Newer clubs or those who have had difficulty with their organization must provide an administrator with working contact information and attend a pre-season meeting before their acceptance to the league.
- Clubs must be in good standing with Norcal Premier League.

During the past seasons a few Clubs and coaches have been expelled from future NorCal competitions and others have been placed on probation. There is a very strong feeling among the NorCal member Clubs that there should be “zero tolerance” for players, coaches, and parents who either break the rules governed by Law 12; or behave in a manner that causes problems for other Clubs.

All teams and Clubs realize that the “purposeful” use of an “illegal player” – either not registered or too old – puts the offending team managers and coaches at risk as related to the liability and secondary medical insurance coverage. Furthermore, this type of “purposeful” action is a “breach of faith and honor” against all of the NorCal teams. To help avoid confusion about this important subject, NorCal has provided this rule:

Rule 210 Eligibility - All players and coaches must present their US Club Player Identification Card to the referee prior to the match. If the individuals picture is not on the ID card and the card is

not laminated, the individual will not be eligible for the match. All players must be named on the game roster presented to the referee at beginning of each game.

Players may only play for one Club, their club, during the Spring League unless a transfer is approved by league office. All out of Club transfers must be approved through NPL.

Individual teams may contain up to 26 players for the Spring 2007 Season. There is no limit to the number of changes made to the roster **provided the players are active in the team's club, or have not played for another club in the League and are not on that club's US Club Roster.**

Only 18 of 26 players may be used for matches. The 18 players must be on the official game roster given to the match official and opposing team before the start of the game. The 8 players not being played must have a line through their name on the roster.

Player requesting transfer between two clubs or teams must serve at least a two week suspension before competing with new team unless otherwise approved by the league office.

All Clubs and teams must consult the new section of the NorCal website that explains in detail, with examples, the rules concerning the loaning and borrowing of players; and the moving of players from team to team either within a Club or between Clubs.

Law 12 clearly states: a player, substitute or substituted player is sent off and shown the red card if he commits any of the following seven offences: Offences 1, 4, 5 and 7 are of necessity going to be decided by the judgment of the referees. However, offenses 2, 3 and 6 require, in all cases, an automatic "send off" and red card. A) Offense 2: is guilty of violent conduct B) Offense 3: spits at an opponent or any other person C) Offense 6: uses offensive or abusive language and/or gestures.

Table of Contents

Scheduling Steps and Responsibilities:	6
Timeline	7
Norcal Premier League Game Day Procedure.....	8
Key Rules and Regulations Short Sheet.....	9
Rule 205 Point System	9
Rule 208 Game lengths.....	9
Rule 209 Substitutions.....	9
Rule 210 Eligibility:	9
Rule 213 No- shows/ forfeits:.....	10
NorCal Premier Player Development Program – US Club ID2	11
General League Regulations	13
Red Card Procedure.....	18

Hello Coaches and Managers –

On behalf of the Norcal Premier Soccer Board of Directors, I am very pleased and excited to welcome you to the 2008 Spring Soccer Season. Our goal is to provide your players, team and club an exciting season of soccer.

Norcal Premier Soccer is sanctioned by US Club Soccer. This is an organization created by and for competitive soccer clubs. US Club Soccer provides our insurance, our player passes and they provide a Player Identification Program for US National Teams.

US Club Soccer is our organization. Each US Club Soccer sanctioned club has one vote for the US Club Soccer Board of Directors. The US Club Soccer Board of Directors is made up of club representatives from around the country - each of whom must have at least a USSF B license.

Our partnership with US Club Soccer is beneficial because it allows our league and your club to operate flexibly, with player development as our focus.

Your teams and club have the ability to use the US Club Player pass. This pass allows you to roster up to 26 players for one team or move players from one team to another as needed throughout the year. This pass allows you to use the collective strength of your club to play your games and fulfill your Spring League 2007 obligations.

We strongly encourage you to use the flexibility offered by US Club Soccer Passes as a tool for your player's development. We believe, when possible, you should use younger players from within your club when an older team needs players – rather than signing players from another club. We believe, when possible, you should use second team players with your first team, rather than signing players from another club. This is a common practice throughout the world and will help build club loyalty.

Another benefit is that you can sign player(s) to play for a season and experience what it is like to be on your team and in your Club.

We wish you the best of luck!

Sincerely, The NorCal Premier Soccer Board of Directors

Scheduling Steps and Responsibilities:

Forty Eight Hours:

- Please wait 48 hours after schedules are posted on March 26th - before beginning to use the schedules so that we have time to make any corrections that are brought to our attention.
- If you notice any mistakes, please notify Herb attn: scheduler@Norcalpremier.com
- **Scheduling Responsibilities**
- It is the responsibility of team managers and coaches to work with each other to schedule the games - on the days we have given you. Changes may be made to the schedules, excepting doubleheaders, provided they are agreed upon by both teams.

Database – Contact information:

- Once you have logged into the norcalpremier.com web site you will have access to all managers, coaches and Club Norcal Representatives. We have invested a lot of time into making sure this data base is up to date. This should allow you to contact all teams easily and quickly.

Communication

- You must respond to a teams communication within 24 hours - Sundays excepted.

Norcal Support

- It is not necessary to contact us unless you are not receiving communication from your opponents or you have reached an impasse. This should be rare. Please notify Admin@Norcalpremier.com of any “kicked back” email addresses.

Post Scheduled Games

- Once you have contacted your opponents and agreed upon a game time the home team must log in to our site and post the field and game time.

Double headers

- It is important that all doubleheaders be played as posted unless permission is granted by the League Manager to make changes. Double headers allow us to eliminate some travel and allows teams who must travel to play two games.
- Double headers also eliminates the possibility of a team unfairly playing a second game in the afternoon against a team that did not play an AM game..
- Even though it would greatly ease the scheduling process, NorCal never schedules a game between a “tired” team and one that has not played a game that day! Under Norcal rules it is “never” expected or allowed that a team play their second game of the day against a team that did not play a previous game that day. Forfeits can result if a team is scheduled to play a second game against a team that did not play an AM game.
- **Schedule as quickly as possible**
- We know there are teams and clubs have scheduled their games as quickly as one week after the posting.

Timeline

March 29th - Final Schedule released

April:

Saturday, April 12th - Game Day 1 Changed Due to the Earthquakes home opener in Oakland

Sunday, April 13th, Game Day 1 – Opening Day

Saturday, April 19th - Game Day 2

Saturday, April 26th – Game Day 3

May:

Saturday, May 3rd - Game Day 4

Saturday, May 10th - Game Day 5

Saturday, May 17th - Game Day 6

Saturday, May 24th - No Games - Memorial day

Saturday, May 31st - Game Day 7

June:

Saturday, June 7th - Game Day 8 - If the weather is kind we hope to have most of the league finished by this day

Saturday, June 14th - Game Day 9 US Club Boys for play if teams available

Saturday, June 21st - Game Day 9 US Club Girls for play if teams available

Saturday, June 28th - Game Day - Make up day -if necessary

Local games labeled “tbd” may be played at any time, day and place at the convenience of the two teams.

Norcal Premier League Game Day Procedure

At each game - team managers should have in their possession:

1. NorCal Referee Game Reports – found under Forms at norcalpremier.com
2. General League Regulations – See below
3. US Club Certificate of Insurance Form
4. US Club Soccer roster of team
5. US Club Soccer passes for its players

Pre-game Procedures

Home Team Responsibilities:

1. Contacting away team to insure proposed game time works for both teams
2. Scheduling and posting agreed game time on website
3. Providing properly lined field
4. Provide and pay credentialed referee's who must have proper refereeing uniforms
5. Provide NorCal Referee Game Report to center referee
6. Provide a USCS roster of team to referee and opponent
7. Provide referee US CLUB SOCCER player passes for each player

Visiting team responsibilities:

1. Provide a U.S.Club Soccer roster of the team to referee and opponent
2. Provide referee US CLUB SOCCER player passes for each player

Post Game Procedures

Home team Responsibilities:

1. Both coaches or managers sign the game sheet following the game
2. If no red card is given the home team holds onto the game report until the end of the season
3. If a red card is given see red card procedure below – this requires immediate action from the center referee and manager
4. Home team posts score on norcalpremier.com within 24 hours

Visiting team responsibilities:

1. Coach or manager must sign the Referee Game Report following the game
2. Fill out Norcal Game Report online

Norcal will track the completing of the game Game Report(s):

1. Norcal wants to identify the most talented and motivated players in our League.

Key Rules and Regulations Short Sheet

Here are the most pertinent rules and regulations for spring play. The entire rules and regulations are below this list.

Rule 205 Point System

The NorCal Premier league (NPL) shall operate under a point system. The point system shall award three points for a win, one point for a tie and no points for a loss. In case of a tie in the standings, head to head shall be the tiebreaker, followed in order by number of wins, plus/minus, goals for, goals against.

Rule 208 Game lengths

- U9 play days will be 3 games of 30 minutes, unless otherwise noted.
- U10 will play 2x30 minutes with a 10-minute halftime and a size four ball
- U11 will play 2x30 minutes with a 10-minute halftime and a size four ball
- U12 will play 2x35 minutes with a 10-minute halftime and a size five ball
- U13 will play 2x35 minutes with a 10-minute halftime
- U14 will play 2x35 minutes with a 10-minute halftime
- U15 will play 2x40 minutes with a 10-minute halftime
- U16 will play 2x40 minutes with a 10-minute halftime
- U17 will play 2x40 minutes with a 10-minute halftime

Rule 209 Substitutions

A team may have no more than 18 players eligible for each game. Players must be named on the game roster presented to the referee at beginning of each game. Free substitutions will be allowed in all age groups. Teams may only substitute with the referee's permission at the following times:

- Prior to a throw-in by the team in possession
- Prior to a goal kick, by either team
- At halftime
- After a goal, by either team
- After an injury, by either team when the referee stops play
- On a caution, but only the cautioned player

Rule 210 Eligibility:

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Player requesting transfer between two clubs or teams must serve at least a two week suspension before competing with new team unless otherwise approved by the league office.

Rule 213 No- shows/ forfeits:

A no-show occurs when a team willfully does not show up at a game agreed to by the teams. Penalties for no-shows are as follows:

- A forfeit to the opposing team and additional loss of three points.
- One no show may result in team being terminated at the discretion of the league.
- The accumulation of two no-shows in a season shall result in the team's termination of the league.
- A forfeit will result in a 3-0 win to the team not at fault.
- Forfeiting team will pay all referee and field costs.

A team unable to attend a scheduled game because of an accident, weather or act of god should immediately notify the opponent and the league office. Each situation shall be reviewed by the league office, which shall enter a decision.

Game Procedures

601 Exchange of game sheet - Teams must give opposing team and referee a roster 20 minutes prior to each game.

602 Official score sheet – Referee Game Report - The game information shall be filled in on the NPL web site after each match by the home team of each game. Home teams will keep and file the Referee Game Report for future possible reference.

603 Referee Game Report - The NorCal Referee Game Report is to be given to the Referee by the home team before the game. It is to be filled out and signed by the Referee and each team's coach. The home team will keep and file the game card for future possible reference. This form can be downloaded from the NorCal Premier web site.

NorCal Premier Player Development Program – US Club ID2

The goal of the NorCal Premier Player Development Program (PDP) is to assist Soccer Clubs in identifying, developing and showcasing their top players in a Club friendly manner. Our sessions are held, as much as possible, on non- competition days for the players. Fifty dollars (\$50) per team registration fee is invested into this program.

Identify – We ask clubs and coaches to recommend their top players and others for inclusion into the PDP pool of players. The aim is to allow clubs to identify their top talent and thereby eliminate the tryout process at the district level. Once the pool is formed players may be added into the pool or dropped from the pool.

Develop – We have offered sessions with coaches from Liverpool Football Club, Vincenza Calcio of Italy, Ajax Amsterdam, US National Team, Santa Clara University, University of San Francisco, PSV Eindhoven and more. These sessions offer players additional high level training opportunities.

Showcase – We plan to assist Clubs by showcasing Northern California’s players to colleges, professional teams and national teams. Often the PDP players training is used as a part of our Coaches Education Program. We also recommend our top talent to the [US Club ID2 Program Regional Camps](#). This camp showcases players to the US National Teams Staff.

PDP Objective: The objective of the Player Development Program:

- Create a pool 25 - 30 or more top players in Northern California in the U-14 through U-18. Soon Norcal plans to expand this program to the U12 age group!
- Give these top players extra educational opportunities: top coaches, training, sessions, and lectures
- Give the top players opportunities to make the national team
- To showcase the players to professional and college coaches

How:

- Recommendation/Tryout/Evaluation Process
- Bring in top coaches to educate players
- Training sessions: 4 – 6 a year
- 1 – 2 top level tournament or training camps - in the future
- Send top players to tryout for national team – US CLUB ID2

1. Tryout/Evaluation Process

- Coaching Directors and coaches may nominate top players from their program (Club) or recommend other players from other programs to the tryouts – see [recommendation form](#) found on the web site.
- The tryout/evaluation process are headed by a coach/trainer responsible for the age group. The evaluators will be top level coaches whom are not biased in the selection of players.
- The head coach/trainer of the age group are responsible for knowing the players in the group and their qualities.
- The evaluation will be ongoing. It will be an open-pool where players can be dropped and others can be brought in to the pool.

2. Bring in top coaches to educate players

The training sessions can be put on by top youth, college and professional coaches or our PDP staff.

3. Training sessions 4-6 a year

- 1- 4 one day - training sessions
- 1 training camp that last 2-3 consecutive day

4. 1-2 top level tournaments or a training camp

- Older ages- u-16,17, 18 to be seen by top college coaches and professional scouts
- Training camp- 2-3 days where top coaches can come in to see players

5. Send top players to tryout for national team at ID2 Regional Camp

General League Regulations

Membership

Rule 101 NorCal Premier League

The NorCal Premier League (NPL) is run by NorCal Premier Soccer. The NPL is a US Club sanctioned league and a member of USSF.

Rule 102 Territories

No club has exclusive territory rights in the NPL.

Rule 103 Conditions for termination of team

Club and team affiliation may be terminated because of a violation of performance conditions set forth by the league.

Rule 104 Conditions for competition in leagues

Following each season, the league office shall review the compliance record of each team in their specific division. The committee may find that compliance with the standards is insufficient and recommend action to the league office. In extreme cases of repeated noncompliance the respective executive committee may recommend the termination of the team in question.

League Structure

Rule 201 Governance

All competition in the NPL is governed by regulations approved by the league office.

Rule 202 Division formations

Competitive divisions will be structured according to the playing level of teams as determined by the NPL, which has final authority on all placement issues. Should the NPL determine there are an insufficient number of teams to constitute an age group division the teams affected may be allowed to temporarily or partially compete in a different division of play.

203 Playing rules

All games under league jurisdiction shall be played according to the rules and regulations recognized by the NPL which shall be the same rules set by FIFA/ U.S. Soccer (USSF) except for those exceptions authorized by FIFA or USSF.

204 The Playing season

Each playing season schedule, which shall be designated by the NPL, will be provided to teams two weeks before the beginning of league play.

Rule 205 Point System

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Rule 206 League Schedule

The league schedule is the responsibility of the league office. However once initial schedule is issued the teams may make changes to the schedule provided all affected teams agree to the change. Every effort must be made to play all games. If teams are unable to reach agreement for a makeup game the league office may re-schedule the game. Teams un-willing or unable to attend game will forfeit points from the game.

Rule 207 League standings

Official standings of teams, the keeping of which is the responsibility of the league office, are tabulated on a regular bases and displayed on the NorCal Premier League website. The reporting of scores is the responsibility of the Home team of each game. The web site will keep posted the standings of the league. Both teams are responsible for reporting outstanding play by opposing players. Those players that have chosen multiple times will be invited to our Player Development Program.

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Player requesting transfer between two clubs or teams must serve at least a two week suspension before competing with new team unless otherwise approved by the league office.

Rule 211 League discipline

A send off (red card) will result in a minimum of a one (1) game suspension. A send off as a result of two cautions will result in the player being suspended for the next match. If a player is sent off during the weekend, they may not play the remainder of the weekend. Games sat out that weekend can count against the suspension, as long as noted on the Roster and/or Referee Game Report as such. Any team using suspended players will be disciplined the same as using illegal players. The League office must be notified of the send off within 24 hours by the home team. The player card can be returned to the team as long as the Referee Game Report shows the infraction, the player's name and number.

Rule 212 Incomplete games

In the event a game cannot be completed, the game counts if half the game was completed. If there is no result and the match is suspended prior to the expiration of one half, the game shall be repeated at a time agreed upon by the competing teams in consultation with the league office.

Rule 213 No- shows/ forfeits

A no-show occurs when a team willfully does not show up at a game agreed to by the teams. Penalties for no-shows are as follows:

- A forfeit to the opposing team and additional loss of three points.
- One no show may result in team being terminated at the discretion of the league.
- The accumulation of two no-shows in a season shall result in the team's termination of the league.
- A forfeit will result in a 3-0 win to the team not at fault.

A team unable to attend a scheduled game because of an accident, weather or act of god should immediately notify the opponent and the league office. Each situation shall be reviewed by the league office, which shall enter a decision.

Game Officials

300 Match officials - Match officials must be licensed Referees. The match officials shall consist of the referee and assistant referees (AR1,AR2) except for U9's may use one referee and club linesman. No match officials may have family members in the game they are working.

301 Assignment of match officials - Match officials shall be assigned and paid by the home team of each match

Disciplinary regulations

401 The league office shall have the authority to suspend, fine or disqualify players, team officials or competing clubs for violating league rules, or for any action or conduct not in the best interest of soccer or the NPL

402 A panel of individuals from the league office shall conduct the review of disciplinary issues. Such panels will consist of at least three officials.

Minimum Standards

501 Team management requirements - Each team must have a team manager that handles the following responsibilities: scheduling, referee payments, travel cooperation, reporting of scores and communication with appropriate league officials. All team managers must have access to email, and a telephone number connected to a 24 hour answering system during the season. All team managers

must have an email address to be checked on a regular daily basis.

502 Playing venues - The playing field used by each team must be lined according to FIFA standards with goals nets and flags. The goals of each club shall be to provide an enjoyable experience for the fans, players, officials and everyone involved with the staging of a soccer game.

503 Personnel on the bench - A maximum of 3 non-playing personnel is allowed on each team bench.

504 Score reports- The home team will post the score on the Norcal website within 24 hours of the game and keep and file the game card for possible future reference.

Game Procedures

601 Exchange of game sheet - Teams must give opposing team and referee a roster 20 minutes prior to each game.

602 Official score sheet – Referee Game Report - The game information shall be filled in on the NPL web site after each match by the home team of each game. Home teams will keep and file the Referee Game Report for future possible reference.

603 Referee Game Report - The NorCal Referee Game Report is to be given to the Referee by the home team before the game. It is to be filled out and signed by the Referee and each teams coach. The home team will keep and file the game card for future possible reference. This form can be downloaded from the NorCal Premier web site.

Registration

701 Master Rosters - Players may only play for one Club during the League. All out of Club transfers must be approved through NPL. Individual teams may contain up to 26 players for the Spring 2007 Season. There is no limit to the number of changes made to the roster provided the players are active in the teams club, or have not played for another club in the League. Only 18 of 26 players may be used for matches. The 18 players must be on the official game roster given to the match official and opposing team before the start of the game.

702 Illegal players - Any player that does not appear on the US CLUB master roster shall be considered an illegal player. Any team using an illegal player shall forfeit three points for each game to the opposing team against whom the illegal player was used. In addition the guilty team shall forfeit an additional three points in the standings.

703 Player registrations - Players shall be registered according to US Club rules.

Code of Conduct

Do not tarnish the game of soccer, the NPL, US Club Soccer, USSF, your club, your Team, your self or your family.
Behave reasonably, respectfully and flexibly.

Red Card Procedure

To center referees and managers,

Some documents must be filled out and sent to my Home address: **10242 Glencoe Drive, Cupertino, CA. 95014-1812** after the completion of NorCal games. **All Send-Offs/Ejections must be sent to me ASAP (along with a completed Send-Off Report - to be filled out by the Center Referees).**

Important Notes: The Center Referee that had issued a Send/Off (Coach or Player) should fill out the MS Word version of the **NorCal Referee Send-Off Report** which can be found on the norcalpremier.com under Referee Information and E-mail that directly to me albertchu1@Comcast.net

By doing this we would save a lot of time in determining who the Send-Off Player/Coach is and what their game suspension is going to be. We need to do this quickly so the suspension information will be available to the affected teams and coaches ASAP.

Also, please do not retain the Coach's or the Player's Pass (that were Sent-Off) but return the passes to them after the completion of the game. All Send-Offs/Ejections and Suspensions will be tracked on the NorCal website and that other teams in the same division/group will be notified of the infraction and the pending suspension.

Referee Coordinators - Please request that all your referees read the "**NorCal Premier Soccer League Regulations**" and the "**NorCal Rules Updates for Referees**". This should reduce the amount of confusions and misunderstandings between the Coaches and the Referees on NorCal Game Rules.

Thank You,
Albert Chu
NorCal Premier Referee Coordinator,