

# NVASA Team Captain Guide



Revision Date:  
Fall 2017

## Table of Contents:

1. Game Preparation (What to Bring).....	3
1.1 Captain Responsibilities .....	3
1.2 Team Responsibilities .....	3
2. Team Information on Website.....	4
2.1 Seasonal Updates .....	4
2.2 Setting Team Lineups.....	4
3. Printing a 'Game Day Roster' .....	5
4. Substitute Player Policy .....	6
4.1 How to Add a Substitute Player to the Roster .....	6
4.2 How to Remove a Substitute Player from Roster Before Game .....	6
4.3 What to do if a Substitute Player Does Not Play .....	6
5. Updating Match Report Information .....	7
6. Disciplinary Policy .....	8
7. Inclement Weather Policy .....	9
8. Reschedule Request Policy .....	10
9. Forfeit Policy .....	11
10. Field Responsibilities .....	12
11. Lighting Problems at the Field .....	13
12. Contact Information.....	14

# 1. Game Preparation (What to Bring)

## 1.1 Captain Responsibilities

Each game, captains are required to have a printed paper copy of the 'Game Day Roster' listing all the players that will be playing in the game. (Refer to Section 2 for "Printing a Game Day Roster")

In order for a player to be eligible to play in a game, he or she must be listed on the printed roster and have either a government issued ID (driver's license or passport) or show their electronic player pass (players can log into website and click 'MY PASS' to pull it up).

If a player is not listed on the roster, or if the player does not show a government issued ID or their electronic player pass, the player will not be allowed to play in the game.

## 1.2 Team Responsibilities

Each team is required to have the following at each game:

- 1) A game ball
- 2) Matching numbered primary jerseys with permanent numbers (numbers **cannot** be taped on)
- 3) Matching (numbered or unnumbered) alternate jerseys

Should the referee or away team make a reasonable request of the home team to change to their jerseys due to color conflict, the **home** team **MUST** change their jerseys or be subject to forfeiture.

## 2. Team Information on Website

### 2.1 Seasonal Updates

At the start of the season, please be sure to confirm/update the following information:

- 1) Home shirt color (and home short color if applicable)
- 2) Away shirt color (and away short color if applicable)
- 3) Formation
- 4) Team logo
- 5) Team picture

To change the shirt/short colors, team logo, and team picture:

- 1) Visit <https://www.nvasa.org>.
- 2) Click the red 'LOGIN' button on the top right of the window.
- 3) Use the email address you used to register (along with the password you set while registering) and then click the 'LOGIN' button below the information you submitted.
- 4) On the bottom right side of your profile, click the red right arrow button.
- 5) Update the necessary information and then click the red 'UPDATE' button.

### 2.2 Setting Team Lineups

To set your team lineup for a game:

- 1) Visit <https://www.nvasa.org>.
- 2) Click the red 'LOGIN' button on the top right of the window.
- 3) Use the email address you used to register (along with the password you set while registering) and then click the 'LOGIN' button below the information you submitted.
- 4) On the left side of your profile, click the team you manage.
- 5) Click 'MY TEAM' at the top of the profile.
- 6) Click the 'SCORES/SCHEDULES' button.
- 7) Click the gray game number for the game in which you would like to adjust your lineup.
- 8) On the right side of the screen click the blue 'GAME # - LINEUP' button.
- 9) Each player on the roster for that game will have a dropdown to select the position they will play (the non-selected players will remain on the "bench" at the top of the screen).

### 3. Printing a 'Game Day Roster'

Follow the steps listed below to print a 'Game Day Roster':

- 1) Visit <https://www.nvasa.org>.
- 2) Click the red 'LOGIN' button on the top right of the window.
- 3) Use the email address you used to register (along with the password you set while registering) and then click the 'LOGIN' button below the information you submitted.
- 4) On the left side of your profile, click the team you manage.
- 5) Click 'MY TEAM' at the top of the profile.
- 6) Click the 'SCORES/SCHEDULES' button.
- 7) Click the red 'PRINT' button for the game you would like to print the roster for.
- 8) The roster will open in a new tab where you can double check to ensure all players are listed and then print.

## 4. Substitute Player Policy

Each player signed up to play in NVASA is eligible to sub for a different team up to three (3) times. In order to sub for a team, the following criteria must be met:

- 1) The team must be in a different division than any team the player is registered to play on.
- 2) The player must not have already subbed for a team within the same division.
- 3) Subs for the masters division must meet the minimum age criteria (30 for females and 35 for males by end of current calendar year).
- 4) Men who are registered for a Premier/D1 team may NOT sub for a D4/D5 team.

Sub tracking is automated and tracked by the NVASA database. Once a player subs three times for a different team, he or she will be blocked from subbing for that team unless the player pays to sign up or purchases a game pass.

### 4.1 How to Add a Substitute Player to the Roster

Follow the steps listed below to add a substitute player to your 'Game Day Roster':

- 1) Visit <https://www.nvasa.org>.
- 2) Click the red 'LOGIN' button on the top right of the window.
- 3) Use the email address you used to register (along with the password you set while registering) and then click the 'LOGIN' button below the information you submitted.
- 4) On the left side of your profile, click the team you manage.
- 5) Click 'MY TEAM' at the top of the profile.
- 6) Click the 'SCORES/SCHEDULES' button.
- 7) Click the gray game number for the game you would like to add subs to.
- 8) Click the blue 'GET SUBS' button on the right side of the screen.
- 9) Find the player you would like to add as a sub (there is a fillable search box is available).
- 10) Click the green 'ADD SUB PLAYER' for the player(s) you would like to add.

### 4.2 How to Remove a Substitute Player from Roster Before Game

Follow the steps listed below to remove a substitute player from your 'Game Day Roster' before the game takes place:

- 1) Visit <https://www.nvasa.org>.
- 2) Click the red 'LOGIN' button on the top right of the window.
- 3) Use the email address you used to register (along with the password you set while registering) and then click the 'LOGIN' button below the information you submitted.
- 4) On the left side of your profile, click the team you manage.
- 5) Click 'MY TEAM' at the top of the profile.
- 6) Click the 'SCORES/SCHEDULES' button.
- 7) Click the gray game number for the game in which you would like to remove the sub from.
- 8) Click the blue 'GAME # - LINEUP' button on the right side of the screen.
- 9) Click the red X in the top right of the sub player you want to remove from the game.

### 4.3 What to do if a Substitute Player Does Not Play

In the event an added substitute player does not play due to cancellation or no show, the captain must contact the Commissioner ([commissioner@nvasa.org](mailto:commissioner@nvasa.org)) within **48 hours** to have the player records updated so that they are eligible to sub in the future.

## 5. Updating Match Report Information

Follow the steps listed below to update the information on a match report:

- 1) Visit <https://www.nvasa.org>.
- 2) Click the red 'LOGIN' button on the top right of the window.
- 3) Use the email address you used to register (along with the password you set while registering) and then click the 'LOGIN' button below the information you submitted.
- 4) On the left side of your profile, click the team you manage.
- 5) Click 'MY TEAM' at the top of the profile.
- 6) Click the 'SCORES/SCHEDULES' button.
- 7) Find the game you would like to update the match report information for and click on the score.
- 8) Click the red 'EDIT GAME #' button.
- 9) Update the jersey numbers, goals, assists and in/out for your players for that match.
- 10) Click the green 'SAVE GAME REPORT' to submit.

Please note that after your first game, the jersey numbers will be saved so you will not have to re-enter them each game. If there is a change, you can edit the next match and change it at that time.

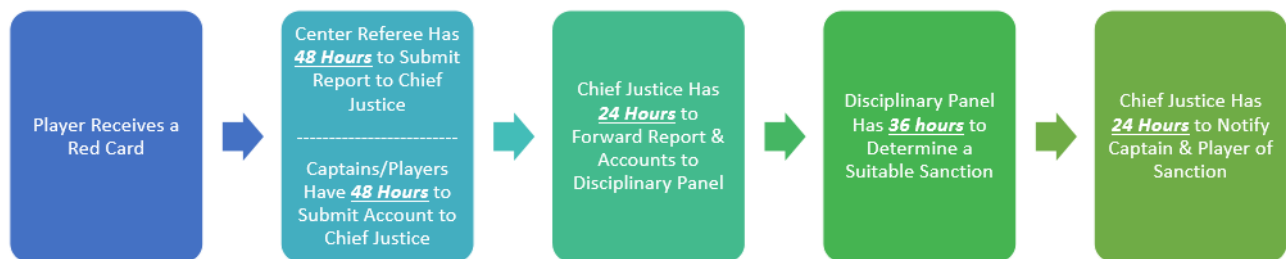
## 6. Disciplinary Policy

When a player on your team receives a red card, he or she will be required to miss at a minimum 1-2 games, depending on the nature of the red card. The referee who issued the red card will submit a report to the league describing the infraction, which is then used to determine an appropriate sanction.

It is strongly suggested that at least the captain and the purported player submit a report with a detailed account of what happened during the incident. Any other players who witness the event may also submit a report, if desired. The more information received regarding the incident, the more accurately the league can discern what happened. Please note, all reports **must** be submitted within 48 hours to the Chief Judge and Commissioner.

Once the referee's report describing the infraction is received, the Chief Judge will send it, along with any reports from players and/or captains, to the Disciplinary Panel to inform them of the incident. The Disciplinary Panel is then given 48 hours to make their recommendation(s). Once the league has received the Disciplinary Panel's recommendation(s), the league has 48 hours to inform the player and captain the league's decision regarding the incident and the appropriate sanction(s).

### NVASA'S DISCIPLINARY PROCESS



#### Notes:

- The total disciplinary process takes about a week.
- All players should expect a two game suspension unless otherwise stated by the By-laws.
- Disciplinary Panel members are chosen by the Chief Justice and approved by the Commissioner.
- All sanctions are based upon a player's disciplinary record and the severity of the offense committed.
- Depending on the severity of the offense, between 3 to 7 Disciplinary Panel members may be used to determine a sanction.

Please send any information regarding red cards (or any related matters) to the below:

Chief Judge: [cjac@nvasa.org](mailto:cjac@nvasa.org)  
Commissioner: [commissioner@nvasa.org](mailto:commissioner@nvasa.org)  
Referee Assignor: [refassignor@nvasa.org](mailto:refassignor@nvasa.org)



## **7. Inclement Weather Policy**

With the exception of rare circumstances, weather related game cancellations on turf fields are made by the referee at the field at the time of the game. Decisions to play the game reside with the referee and not NVASA.

**Fairfax County Field Status Website:** <http://parktakes.fairfaxcounty.gov/parks/fieldstatus.asp>

## 8. Reschedule Request Policy

Reschedule requests are normally not accepted. Each season captains are asked to complete a Schedule Request to indicate which days/dates their team can/cannot play on. Additionally, each team is allowed **one** non-weather related reschedule.

In order for a game that has not been played to be rescheduled, the league scheduler and both teams must agree to the rescheduling. A game can be moved IF there is a date/time/field available to move it to AND if the opponent is in agreement (just because one team would like a game rescheduled does not mean a change will be made). The further in advance a reschedule is requested, the greater the chance of the request being accommodated.

Please be aware that some circumstances, which are outside of the league's control, may force a game to be rescheduled. An example is when Fairfax County issues changes to the field permits assigned to NVASA.

Reschedule requests cannot be made within 3 days of the game.

If you are a captain and wish to reschedule a future game, to facilitate the rescheduling process, please first contact the opposing captain to ensure they are willing to reschedule the match. If so, please decide on a few possible reschedule dates prior to contacting the Scheduler.

***NOTE: We understand that occasionally unforeseen situations and emergencies come up. The league does not want teams to have to forfeit and will do what we can to make sure that doesn't happen. However, once a referee is assigned to a match it is very difficult (and costly) to reschedule a game. Please email the Scheduler ([scheduler@nvasa.org](mailto:scheduler@nvasa.org)) and cc the Commissioner ([commissioner@nvasa.org](mailto:commissioner@nvasa.org)) should you have any situations effecting a game. Not having enough players is NOT an excuse to request a reschedule.***

## 9. Forfeit Policy

In the event a team has to forfeit a game, the captain must notify the league Commissioner with at least 2 hours advance notice. The result will then be a 3-0 forfeit.

If a team forfeits and does not provide the league with at least 2 hours advance notice, then the result is 5-0.

Teams that forfeit multiple games are subject to fines. Each team is allowed one forfeit without penalty.

***NOTE: Should a second forfeit occur, the team is then required to pay a fine to the league by the end of the season. This amount varies depending on whether the forfeit was with or without notice. Generally, the fee will either be half or the entire referee costs for the forfeited games.***

## 10. Field Responsibilities

Below are the fields NVASA has received permits for during the Fall 2017 season:

- Arrowbrook Park (#1) – Permanent Nets
- Braddock Park (#7) – Permanent Nets
- EC Lawrence Park (#2 & #3) – Permanent Nets
- Greenbriar Park (#5) – Permanent Nets
- Jackson Middle School (#1) – Permanent Nets
- Jones Branch Park (#1) – Permanent Nets
- Lee High School (Stadium Field/Track) – Permanent Nets
- Mason District Park (#3) – Permanent Nets
- Oakton High School (#1) – Permanent Nets
- Pine Ridge Park (#4) – Permanent Nets
- Poplar Tree Park (#3) – Permanent Nets
- Rolling Valley West Park (#2) – Permanent Nets
- South Run District Park (#5 & #6) – Permanent Nets

Please contact the Commissioner at [commissioner@nvasa.org](mailto:commissioner@nvasa.org) or (703) 380-744 to report any fields with missing nets.

## 11. Lighting Problems at the Field

If for some reason the lights at the field are not on, or do not come on, do NOT immediately call off the game. First, attempt to turn the lights on using the steps below:

- Locate the field's light box
- Push the OFF button followed by the ON button for the appropriate field (when the ON button is pushed, you should hear a "pop" sound)
- ***Do not repeatedly push the ON button as that could trip the breaker, which is only able to be reset by the county.***
- It may take a few moments for the lights to come on

If you have done the above and the lights still do not come on, please call Arthur Harris (works for Fairfax County) at (703) 609-8870 as soon as possible. If it is a programming issue, he can usually have the problem quickly fixed so that the game does not have to be cancelled.

### Light Box Locations:

**Arrowbrook Park** – Light box is located on a pole between the parking lot and the pavilion.

**Braddock Park** – Light box is located in between the softball field and bathroom building.

**EC Lawrence Park** – Light box is located along the path to the right near field 3.

**Greenbriar Park** – Light box is located between the soccer field and the little league baseball field.

**Jones Branch Park** - Light Box is located at the bottom of the light pole by the entrance of the parking lot.

**Mason District Park** – Light box is located on a pole between the two bleachers.

**Pine Ridge Park** – Light box is located in between fields 4 & 5 on the side closest to the baseball fields (4 is turf on the left, 5 is grass on the right). When you pull in the parking lot, fields 4 & 5 will be on your left. There's a short path through the trees that leads in between the fields. Follow that path to the opposite end of the fields and the box is there.

**Poplar Tree Park** – Light box is located at the edge of the parking lot

**Rolling Valley West Park** – Light box is located on the side of the shed behind the basketball court on the top of the hill

**South Run District Park** – Light box is located on small building at end of path leading from field #5 to baseball/softball fields

## 12. Contact Information

NVASA always welcomes feedback in order to make the playing experience better for everyone. Please do not hesitate to contact us with questions, comments, feedback, etc.

<b>Executive Committee Member</b>	<b>Name</b>	<b>Email Address</b>
Commissioner	Natalie Parcell	<a href="mailto:commissioner@nvasa.org">commissioner@nvasa.org</a>
Alternate Commissioner	Lou Chinchilla	<a href="mailto:alternatecommissioner@nvasa.org">alternatecommissioner@nvasa.org</a>
Scheduler	Erin Marlowe	<a href="mailto:scheduler@nvasa.org">scheduler@nvasa.org</a>
Chief Judge	Ingrid Zegada-Frias	<a href="mailto:cjac@nvasa.org">cjac@nvasa.org</a>
Secretary	Amy Anderson	<a href="mailto:secretary@nvasa.org">secretary@nvasa.org</a>
Treasurer	Kelly Mulcahy	<a href="mailto:treasurer@nvasa.org">treasurer@nvasa.org</a>
Referee Assignor	Lou Chinchilla	<a href="mailto:refassignor@nvasa.org">refassignor@nvasa.org</a>