



SKY RIVER SOCCER CLUB
POLICIES AND PROCEDURES

EFFECTIVE AS OF JANUARY 1, 2010

Article 1. RECREATIONAL REGISTRATION

- 1.1 Player registration deadlines will be established annually prior to opening of soccer registration.
- 1.2 Players will be registered on a first-come, first serve basis. Priority shall be given to previous year players who played in Fall if registration is received before player registration deadline.
- 1.3 No registration will be accepted after September 1 unless the coach agrees to add a player to his/her roster.
- 1.4 Players are considered registered according to the (1) date of online registration with a payment by credit card or, if by check, the date of postmark of mailed check, (2) postmark date of the mailed envelope and/or (3) date of personal reception of sign-up forms. Registration form, payment, and a copy of the player's birth certificate must be in possession of the Club's Registrar to be legally registered. Copies of birth certificates will be reviewed and then destroyed by shredder. Players may not practice or play on any team unless legally registered.
- 1.5 If registering online, legal guardian must register player. Paper registration forms must be signed by parents/guardians to be considered legally registered.
- 1.6 Players will be placed on teams according to gender and by date of birth, per WSYSA Rules and Regulations. A player is assigned to a team based on their age as of July 31 of the current year.
- 1.7 For Fall registration, U7 age group and below, teams will be formed by gender, unless numbers dictate they be formed as COED teams.
- 1.8 Spring league teams regardless of age may be formed as COED and combined age groups.
 - 1.8.1 Spring teams will not carry over to fall season.
- 1.9 Registration will be accepted for any player above the age of 5 years. Registration for four

year olds will be accepted as long as the Club has a coordinator for this program (Fall soccer only).

- 1.10 U12 and above teams are considered full with eighteen total players, per WSYSA Rules and Regulations.
- 1.11 Modified teams will be considered full and team sizes will be determined according to WSYSA Rules governing small sided play (U8- U11).
- 1.12 No player will be allowed to practice or play as a team member without being assigned to that team by the Registrar.
- 1.13 Player registrations received once team are filled to the maximum are placed on a waiting list and options are presented to parents for play in neighboring clubs or playing up one year if space is available (playing up one year will be on condition that it is for current playing season only).
- 1.14 No player from a waiting list will be allowed on a team without approval of Registrar, even if they have been practicing with said team and a space becomes available.
- 1.15 No teams will be formed with fewer players than allowed by WSYSA Rules and Regulations; which is no fewer than the maximum number of players that can be on the field.
 - 1.15.1 For example, U12 will be formed with no less than 11 players.
- 1.16 All teams may be reorganized at the discretion of the Club.
- 1.17 Players will be registered to play in their own age group. Exception, the Club may allow playing up one year with coach and Board approval. Following criteria will be used to determine if exception is to be allowed:
 - 1.17.1 Requests for placements on a certain team may be accepted, but not guaranteed, as long as they are submitted before the player registration deadline and in writing. Written request should include reasons. Absolutely no telephone requests will be accepted.
 - 1.17.2 Request for playing up an age division should be with intent to allow the more skilled

player a chance to compete at a more advanced level. No request will be allowed if move would cause hardship to either team involved or would pose a danger of injury to the player and must be made on a seasonal basis.

1.17.3 Coaches may not request players.

- 1.18 After team registration deadline the Board will meet and decide whether to grant request(s). The Board will allow the coach, player and parent/guardian to represent their request in person. All decisions are final.
- 1.19 Team placement requests must be received before the August Board Meeting. Requests will be reviewed by the attending membership at the regularly scheduled August meeting. A special meeting after this deadline may be authorized by the Board to address these requests.
- 1.20 Player may not play down an age group, unless medically or emotionally handicapped. This approval must be requested and approved of by NCYSA.
- 1.21 If two registrations for the 18th player on a team are received on the same day, priority will be given to the pre-existing player. Remaining player will be placed on another team or on a waiting list.
- 1.22 Any player that has a birth date that falls in August may play up, unless not in compliance with NCYSA and WSYSA Rules and Regulations. This may be by parental request or at discretion of the Club based on size, skill, and emotional development of player.
- 1.23 Any player registering from outside the Club boundaries will not be given placement priority over Sky River players received before player deadline.
- 1.24 Once a player has been placed on a roster after August 1, player cannot be bumped from the roster for any other player.
- 1.25 Player transfers will be done within WSYSA Rules and Regulations. The Registrar must be advised of intent to transfer and will provide necessary paperwork. Coaches will be responsible to see that forms are completed and returned to the Registrar.
- 1.26 All persons or teams submitting fees for more than one player using a single check shall

attach a list of the players to be registered with that payment. The list shall be submitted at the time payment is made.

- 1.27 Players making special requests will NOT be considered eligible for league games until a final decision and payment has been made.
- 1.28 Per WSYSA Rules, players may only be registered to one team, club, and/or Association.
- 1.29 All financial obligations (registration fees and club sponsored fundraiser fees) from previous years must be met before a player will be assigned to a team. Parents may contact the club to make arrangements for payment.

Article 2. FINANCES

2.1. All players shall pay a seasonal registration fee.

2.1.1 Coach stipend Criteria

2.1.1.1 Head coaches only may receive a coaches stipend equal to the general registration fee, after a complete season, for a team or teams that they coached on which child played. Registration fees must be paid at the time of registration, the coach completes the season, and turns in equipment within 15 days after their last game, and Subject to section 3.14

- 2.2. All requests for a reduction in the registration fee will be considered as a scholarship request. A request for a scholarship form can be made online to the club registrar or by phone prior to registration of the player. All forms must be submitted in writing to the Registrar with the mailed registration form or if registered online, indicate in the comments sections that the form has been mailed. The Registrar shall submit the requests to the Sky River Fees/Scholarship Committee who will make a final decision within ten business days.
- 2.3 No player refunds shall be issued after the start of seasonal play, without approval of the Board.

- 2.4 Referees will be paid a fee per game.
- 2.5 Referee assignor/s will be paid \$500 per year (proportionate), plus the Club will pay for any required license or clinic fees.
- 2.6 Registrar(s) will be paid \$1000 per year (proportionate).
- 2.7 The Board may appoint positions to be compensated as determined by the Board.
- 2.8 The Club will pay for coaches' clinics (see Article 3.1).
- 2.9 All policies and procedures shall be enforced, except in the case of the Club being in financial jeopardy.
- 2.10 All monies from player registrations, tournament entry fees, concessionaire fees, fund-raising activities, and all other club-sponsored activities that may generate income will be submitted to the Treasurer for deposit into the Club treasury.
- 2.11 Other club accounts are allowable such as for the Club's tournaments. Formation of these accounts requires approval by the Board of Directors (the Board). The Club's Treasurer who is responsible for the accounting for these accounts must provide monthly accounting of all expenditures. Receipts for each expenditure must be submitted. The Treasurer will transfer funds into these accounts according to their budgeted requirements, and so long as funds are properly accounted for. These accounts, when allowed, exist for the convenience of the Board. The Treasurer retains ultimate authority and responsibility to monitor the accounts.
- 2.12 Reimbursement for out-of-pocket expenses will require submittal of an expense voucher listing the item(s) and dollar amount(s). Receipt(s) must be attached to the voucher. Without a receipt, reimbursement may be delayed.
- 2.13 All expenses outside the approved annual budget that exceed \$200 must be approved by the Board.
- 2.14 Expenses approved in the annual budget may be disallowed or curtailed due to cash flow restrictions or loss of income. The Board shall keep the Treasurer informed of planned purchases or expenditures.

- 2.15 The Treasurer will not disburse blank checks. Checks will be written based on quotation, vendor, or voucher amounts.
- 2.16 To comply with Internal Revenue Service rules (IRS), filing of Form 1099-MISC for individuals earning more than \$600 per year is required. If the Club pays any non-exempt individual more than \$600 in a calendar year, this income will be reported to the IRS. The payee will be required to provide a social security number and mailing address.

Article 3. COACHES AND TEAMS

- 3.1 Coaches are encouraged to obtain a WSYSA Coaching License. The Club will pay for attendance to clinics up to and including a —D“ license.
- 3.2 The Club will make available a coaches manual and coaches instructional material.
- 3.3 The Club will provide all coaches a copy of NCYSA rules or modified rules as needed for their age group.
- 3.4 The Club will appoint a coordinator for the Pee-Wee Program and all games will be scheduled within the Club.
- 3.5 If no coach exists for any team by July 31, players may be re-assigned to other teams within their own age group.
- 3.6 No recreational team may practice before July 15 or before the coach receives a player roster from the Club.
- 3.7 Registrar will assign teams and preliminary rosters will be sent to coaches by:
 - U11 and above July 15th
 - U8 to U10 August 1st
 - U7 and below August 15th
- 3.8 Coaches will play all players assigned by the Registrar in accordance with NCYSA playing rules.
- 3.9 Coaches may not drop players without authorization of the Registrar. Registrar will verify

with parents/guardians before finalizing drop.

- 3.10 Team practice equipment will be provided by the Club (i.e., balls, cones, etc.).
- 3.11 The Vice President of Field Operations will be responsible for scheduling fields for practices. Coaches must coordinate with the scheduler to be guaranteed practice times. No team shall expect to have a full field for practice.
- 3.12 Coaches may be asked to be responsible for lining fields and putting up/taking down nets and corner flags (if you have the first game of the day it is your responsibility to see that field is ready by game time). The team with last game of day needs to take down and put away nets and flags.
- 3.13 Club Uniforms
 - 3.13.1 The Club shall provide t-shirts and socks for spring recreational soccer and U7 and below in the fall.
 - 3.13.2 The Club will provide team uniforms.
 - 3.13.3 Teams not wearing uniforms provided by the club may face coach and/or team sanctions by the Board.
- 3.14 Coaches shall be responsible for all Club equipment. All Club equipment must be returned to the Vice President of Equipment or designee within 15 days of last season game played. Stipends will be forfeited beyond the 15 days, unless arrangements have been made with Vice President of Equipment prior to the last season game.
- 3.15 Any coach not turning in equipment in a timely manner may be asked not to coach again, and may be invoiced for the current replacement cost of club equipment. Coach may be placed in bad standing with WSYSA.
- 3.16 Players are required to wear appropriate soccer shoes. Shin guards are mandatory.
- 3.17 The Club will offer an entry fee discount to club teams entering any tournaments sponsored by the Club.
- 3.18 Teams are encouraged to participate in NCYSA sponsored tournaments.
- 3.19 District league play is encouraged if it is determined by the Board that teams cannot receive

their level of competition in regular scheduled play within NCYSA. District league fees will be paid by the Club.

- 3.20 All club volunteers (Board members, coaches, assistant coaches, trainers, treasurers, team managers, and committee members) are required to obtain a RMA background clearance.
- 3.21 Coaches will be required to sign a coach agreement before they can receive a team roster and equipment.

Article 4. REFEREES

- 4.1 Referees will be assigned to all home games, as available.
- 4.2 Following is priority criteria in case of referee shortage:
 - 4.2.1 Age of team, oldest first.
 - 4.2.2 Select teams.
 - 4.2.3 Teams with a referee representative in the referee pool.
- 4.3 Assistant referee (AR) will be provided on U11 and above games, if available.
- 4.4 Club will pay for referee clinic and subsequent refresher clinics. Referees must agree to referee a minimum of three games per season.
- 4.5 Club will not pay referee registration fee.
- 4.6 Club will provide uniform. Club does not supply watch or shoes. Uniform is the property of the Club and shall be returned when/if referee declines to referee for the Club.
- 4.7 VP of Referees will appoint an assignor to assign referees for all home games. The assignor must be USSF registered.
- 4.8 A team may not use an assignor or referee outside of the Club unless approved the Club Vice President of Referees or club assignor.
- 4.9 Club will pay referees per game according to a fee schedule determined prior to each season.

- 4.10 Assistant referee will be paid no less than one-half referee scale.
- 4.11 If no referee shows for game, a substitute may be assigned, or pulled from another game, by designated club official(s), referee may be paid.
- 4.12 Assistant referee may be selected by designated club official(s) at last minute and assistant referee may be paid.
- 4.13 Assigned referees must be in uniform to be paid.
- 4.14 Club will provide referees for exhibition/tournament/practice games as available.
- 4.15 Club will provide all referees with a copy of NCYSA Rules and Regulations and any modified club rules.
- 4.16 Coaches are to notify Assignor ASAP after any game with a referee no show.

Article 5. SELECT

We believe that some children will demonstrate more skills and interest and that additional equal opportunities should be made available for the advancement of those skills. This is the purpose of the select competitive soccer program.

5.1 Coach and Assistant Coach Selection

5.1.1 Personal Criteria

- 5.1.1.1 An understanding of the specific age characteristics of the players being coached.
- 5.1.1.2 An ability to develop individual and team confidence.
- 5.1.1.3 An ability to acquire and maintain the confidence and trust of the parents.
- 5.1.1.4 A cooperative attitude towards colleagues.
- 5.1.1.5 A willingness to commit the necessary time.
- 5.1.1.6 Be willing to abide by the policies and decisions of the club.
- 5.1.1.7 Have a minimum of three years total coaching experience.

5.1.1.8 Orally demonstrate a working knowledge of soccer skills and game strategy.

5.1.1.9 Inappropriate behavior of the coach on or off the field, at home or away, will not be tolerated due to the fact that, the coach is a role model position for their players and parents and should set an example for everyone concerned that is above approach.

5.1.2 First team coaches are to work closely with second team coaches. Second team coaches are to encourage players to move forward to fill positions available or needed on the first team. Second team coaches not encouraging players to move forward will be subject to disciplinary action.

5.1.3 Application Procedure

5.1.3.1 Submit a letter of application each year to the Vice President of Development by February 1.

5.1.3.2 Applicants will be required to participate in one interview with the coaches committee (a panel of 3 or more people to be determined by the Club, at least one of which shall be a board member).

5.1.3.3 Final decisions will be by the Board upon the recommendation of the Coaches Committee.

5.1.3.4 Notification of the final decision will be two weeks prior to the team tryouts. If no qualified candidate is available a coach may/will be assigned by the VP of Development.

5.1.4 Approved Select Coaches

5.1.4.1 Coaches must be approved annually

5.1.4.2 Coaches are encouraged to develop leadership and playing skills through participation in workshops and seminars and on field training.

5.1.4.3 Shall have a WSYSA license by August 1 of the current playing year. U11 and U12 coaches shall have a "E" license. U13 and older coaches shall have a "D" or higher license, (if not attaining the license, they must at least attend a "D" Clinic in its entirety, or shall demonstrate progress toward achieving the proper license.

5.1.4.4 In the event that adverse information comes to the Board concerning a coach, the coach shall be advised of the nature of the complaints and may be placed on

probation. At the end of the season, the probation shall be removed or the coaching relationship discontinued. In extreme cases, the coaching relationship may be discontinued immediately if an investigation by the Board is deemed necessary.

5.1.4.5 Coaches who are interested in transferring a rostered recreational club player must submit a written request to the coach of the player and to the Select Committee. After review, the Select Committee will notify the players, coaches, and parents of their decision. Players will have the final choice to accept or decline the transfer.

5.1.4.6 If a coach makes contact with a rostered player or their parents with the intent to recruit or are found to be in violation of sections 5.2.2.3 thru 5.2.2.6, the coach may be subject to immediate removal from the team.

5.1.4.7 Coaches will be required to sign a coaching standards contract, which will include a the set coaching fee amount.

5.2 Player eligibility

5.2.1. Requirements

5.2.1.1 Application is open to all players in the U11 age division and older.

5.2.1.2 U10 players may tryout for the U11 age group, up to 5 players may be selected to the U11 team as per the NCYSA rules

5.2.1.3 U12 and older players must qualify annually.

5.2.1.4 Notification of player recruitment will be mailed to all previously registered soccer players in the club. (do we need this any longer)

5.2.2 Selection Process

5.2.2.1 For U12 teams, coaches may retain seven players from the previous year's roster. For U13 and older teams, coaches may retain ten players from the previous year's

roster.

5.2.2.2 Players that are selected by a panel of evaluators that include the coach or coaches of a given age and gender, will first be contacted by the first team staff until the first team roster is filled. Only after the minimum number of players have been accepted to the first team may the second team coach contact selected players. First team coaches must make every effort to complete their selections within 48 hours after tryouts end. For U13 and up, the coach has final player selection.

5.2.2.3 Potential new players for Extreme teams shall participate in training with the second team for evaluation of placement.

5.2.2.4 At tryout registration, players wishing to remain on an established second team, must state their request on the tryout registration form and notify the tryout registrar at the time of tryout as to the player's intent.

5.2.2.5 Players should play with in the correct age group; exception is if no select team exists for their age group.

5.2.2.6 A player strongly wishing to move up, should not be denied by the exiting team coach, unless player movement will drop player numbers of the second team below thirteen while increasing the first team numbers to the greater than sixteen. First team coach must approve move.

5.2.2.7 The first team shall drop below 15 players on their roster before it becomes necessary to approach the second team coach for an additional player.

5.2.2.8 A younger player may play, if they tryout for an older team and are selected for that team.

5.2.2.9 Players from previous year's team may tryout out for the same team the following year.

5.2.2.10 Players have the right to decline a selection for whatever reason. Having once been selected and declining the selection, does not automatically qualify or disqualify a player for another team.

5.2.2.11 Alternate players will only be selected if they are still active in soccer.

5.2.2.12 Players may be moved up to WSYSA deadlines from one team to another for developmental reasons that would benefit the team and or the player with

recommendation of the VP of Development and with Board approval.

5.3 Team

- 5.3.1 All select teams shall go by the name SR Extreme. Teams may add identifying names after SR Extreme. Example: SR Extreme-White.
- 5.3.2 U11 teams shall have a minimum roster of 12 players before a second team will be formed in either gender. U12 and above teams shall have a minimum roster of 15 players before a second team will be formed in any age/gender group.
- 5.3.3 80% of the team must consist of players from within the boundaries of the Club, or other clubs that border the Club.
- 5.3.4 Uniform style and color will be chosen by the Club.
- 5.3.5 The Club shall select a warm-up style and color that all teams may wear. Warm-ups are optional and will be paid for by players and/or team.
- 5.3.6 All U14 teams and higher that wish to attend LPTs must receive Board Approval.
- 5.3.7 Each player is responsible for his or her portion of the team budget including; Head coaching fee of \$35-\$60 per month for each month the player takes the field 2 or more weeks Registration fees to be set by the Club each year; uniforms, team equipment, individual travel expenses, head coach overnight travel expenses, and other team expenses deemed necessary for the team.
- 5.3.8 Teams shall provide the Club and parents a team financial statement no later than June 1. Team coach or manager shall be able to produce a team financial report upon request by the Club and/or parents.
- 5.3.9 Teams shall provide the Club and parents a copy of the team policies no later than June 1.
- 5.3.10 Club registration fee shall be paid to the Club by August 1st and not to the team.
- 5.3.11 All players and parents will be requested to sign a club registration form, photography release, and team contract.

5.4 Organization (Club Responsibilities)

5.4.1 Shall have the right to dissolve a team for any reason.

5.4.2 Shall, from year to year, decide upon a fee to apply for all players that make a select team.

5.4.3 The fee for competitive play will be higher than recreational play. These fees shall be set annually at the February board meeting (extra cost for league fees, referees, fields and miscellaneous program costs).

5.4.3.1 District/ Premier fees will be paid by the Club.

5.4.4 Shall have full responsibility for the administration of Club policies established by the Club.

5.4.4.1 Oversee the organization, advertisement and administration of the skill demonstrations

5.4.4.2 Coordinate practice and playing field selections.

5.4.5 Shall coordinate with the WSYSA and NCYSA programs.

5.4.5.1 Registrations of teams and players

5.4.5.2 Playing schedules

5.4.5.3 Home team playing fields

5.4.5.4 Scheduling of referees for home games.