

New England Prep School Women's Soccer Association Coaches' Handbook 2024 Season

Prepared by the NEPSGSA Executive Board:

Kim Bohlin Healy, NEPSGSA President

Lisa Joel, NEPSGSA Treasurer, NEPSAC AD Liaison

Erin Fisher, NEPSGSA Tournament Director

Susanna Donahue, NEPSGSA Immediate Past President

Table of Contents

Important Dates	3
Classification Sheet (list of schools)	4
NEPSGSA Dues Invoice	5
NEPSGSA Executive Board Contacts	5
NEPSGSA Tournament Fee Invoice	6
NEPSGSA Tournament Application Information	6
NEPSGSA Tournament Rules	7-9
NEPSGSA By-Laws	10-11
NEPSAC Statement on Classification	12
NEPSAC Position on Scheduled Games and Forfeits	12
NEPSAC Policy on Practices	13
NEPSAC Policy on Recruiting	13
NEPSAC Policy on Scouting	13

IMPORTANT DATES

- 4/15/24 Classification Change Requests Due 2024 Season
- 9/15/24 [NEPSGSA Annual Coaches Meeting on Zoom, 9:30am](#)
- 10/15/24 [Deadline for NEPSGSA dues](#)
- 10/25/24** **Deadline for Tournament Applications**
- 11/9/24 Tournament Committee Meetings, *Hybrid*
Seedings Announced
- 11/13/24 NEPSAC Quarterfinals
- 11/16/24 NEPSAC Semifinals
- 11/17/24 NEPSAC Finals @ FC Stars Complex, Lancaster, MA
- Class B & D @ 11:00 am
 - Class A & C @ 1:00 pm
- 11/17/24 NEPSAC Junior All Star Games @ FC Stars Complex
- 9:00am and 10:30am games

*****PLEASE VISIT [NEPSGSA](#) FOR ALL DOCUMENTS*****

2024 NEPSGSA Classification Sheet

* Note any changes for 2024 season

Class A	Class B	Class C	Class D
Austin Preparatory School	Berkshire School	Beaver Country Day School	Bancroft School
BB&N	Brooks School	Berwick Academy	Boston Trinity Academy
Choate Rosemary Hall	Cheshire Academy	Brewster Academy	Boston University Academy
Convent of the Sacred Heart	Cushing Academy	Canterbury School	Bradford Christian Academy
Deerfield Academy	Dana Hall School	Concord Academy	Brimmer & May School
Greenwich Academy	Dexter-Southfield School	Ethel Walker School	Cambridge School of Weston
Hotchkiss School	Governor's Academy	Greens Farms Academy	Chapel Hill-Chauncy Hall School
Kent School	Greenwich Country Day	The Frederick Gunn School	Chase Collegiate School
Loomis Chaffee School	Groton School	Holderness School	Christian Heritage School
Miss Porter's School	Hopkins School	Kimball Union Academy	Commonwealth School
Milton Academy	Kingswood-Oxford	King School	Covenant Christian Academy
Noble & Greenough	Lawrence Academy	Marianapolis Preparatory School	Dublin School
Northfield Mount Hermon	Middlesex School	Masters School (NY)	Forman School
Phillips Andover	Mount St. Charles Academy*	Millbrook School	Gann Academy
Phillips Exeter	Pingree School	Miss Hall's School	Gould Academy
St. Paul's School	Rivers School	Montrose School*	Hamden Hall Country Day School
Taft School	St. Mark's School	New Hampton School	Harvey School
Thayer Academy	School of the Holy Child	Newton Country Day School	Hebron Academy
Westminster School	St. George's School	Pomfret School	High Mowing School
Worcester Academy	Suffield Academy	Portsmouth Abbey School	Hoosac School
	Tabor Academy*	Proctor Academy	Hyde School (ME)
	Wilbraham & Monson	Rye Country Day School	Kents Hill School
	Williston Northampton	St. Luke's School	Landmark School
	Winsor School	School	Learning Center for the Deaf
		Westover School	Lexington Christian Academy
		Wheeler School	MacDuffie School
			Marvelwood School
			Master's School (CT)
			Newman School
			Oakwood Friends School
			Poughkeepsie Day School
			Rocky Hill School
			St. Andrew's School
			Stoneleigh-Burnham
			Storm King
			Tilton School
			Vermont Academy
			Waldorf HS of Mass Bay, Inc.
			Waring School
			Watkinson School
			White Mountain School
			Williams School
			Woodward School
			Wooster School

NEPSGSA 2024 DUES INVOICE

- **Member Dues: \$45.00**
- **Dues must be [PAID ONLINE](#)**
- **Payment must be received by October 15, 2024**

NEPSGSA CONTACTS

President: Kim Bohlin Healy
Lawrence Academy
26 Powderhouse Road
Groton, MA 01450
(617) 678-1626 (w)
kbohlin@academy.edu

Treasurer/
NEPSAC AD
Liaison: Lisa Joel
Phillips Academy Andover
180 Main Street
Andover, MA 01810
(978) 204-8946 (w)
ljoel@andover.edu

Tournament Director: Erin Fisher
Pomfret School
398 Pomfret St
Pomfret, CT 06258
(860) 963-5220 (w)
efisher@pomfretschool.org

Past President: Susanna Donahue
The Rivers School
333 Winter St.
Weston, MA 02493
686-339-4582
s.donahue@rivers.org

NEPSAC WOMEN'S SOCCER 2024 TOURNAMENT APPLICATION GUIDELINES AND INVOICE

Tournament Cost: \$350.00

All teams that are invited to participate in the Championship Tournament should pay [online](#).

*****Online Tournament Application Procedure*****

- Submit online the Tournament Application Form
 - *Form can be found on the [NEPSGSA site](#)*
- Ensure all game results are updated on [NEPSGSA Score Report Sheet](#)

All application items must be submitted by October 25, 2024

If you are selected for the tournament, submit your roster by email to:

- Erin Fisher, Tournament Director: efisher@pomfret.org
- Please include: uniform number; name of player; grade in school; position; hometown
- Roster must be submitted by November 11, 2024

NEPSAC GIRLS' SOCCER RULES & TOURNAMENT RULES

1. **Rules:** [NCAA rules](#) with the following modifications:

i. **Game Length:** Teams will play 40-minute halves.

ii. **Game Substitutions:** Unlimited substitutions and matching substitutions allowed on throw-ins and all end lines.

ii. **NCAA Rule Modification:** *addition of [NFHS rule change 4-2-2](#)*

4-2-2: The change clarifies that hair adornments, such as beads, may be worn in the hair if they are secured to the head and do not present a risk of injury to the player, teammates or opponents.

Rationale: Clarifies that hair adornments can be worn in the hair if they do not endanger other players as well as being more inclusive of participants' cultural and religious beliefs.

*iii. **Suspended Games:** In the event a game must be suspended because of conditions which make it impossible to continue play, the head referee shall declare it an official game if 75% (60 minutes) of a game has been played. If less than 60 minutes has been played, the game is deemed no contest. If both schools agree to reschedule the suspended game, the game shall be resumed at the point of interruption and all game statistics, including cards, carry over. If a school competes in other games before the resumption of the suspended game, any suspensions earned in the intervening games will not apply to the resumed game. Players eligible for the original game will remain eligible for the resumed game.*

** This is based off of NCAA rule 7.5 (Suspended Games) with a modification of 75% of the game played (NCAA plays 77%).*

2. **Overtime – Quarters/Semifinals:** If a game ends in a tie, two 10-minute overtimes are played to completion (not golden goal), switching ends after one period. If the game is still tied, penalty kicks are taken. Each team selects five players – they do not need to be on the field at the end of overtime. A coin flip will determine choice of going first or second. Teams will alternate shooters, at the same goal, until all ten shooters have shot. If teams are still tied, each team will select a sixth player (NOT one of the original five), then a seventh, etc. After eleven players have shot, the order begins again with the first shooter.
3. **Overtime – Finals:** Two 10-minute non-golden goal overtimes will be played to completion. If the game remains tied, PK's will be taken. See above for penalty kick rules.
4. **Uniforms:** In each game, the higher seed team is considered the home team and should wear its COLOR/DARKER uniform. The lower seed team should wear its WHITE/LIGHTER color uniform.

5. **Seeding:** Using varsity NEPSAC prep school games only, a formula is used to rank teams based on the following criteria:

- Overall record
- Record in class
- Record against tournament eligible teams
- Head-to-Head

On the Saturday prior to the start of the tournament, selection committees meet to determine tournament selection and tournament seeding. Each class's selection committee is composed of at least 2 coaches that are not eligible for that class's tournament from multiple NEPSAC districts.

The selection committee will weigh each applicant's overall record, record in class, record against tournament eligible teams, and head-to-head results. In addition, the committee will also weigh an applicant's strength of schedule (based on the number of games against higher classes and tournament eligible teams).

The committee may consider using the following calculation to assist in the tournament selection. Computing for overall record, record in class, and record against tournament eligible teams, teams are awarded three points for a win, one point for a tie, and zero points for a loss. The sum of these numbers is then divided by the number of games used to compute the total. For example, a team playing ten NE prep school varsity games with 5 wins, 3 losses and 2 ties would have a sum of 17; 17 is then divided by 10 (number of games) for a total of 1.7. This mathematical procedure is done for all three criteria (overall record, record in class and strength of schedule). This formula is not solely used to guide the selection process. The selection committee also reserves the right to adjust the seeding of the eight teams based on results against common opponents, head-to-head competition and distance between teams.

6. **Classification:** The members of the NEPSGSA Executive Board review all NEPSAC schools individually. In keeping with the criteria outlined by the NEPSAC Executive Board (see NEPSAC Directory), schools are classified on the basis of female enrollment at the start of each school year. NEPSGSA has set the female enrollment parameters as follows:

- Class A: 250 and above
- Class B: 180 to 249
- Class C: 110 to 179
- Class D: 110 and below

In conjunction with female enrollment numbers, NEPSGSA uses the following when determining class:

- Strength of program
- Non-league schedule
- Program history
- League affiliation

Schools may appeal their classification to the NEPSGSA Executive Board. Classification appeals or changes will take place following the last day of a team's season and April of

the off-season. If the board denies an appeal and the school contests the denial, the appeal then moves to the NEPSAC Executive Board for a final decision.

7. **Sites:** Quarterfinal round games will be held at the higher seed site unless the two schools are more than 2 hours and 45 minutes apart according to google maps in which case teams will play at a neutral site selected by the tournament coordinator. If a neutral site is appropriate, the lower seed school should travel further than the higher seed school. Teams playing at neutral sites should not plan on arriving at the neutral site more than an hour before game time. Semi-final games will be played at the higher seed regardless of travel time. The championship round will be played at one central site selected by the NEPSGSA Executive Board.
8. **Neutral site playoffs: medical/athletic trainer coverage guidelines for NEPSAC**
Optimally both schools would send their own athletic training staff when possible. Teams advancing into the playoffs are best cared for by the athletic training staff which knows them best. It is strongly encouraged that ATCs and their AD's work together to support their teams; however, when a higher seed school cannot provide athletic training services it falls upon the lower seed to provide coverage. Assume lower seed school athletic trainer is responsible for coverage of competition.
9. **Results:** The winning coach must report the game score and highlights (score by halves, scorers, teams' records, goalies & saves, and time of goals) of each game **THAT SAME NIGHT** to the tournament director (**Erin Fisher: 860-634-1693 or efisher@pomfret.org**) and the various newspapers.
10. **Rosters:** All teams applying to the tournament must email a copy of their roster to Erin Fisher along with all other tournament application material by **November 11**. Each team participating in the tournament must bring 25-30 copies of their printed roster to each game for officials, opposing coaches and spectators.
11. **Game Details:** The home team (higher seed) is responsible for supplying ball-people and a clock operator. Teams are encouraged to find people not on the team's roster for this role. Players should be allowed to be on the bench to experience the tournament. Whether there is a clock operator or not, the head official will keep the official time on the field and the game clock will stop with 2 minutes remaining. The home team (higher seed) is also responsible for supplying the game balls. If the opposing coach disapproves of the choice of game balls, then the officials will make the decision and will choose from those available.
12. **Officials:** Officials will be secured by the home team. A three-person refereeing system is to be used for all tournament games. Schools should pay the officials for the quarterfinal and semifinal games and send an invoice for reimbursement to Lisa Joel (**ljoel@andover.edu**). The Tournament Committee will secure officials for the championship games as well as neutral site games and take care of payment.
13. **Cards:** Any player receiving a red card must sit out the remainder of the game and sit out the next official match. Scrimmages and Alumna matches are not official matches. There is no reporting system for cards and coaches should act on the honor system.

NEPSGSA By-Laws

Article I – Name and Purpose

- A. This organization shall be known as the New England Preparatory School Girls' Soccer Association, hereafter referred to as NEPSGSA.
- B. The purpose of this Association shall be to promote and develop the sport of soccer for the mutual benefit of our players and our schools.

Article II – Membership in NEPSGSA

- A. Membership is granted to all members of NEPSAC with a girls' soccer team who pay the Association dues by October 15, 2024.

Article III – Officers of the Association

- A. Elections shall be held biennially to fill the positions of: President and Treasurer.
- B. The President shall be elected biennially at the Annual Meeting of NEPSGSA and serve a two-year term. The President's duties are to preside at meetings of the Association and the Executive Board and to coordinate and direct the organization during her/his term of office. The President shall also oversee the running of the NEPSAC Girls' Soccer Tournaments and appoint a Tournament Chair or Co-Chairs to assist in these duties.
- C. The Treasurer shall be elected biennially at the Annual Meeting of NEPSGSA and serve a two-year term. By September 20 of each year, the Treasurer shall send a dual notice to the Coach and Athletic Director of all members of NEPSGSA informing them of the amount of the dues and of the October 15 deadline. If dues are not paid by this deadline, the Treasurer shall send a dual reminder. If dues are not paid a team will not be eligible for the post-season tournament.
- D. The Tournament Chair(s), appointed by the President, shall oversee the running of the NEPSGSA Tournaments. They shall appoint a Tournament Committee consisting of, whenever possible, two members from each class representing all districts. No committee member shall reside on a committee that is in his/her/their own class when his/her/their team is eligible for the tournament.
- E. There shall be an Executive Board consisting of the President, Treasurer, and Tournament Chair(s). There may also be members at large, appointed by the Executive Board, if it is so desired. The Executive Board has the power to conduct the business of the Association in the event that a quorum is not present at meetings. The Executive Board will be responsible for any disciplinary action necessitated by the non-compliance of the Association by-laws. The Executive Board has the power to act on any Association business when a full meeting is not feasible. Every attempt, however, shall be made by the Executive Board to canvas the constituency of each district regarding potentially controversial issues that must be decided upon.
- F. Executive Board members will rotate the responsibility of recording minutes for meetings. They shall record the minutes of all meetings of the Association and send the minutes to

all member schools prior to the next meeting. In addition, the secretary shall submit reports of the Association's activities to members as deemed necessary.

Article IV – Governing Procedures

- A. There shall be an annual meeting of NEPSGSA each fall on the 2nd Sunday of September.
- B. An informational report (usually email form) will be available online immediately following the NEPSGSA fall meeting. This report will include all information regarding classification, rule changes, important dates, and any other pertinent information for the upcoming season. All schools are required to confirm receipt of said report to help guarantee proper distribution/reading.
- C. The by-laws of NEPSGSA can be changed by a two-thirds majority of those present at the Annual Meeting. A Board member shall take a members' roll call at the start of each meeting and only member schools that are present may cast one vote.
- D. A quorum for all usual business shall be a simple majority of the members present. The President's vote may be cast to break a tie.

Article V – Governing Policies

- A. There shall be an annual dues payment of \$45.00 from each member school due by October 15th of that season, in order to be considered in "good standing."
- B. Membership, in good standing, of NEPSGSA is a requirement for participation in post-season activities, such as all-star games and championship tournaments.
- C. Member schools are required to respond to all NEPSGSA and NEPSAC communication directed for information gathering, such as schedules, team roster, game results, and all-star balloting.
- D. Noncompliance with NEPSGSA by-laws and NEPSAC code of conduct shall render a school subject to disciplinary actions, enforced by the Executive Board. Infractions may result in actions ranging from a letter of censure to suspension from all NEPSGSA privileges and even to suspension of NEPSGSA membership for the following season. Notice of all disciplinary action will be sent to the coach, athletic director, and head of the member school. All disciplinary action taken by NEPSGSA's Executive Board may be appealed to NEPSAC's Executive Board by the school in question.
- E. Ad-Hoc Committees may be appointed by the President to study any issue and make recommendations for consideration by NEPSGSA member schools. The life of these Committees coincides with the term of the President. If the issue has not been resolved, the succeeding President may appoint a new Ad-Hoc Committee.

Classification of Schools for NEPSAC Invitational Tournaments

Public school leagues/classes are usually dictated, at least initially, by enrollment, and a school's schedule of games is then constructed around that information, along with issues such as geographical location. In independent schools, additional factors can influence the placement of a school in a particular sport. For example, not being bound by any rule prohibiting more than four years of varsity competition, schools may have students who repeat grades creating a roster made up of older, more experienced players.

In 2001, since most athletic directors believed that no finite standards for classification by enrollment was completely fair, NEPSAC President Joe Gill informed all schools that henceforth a new policy would be instituted. What followed was a lengthy process in which each school was given the opportunity to declare what level of play it felt was appropriate for its team in each sport that hosted invitational tournaments. A sub-committee of the NEPSAC Executive Board then considered all requests and forwarded the data to the designated coaches association for confirmation and use in the tournament selection process. Where there was disagreement between the coaches' group and a school as to placement, the NEPSAC Executive Board would hear all the arguments and make final decisions. In effect, that procedure is still in effect today. It was assumed that most schools would be comfortable in their classification and wish to remain in it for future years. If, however, a school wishes to reclassify itself in a sport, they must make a 3-year commitment to the new classification.

In addition to enrollment and geography, amongst the factors that determine a school's classification are the strength of their schedule and the success they have playing that schedule, league affiliation, the number of players who have repeated a year (including post-graduates), their record against other NEPSAC schools (overall and in their league and/or class), the history of their program in recent years, and various other measurements (e.g. Saylor System).

In order to expedite such a plan, deadlines for classification had to be implemented to allow time for a school to appeal its placement (by the coaches association) to NEPSAC for a binding decision. Therefore, by season, schools were to be classified for the fall by October 15th.

NEPSAC Position on Scheduled Games and Forfeits

NEPSAC supports the position that member schools should make every reasonable effort to play scheduled games. This includes making a concerted effort to reschedule postponed games knowing that a multitude of variables (distance, academic obligations, etc.) must be considered by athletic directors when rescheduling contests. If the two competing athletic directors agree that a scheduled contest cannot be played for a mutually agreed upon reason, then the game stands as a non-contest. If there is a disagreement, then the final determination will be made by a committee that includes the NEPSGSA president, the NEPSAC President, and the NEPSAC Tournament Advisor. The circumstances that would deem a contest a forfeit should be considered unusual and would certainly include one school's inability to play the contest due to exceptional reasons (shortage of players due to injury, disciplinary situation, etc.).

NEPSAC Out of Season Coaching Policy

NEPSAC is committed to the philosophy of encouraging student athletes to play multiple sports. NEPSAC's Out of Season Coaching Policy was promulgated to support this commitment. The interpretation of, and compliance with, this policy shall be in both letter and spirit.

PURPOSE

- To allow coaches to provide informal individualized extra help for student athletes much in the same way a teacher may provide extra help for a student academically.
- To provide a more "level playing field" between member schools with respect to athletics and admissions.
- To define allowable out-of-season contact between coaches and athletes that is consistent with the aforementioned philosophy of encouraging multi-sport participation, which is in no way intended to create an incentive for student athletes to opt out of other sports in order to work with coaches out of season in a single sport.

POLICY

NEPSAC prohibits institutional support for out of season coaching of a school's student athletes by a school's coaches. Schools shall not provide release time, credit, or uniforms out of season to their student athletes. Coaches shall not coach varsity athletes on non-school teams during the school year. Coaches are prohibited from coaching student athletes outside of their sport's assigned season unless otherwise specified below.

Allowable Contacts

1. A coach may provide occasional skill oriented informal training/instruction to up to three student athletes at a time outside of their sport's assigned season. Regularly scheduled supervised workouts are not within the spirit of this policy. This informal time may not take place during regularly scheduled afternoon program time at your school. A coach may not directly or indirectly require a student athlete to participate in such training/instruction. Schools are encouraged to monitor this contact in order to make sure that it is informal as well as reasonable in amount so as to be consistent with the letter and spirit of this policy.
2. Summer coaching is allowed.
3. A coach may coach his/her own child out of season.
4. Coaches shall not coach varsity athletes and/or newly enrolled potential varsity athletes on non-school teams during the school year.

NEPSAC Policy on Recruiting

Secondary school coaches should refrain, for the purpose of recruiting, from contacting directly a student-athlete at a NEPSAC pre-preparatory school prior to that student's final year. Likewise, secondary coaches should refrain, for the purposes of recruiting, from contacting directly a student-athlete who is enrolled at another NEPSAC secondary school unless the student and/or parent has initiated contact with the school in question.

NEPSAC schools should refrain from allowing a candidate for admissions to practice or 'tryout' for a particular team. Those schools and/or coaches who violate the spirit of the above should be reported to the NEPSAC Executive Board for further action.

NEPSAC Policy on Scouting

Although verbal contact between schools is allowed, scouting (including viewing a contest or film) of future opponents without the permission of all the Athletic Directors involved is prohibited. Any materials found on public domain (livestreams, twitter etc.) are outside of the scouting policy and thus okay to view.