

Warrington Soccer Club Travel Team Procedures

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Warrington Soccer Club Travel Team Procedures

1. Warrington Soccer Club Travel Team Program

1.1. Purpose

- 1.1.1. The purpose of the travel program is to help children develop their physical, social and mental capabilities through the sport of soccer. This is accomplished by teaching them the technical and tactical aspects of the game, including sportsmanship and civic mindedness.
- 1.1.2. Mission & Goals: An environment where everyone achieves their goals.

Mission

To foster a passion for and knowledge of the game of soccer in a way that develops the skills, teamwork and sportsmanship of our players that results in a positive impact on our community.

Goals

Everyone has fun. The young men and women who have played in our programs leave as better individuals. Everyone understands and embodies the meaning of sportsmanship in a positive way. The players, parents and spectators know the spirit and meaning of the laws of the game. Our players gain the tools to achieve their personal soccer goals. The community at large is aware of our successes. Develop a sense of pride in the Warrington Soccer Club.

2. WSC Travel Program Structure

2.1. Coordinator

2.1.1. Role

- 2.1.1.1. The coordinator is responsible for overall management of the Travel Program in accordance with the Mission of Warrington Soccer Club. This includes:
 - 2.1.1.1.1. Insure coaches understand and live up to mission / policy of WSC
 - 2.1.1.1.2. Organizing and communicating schedules for all travel related activities including league registration, practice times, outside training, coaches meetings, pictures, etc.
 - 2.1.1.1.3. Representing the best interests of the club at league meetings
 - 2.1.1.1.4. Providing a feedback mechanism for the coaches
 - 2.1.1.1.5. Work to improve the overall level of WSC travel program / teams performance
- 2.1.1.2. The coordinator is also responsible for establishing a succession plan. In general, coaches from the U-9 and U-10 age groups will be asked to serve as league coordinators with the express intent of learning to become the club's travel coordinator.

2.2. League Coordinator(s)/Assistant Coordinator(s)

- 2.2.1. The league coordinators assist the coordinator by:
 - 2.2.1.1. Actively supporting the policies and direction of the club
 - 2.2.1.2. Assisting in the registration & communication processes
 - 2.2.1.3. Attending league meetings and communicating to coaches as necessary

2.3. Uniform Committee

This committee is designated by the Coordinator and is responsible for the development of specifications for procurement of the travel programs uniforms. Activities include soliciting input on new uniform choices, presentation to the board of directors for decisions and coordination with the selected vendor for ordering and delivery schedules. It is usually made up of travel coaches and board members but is open to any member of the club.

3. Coaches

3.1. Selection Process

- 3.1.1. A committee, selected by the Travel Coordinator and President, recommends coaches to the Board of Directors for approval. The committee consists of at least 3 impartial individuals.
- 3.1.2. The Board ratifies the coaching positions for each age group on an annual basis by motion at a board meeting.
- 3.1.3. Selection of new coaches will be conducted in February / March of each year with decisions announced no later than April 31.

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3.1.4. Selection Criteria

3.1.4.1. Candidates must express their desire to coach a travel team in writing to the travel coordinator / board by March 1 of each year. In addition to being given clearance to coach by EPYSA (i.e. a current disclosure form should be on file with the club), coaches will be selected based on past coaching experience, current coaching licenses philosophy (and consistency with WSC mission), references and feedback the club might already have received. A field practical with an existing team may also be conducted to observe the candidates ability to develop and conduct a practice that is consistent with the 4 components of soccer training.

3.2. Licensing Requirements

3.2.1. The club encourages all of its Travel Coaches to hold appropriate State and / or National level licenses. The licensing process provides coaches with additional tools to develop the skills and knowledge level of all aspects of the game of their players.

3.2.1.1. All travel coaches should hold a minimum of an "E" license or equivalent by the beginning of their U-10 season.

3.2.1.2. It is also recommended that assistant coaches be licensed by their second season of coaching

3.2.1.3. The board should be aware of and approve assistant coaches once a team is selected and the coaches have identified their potential assistants, if any. Assistant coaches must conform to EPYSA disclosure regulations.

3.2.2. Ongoing

3.2.2.1. It is the desire of the club to continue the development of the coaches through the pursuit of "D" level licenses (or equivalent) and higher. WSC will contribute 50% to the cost of such licensing programs by reimbursing coaches who present a copy of their registration and license certificate upon completion of the course.

3.2.2.2. The club also maintains a large library of videos supporting various coaching techniques and schools at the clubhouse. These videos are available on a first come first serve basis.

3.3. Expectations of Coaches

3.3.1. Player Development

3.3.1.1. The principle role of the coach is to develop the technical & tactical skills of the players on his / her team. To that end the club has also employed a professional coaching organization to build on the work of the coach and increase the skill levels of the team. At each age level, there are certain basic skills that should be evident at the end of a season. (This should be developed in conjunction with the selected trainer before each season)

3.3.2. Behavior / Sportsmanship

3.3.2.1. The coach serves at the discretion of the Soccer Club Board of Directors. He/She should act as a role model for his team and their supporters (i.e. parents).

3.3.2.2. The coach is responsible to coach within the framework of the Missions and Goals of the club.

3.3.3. Disciplinary Action

3.3.3.1. The Board of Directors of the Warrington Soccer Club can at any time review a coach to determine whether they should remain in the position based on but not limited to feedback from parents, witnessed performance, league sanctions, or other conduct not in line with the mission and goals of the soccer club.

3.3.3.2. Dismissal Procedures

3.3.3.2.1. Upon being notified of a possible coaching issue, the Travel Coordinator will notify the coach in question of the event or behavior in question and document the discussion.

3.3.3.2.2. The coach will then be given the opportunity to respond in writing to the Travel Coordinator or to the Board of Directors verbally regarding the issue.

3.3.3.2.3. The Travel Coordinator or the Board of Directors will develop a remediation plan if deemed necessary. The remediation plan will be reviewed with the coach by the Travel Coordinator every 3 months for a period of one year or a timeframe agreed upon by the coach, the Board of Directors, or Travel Coordinator.

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- 3.3.3.2.4. Should the behavior continue or subsequent negative events occur, the Travel Coordinator will make a formal recommendation to the Board of Directors that the coach be dismissed. The coach shall be notified of this in writing.
- 3.3.3.2.5. The Coach shall have 1 week's time to schedule an appeal at a special meeting of the Board of Directors.
- 3.3.3.2.6. The Board of Directors shall convene in closed session to review the appeal and make a recommendation to continue with the dismissal of the coach or formulate a new remediation plan. This vote shall be by ballot only and need only a majority of a quorum.
- 3.3.3.2.7. The Board of Directors shall decide at this time whether the coach shall continue through the remainder of the season or be removed immediately.

3.3.4. Communication

- 3.3.4.1. Each coach is expected to communicate regularly and openly with the parents on his team regarding their respective expectations of each other, the players and the team.
- 3.3.4.2. New Coaches have an additional burden to develop an understanding of what travel soccer is all about and the commitment it entails. A copy of a sample communication letter is attached in the appendix.

4. Team Formation

4.1. Number of teams

- 4.1.1. Historically the club has been able to support 2 boys and 2 girls teams at each age level up to U-15 / 16 in the fall season and junior teams to age U-19. Additional teams can and will be supported as determined by the interest level shown from year to year.

4.2. Timing

- 4.2.1. The club operates as a fall season club, which means that fall is our primary season. This document is written in that light.
- 4.2.2. All tryouts will take place during a window specified by the club and according to a schedule established by the travel coordinator in conjunction with the coaches.
- 4.2.3. Try-outs for all teams should be complete and rosters submitted to the coordinator by June 1 of each year. Rosters are required to update intramural player lists and for insurance purposes.

4.3. Tryout Policies

- 4.3.1. It is the policy of WSC to conduct open try outs for each team each spring. Dates will be established by the Travel Coordinator
- 4.3.2. Each age group will conduct a joint try out for all players regardless of the number teams that are being formed. (i.e. there are not to be separate try outs for A & B teams)
- 4.3.3. At the U-9, 10 and 11 age levels, the clubs outside training organization will be used to assist in ranking all players who try out. Coaches should agree on key decision criteria with the trainers in advance of the try outs. Ratings of all players trying out must be forwarded to the travel coordinator at the conclusion of tryouts. The costs of the use of outside trainers for tryout purposes at these 3 age levels will be absorbed by the club, and will not count against a team's allotted training time.
- 4.3.4. All players participating in a try out must be registered for the upcoming fall season with WSC for insurance purposes. If a player is not intending to join WSC other than for the potential to play on a particular team, it is the coach's responsibility to obtain a completed registration form and check to cover appropriate registration fees before the player is allowed to tryout. If the player does not make a team and does not wish to play in the WSC intramural program, WSC will then reimburse the player.
- 4.3.5. All players must attend at least one of the open tryouts. The travel coordinator must approve special situations such as late addition to the roster or schedule conflicts.
- 4.3.6. The highest division coach (A) selects the players he/she would like to roster for the season. Once this roster has been filled, the next highest division (B) team selects from the remaining tryout participants to fill his/her roster. This procedure continues until all team rosters for the age group have been filled.
- 4.3.7. A player who decides not to play for a travel team after being selected can choose to play in the Warrington Soccer Club Intramural program or request a refund of their registration fees.
- 4.3.8. Players not chosen for a position on a travel team are placed in the intramural team

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selection process for the appropriate age group.

4.3.9 It is the policy of the Warrington Soccer Club not to allow players to play above their age group. No person below the minimum age requirement for a Travel Team shall be allowed to participate on that Travel Team. Exceptions shall be granted only after the President receives a written request from the Travel Team Representative 1 week prior to tryouts. The President shall take this request to the Board of Directors who will only consider granting the permission if the following conditions are met:

- The player is in the same academic grade as the Members of the older Travel Team, or;
- The player should be dominant in his age group, and;
- The player should be athletically and physically mature enough for the older age team, and;
- The player should be mentally mature and able to relate to the older teammates, and;
- The player should be a regular starter for the older Travel Team, and;
- The player should have an interest in playing up.

Permission must be by unanimous vote by a quorum of the BOD.

5. Club Registration

5.1. All players must be registered and paid members of WSC before they tryout for any team in either the fall or spring seasons. This is a requirement in order to register all players for appropriate club / EPYSA affiliations.

5.2. *Volunteers*

5.2.1. Each team may be required to provide volunteers from time to time to assist with field lining, league committees, etc. Coaches are asked to encourage their teams to actively support the needs of the club.

6. Individual Fees

6.1. *WSC Registration*

6.1.1. All players must be registered players with WSC. Refer to current Fee Schedule.

6.2. *Travel Team Fee*

6.2.1. The current fee for travel players is determined each year by the Board of Directors.

6.2.1.1. This fee helps to defray the costs of league registration, uniforms, referees, lighted practice fields, club sponsored professional training, insurance, etc.

6.3. No player will be permitted to get a player pass until ALL fees due WSC are considered paid.

7. Practice Schedules

7.1. Practice schedules for field time at all WSC fields in fall, late fall under the lights, and spring is set by a schedule determined by the travel coordinator. The coordinator will take into account the specific requests of all coaches, but coaches must also recognize that there are limitations on field space & time, and that some compromise is often necessary.

7.2. For the fall season a schedule of practice times by field location will be provide to all travel team coaches by the coordinator by August 1.

7.3. Lighted fields will be provided when suitable accommodations can be made with the various governing bodies.

7.4. Practice sessions are expected to focus on the 4 components of soccer: technical, tactical, psychological awareness and fitness

7.5. The club currently uses Turk Road and Meyer Way for travel team games and practices. Specific assignments regarding which league and age groups play on which fields may vary from year to year depending on number of teams, field conditions, intramural requirements, local agency feedback, etc.

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- 7.6. Travel team practices and games will be coordinated with the Intramural program to avoid conflicts. In the event of a conflict, the coaches should 1) refer to their schedule and then 2) use some common sense.
- 7.7. Intramural Tournament teams will be allocated practice time on lighted fields once those teams are selected. Requests for field time are made through the travel coordinator who is scheduling fields.

8. Team Management

8.1. *Suggested Positions / Roles*

- 8.1.1. Coach
- 8.1.2. Assistant Coach
- 8.1.3. Manager / Treasurer
- 8.1.4. Social
- 8.1.5. Communications
- 8.1.6. Field Lining

9. Game Reporting

- 9.1. Each league requires different reporting of game scores and referee evaluations. Coaches are responsible to insure that their team meets the requirements of the league they play in.
- 9.2. Leagues issue fines to teams for failing to report in a timely fashion. The coach is held accountable by the club to reimburse the club for these.

10. Playing Time Policy

- 10.1. Club policy requires that all players on a roster be given adequate playing time.
 - 10.1.1. For U-9, 10; this is at least 50%
 - 10.1.2. For U-11 and above, this is at least 25%
 - 10.1.3. Coaches may use some discretion to deal with discipline issues, red and yellow cards, failure to attend practice, etc but ONLY after advising parents

11. Player Development

- 11.1. The club strongly believes in the development of its players. In order to assist coaches, the club will contract with an outside professional training organization on an exclusive basis to provide training to the travel soccer teams.
- 11.2. Currently, each team is allotted training sessions with outside trainers at the expense of the club. Additional sessions may be arranged at the team's expense. The amount of training time provided by the club is subject to review year to year.

12. Team Finances

12.1. *Sponsorships*

- 12.1.1. Teams may secure sponsorships of up to \$200 per team for their team's general fund. Sponsorships must be made to the club to secure the use of the clubs tax ID numbers. Sponsorships in excess of the \$200 limit will be split equally amongst the team and the club.
Donations may also be made directly to a team's general fund, but the use of the WSC tax ID is not permitted and are not tax deductible.

12.2. *Fund Raising*

- 12.2.1. Teams are encouraged to raise funds to support the needs of their team including alternate jerseys, tournament play, indoor play, warm ups, etc. Any fundraiser is generally acceptable but the safety and welfare of our children should be kept first in mind.
- 12.2.2. Teams are asked to register their fundraisers with the club office to minimize conflicts with activities, dates, club activities, etc.

12.3. *Checking Accounts*

- 12.3.1. It is recommended that each team open a checking account with 2 required signatures to manage and maintain the team's finances. The club will not provide its tax ID number for individual team use. An accounting of the use of team funds should be shared with all parents at season end.

13. Uniforms

13.1. *Colors*

- 13.1.1. The colors of WSC are Royal Blue, Red and White. Black can be used as an outlining or neutral color in the uniform.

13.2. *Replacement Schedule*

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13.2.1. The club operates on a 2-year replacement cycle for uniforms. New uniforms are ordered in June of odd numbered years. New teams will receive uniforms in the even years as approved by the travel coordinator.

13.3. *Alternate) Jerseys*

13.3.1. An alternate color jersey is required by leagues and tournaments to be worn by the home team when a color conflict occurs. The club may provide them in a uniform year depending upon the negotiated uniform package. If they are not part of the uniform package, they are the responsibility of each team for their players. This alternate must be an acceptable design and can be subject to review by the board.

13.4. *Replacement of damaged uniforms*

13.4.1. The club provides the initial uniform set, subsidized through the travel team registration fees. The quality of the uniforms is such that, with proper care they will last for 2 seasons. If a uniform must be replaced due to damage or growth, it is the financial responsibility of the team (or parent).

13.5. *Uniforms for New Players in the Off Year of the Procurement Cycle*

13.5.1. The club assumes that there will be a nominal amount of turnover from year to year. The club will provide additional uniforms for new players .

13.6. *Extra Uniforms for Guest Players*

13.6.1. The club provides uniforms for players on the active roster who are registered players with WSC. If a coach chooses to bring in guest players for tournaments, it is the team's responsibility to order the necessary uniforms in advance and pay for same out of team funds.

13.7. *Ordering*

13.7.1. All required uniforms should be ordered through the club office to insure proper billing and tracking with the vendor as well as the team.

13.8. *Can Teams have their own uniforms*

13.8.1. Uniforms representing WSC are standardized and communicated to appropriate leagues prior to the start of play each season. Teams may not order their own if they represent WSC.

13.9. *Jackets / Warm Ups etc*

13.9.1. The club does not standardize or mandate any particular style or manufacturer. Individual teams are free to purchase jackets, warm ups, etc as their teams (and funding) decide appropriate. Colors should be consistent with the club colors of royal blue, red and white with black used as a neutral or outlining color. Logo should be the standard WSC logo. Other logos will be considered in a case-by-case basis.

14. WSC Classic

14.1. *Leadership*

14.1.1. Generally three or four teams from the U-12 and U-11 (age in the upcoming fall season) teams will share in the leadership of the WSC. If there are more than 3-4 teams this leadership will be offered to all teams in those age groups. It is not required to participate.

14.2. *Food Concession*

14.2.1. The food concession at the WSC is a major fund raising event for the club and teams each year. Club protocol is that the U-10 teams for the upcoming fall season will have the first opportunity to coordinate / manage the food concessions at the tournament. They will share the revenue equally among the teams that participate by supplying volunteers to actively work the food stations.

14.2.2. If no U-10 teams wish to manage the food concession, then the WSC Tournament chair may select other teams on a first come basis to run the concessions and earn the revenue.

14.3. *Tournament participation*

14.3.1. Tournament participation is encouraged by WSC and is at the discretion of the coach and his / her team. Tournaments are considered an excellent opportunity to expose teams and players to additional levels of competition and can provide additional positive publicity for the club. All WSC teams are required to support the WSC Classic.

14.3.2. Coaches, beginning in fall, should notify the club of the tournaments they are participating in and the results. The purpose of this is to enable the travel program to publish information on team performance on the website or in the WSC newsletter. This can be shared with all travel players, coaches, parents, local high school coaches and ODP personnel.

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15. Club Provided Equipment

15.1. *Balls*

15.1.1. One new game quality ball per season in the appropriate size is provided

15.2. *Corner Flags*

15.2.1. Each coach will be given a set of corner flags and is responsible for setting up his/her field at the beginning of each home game. Corner flags will be repaired or replaced as needed.

16. Referee Fees

16.1. The club provides referee fees to the individual coaches for one league in the fall season when the leagues schedules are published. ICSL requires the home team to pay the referee. UBSL requires each coach to pay one half of the fee at each game. Other fall leagues will be handled in a way that meets the requirements of that league.

16.2. Referee fees may be withheld by the club when coaches / teams are in arrears for any funds or documentation due the club such as registration money, uniform costs, rosters, etc

16.3. Fees are paid to the referee at half time of each game.

16.4. Referee fees for tournaments and other leagues are the responsibility of the team.

17. Ball Sizes By Age Group

17.1. Size 4 U-9 through U-12

17.2. Size 5 U-13 and older

18. Forms

18.1. *Player Passes*

18.1.1. Issued by EPYSA through the leagues we participate in

18.1.2. Require current photo

18.1.3. Coach must present at each game

18.1.4. Must be signed by player using exact same name as on registration, which must match birth certificate (e.g. Michael not Mike)

18.1.5. Have an ID number, generally a Social Security number. If a parent does not want to use a SS number, the league will assign. Note: This number must then be used by that child for all future registrations in soccer in the US. A player should not get a new number each year.

18.2. *RG-6 Individual Player Registration*

18.3. *Team Roster*

18.3.1. This identifies players by full given name, birth date Social Security number (see note under player passes re use of SS#) and pass number. It will be stamped for a given season by the league as part of the registration process. If a team intends to play in tournaments out of state, it is recommended that additional copies of the roster be provided at registration to be stamped as originals for use with Permission to Travel forms.

18.4. *Medical Release Form*

18.4.1. This is a standardized form issued by WSC that identifies insurance coverage for an individual player and provides authorization for a coach or team manager to seek emergency medical treatment for a player if required and a parent or guardian is not present. The form is typically required for participation in any tournament. This form must be signed by both parents and notarized.

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18.4.2.

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Medical Release Form

Child's Full Name _____ Telephone (____) _____

Address _____

City _____ State _____ Zip _____ Date of Birth _____

I hereby give my consent to those listed below, in case of accident, injury, sickness, etc., to have an athletic trainer, medical doctor, nurse, hospital or clinic to provide the player with medical assistance and / or treatment, and agree to be financially responsible for the reasonable cost of such treatment and / or assistance.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Father: Home Phone (____) _____ Business Phone (____) _____

Mother: Home Phone (____) _____ Business Phone (____) _____

Emergency Contact: Name _____ Phone (____) _____

Family Physician: _____ Phone (____) _____

ALLERGIES _____

MEDICAL PROBLEMS _____

INSURANCE CARRIER _____ Policy # _____

Signature of Parent or Guardian

Signature of Parent or Guardian

Subscribed and sworn to before me this _____ day of _____.

Notary Public

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18.5. *Permission to Travel Form*

18.5.1. This form is required for any tournament a team wishes to participate in that is out of state. In addition to the completed form, a stamped copy of the team roster must be supplied.

18.5.2. The form must be approved by EPYSA

18.5.3 Many of these forms can now be accessed directly through the EPYSA website (www.epysa.org).

18.6. **Coach Evaluation, Player Report Card, Try out Evaluation, Team Statistics.**

18.6.1. **These forms can be found at www.Myteam.com. These are all printable directly from the web site.**

19. **Primary Club Policy**

19.1. All WSC players must play in WSC as their primary club. By club policy we do not allow any player to indicate WSC as their secondary club. The exception to this rule is players who are on ICSL Select teams or state ODP teams are required to play for those teams before their club team when a conflict might occur.

19.2. EPYSA policy dictates that a player who plays as a secondary player cannot play for his secondary team on the same day as his primary team plays until the primary team game has been played & completed.

20. **Leagues**

20.1. The club generally participates in two leagues, Inter County Soccer League and Upper Bucks Soccer League. The travel coordinator will be assisted by league coordinators, one for each league. All communication to the league offices should be done through the appropriate coordinator

20.2. Teams may petition the club to play in additional leagues such as the United Junior Soccer League, Delco or Philadelphia Area Girls Soccer (PAGS). In the event that there is sufficient reason and the club agrees to support such a direction, the petitioning team will also act as coordinator for that league and agree to attend all required meetings, complete all required paperwork, etc and communicate necessary information back to the club through the travel coordinator. A team that joins a new league will be responsible for all financial considerations of that league including team registration, performance bonds, etc.

At no time will the club support a team playing in 2 separate leagues in the same season.

20.3. **League Seeding**

20.3.1. Each year the leagues seed the registered teams into divisions based on prior year records, tournament records, etc. The coordinator is the focal point for all communication regarding seeding with the leagues.

20.3.2. Each coach will make his / her preferences known in accordance with the timetable provided in January of each year by the coordinator. Support for the requests in the form of standings, scores of games against common opponents in a requested division, tournament results, etc should include the request. Reference to new player selections / recruiting is not recommended.

20.3.3. The final seeding takes place after the cut off dates to register or withdraw teams from competition. If a team is unwilling to accept the seeding action of the league in which it is registered and chooses to withdraw to play elsewhere, that team is responsible for financial burdens of that decision. This includes fines, forfeiture bonds and other penalties which might be imposed by a league as well as any registration costs associated with a new league such as registration fees, late fees, performance bonds, etc. The club will not make any disbursements to a league until such time as all funds are collected from the team. If additional bills are received relating to the change, funds will be withheld from any future distributions to that team such as from the WSC Classic, referee fees, etc. Teams that still owe monies to the club as of November 1 of a season will be reported to their league and EPYSA as rogue teams and suspended from play until the funds are received if settlement cannot be reached.

21. **Fines**

21.1. Each league assesses fines on teams and coaches for red and yellow cards as well as failure to report scores and referee assessments. Coaches are responsible for paying the fines!

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Failure to do so may result in your suspension from coaching by the league & / or club.

21.2. Any coach or team owing money to a league for a fine at the end of the season will not be registered as a team until the fines are paid.

21.3. If you pay a fine, keep a copy of the check you send for reference.

22. Spring Soccer and State Cups

22.1. Spring soccer leagues are encouraged but are at the discretion of coaches and their teams. Most chose to play in the Rock Spring League (RSL). The RSL will provide a schedule to the club to coordinate fields. Anyone playing in a different league or State Cups must request specific field permission to be assured of an appropriate home field availability. All players must be registered with WSC to play and must then appear on your teams EPYSA roster.

23. Indoor Soccer

23.1. Indoor leagues and tournaments are at the discretion of individual coaches and their teams. Coaches need to be aware that only WSC registered players may play on their teams in order for insurance coverage to be in effect. Most tournaments and leagues require submission of an EPYSA roster, which will address this issue, but not all do.

24. WSC Web Site

24.1. www.warrington-soccer.com