



## **Petoskey Youth Soccer Association**

Policies and Procedures Committee

Final Draft – 02/19/2009

### **I. Organizational Purpose:**

- A. The purpose of the Petoskey Youth Soccer Association (PYSA) is to provide a comprehensive youth soccer program for all youth within our defined geographic boundaries, to encourage and provide for parental and community support in the instructional and competitive aspect of a youth soccer program and to support the growth and development of our youth and the development of the sport of soccer. PYSA does not discriminate on the basis of race, color and creed, national or ethnic origin, or sexual orientation.

### **II. Registration:**

- A. Affiliations: All PYSA affiliated teams shall be made up of players registered with PYSA, a Michigan State Youth Soccer Association (MSYSA) League affiliate, which follows both the United States Youth Soccer Association (USYSA) and the United States Soccer Federation (USSF) rules and regulations. In addition, the PYSA shall also be affiliated with the Northern Michigan Soccer Alliance (NMSA) and the Michigan State Premier Soccer Program (MSPSP)

#### **B. Fees**

1. Each PYSA registered player shall pay an annual registration fee that shall be determined by the PYSA Board. Fees shall be established for each year by the Board on or before June 1 of each fall season. Teams participating in only the fall or spring season as a result of high school soccer shall pay the full annual registration fees and shall receive the full stipend as more fully described below.
2. Scholarships for players, who for financial or other reasons cannot pay the annual fee shall be reviewed by the PYSA Scholarship Committee on an

annual basis. Those families receiving scholarships will be obligated to volunteer an extra 5 hours each season at the Click Road Soccer Complex.

3. Teams participating in the Select program may be required to pay additional fees to participate in the league in which they are playing. Teams and members shall be responsible for payment of any such fees.

#### C. Requirements:

Prior to participating in any PYSA related practice or game, each PYSA player shall:

1. Complete and submit a PYSA application and pay the annual registration fee as determined by the PYSA Board.
2. Complete and submit a signed MSYSA medical release form;
3. Review, sign and agree to abide by the Players Code of Conduct (Exhibit 1);
4. Submit a parental permission form to participate in PYSA.
5. Submit a birth certificate.

### **III Team Placement**

#### A. u10 Academy

##### 1. Philosophy:

The Petoskey Youth Soccer Academy believes that development occurs when:

- ✓ Players are placed in competitive training and match environments that are not results (winning) oriented.
- ✓ Players are grouped with other players of similar ability during training so that all players are challenged at the appropriate level.
- ✓ Coaches function in the role of a facilitator by creating positive training environments that foster technical, physical, and cognitive development.
- ✓ Players are forced to problem solve on their own as opposed to coaches and spectators trying to problem solve for them.
- ✓ Players are given ample opportunity/repetitions to experiment and improvise with the soccer ball in both training and matches.
- ✓ Players are praised for creative thoughts and actions during training and matches even if it results in losing the ball.

- ✓ Coaches and spectators model sporting behavior by making only positive comments to players and officials during matches.
- ✓ Players are required to play all positions on the field including goalkeeper.
- ✓ Players play at least 50% of each game.

2. . PYSA abides by the rules of MSYSA which states that u10 teams play 6 v 6 and have a maximum roster of 11 . The PYSA is committed to sponsoring two u10 boy's and two u10 girl's teams each season. The Academy will be open to the first 22 boys and the first 22 girls that meet the PYSA registration requirements by July 1<sup>st</sup>. In the event that more than 22 players register for the Academy by July 1<sup>st</sup> the following protocol is established to determine team members:

- a. Priority will be given to players whose primary residence is within the geographic boundaries of the Public Schools of Petoskey, or who attend a school situated within the geographic boundaries of the Public Schools of Petoskey; including St. Francis, Concord, Petoskey SDA, etc.
- b. Priority will also be given to u10 players who meet the above requirements over u9 players who meet the above requirements. After u10 players are given priority u9 players will be accepted based on the date their PYSA registration and payment were received. Players will be able to register as "reserve" players and participate in practices and "friendlies". If a player drops out of the Academy reserve players can be added to the official roster based on the order in which they register. For instance, player number 23 to register will be given the 22<sup>nd</sup> roster spot if a player drops.
- c. After the first two weeks of training the players will be split into two even teams by the PYSA Director of Coaching and Player Development. The Director of Coaching and Player Development also reserves the right to create a u9 and a u10 team if the number of registered u9 and u10 players are close to equal. There may also be an "Academy" roster that allow for fluid movement of players between the teams.

3. All players in the Academy are also required to participate in the City of Petoskey Parks and Recreation Youth Soccer Program. Failure to participate in at least  $\frac{3}{4}$  of the games/practices in the program will lead to removal from the PYSA Academy.

## B. u11-u14 Teams

### 1. Philosophy

The Petoskey Youth Soccer Association believes that player development occurs at the u11-u14 age groups when:

- ✓ Players are placed in competitive training and match environments that are not results (winning) oriented.
- ✓ Players are grouped with other players of similar ability during training so that all players are challenged at the appropriate level.
- ✓ Coaches function in the role of a facilitator by creating positive training environments that foster technical, physical, and cognitive development.
- ✓ Players are forced to problem solve on their own as opposed to coaches and spectators trying to problem solve for them.
- ✓ Players are given ample opportunity/repetitions to experiment and improvise with the soccer ball in both training and matches.
- ✓ Players are praised for creative thoughts and actions during training and matches even if it results in losing the ball.
- ✓ Coaches and spectators model sporting behavior by making only positive comments to players and officials during matches.
- ✓ Players play at least 50% of each game.

2. PYSA abides by the rules of MSYSA which states that U-11 and U-12 teams play 8 v 8 and have a maximum roster of 14 players and U-13 and U-14 teams play 11 v 11 and have a maximum roster of 18 players.

3. Priority:

a. Priority will be given to players whose primary residence is within the geographic boundaries of the Public Schools of Petoskey, or who attend a school situated within the geographic boundaries of the Public Schools of Petoskey; including St. Francis, Concord, Petoskey SDA, etc.

4. All players must register by June 1<sup>st</sup> for the season that begins play in the fall.

a. If a team's roster is not full by June 1<sup>st</sup> late additions will be allowed up to the roster limit for a \$30 late fee.

b. If a team's roster is at the limit on June 1<sup>st</sup> registration will be considered closed for the team.

- c. If a team's roster is over the limit on June 1<sup>st</sup> then tryouts will occur on a date determined by the MSYSA for all age groups as described below:
- i . If there are enough players registered two developmentally appropriate teams will be selected at the tryout. These teams will be required to train together at least  $\frac{1}{4}$  of the time. If players register after the tryouts have been conducted for the season they will automatically be placed on the "B" team if roster spots are available. If there are not spots available on the "B" team they can register as a "reserve" player and train with the team.
  - ii . For u11-u14 teams participating in the NMSA a tryout will take place to select the 14, u11 and u12, or 18, u13 and u14, players who will represent the team at tournaments. Players not making the tournament team will still be allowed to practice with the team and participate in at least two weekends of NMSA games.
  - iii . For u13 and u14 teams electing to participate in the Michigan State Premier League tryouts will be utilized to select the 18 players. Players not making the roster will have the option of being a reserve player, practice with the team, and possibly guest play at tournaments if a spot is open.
  - iv . All players, u11-u14 must register and tryout for their age group team. A player who, despite the age requirements above, is in the next higher grade may play up one year with his/her classmates, and may register with that age group. That player is then committed to that team for both the fall and spring season.
  - v. In all cases that a tryout is necessary the number of players selected must reflect the MSYSA roster maximum.
  - vi. Eighth graders who are too old to play on a u14 team can register and train with that team outside of their u15 season, but will not be allowed to participate in NMSA games or tournaments.
  - vii. If there is not enough registrants on June 1<sup>st</sup> to form a team in an age group the PYSA Director of Coaching and Player Development, along with the Travel Team Advisory Committee, will evaluate the situation and make a recommendation to the PYSA Board on what, if any, action should be taken. This may include allowing players to play up from a younger team to fill out the roster, combining age groups of players, and at the sole

discretion of the Director of Coaching and Player Development, allowing players to dual roster as long as it does not negatively impact their original team. The PYSA Board will then vote on the recommendation.

C. u15-u19 Select - Petoskey Breakers (Girls) and Petoskey Lakers (Boys)

1. PYSA abides by the rules of MSYSA which states that all u15-u19 teams play 11v11 with roster maximums of 18 (u15) and 22 (u16-u19). The PYSA will hold tryouts each year and sponsor select teams that will participate in the Michigan State Premier Soccer Program. The PYSA will also sponsor NMSA teams, but the Director of Coaching and Player Development will not facilitate their formation. If an u15-u18 NMSA is over rostered tryouts must take place as explained above.

2. All girls must submit a PYSA registration form and payment by June 1<sup>st</sup> for the season that begins play in the fall. A \$30 late registration fee will apply for all registration forms received after June 1<sup>st</sup>.

3. All boys must submit a PYSA registration form and payment by November 1<sup>st</sup> for the season that begins play in the spring. A \$30 late registration fee will apply for all registration forms received after June 1<sup>st</sup>.

4. If more than 18 players register tryouts will be held for each PYSA sponsored select team on the date established by the MSYSA. In all cases that a tryout is necessary the number of players selected must be a minimum of 18.

5. All players, u15-u19 must register and tryout for their age group team. At the discretion of the PYSA Director of Coaching and Player Development some players will have the opportunity to play up on an older age group team, either by being placed on that team's roster, or utilizing the MSPSP Player Pass system.

6. Each team is formed for only one season. The following year the teams will be reselected at tryouts.

7. The PYSA does not mandate equal playing time in the select program, but each player will be given an equal opportunity to play.

#### **IV. Tryouts**

All field players participating in PYSA tryouts will be evaluated on the following items ranked in order of importance:

1. Overall Technical Ability

- a. How well does the player perform the following skills within the game setting:
  - i. Dribbling for penetration (To beat a defender)
  - ii. Dribbling for possession (To keep the ball and wait for support)
  - iii. Finishing (Goal scoring)
  - iv. Passing
  - v. Receiving
  - vi. Ball striking
  - vii. Heading
  - viii. 1v1 defending
  
2. Overall Athleticism
  - a. Players will be evaluated on their overall soccer-related athleticism:
    - i. Speed
      1. With and without the ball.
    - ii. Quickness
    - iii. Balance
    - iv. Strength
    - v. Jumping ability
  
3. Intangibles
  - a. How well does the player demonstrate the following characteristics:
    - i. Positive attitude toward players and coach.
    - ii. Sportsmanship
    - iii. Is the player “coachable”?
      1. Do they listen and follow through with instructions.
    - iv. Competitive nature
    - v. Aggressiveness
    - vi. Commitment to previous team.
  
4. Overall Tactical Knowledge
  - a. How well does the player make decisions in the following situations:
    - i. When to shoot, dribble, or pass.
    - ii. Supporting runs off of the ball.
    - iii. Defending off of the ball.
    - iv. Spatial awareness as it relates to position on the field.

## **V. Parent’s Role**

### **A. Field Work and other PYSA Activity**

1. PYSA cannot survive without parent volunteers. The Click Road complex has ongoing maintenance requirements including mowing, field marking and lining, goal setup and removal, moving of bleachers and goals as needed, trash pickup and removal and many other activities. Every parent is required to volunteer to help maintain the Click Road complex or

otherwise assist in the operation of PYSA. A minimum of 4 hours of volunteer time per season per player is expected of each family to assist in the day-to-day operations of the organization. PYSA has needs other than fieldwork. In the event a parent's schedule or situation does not permit him/her to participate in fieldwork, that parent should contact PYSA to request alternative volunteering opportunities, which shall be reviewed by the PYSA Board

B. Tournaments

1. PYSA currently holds 2 tournaments each year, one in June and the other in September. In addition to the volunteer expectations above, each parent is expected to volunteer to work at each tournament. Team assignments will be made by PYSA and forwarded to the team representative. Each team is required to fill all assignments. Instructions and details regarding each assignment will be provided by PYSA.

C. Team positions In order to receive the annual stipend and otherwise participate in PYSA, each team must annually designate and provide PYSA with a list of parent volunteers who have agreed to serve in each of the following positions:

1. Business Manager. Responsible for the "off field" running of the team. Responsible for the team finances and if the team agrees may open a bank account in the team's name. Collects fees and pays referee and tournament entry fees if applicable. Assists the coach in preparing tournament applications, submitting tournament fees, and arranging for housing at away tournaments. Assists coach by maintaining player pass cards, medical release forms and player information forms. May be required to attend games early enough to check the team in with the officials. (Primarily at tournaments). Since Medical release forms must be physically present at all practices and games, the manager shall make sure someone has the forms in their possession during all team time. Develops a calling phone tree to communicate any important team information including schedule changes, etc. (A more detailed description of the business manager responsibilities is set forth in Exhibit 2 below.)
2. Fund Raiser. The contact person for the team to distribute information, organize and coordinate the teams involvement in all PYSA sponsored fund raising activities. Collects all fund raising revenue from team members and forwards it to PYSA. Attends and participates in PYSA committee meetings regarding major fund raising events by the association, then disseminate appropriate information to all team members. Communicates with PYSA regarding any individual team fund raising, and shall not engage in any individual team fund raising without prior PYSA approval.
3. Maintenance Person. Serves as the team contact person for all field maintenance projects. Receives all team assignments for field maintenance, (for tournaments and routine maintenance, including field opening and closing and periodic work bees), and arranges for sufficient

team volunteers to complete each assigned task, follows up to make sure assigned team parent volunteers show up for their assigned time and keeps track of team volunteer activities.

4. Concession Person: Each team is required to man the concession stand for a designated time period during both annual tournaments. The Concession person is the contact person regarding the team's concession duties and arranges for sufficient team volunteers to complete each assigned task, follows up to make sure assigned team parent volunteers show up for their assigned time and keeps track of team volunteer activities. Communicates with the PYSA Concessions Coordinator regarding other tasks that may become needed in preparation for the tournaments.
5. Tournament Field Marshall: Serves as the liaison between the tournament committee/director and the team. Attends a mandatory meeting prior to each tournament where the specific duties of the field marshal are discussed, then communicates this information to team members. At tournaments, the field marshal is responsible for assuring that the assigned field runs smoothly.
6. Board Liaison: Attends each Board meeting, provides input to the Board regarding team issues, then reports the results of the Board meeting to the team parents to assure effective communication regarding PYSA activities and Board action.

D. Parent's Code of Conduct: PYSA expects and requires every parent to adhere to the following Code of Conduct:

1. Children have more need of example than criticism.
2. Make soccer a positive experience for your child and others.
3. Attempt to relieve the pressure of competition, not increase it. A child is easily affected by outside influences.
4. Be kind to your child's coach and officials. The coach is often a volunteer who gives personal time and money to provide a recreation activity for your child. The coach provides a valuable community service, often without reward other than personal satisfaction.
5. The opponents are necessary friends. Without them, your child could not participate.
6. Applaud good plays by your team and by members of the opposing team.
7. Parents should be cheerleaders.
8. Between the exuberance of the winner and the disappointment of the loser, we find people called the referees. The referees are charged with the responsibility to watch every move of every player, and call the game to the best of their ability. Never question their judgment or honesty. They are a symbol of fair play, integrity and sportsmanship.
9. Accept the results of each game. Encourage the child to:
  - a. Be graceful in victory; and,
  - b. Turn defeat into victory by working towards improvement

Involvement in a travel soccer team is a large commitment by both the parents

and players. Parents and players must be willing to practice more and travel greater distances to play games. Parents will be required to volunteer for team positions and other projects throughout a season.

## **V. Team Policies and Procedures**

- A. **PYSA Sponsorship:** Each team sponsored by PYSA shall receive an annual stipend determined by the PYSA Board. The stipend will be distributed upon receipt by PYSA of a list of parent volunteer positions described in policy IV C above. The team may use the stipend for any team related expenses, including referee fees, tournament entry fees or other expenses. PYSA allows teams to charge team members for expenses not covered by the stipend. PYSA does not encourage or discourage paying coaches, and individual team financial decisions are to be made by the team members (and parents). Teams must keep in mind the organizational purpose of PYSA and cannot exclude any member through financial means.
- B. **Team Fundraising:** PYSA sponsors one or two annual fundraisers on behalf of the entire organization, and as a result, discourages individual team fundraising. Any team sponsored fundraising activity must be approved in advance by the PYSA Board.
- C. **Tournament Participation:** Each PYSA team may participate in the PYSA tournaments without paying an entry fee, provided the team fulfills its volunteer requirements set forth above. Failure to provide adequate volunteer participation may jeopardize future tournament participation and receipt of future stipends. Teams may participate in tournaments sponsored by other MSYSA affiliated clubs. Teams so participating are responsible for all expenses incurred in such participation, including entry and referee fees
- D. **Scheduling of Matches and Practices:**
  - 1. **Matches**
    - a. All u11-u14 coaches are required to attend the NMSA scheduling meeting prior to the beginning of each season to schedule their games.
      - i. Each team is required to schedule and assure payment of referees for all games played in Petoskey. Certified referees are required for all center referee positions. Certified referees are strongly encouraged for all AR positions, but parent volunteers may be used as ARs if certified referees cannot be scheduled. A list of certified referees is located on the PYSA website. The teams playing a match should share the cost of referees equally.
    - b. Select Program matches are scheduled by the coaches or the select program administrator per MSPSP guidelines.
  - 2. **Practices:**
    - a. During the season, all or part of a field may be closed to play.

When any part of a field is closed, as indicated by a “closed field” sign, practice or play on that field (or portion thereof) is prohibited. The decision to close all or part of a field is made to protect the field from damage, or to insure that the field is in playable condition for an upcoming match. Please do not play on any field that is closed.

- b. It may become necessary due to weather and field conditions for the Field Scheduler, with approval from the other board members, to cancel games and/or practices. Field Scheduler will attempt to give as much notice as possible.
- c. Coaches should consult the practice board on the coach’s shed to see what fields are open for training sessions.
- d. Coaches should instruct their players to respect the soccer fields and equipment. Coaches should instruct their players and parents to clean up the fields after each practice and/or game.

Although PYSA does not mandate any particular method, coaches may consider attendance at practices and league games, parent volunteer cooperation, attitude and effort in practices as factors. Whatever criteria are selected should be CLEARLY communicated to the team as early in the season as possible.

## **VI. Coaches**

- A. Parent Volunteers: Although PYSA takes no position regarding whether a team should hire a paid coach, the majority of PYSA coaches are volunteer parents. PYSA encourages parents to become involved as coaches. It is a rewarding experience that can enhance your enjoyment of the sport.
- B. Coaching Requirements
  1. All persons who intend to be involved in coaching a PYSA team shall submit their application to coach, including desired age and gender to the PYSA executive director by June 1 (November 1 for spring only coaches). This applies to all persons who intend to run practices or coach matches.
    - a. The PYSA Board shall review all applications and approve all head PYSA coaches. Approved coaches must also have their assistant coaches approved by the PYSA Board.
  2. All PYSA coaches must be at least 18 years of age.
  3. All head coaches must obtain a State level “E” or greater license within 18 months of submitting their initial coaching application. PYSA recommends that all coaches continue their coaching education by attending further clinics etc.
  4. All Coaches must obtain a Risk Management card before assuming any coaching responsibilities.
  5. All coaches must have basic first aid knowledge and be familiar with the Bloodborne Pathogens Guidelines.
  6. All coaches must review and agree to abide by the Coaches Code of Ethics (Exhibit 3), the Coaches Code of Conduct (Exhibit 4), and the Qualities of

Coaching (Exhibit 5).

## **VII. PYSA Employees:**

A. All PYSA employees are obligated to fulfill the duties outlined in their in their job description. At the end of each year all employees will undergo a full job performance evaluation administered by the PYSA Board. This evaluation will be conducted and concluded by March 1<sup>st</sup> of the following year.

## **VIII. Misc.:**

### **A. Communication of ideas or concerns:**

The PYSA Board consists of volunteers who are devoted to insuring that all children in the Petoskey area have an opportunity to participate in quality soccer. More information regarding the Board is contained in Exhibit 6. The Board welcomes and encourages input from members of PYSA. We recently added the Board Liaison team position to improve communication between the Board and the teams. All PYSA members are encouraged to attend Board meetings and freely express ideas or concerns that you may have. If you have an issue to discuss, please contact our executive director to have the issue placed on the meeting agenda. Open communication of ideas is essential to our success.

In addition, the PYSA Travel Team Advisory Committee (TTAC) was created pursuant to our by laws to address issues that arise within the travel teams, their coaches, parents and players, and then report and make recommendations concerning the issues to the Board, if necessary. The committee consists of three Board members who are not coaches and two coaches who are not board members. Please contact PYSA for details regarding current (TTAC) members and how to contact the committee.

