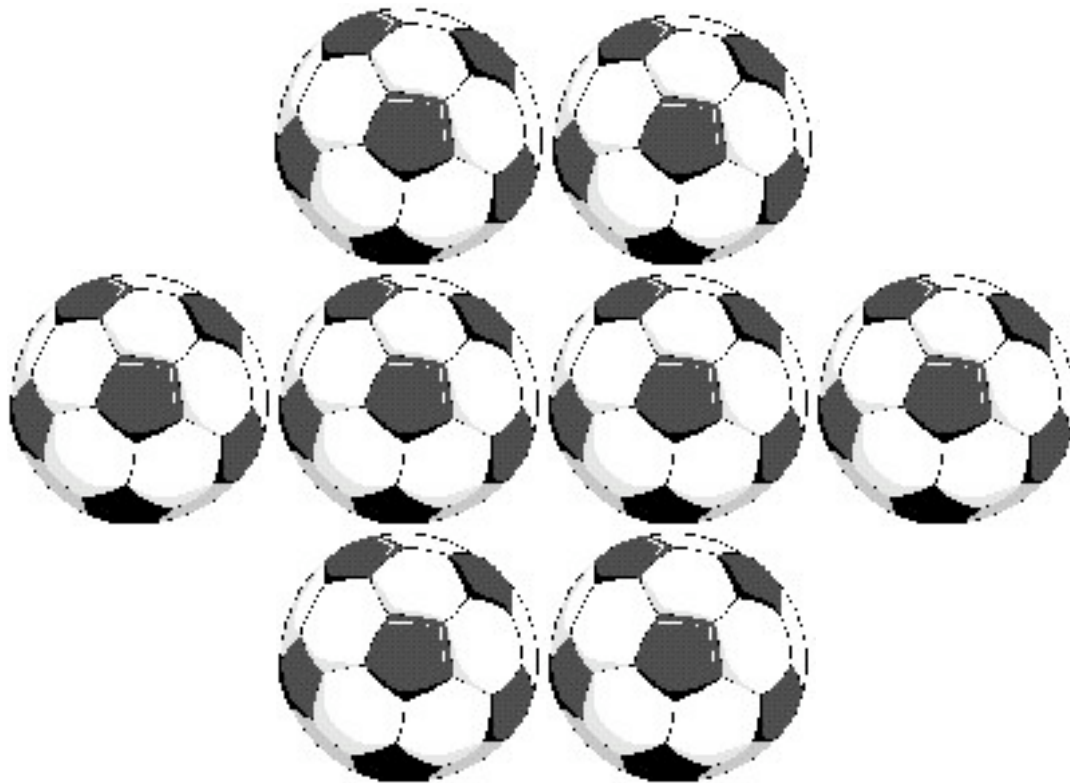


# WYSA Travel Policy Handbook



As adopted by the WYSA  
Board of Directors  
May 11<sup>th</sup>, 2008

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## ABSENTEEISM, ETC.

It is the expectation and policy of WYSA that all players who try out to attend all practices and games. Playing travel soccer is a fairly heavy time and physical commitment for the players and their parents and everyone needs to know in advance what is expected. Other than school related functions or serious family issues, players are expected to be on the field with the rest of their team and they are expected to be on time. If that doesn't happen, players can expect some sort of penalty whether it be reduced playing time (including maybe even sitting out an entire game), differences in positioning on the field, or "homework" or "extra work" from the coach.

WYSA will provide great latitude to its coaches regarding their coaching style and how they handle their individual teams. However, WYSA expects that each coach will establish a written policy for the team before the first practice that clearly outlines expectations and the penalties for noncompliance. Above all, WYSA will then expect that the coach consistently and equitably follow their policy. The Board of WYSA reserves the right to review team policies.

The reason for this requirement is basically threefold; 1) this is a competitive soccer program with a much higher level of commitment, training, and game play. We have a recreational program for those who do not want the extra commitment; and, 2) it isn't fair to teammates if a player is not there or the coach doesn't consistently follow a policy; and, most importantly 3) We do not want to deprive players who may have been cut and would have made the commitment and appreciated the opportunity to play and be part of the travel team.

## COACHING

### Head Coach Selection Process

- 1) In March/April of each year, the Travel Director will start the process of soliciting for interested coaches for the following fall season. A notice will be published in the local Windham newspaper and on the WYSA website and all coaches and assistants from the prior year will be notified to express their intent no later than a date in April to be determined by the Travel Director.
- 2) On or about April 15, the Travel Director will enlist at least one other Board member and review the list of potential candidates and determine whether a formal interview process will be needed. This determination will be based on the number of applicants, their qualifications, experience with youth sports and their experience with WYSA. Typically, interviews will take place if there are multiple applicants for a given age-level position, the candidates are unknown, or there are other mitigating circumstances. *If any candidates in a given age group are interviewed, all candidates in that age group will be interviewed. If a determination is made to have interviews, the Travel Director will establish a committee of board members and schedule interviews.*
- 3) At the May Board Meeting, the Travel Director will present the slate of candidates to the Board with recommendations. The Board will vote on the coaches to be named and the selected coaches will be notified by May 15.
- 4) After selection, all coaches will sign a Volunteer Disclosure Statement, agree to subjection to a background check, and sign the WYSA Coach's Code of Conduct prior to any involvement with any team or player.

- 5) Coaches selected will fully understand that they will be required to meet mandatory licensing requirements prior to the beginning of the season (1<sup>st</sup> practice), unless mitigating circumstances prevail.
- 6) Coaches are expected to participate, annually, in some acceptable form of continuing education. These may include but are not limited to attendance at a coach's or player's clinic held by a coach of a higher license level, the use of academic material to enhance coaching skills.

### Assistant Coach Selection Process

1. Assistant Coaches are named by the head coach and ***may not*** be named prior to the teams being selected after tryouts. This is to ensure that there is no appearance of pre-selection, (see also Player Selection).
2. ***Exception***-the proposed assistant has no relationship to any of the players on the team.
3. After selection, all coaches will sign a Volunteer Disclosure Statement, agree to subjection to a background check, and sign the WYSA Coach's Code of Conduct prior to any involvement with any team or player.
4. Assistant Coaches must be named no later than two weeks after the final tryout.
5. Every team must designate a team administrator. This can be the coach, an assistant coach or a parent volunteer. The team administrator must be named no later than two weeks after the final tryout.

### Coach Licensing & Certification

1. All U10 or lower head travel coaches are required to take the U10 Module from SoccerMaine to coach at that level. Although it is highly recommended that they take the "E" license certification.
2. All head travel coaches U11 or higher (the head coach for SoccerMaine purposes must be licensed) must take a licensing course from SoccerMaine and be certified at the "E" license level or higher. It is highly recommended that coaches pursue higher levels beyond the "E" level.
3. It is highly recommended, but not mandatory, that assistant coaches be licensed.
4. Any course costs associated with coach licensing will be borne by WYSA.

### Coach Disciplinary Actions & Procedures

1. Coaches are bound by the WYSA Coaches' Code of Conduct and any other policies or regulations of WYSA. It is important to remember that no one has a right to coach. It is a privilege.
2. In cases of misconduct, coaches will fall under the same rules as any Board member or other volunteer. Please see section on **Misconduct**.

## EQUIPMENT AND UNIFORMS

### Uniforms

- Each player will need to purchase a uniform kit unless they are able to re-use the uniform from the prior year. Coaches will also get an alternate (back up color) jersey for each player and one keeper jersey.

- If a player loses their first jersey during the season, there will be a \$60 replacement charge. Shorts can be replaced for \$25 and \$8 for socks. We buy in bulk and get bulk prices for both the clothing and screening. Individual purchase costs are substantially higher. We do not buy surplus as the styles change and we are left with uniforms that won't be used.
- The alternate jerseys and keeper jersey must be returned at the end of the season. Consequently, it is strongly advised that the alternate jerseys not be given out to the players. A fee of \$60 will be assessed for each alternate/keeper jersey not returned.

### Other Equipment

- Each team will receive a game ball that does not have to be returned.
- Each team will receive enough pinnies for a full squad (i.e.-7, 8, or 11) depending on the age level. The pinnies must be returned at the end of the season. A fee of \$7 will be assessed for each pinnie not returned.
- Each team will receive a first aid kit and ice packs. The first aid kit must be returned at the end of the season. A fee of \$25 will be assessed for each first aid kit not returned.
- Most coaches have their own cones for practices. However, WYSA can supply cones if requested. These must be returned at the end of the season. A fee of \$1 will be assessed for each cone not returned.
- Budget permitting, each coach and assistant coach will receive a coach's jersey/shirt to keep.

## PLAYER ELIGIBILITY

### Team Age Requirements

Players must be 13 and not turn 14 before August 1<sup>st</sup> of the given year to try out for a U14 team

Players must be 12 and not turn 13 before August 1<sup>st</sup> of the given year to try out for a U13 team

Players must be 11 and not turn 12 before August 1<sup>st</sup> of the given year to try out for a U12 team

Players must be 10 and not turn 11 before August 1<sup>st</sup> of the given year to try out for a U11 team

Players must be 9 and not turn 10 before August 1<sup>st</sup> of the given year to try out for a U10 team

Players must be 8 and not turn 9 before August 1<sup>st</sup> of the given year to try out for a U9 team

Players must be no younger than league age 8 by August 1<sup>st</sup> of the given year **OR** be going into the third grade in the fall of the given year to be eligible to try out for **U9** travel teams.

A player only qualifying for a U9 travel team may try out for a U10 team only when a WYSA U9 team is not available.

### "Playing Up" and Age Waivers

Players may not play up to a higher level regardless of their ability unless:

1) Their birth date falls between 8/1 and 10/15 making them “young” for their grade. In this situation a player may choose to tryout for an older team that consists of players from the same grade in school. In doing so, gives up the right to play on the younger team if not selected for the older team. The intent is to allow players to play on a team with their classmates. See the waiver request form available at [www.windhamyouthsoccer.com](http://www.windhamyouthsoccer.com).

2) There is no team in their age bracket but there is a team at the next level up. Players may only play up one age level in these circumstances regardless of whether there is a team in between or not.

### Residency & Boundary Requirements

To be eligible to play on any WYSA team, a player must **reside** within the established geographic boundaries established by WYSA annually and reported to SoccerMaine. The Town of Windham is always within the boundary and currently includes Raymond because of their lack of a defined youth travel soccer program. However, the inclusion of Raymond may change over time as their league develops. For the purpose of defining residency, the player must prove that either of their parents (or legal guardians) resides in Windham or Raymond. Attendance at a Windham school (public or private) **does not** make the player eligible to play for WYSA. *Residency* is the only factor in determining eligibility.

### Residency Waivers

Per SoccerMaine eligibility rules, a player whose residence is in another community may only be waived to play in Windham (or a Windham player to play for another community) if:

- a) The town in which such player resides does not have a travel soccer club to join
- b) The town in which such player resides does have a travel soccer club, but such club does not offer a team for such player’s age group or, for U-11 and up, within one year of such player’s age group
- c) Such player tried out for a team offered by the club in the town in which they reside and such player was not selected for such team
- d) In all cases where exceptions are granted, the player’s host club (the club in the town where they reside) must sign a written waiver signed by the host club, WYSA, and SoccerMaine.

Signed waivers must be received by WYSA prior to last tryout or the player will not be permitted to tryout for a WYSA team. A copy of the waiver request form is available at [www.windhamyouthsoccer.com](http://www.windhamyouthsoccer.com).

### Double-Rostering

Double-rostering is not permitted. Double rostering is defined as participating in the Windham Youth Soccer association recreation league and a travel team in the same season.

### Other Exceptions

Any other exceptions to the player eligibility requirements must be brought before the Board of Directors for review. The decisions of the WYSA board are final.

## PRACTICES

Travel teams cannot officially or unofficially practice until the Monday in the first full week of August. Teams are “on their own” before that and no players will be negatively affected by non-attendance.

The method of scheduling of practice times will be determined by the Travel Director. Until the start of the Fall In-House program travel times will be available exclusively for travel teams. Once the In-House program begins practices, the travel teams will need to adjust practice times to accommodate the additional teams needing field space.

Each field should be able to accommodate at least two teams practicing each day. If space is not available to provide a full field for teams to practice, teams will only have access to ½ of a field for practice. There may be limited space and time available at the Windham High School campus. This field time will be determined with the agreement of the Athletic Director. Only times and fields made available by the Athletic Director may be used.

The travel program is a developmental program at all ages. Practices are critical to the development of player skills. Regular practices are required for all team through the entire fall season. School team practices are not a substitute for a travel team practice.

Coaches will not be permitted to interfere with the practice field or time of another travel team or In-House team. It is expected that teams will promptly clear the field at the end of their practice. With limited space, it is important that coaches be considerate of each other’s needs.

## **RAINOUTS AND CANCELLATIONS**

Normally, coaches will be responsible for making a determination of whether they will practice or play a home game due to inclement weather. Good judgment should prevail with the foremost consideration being the safety of the kids.

In the event that a game is cancelled for any reason, please notify the Travel Director and the Referee Assignor immediately. It is important that notifications, especially to referees, can be made promptly to save not only travel but money for the league. Any game cancelled within 24 hours of the scheduled game time still requires payment of our referees. So it is very important to make notification as soon as possible.

On some occasions, WYSA may cancel games due to field conditions and the leagues desire to preserve its fields. In those cases, coaches will be notified as soon as a decision to cancel is made.

In the event of thunder or lightning, all players must be removed from the field to a safe location. Players must remain off the field and in this safe location for a period of 30 minutes after the last clap of thunder or flash of lightning. Failure to follow this policy could result in the loss of practice times and possible dismissal of the coach.

## **REFEREES**

### **How Referees are Assigned**

- 1) All WYSA travel games will be officiated only by licensed/certified USSF referees assigned by a Certified Referee Assignor. If no USSF licensed referee is available, the game may not be officially played. By officially played, this would mean that the game could be played if the coaches desire but the results could not be reported in any official standings and the coaches assume any liability associated with playing an unofficial game. A “club linesman” may be used in place of Assistant Referees (linesman) if no licensed/certified USSF referees are available. In no case will WYSA sanction an uncertified/unlicensed referee as a Center Referee. They must also be assigned by the Certified Referee Assignor.
- 2) For U9 and U10 games, a one Center Referee system will be used. Assistant Referees (linesman) should not be used.
- 3) For U11 through U14 games, a three referee system will be used (one Center Referee and two Assistant Referees (linesman)).
- 4) A “two person” referee squad should never be used during WYSA games, as directed by SoccerMaine.
- 5) All officials must be assigned by a Certified Referee Assignor...period. There are no exceptions to this rule.
- 6) For insurance and liability reasons, no uniformed USSF licensed referee should officiate or be paid for any scrimmages or unsanctioned non-game situations. Get a non-uniformed person to officiate these types of events.
- 7) Referees will be paid in most situations when games are cancelled within 24 hours of a scheduled game time.
- 8) Referee training and certification courses will be offered annually around the southern Maine area and notification of these courses will be made through the SoccerMaine website.
- 9) No referee under the age of 14 years may be paid directly for services per Maine child labor laws.

### Payment of Referees

The cost of referees will be split equally between the home and visiting team. The home team pays for ½ of the referee’s expenses and the away team pays for the other half.

Consequently, WYSA has adopted the following policy:

### Away Games

Coaches will be responsible for making payment to referees and will then be reimbursed by WYSA upon submission of an emailed invoice to WYSA. Payments to coaches will be made at the end of each month or when the accumulated referee fees have reached a minimum of \$50. The coach will email the Referee Assignor with the following information no more than once each week: Place of Game, Date and Time of Game, Travel Team (U10, U11, etc.) and team played, Name of Center Referee, # of Referees for the game, and the amount paid and note cash or a check number. Please put “Away Ref. Fee” in the subject line. Upon receipt of this information, the Referee Assignor will catalog it and the Treasurer will cut a check to the coach based on the stipulations above.

### Home Games

Referees will collect ½ of their fee from the away team or the game will not be played. WYSA will pay the referees the other half of their fees once a referee voucher is submitted to the Referee Assignor who will catalog it and forward it to the Treasurer for payment on a weekly basis. WYSA coaches are

not responsible for making payments to referees at games using referees scheduled by the WYSA Referee Assignor and played on WYSA fields.

## REFUNDS

Full refunds of travel fees paid will be given to any player not selected for the travel team and any player that notifies the coach or Travel Director in writing prior to the completion of the last tryout. Once tryouts have ended, team selection will be underway. At that time, players resigning from the team will receive no refund.

## SCHEDULING OF GAMES

### General Information

SoccerMaine will provide each team with a minimal schedule for the season. Games scheduled by SoccerMaine will receive priority when assigning fields and referees. Prior to the start of the Fall Travel season, scheduling meetings will be established for all age groups to give teams the opportunity to schedule additional games. The coach should schedule games knowing that there is no guarantee of a predetermined game time or field availability. Flexibility will be required as games scheduled as home games may need to be moved to an away field or rescheduled due to the lack of a field or referees. In many if not most instances, the games will be accommodated on the date requested. The time of the games cannot be guaranteed. In some rare instances it may not be possible to accommodate a scheduled game.

### Ground Rules

- 1) If you schedule a game home, that game must be considered tentative until the Referee Assignor confirms the availability of a field and referees.
- 2) The first priority is to accommodate games scheduled by SoccerMaine. After that fields will be assigned on a first-come first-serve basis.
- 3) A maximum of 12 games are permitted per team. A minimum of 8 games are required for each team. This includes any regular season games scheduled by SoccerMaine.
- 4) **DO NOT SCHEDULE YOUR OWN GAMES ON OTHER FIELDS OR AT TIMES THAT YOU THINK NO ONE WILL BE AROUND. IF YOU HAVE AN UNASSIGNED/UNSANCTIONED GAME, YOU MAY BE PERSONALLY LIABLE FOR ANY UNFORESEEN PROBLEMS THAT POP UP OR YOU MAY FIND THAT YOU GET THERE AND DON'T HAVE A FIELD. ALSO, PLAYING ON FIELDS OTHER THAN THOSE FROM WYSA OR THROUGH THE SCHOOL SYSTEM MAY NOT PROVIDE YOU ADEQUATE INSURANCE COVERAGE IN THE EVENT OF ACCIDENT OR INJURY.**

## SPONSORS

Travel teams will not have any sponsors.

## TEAM FEES

Travel fees will be assessed to the team as a whole instead of individually to each player. This cost will be allocated over the number of players on the team and born equally by all players. Player fees are due in full at the time of registration. Registrations received after the registration deadline will be charged a \$25 late fee unless the late registering players are needed to fill a team roster. Any player who has not paid in full may not be selected for a travel team. Fees will be established for teams at each age level based on the costs expected to be incurred by that team. The actual cost per player may differ from team to team depending on the number of players.

Requests for fee waivers must be submitted to the Fall Travel Director using the Fee Waiver Form no later than the last day of registration.

The team fees will be based on the costs of the program and will be determined at the time budgeting is done for the program.

Again, depending on the number of players actually on each team when it's said and done and the amount of sponsorship or fundraising fees collected could cause some variance in the per player fees from team to team. In some cases, these fees could vary widely.

In no case will the individual player fee for any player on any team be less than the fee paid by recreational league players.

## PLAYING TIME

### U9 – U11 Ages

SoccerMaine policies require that each player on U9 through U11 ages receive a minimum playing time equal to 50%. If a team is rostering more players than what permits 50% playing time per player, the playing time must be allocated equally over all players.

### U12 – U14 Ages

At the U12 through U14 ages, SoccerMaine no longer requires a minimum of 50% playing time. WYSA however feels that belonging to a travel team includes a reasonable expectation from the player and parents that each child will see playing time each game. To insure each child plays in every game, WYSA requires that each player receive a minimum of 30% playing time in every game including playoffs. The only exception to this policy is when disciplinary action is required or as a result of player injury.

## TEAM SIZES

### Standard Team Sizes

For WYSA travel teams, the standard team will consist of twelve players for U9 and U10, fourteen players for U11 and U12, and eighteen players for U13 and U14.

Coaches are expected to make an effort to err on the side of inclusion when selecting players for developmental age levels. These age levels are U9 through U11. At these age levels SoccerMaine requires that each player receive a minimum of 50% playing time each game. The purpose of these teams is to be a developmental program that transitions players into a more competitive program. Players should be encouraged to play at this level with the intention of developing their skills in preparation for future years. Efforts should be made to reach the maximum roster size at these ages.

At the U12 and up age level, the program becomes “competitive”. SoccerMaine does not require a minimum of 50% playing time for each player. Because playing time is left to the coach’s discretion and not guaranteed, coaches have greater flexibility when determining the roster size at the “competitive” age levels. It must be assumed that any child selected for the travel teams should possess the skills required to play a reasonable amount of time each game. U12 Coaches need to remember that at the U13 level there is an increase in the number of players required. For that reason the U12 teams need to retain and develop existing players as well as add enough players to field the larger team the following year. A coach should not create a playing experience that jeopardizes the ability to field enough players for the U13 age level. Regardless of what the coach’s decision is in respect to roster size, he may be called upon to justify the decisions made, so good records during tryout are a must.

*It is important to focus on WYSA’s objective which is to reasonably give every child an opportunity to play soccer but to also maintain a balance of competitive play and fairness. Above all, WYSA must apply all policies in a consistent and fair manner to every team and to every player. A good coach will meet with those affected players and parents and outline how they’re affected and what it all means to them. The travel program, while competitive, is also a highly developmental program. The best interests of our kids must be kept in mind and we must make sure that competitiveness or emotion doesn’t totally distract us from our mission.*

### Small Numbers Trying Out for a Given Age Group

WYSA has established that the minimum team sizes in these situations will be U9 and U10 Teams (9), U11 and U12 Teams (11), U13 and U14 Teams (15). If fewer than these numbers try out, there will not be a team at that age level. If a team starts the season with a larger roster but gets reduced below the minimums during the season (after August 1<sup>st</sup>), the coach and the Travel Director will discuss the situation with the Board and make a determination regarding whether it is in the team’s best interests to finish out the season.

	U9&10	U11&12	U13 and up
Minimum team size	9	11	15
Maximum team size	12	14	18

### Multiple Teams in Same Age/Gender Bracket

Multiple teams at the U9 & U10 and U11 levels will be equally balanced and they will split the players equally with picks determined by a toss of a coin and lottery. Multiple teams at U12 and above will be split into unbalanced teams. The Board will determine which coach will fill his/her roster first to half the total number of players trying out if there are to be two teams. Rather than Team 1 or Team A, the teams will be named for the coaches i.e.-U14 Boys-Jones and U14 Boys-Smith. We must try and avoid the stigma associated with an “A” and “B” team situation. Even though it’s always done with good intentions it can create animosity between the players and parents of each team.

IN ALL CASES THE FINAL DETERMINATION WILL BE BY THE BOARD ON HOW THE TEAMS WILL BE SPLIT.

	U9/10	U11/12	U13 and up
Minimum # prior to end of registration to solicit a 2 <sup>nd</sup> coach	14	15	25

### Combining Age Groups When Not Enough Players Try Out for a Team

If it is known in advance that there are an inadequate number of players trying out for a given age group to field a team, then those players may try out with the next age group up. If there are not enough for a U14 team, they will try out with the U13 group and a decision will be made whether to create just a U14 team.

- a) Example #1-there are only nine players trying out for U14 so they try out with U13. However, U13 has twenty-two players trying out. The team will be U13 and consist of all U13 eligible players. The U14 players will have no travel team option in Windham for that year.
- b) Example #2-Same situation except that only twelve U13 players are trying out. A decision is made to have a U14 team and pick eighteen players from the combined group. The coach must be careful in scheduling based upon the comparative strength of the team in relation to surrounding communities. He/she may want to call this a Division 2 team.
- c) Example #3-there are nine U12 players trying out and twenty-seven U13 players. The U12's will try out with U13 group and there will hopefully be two U13 teams.
- d) Example #4-There are nine U11 players trying out and only five U12 players trying out. A serious decision has to be made whether there will be any U11 or U12 team at all. For the U11 players to carry the team in numbers and for the team to have a minimal roster overall must be closely scrutinized.

In all decisions, remember players may possibly play up one age level under certain conditions but never down.

## TOURNAMENTS

WYSA will enlist it's teams in a Labor Day weekend tournament and a tournament in October over Columbus Day Weekend as well as the finals for each age/gender level group each season. These tournaments are included in the team fees. Any additional tournaments that teams elect to play in must be covered by those teams.

## TRYOUTS AND PLAYER SELECTION

### Player Registration

Player registration will end one week prior to the start of the first scheduled tryout. Registrations after that date will only be accepted to fill teams not reaching the minimum roster size.

### Dates for Tryouts

Two tryouts for the fall travel teams will be held normally between the last week of April and the first week of June each year. The dates for the tryouts will be spaced over a two-to-three week period to ensure that every child has the opportunity to attend at least one tryout. Tryouts should be on one weekday and one weekend day. In the event of inclement weather, a tryout should be rescheduled if time permits. No selections should be made unless both tryouts have been held. The first tryout date will occur no sooner than two weeks after an announcement is published in the local newspaper, on the league's website, and flyers are sent home from the schools. The girls and boys teams will tryout on different nights, permitting coaches to assist each other with player evaluation. Moving tryouts to different nights will permit more time at each tryout to properly evaluate each player.

### *Player Evaluation*

Coaches will encourage all players to tryout and will establish a fair and equitable method for player evaluation and selection. It is recommended that the various skills of each player be evaluated such as dribbling with both feet, heading, trapping/containment, endurance running, sprints, and any other skills or personal traits that the coach deems important in the evaluation process. It is important for coaches to select a team that will work together and in some cases player attitude may also play as big a part as player aptitude. Many times a less skilled player who is willing to learn is a far better choice than a more developed player with a disruptive demeanor. This is why it is critical that coaches convey their evaluation criteria to players and parents up front. Under no circumstances will a parent or relative of any player other than the selected coach be on the field during tryouts. They cannot assist with tryouts or the evaluation process. The only child guaranteed a spot on the team is the coach's child, allowing other parents or relatives on the field will give the appearance of unfair player selection.

### *Extension of Tryouts Before Initial Team Selection*

In the event that too small a number of kids try out to minimally field a team (see team sizes section), an additional or extended tryout may be held if requested by the coach and approved by the Board. The new tryout or extension must again be published in the Windham local papers and posted on the league's website a minimum of seven days before the additional/extended tryout is held. In no case will an extension tryout date exceed June 20<sup>th</sup>.

### *Additional Tryouts After Initial Team Selection*

In the event that a team loses players so that the team size is below the minimum after June 20<sup>th</sup> but before July 31<sup>st</sup>, players who were not selected from the first tryouts may be contacted and asked to join the team. If there were no players released or none of the players who were not selected desire to join the team, an additional tryout may be held if requested by the coach and approved by the Board. The additional tryout must again be published in the local newspaper and posted on the league's website a minimum of seven days before the additional tryout is held. All tryouts must be held on or before July 31<sup>st</sup> (so, in essence a decision must be made by approximately July 20<sup>th</sup> if an additional tryout will be held). If players are lost after July 31<sup>st</sup>, a decision must be made by the coach as to whether the team can continue with the number of players remaining (again see team size section). WYSA will make every effort to insure that teams are not disbanded but this is not guaranteed.

### *Exception*

If there are two teams in a given age/gender group and one is designated to be more competitive in its schedule, then players from one team will have the option to move to the other prior to any new

players being added to either team. The objective here is to give the players who attended the initial tryouts the opportunity to fill the first (or more competitive) team's roster. Once this is done, the first (or more competitive) team will fill its roster first, then the second team will choose from the remaining players trying out.

### Exception

If there are two teams with equally competitive schedules and both need extra players, the coaches will flip a coin to determine who picks first from the additional players at the new tryout.

### Player Selection

Coaches will provide the Travel Director with the names of the players selected for their team within three days following the last tryout (or by June 20<sup>th</sup>, whichever is earlier). Player notification will be made via a phone call from the coach. Every effort must be made to deliver this message to the player's parent or guardian first. It is unacceptable that a player being cut from the team learn of this from a peer or via a message. Coaches are strongly encouraged to personally contact those players who are not selected. Those not selected should be encouraged to play in Windham's recreational program and to definitely try out again the following year.

The only player on any given team guaranteed a spot on the team is the child (children) of the head coach(s), and then that is at the discretion of the head coach(s). There is no provision for any other players on the team, including the children of prospective assistant coaches. While sometimes awkward or difficult, it is important for the head coach(s) to emphasize and make this distinction to the greatest extent possible so that any appearances of pre-selection are eliminated or minimized.

Once the rosters are posted, **that will be the team** unless a player opts to remove him/herself. The Board of Directors gives wide latitude to its coaches in this area and will be very reluctant to become involved in a coach's decision of who makes a team. WYSA takes every effort to choose competent coaches who are fair and respected. Consequently, WYSA must rely on their judgment in these matters given the wide range of evaluation factors and that they were actually present at their tryouts.

## TRAVEL PROGRAM CALENDAR

### November

- 
- Make sure all uniforms & equipment are collected. Deal with any missing equipment
- Ensure referees have all been paid for year (handled by the referee assignor)
- Provide information to update website (if necessary)
- Review and summarize comments to coaches
- Attend WYSA Board Meeting

### December

- Provide information to update website (if necessary)
- Attend WYSA Board Meeting – Present Budget and coaches for next year

## January

- Provide information to update website (if necessary)
- Attend WYSA Board meeting

## February

- Revisit budget and proposed expenditures. Adjust line items if needed
- Feb 1<sup>st</sup> Inform uniform provider of uniform choice (Eurosport). Receive Quote back
- Feb 10<sup>th</sup> Provide estimated number of uniforms for pre-order reservation of sizes
- Provide information to update website (if necessary)
- Meet with small working group on different travel program duties that could be reassigned. The Travel Director still has overall responsibility. Examples follow:
  - ❖ Uniforms Distribution & Collection
  - ❖ Equipment Distribution & Collection
  - ❖ Coordinating Player Registration Process at Tryouts
  - ❖ Maintain Master List and Obtain Volunteer Disclosure Forms
  - ❖ Collecting Home & Away Schedules from Each Team Directly After the Scheduling Meetings and Submitting to Travel Director
- The Referee Assignor will schedule a referee certification course
- Finalize expenditures for last year & make preliminary budget for next year
- Determine estimated number of teams, team sizes, and uniform needs for next year
- Determine preliminary equipment needs for next year
- Begin soliciting for best prices on good products- e.g. Eurosports, Marzilli, and others
- Attend WYSA Board meeting

## March

- Send notice to schools and Windham local papers, website, email to last year's players, of signup/tryout dates, etc., by 3/31
- March 10<sup>th</sup> receive order forms from Eurosport if they are uniform provider.
- Attend SoccerMaine's Annual General Meeting, if possible
- Provide information to update website (if necessary)
- Attend WYSA Board meeting

## April

- Start process of naming coaches for next season. Publish notice in Windham local paper and on website in early April for responses by mid/late April
- Establish committee and interview coaches (if necessary)
- Provide information to update website (if necessary)
- Attend SoccerMaine regional meeting (date TBD)
- Attend WYSA Board meeting

## May

- Finalize selection process and name head coaches for potential teams and get volunteer disclosure forms.
- Schedule and address mandatory pre-tryout coaches meeting. Go over handbook (emphasize player evaluation and selection process and team sizes), complaint and disciplinary processes, sexual harassment and non-discrimination, and ethical communication and recruiting practices. Establish policy on date for when official practices can begin. Follow-up on any needed volunteer disclosure forms. Establish how information will be communicated and by (to) whom. Establish how physical items (equipment & paperwork) will get from coordinator-to-coach and vice-versa.
- Establish list of those coaches needing “E” license and find courses- Encourage “D” licenses
- Check and finalize sizes for jerseys and shorts with players at assessments. Try and number uniforms so that if a team needs to switch a jersey with another, the numbers aren’t all the same. I.E.-one team is 2-19. The next team is 10-27. The next is 20-37. Then, start over. Use the lowest numbers for a team’s smallest jerseys and then go up. This provides some flexibility as additional jerseys are expensive and are worthless if not used and a style changes. Also, order socks on the large side.
- Registrar to submit current by-laws to SoccerMaine by 6/1. By-laws must specify membership and voting rights, decision-making and disciplinary authority (which must specify the authority of the director of coaching and president’s over coaches).
- Registrar to submit a list of officers with names, mail, and e-mail addresses, phone number, and terms of office to SoccerMaine by 6/1
- Submit payment of club affiliation fees to SoccerMaine by 6/1 (Flat fee of \$100)
- Tryouts and registrations
- Get any player waivers (form) needed from adjacent communities sent by last tryout
- Ensure coaches have Notified all travel players of individual player selection.
- Follow up on any required “E” licensing for coaches
- Provide information to update website (if necessary)
- Attend WYSA Board meeting

## June

- Follow-up-Submit current by-laws to SoccerMaine by 6/1
- Follow-up-Submit list of directors, etc., to SoccerMaine by 6/1
- Follow-up-Submit club affiliation fee by 6/1
- Place uniform order first week of June. Order between 5 and 10 to handle sizing problems.
- Tryouts and registrations- Waivers if necessary
- Follow-up on player waivers (form) needed from adjacent communities
- Schedule and publish any additional tryouts (as necessary). All to be done no later than 6/20
- Notify all travel players through website posting (and any released) by 6/20
- Submit team list to Windham local papers and website for publication after 6/20
- Update email distribution list for all travel teams (coaches and players)
- Establish assistant coaches by 6/30 and get volunteer disclosure forms
- Follow-up with Registrar ensuring that all players selected have registered and completed a medical release
- Follow up on any required “E” licensing for coaches.
- Order first aid kits and ice packs if needed. Check on whistles and AR flags.
- Establish preliminary schedule of player/coach development activities with coordinator by 6/30.

- Revisit budget and proposed expenditures. Adjust line items if needed.
- Provide information to update website (if necessary)
- Attend WYSA Board meeting

## July

- Submit team declaration (form) to SoccerMaine with divisional preferences (1 or 2) by 8/1
- Finalize rosters by 7/15
- Prepare any required waivers to SoccerMaine (i.e.-team size, etc.) by 7/31. Submit with rosters by 8/15
- Have mandatory coaches meeting by 7/15
- Make sure coaches are aware and versed on procedures for scheduling games as well as place and time of scheduling meeting (if known). Discuss changing, rescheduling, or canceling home games and policy on rainouts.
- Establish practice schedule (probably by lottery) by 7/15
- Distribute uniforms & equipment by 7/15
- Send volunteer disclosure forms to all potential referees
- Finalize team sponsors and payment by 7/31
- Recheck need for game balls or other equipment.
- Submit application for Cumberland Labor Day tournament by 7/20
- Follow-up on any needed volunteer disclosure forms
- Make initial contact with Windham HS athletic director on field availability
- Schedule dates for team pictures
- Follow up on any required “E” licensing for coaches
- Provide information to update website (if necessary)
- Attend WYSA Board meeting

## August

- Follow up on submission of team declaration to SoccerMaine
- Establish available dates for fields with Windham HS athletic director by 8/10
- Submit payment of team fees to SoccerMaine by 8/15 (postmarked by 8/14)
- Submit payment of player registration fees to SoccerMaine by 8/15 (postmarked by 8/14)
- The entire club’s teams and fees should be submitted at once or a team risks penalties. If a team incurs penalties, that team will be assessed the fee.
- Submit all volunteer forms to SoccerMaine by 8/15
- Submit all team rosters and computer data to SoccerMaine by 8/15. Include any required waivers (player, coach, team or other).
- Submit application and payment for Fall tournaments
- Establish collection of referee fee protocol for coaches and referees
- Establish reporting system for payment of away referee fees for coaches
- Finalize home game schedule and get to referee assignor by 8/25. Include any information about fields or protocol on payments, refereeing systems, etc., in one summary
- 
- Send final home schedule for any non-Gambo fields to Windham HS athletic director by 8/25 for confirmation

- Post home travel schedule on the WYSA website and possibly publish in the Windham local papers. Note in announcement to check website for updates
- Ensure attendance at referee assignor meeting
- Follow up on any required “E” licensing for coaches
- Decide on any possible year end tournaments at home by 10/1
- Revisit budget and proposed expenditures. Adjust line items if needed
- Provide information to update website (if necessary)
- Attend WYSA Board meeting

### September

- Pay attention to team success (i.e.-Division 1 or 2 level)
- Notify SoccerMaine on choice of end of year event and any divisional changes by 9/24
- Follow-up with coaches on protocol for reporting league scores to Metro
- Get player passes and final state rosters from SoccerMaine by 9/15
- Provide information to update website (if necessary)
- Revisit budget and proposed expenditures. Adjust line items if needed
- Attend WYSA Board meeting

### October

- Order trophies and other recognition items
- Schedule travel banquet
- Distribute and collect player/coach comments
- Provide information to update website (if necessary)
- Revisit budget and proposed expenditures. Adjust line items if needed
- Attend WYSA Board meeting