



Roseville Premier Soccer Policies and Procedures

Revised February 2017

Purpose:

These Policies and Procedures serve as a supplement to the Roseville Youth Soccer Club (hereinafter referred to as RYSC) Constitution, Bylaws and Policies and to aid in administering a competitive program designed for players that have the desire and ability to further their soccer skills in a more competitive environment.

Article I. Competitive Committee

Section 1.01 Each season a Competitive Committee will be formed for the purpose of recommending coaches for the upcoming season, approving the number of teams to be formed, and setting policies for the Roseville Premier Soccer program. The term of the Competitive Committee for each season will start on June 1 and end on May 31 of the following year.

Section 1.02 The seven (7) member Competitive Committee shall be chaired by the Director of Competitive Program. The committee shall be composed of the following personnel: (a) the Director of Competitive Program, (b) the Club Manager (or his designee), (c) the Director of U9-U14 Coaches, (d) the Director of U15-U19 Coaches, (e) the Director of U6-U8 Coaches, and two volunteer competitive-level coaches. Each committee member shall have a vote on all policy recommendations for board approval and decisions made by the committee.

The volunteer competitive-level coaches shall be chosen as follows:

- a) Candidates must have two or more years of experience as a RYSC competitive-level coach and must be in good standing with RYSC.
- b) One position will be filled by a random draw.
- c) One position shall be appointed by the Director of Competitive Program and shall be from the list of eligible volunteer competitive-level coaches.
- d) Eligible candidates may not concurrently serve on the RYSC Board of Directors.

Section 1.03 The RYSC Board of Directors shall approve all members of the Competitive Committee by no later than the Board meeting of the month in which the current committee seats will terminate (per Article I, Section 1.01) in order to be prepared for the new committee to take seat the following month. If two or more competitive-level coaches volunteer for the Competitive Committee, the respective slot will be selected by a random draw by the Director of Competitive Program. If no eligible competitive-level coach volunteers, the Director of Competitive Program shall seek and appoint an eligible competitive-level coach or other qualified volunteer approved by the RYSC Board.

Section 1.04 Coaches who wish to serve on the Competitive Committee should notify the Director of Competitive Program to be considered for placement on the committee. The Director of Competitive Program is responsible for determining the eligibility of any coach who volunteers to serve on the Competitive Committee.

Article II. Coach Application Process

Section 2.01 The Director of Competitive Program, through the RYSC Board of Directors, will advertise each year the process required to be considered for one of the competitive coaching positions. Information provided will include:

- a) How to apply for a coaching position
- b) Timetable for application and selection
- c) Criteria for selection

Section 2.02 All coaches interested in coaching at the competitive level must submit an application to the Director of Competitive Program by the advertised deadline to be considered for any available positions.

Section 2.03 The Competitive Committee will review applications and evaluation material from the prior season (if applicable) such as coaching surveys, training and match evaluations, and documented issues from the prior season to aid in recommending coaches for the new season. The RYSC Board of Directors will vote to approve or disapprove the Competitive Committee recommendation list. Board Members who are also coaches within the Roseville Premier Soccer program may not vote for the coaching recommendations in the age division within which they coach.

Section 2.04 All decisions made by the RYSC Board of Directors will be documented. Any dispute or protest over a decision can be appealed to the RYSC Board of Directors via the appeal process as documented in the RYSC Bylaws.

Section 2.05 All applicants, including those not accepted, will be notified within 72 hours of being approved by the RYSC Board of Directors.

Article III. Coach Selection Procedures

For purposes of interpreting the following policies and procedures, where “coach” or “coaches” is noted, it will be considered the “head coach” or “head coaches” unless specified otherwise.

Section 3.01 All teams must have a coach selected through the guidelines under Article III.

Section 3.02 All “new” coaches (new is defined as the first season in a head coach position for the Roseville Premier Soccer program) will have a one (1) year probationary period where they may be removed due to significant issues or due cause as decided by the RYSC Board of Directors.

Section 3.03 Coaches in each age division will be placed in charge of a specific team (i.e. A, B, C...). The actual confirmation of team assignment will ultimately be based upon the number of teams able to be formed via the tryout process based upon the caliber of talent at tryouts, as determined by the Competitive Committee.

Section 3.04 Placement will be based on the previous position held by the coach and performance during the past season. In general, no coach will be displaced from the order discussed below unless there are extenuating circumstances such as lack of dedication, numerous parent/player complaints, extensive issues or poor display of judgment and/or performance as a competitive coach.

- a) An "A" team coach, with no extenuating circumstances, will normally move into the "A" team slot in the next higher age pure group for the following season.
- b) A "B" or "C" team coach, with no extenuating circumstances, will normally move into the "B" or "C" team slot, respectively, of the next higher age pure group for the following season.
- c) Coaches in the mixed U19 age division (U18-U19) will follow an ascending rotation ladder and will be afforded the opportunity to coach for a second year in the age division due to the two (2) years of eligibility for players to participate (i.e. U18 and U19).

Section 3.05 The Competitive Committee will make a recommendation and the Board of Directors will decide any special situations not covered above.

Section 3.06 Each team will have one head coach responsible to RYSC and its Board of Directors. If a head coach elects to have a co-coach, this does not relieve the head coach of responsibility and accountability to the RYSC for the actions of his/her coaches, players, and parents.

Section 3.07 Coaches are responsible for turning in all registration paperwork in a timely fashion. The Director of Competitive Program and club Registrar will provide all coaches with a timeline and checklist for the information required to register their teams. Failure to comply with these requirements on schedule will be taken into account when determining placement of coaches for the next season.

Section 3.08 Per RYSC policy, the head coach on record must have, at a minimum, the CYSA E or USSF National E coaching license. Within two (2) years of appointment, a head coach in the U12 to U19 age groups shall secure the USSF D license.

Section 3.09 Per RYSC policy, all assistant coaches on record must have, at a minimum, the CYSA F or USSF National E coaching license.

Section 3.10 Per RYSC policy, a competitive coach will only be allowed to be listed as a head coach on only one team roster/"goldenrod" but may be listed as an assistant coach on other team rosters.

Section 3.11 Per RYSC policy, recreational and competitive coaches cannot be paid for their services.

Article IV. Team Formation Process

Section 4.01 Team formation, as outlined below will be dependent upon the availability of talent and kept "age pure" as much as possible (with the exception of the U18-U19 age group).

- a) The top team in each age pure division will be designated the "A" team.
- b) The next top team in each age pure division will be designated the "B" team.
- c) All teams should stay age pure unless there is not enough talent within that age pure group to form a team. Any exceptions will be handled by the Director of Competitive Program.
- d) If two age group coaches are considering making an offer to the same player or a player identified as trying out in two age groups, the age pure coach or coach closest to the age pure division shall get priority and the rules in Section 6.04 shall apply. Any exceptions will be handled by the Director of Competitive Program.
- e) If a U17 coach makes an offer to a U18 or U19 player and that player accepts, that team will be designated a U19 team and will have to play in that age division. However, for club tracking purposes, that teams' letter designation will remain for future coach placement and future order of offers. Before a U17 coach makes an offer to a U18 or U19 player, he or she must have any U16 players they are considering be evaluated for their ability to play up pursuant to the process described in Section 5.04.
- f) In the event that a player receives and accepts an offer from an RYSC coach, that player is ineligible to accept an offer from any other RYSC coach. If the Director of Competitive Program or member of the Competitive Committee learns that a player who has accepted an offer from an RYSC coach and that player is participating in a tryout for an older age group, the Director or Competitive Committee member shall promptly notify the other coaches that the player is ineligible. Any offers extended to a player who has already received and accepted an offer are void.

Section 4.02 The Competitive Committee will determine if there is sufficient talent to form additional teams. (see Article VI, Section 6.05 below).

Article V. Tryout Procedures

Section 5.01 The coaches in each age group under the guidance of the "A" team coach will be responsible for setting up the tryout format and exercises to be used in their age

group. This should be done in advance of the tryouts to avoid confusion and/or a display of lack of organization in front of the players and their parents. The Director of Competitive Program will determine the tryout format for any age group where the coaches are not able to come to an agreement.

Section 5.02 A member of the Competitive Committee or designated Board member will be assigned to each tryout age group to oversee the registration and tryout process. All inquiries and issues are to be directed to this individual who will make themselves known to all coaches at the beginning of the tryout period.

Section 5.03 Every effort will be made to hold age pure tryouts; however, it may become necessary to mix age groups in the event there are not enough players for a specific age group and/or gender trying out. Coaches will be allowed to observe and rate players in one age group above or below their approved age group slot with the exception of U19 coaches; they can observe and rate players as low as two (2) age groups (a U17 player is allowed to play on a U19 team). It is encouraged for teams to stay at their approved age group slot; however, all teams will and must play the age level of their oldest rostered player.

Section 5.04 "Playing Up" Policy – Generally, players can try out for their age group or one age group older (e.g. a U11 player could try out for a U12 team). Per Placer Youth Soccer League (PYSL), the only teams allowed to have one (1) year younger players are the top teams (i.e., A teams) in each age group up to U15 with a maximum of four (4) players that are qualifying as "starters" or ranking at tryouts in the top 7 if U9/U10, top 9 if U11/U12, top 11 if U13 to U15; U16 and above are exempt from the max number rule. Exceptions to this policy may be made on a case-by-case basis by the Competitive Committee. Trying out more than one age group up is strongly discouraged and will be rarely approved. However, once a player reaches eligibility for U16 (high school age), they may, at their option, try out more than one age group up but must still attend a minimum of one (1) tryouts at their "age pure" level. The U16 player must attend a minimum of one (1) tryouts and be evaluated by members of the Competitive Committee for skill and fitness in the age group he or she seeking exemption for (e.g. U16 trying out at U19). If an offer is made and the player accepts, he or she is required to attend a full second tryout. An exception to attending a second tryout date may be granted by the Competitive Committee or Director of Competitive Program if a player attends the last regularly scheduled tryout date only and receives an offer. If a member of the Competitive Committee is a coach in that age group, they may not serve as a special evaluator for that player.

Section 5.05 Injured Player Policy – If an otherwise eligible player is injured prior to tryouts and is unable to participate due to the injury for their safety and the safety of others that player must still register and receive a tryout number that he or she shall wear and should observe the tryout process but may be excused by a member of the

Competitive Committee (not by an individual coach). A player that is injured is still required to attend a minimum of one (1) tryout to be eligible for an offer. If an offer is made to an injured player, the rules in Section 6.01 shall apply. Please notify the registration volunteers so they may make a note on the official roster list and also have the child notify one of the coaches running tryouts.

Section 5.06 One “master” tryout roster will be kept for each age group (all head coaches will get a copy of the updated roster on a daily basis to use during the tryout evaluation process). First year players will be numbered from 1 to 99 and second year players will be numbered from 100 to 199. Marathon style numbers and safety pins will be provided by the club and must be used. No other numbering or marking mechanism is allowed (including markings on a player’s skin even with non-toxic marking devices).

Section 5.07 Once tryouts are complete a Competitive Committee member will review the tryout roster list for the purpose of removing players that are not eligible based upon these policies and procedures (e.g. did not attend the minimum 2 tryouts, etc).

Article VI. Team Selection Procedures

Section 6.01 At the conclusion of the first tryout, the “A” coach in each age group will be allowed to make offers; player contact information will be available to facilitate the offer. Players who receive offers before the end of tryouts will have 24 hours to accept or decline the offer. If a player receives an offer and it is confirmed that the player accepted the offer, that player may not accept a second offer. If a player accepts an offer, that player must still attend a full second tryout to be eligible. An exception to attending a second tryout date may be granted by the Competitive Committee or Director of Competitive Program if a player attends the last regularly scheduled tryout date only and receives an offer. If a player declines an offer from the “A” coach, the “B” coach will be allowed to make an offer to that player only. The number of refusals for offers noted in Section 6.03 will still apply. Once the “A” coach has filled his/her roster with players who have accepted offers, he/she must complete the “Offer Made” and “Offer Accepted” sections on the official roster, keep the registration forms only for the players for whom the coach has received an acceptance and forward the roster along with all remaining tryout registration forms to the “B” coach. This process will continue until all teams in the age group are filled with competitive caliber players. The last coach to fill his/her team must return the official roster and all remaining registration forms to the Director of Competitive Program for final administrative actions and safekeeping.

The time restrictions for offers noted in Section 6.08 will still apply.

Section 6.02 Teams may be formed only from players who have attended at least two (2) tryouts unless they only attended the last tryout because there were no further regularly scheduled tryouts to attend. At the discretion of the Director of Competitive Program or Competitive Committee, an additional tryout date may be scheduled.

Section 6.03 Players may reject one offer from a coach, but must accept the next offer made to them. If a player refuses a second offer, the player becomes ineligible. The child of a coach in the same division, and siblings are exempt from this policy. This will afford players some freedom in determining whom they play for while ensuring the top teams in each age group have the strongest talent. Coaches are not required to leave a spot open on their team for any player who has rejected a legitimate offer to play for that team. Players in the U17 thru U19 age divisions are exempt from this policy and do not have a limit as to the number of refusals.

Section 6.04 Every attempt will be made to coordinate amongst coaches in each gender / age group to ensure an otherwise eligible and competitive-caliber player is not restricted from playing in the Roseville Premier Soccer program due to conflict between coaches.

Every effort will be made to identify players trying out in more than one age group and avoid conflicts among coaches. Coaches interested in making an offer to a player identified as trying out in more than one age group must check to see if that player has received an offer and, most importantly, confirm if that player has accepted an offer from another coach. If a coach makes an offer to a player and the player accepts, but it is confirmed that that player had already accepted an offer, the player will remain on the team he or she first accepted to. Coaches making early offers to players identified as trying out in more than one age group, and if a player accepts, the coach must notify the Director of Competitive Program or a member of the Competitive Committee in order to advise that player that they may not accept an offer from another coach within our club.

Section 6.05 Upon the completion of tryouts for each age division, all coaches will meet and discuss their tentative selections. At this time the feasibility of additional teams beyond the ones approved by the RYSC Board of Directors within an age group will be discussed and the Competitive Committee will decide if additional teams are warranted.

Section 6.06 All appointed coaches must fill their team rosters with players who have attended the tryouts (no exceptions). If after the appointed coaches have fulfilled their rosters with 8 competitive-caliber players for U9/U10, 10 competitive-caliber players for U11/U12 and 12 competitive-caliber players for U13 and older, additional teams will be considered by the Competitive Committee if there is a pool of at least 8 competitive-

caliber players remaining for U9/U10, 10 competitive-caliber players for U11/U12 and a pool of 12 competitive-caliber players for U13 and older. A competitive-caliber player (as determined by the Director of Competitive Program and/or Competitive Committee) who has attended the minimum number of regularly scheduled tryouts will not be displaced with a person who has attended the additional tryout; a coach must select first from those competitive-caliber players who attended the regularly scheduled tryouts.

Section 6.07 The "A" team coach will have the first choice of players in their age pure division (U9-U17) or in the U19 mixed division (U18-U19) followed in succession by the ordered alphabetic letter (A, B, C, etc).

Section 6.08 The "A" team coach must inform the "B" team coach of his confirmed roster within 48 hours after the completion of the last tryout. The "B" team coach must inform the "C" team coach of his confirmed roster within 96 hours after the completion of tryouts. These procedures will continue (at 48-hour increments) for additional teams beyond the "C" team until all teams have been filled. The 48-hour period commences at 12:00 a.m. on the day following the last day of tryouts for that age division.

Section 6.09 Any coaches making offers to players during the tryout sessions or in contradiction of the above stated policies and procedures will be subject to disciplinary action.

Section 6.10 Upon completion of team selection, all players who were not selected will be notified via email or phone. . All players who were not selected must be notified within 10 days after the completion of the tryouts. If a player who played on a RYSC competitive team the previous season does not make a team, the previous coach or the Director of Competitive Program will call.

Section 6.11 No player will be added to any competitive team roster without prior approval from the Director of Competitive Program and even then the player(s) must come from the official, approved tryout roster unless a special consideration or alternative method is granted (e.g. additional tryouts). An additional tryout will be open to all coaches within the age division and regular team selection procedures apply.

Article VII. Coach Evaluation Process

Section 7.01 A Coaching Survey will be distributed to all players, player's parents, or guardians at the close of the season to aid the RYSC Board and Competitive Committee in selecting and placing coaches for the following season. In addition, a Mid-Season Coaching Survey may be distributed during the middle of the season to aid in coaching evaluation and improvement. The Mid-Season Coaching Survey will be left to the discretion of the Director of Competitive Program.

Section 7.02 The Director of Competitive Program or a Competitive Committee member may perform periodic, random, and unannounced observations and evaluations on the quality level of training sessions and coaching of matches to ascertain the current level of coaching ability and identify any areas that require improvement for coaches within the Roseville Premier Soccer program. This will primarily apply to, but not be limited to, new coaches or coaches on probation due to prior issues. Feedback from the evaluation will be given to the head coach if the observation warrants attention.

Article VIII. Additional Policies

Section 8.01 All RYSC competitive coaches and teams must adhere to all policies and rules set forth here, as well as, all policies and rules set forth by the Roseville Youth Soccer Club (RYSC), Placer Youth Soccer League (PYSL), California Youth Soccer Association (CYSA), CYSA-Cal Soccer League (CCSL), US Club Soccer (USCS) and Norcal Premier Soccer (Norcal). Failure to follow any of these policies is grounds for disciplinary action up to and including removal from the Roseville Premier Soccer program.

Section 8.02 U9 and U10 teams should not practice more than three hours per week or start practice before the first day of June.

Section 8.03 All players must play at least half of a game unless there are disciplinary reasons for not doing so (missed practices, unexcused absences, negative attitude, lack of effort, etc.). You must notify the Director of Competitive Program if this is the case so that all disciplinary measures are noted and tracked for audit trail purposes.

Section 8.04 All players must adhere to the club uniform policy and only wear the RYSC approved uniform (jerseys, shorts, and socks) at all events. The only events that are an exception are friendly scrimmages and Halloween season tournaments as long as apparel is considered safe and appropriate by FIFA. Any team found violating this policy will be reviewed by the Competitive Committee for a recommendation of discipline and brought back to the RYSC Board of Directors for action.

Section 8.05 All teams (head coaches) will supply an estimated season budget simultaneously to the Director of Competitive Program and to the team families for due diligence and expectation management purposes by May 1st for U9 to U14 teams and July 1st for U15 to U19 teams every seasonal year. All teams should provide periodic team account updates to the team families; particularly, when deviating from the initial team budget.

Section 8.06 Roseville Youth Soccer Club (RYSC) competitive teams may not hold more than a \$200 team bank account balance between seasonal years. The RYSC recognizes that banks impose minimum account balances to remain in effect and as such a nominal amount is authorized as stated above. Any amounts over this balance must be utilized by the end of the season.

Section 8.07 The Roseville Youth Soccer Club (RYSC) does allow paid trainers in accordance with the policies and procedures described herein. This means the Roseville Premier Soccer program, its teams, coaches, assistant coaches or managers are permitted to pay compensation for the instruction of the players on their teams, or allow paid trainers to provide instruction as part of a team function. If a competitive team chooses to do so, they must meet the following requirements:

- a) Competitive Team must submit all use of paid trainers at a RYSC sanctioned event (i.e. team function) as part of the team's annual budget.
- b) Paid Trainers must be selected from the RYSC Approved Trainer Vendor List.
 - i. Competitive team risks sanction - financial or other - for use of non-approved trainers.
- c) Teams may utilize services of paid trainer averaging no more than \$225 max per player for a season, generally being the period beginning when a competitive team forms and ending when the team no longer plays at the age group for which it was registered.
- d) Paid Trainers may not be listed on the official roster (Golden Rod, etc.) in any capacity (coach, assistant coach, manager, player, etc.) for any team for which they are being compensated for training.
- e) Competitive team utilizing paid trainers must complete a Paid Trainer Evaluation form (supplied by RYSC) at the end of the season.

If any team is found in violation of this policy, they shall be subject to any and all penalties at the sole discretion of the RYSC Board.

The RYSC recognizes that parents, on their own, may wish to retain private training outside of the RYSC for the benefit of their children. In the event they choose to do so, the RYSC offers the following suggestions:

- a) Paid trainers may not use any fields allocated to the RYSC.
- b) Paid trainers should be properly insured.
- c) Paid trainers should hold all proper and necessary permits and licenses from the City, County, school district or other jurisdiction, which may include a business license and a permit to use the field(s) where training occurs.

Section 8.08 Members of the coaching or management staff for an RYSC team may not currently be engaged in, nor enter into, a relationship with a member of any playing team.

Section 8.09 Roseville Tournament Participation – All RYSC competitive teams are encouraged to participate/play in at least one RYSC competitive-level tournament and volunteer assistance during the tournaments following the below guidelines:

- a) RYSC competitive teams that participate/play in at least one RYSC competitive-level tournament shall be required to have at least four (4) hours of team volunteer representation with the tournament(s); to be coordinated by the RYSC Tournament Coordinator(s).
- b) RYSC competitive teams that do not participate/play in at least one RYSC competitive-level tournament shall be required to have at least twelve (12) hours of team volunteer representation with the tournament(s); to be coordinated by the RYSC Tournament Coordinator(s) or with RYSC if not fulfilled at the tournament.

Teams that do not participate in one of the RYSC competitive-level tournaments and do not provide the twelve (12) hours of volunteer time will owe those hours to the RYSC and if not provided within a seasonal year, the team will be reviewed by the Competitive Committee for a recommendation of discipline, and/or not returning the team the next year, and brought to the Board of Directors for action.