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1. Administration

1.1 Club Formation

The Executive Committee will appoint, or hire, the Director(s) of Coaching.

The Director(s) of Coaching will recommend for hire or appointment, Team Coaches for each of the age/sex groups.

Coaches are hired or appointed by the Executive Committee.

The President and the VP, Teams in conjunction with each age/sex group Team Coach, will appoint a Team Coordinator for that same age/sex group.

Within 2 weeks of the formation of each team, the Parent Members of the team will elect a Team Representative to represent that team on the Board until the end of the Club's official year. Removal of a Team Representative can be accomplished by the Executive Committee with two thirds (66.6%) voting in favor of removal at an Executive Committee meeting with a proper quorum.

All Club representatives (Board members, Coaches, Team Coordinators, Team Mentors, Team Volunteers, and appointed Committee members) must comply with WSYSA Risk Management requirements and hold a then current Washington State Patrol (WSP) clearance certification.

Club representatives must respect the privacy of all Club members and treat any personal information obtained about Club membership appropriately and as confidential information.

All Club representatives, Team representatives and Coaches shall avoid even the appearance of impropriety, shall disclose any conflicts of interest they may have in any matter coming before them, and to the extent they have voting power, shall not vote on any matter in which they have a direct conflict of interest.

1.2 Duties and Responsibilities

1.2.1 The Board

- Overall Club philosophy
- Establish Club Bylaws
- Approval of Strategic Plans
- Approval of the Annual Budget and any interim exceptions
- General Affairs of the Club
- Election of Club Officers
- Approval of recommendations from the Executive Committee

1.2.2 Executive Committee

- Propose Strategic Plans
- Establish overall yearly objectives
- Propose Annual Budget
- Monitor Club expenditures
- Establish and maintain Club Operating Procedures, as appropriate
- Ensure compliance with Club and NYSA Bylaws

1.2.3 Individuals

1.2.3.1 President

- Presiding officer at all meetings of both the Board and the Executive Committee
- General supervision over the affairs of the Club, providing assurance that the Club Bylaws and Operating Procedures are adhered to properly
- Principle operating and administrative officer, with authority to sign all certificates, contracts or other instruments of the Club
- Lead the development and maintenance of a Club Strategic Plan
- Appoint Committee Chairs, as necessary
- Provide general supervision and guidance to Club officers
- Work directly with Director(s) of Coaching to implement Club Strategic Plan
- Appoint Team Mentors at the beginning of the season for each team

1.2.3.2 Executive Vice President

- Presides in the absence of the President or his/her inability or refusal to act
- Performs all duties assigned by the President

1.2.3.3 Vice President, Operations

1.2.3.3.1 Vice President, Operations, Equipment

- Responsible for all Club property
- Oversees and manages the acquisition of uniforms and other hard goods and equipment

1.2.3.3.2 Vice President, Operations, Fields

- Responsible for Club facilities, whether owned, leased or rented
- Coordinates availability, scheduling, and allocation of Referees

1.2.3.4 Vice President, Competition

- Oversees participation of the teams in Tournament, Regular Season and Post-Season play
- Responsible for insuring that the development programs for players and Staff Coaches exist and are being actively implemented by the Director of Coaching
- Responsible for the Annual Coaches Symposium
- Chairs Tryout Committee
- Oversees tournament participation
- Maintain a high level of expertise in the current structure, organization and rules (including Judicial) for all leagues in which Club teams are entered and the WSYSA post season tournament(s)

1.2.3.5 Vice President, Teams

- Provide guidance and direction to the administrative structure of each team through its Team Coordinator and Team Representative
- Oversee daily operations of the teams
- Oversees and manages the acquisition of brochures, public relations media, Club manuals, etc.

- Oversees all special events and Club social activities, including the College Showcase (the Club's annual event to promote its College eligible players)
- Monitor the compliance of each team with its Club responsibilities, including its financial commitments
- Act as a Club liaison with District II and WSYSA
- Oversee the active participation of each Team Representative in the affairs of the league in which the team is playing

1.2.3.6 Vice President, Fund Raising

- Initiate, guide and have overall responsibility for all Club fund raising activities
- Provide guidance and assistance to Team fund raising activities
- Obtain corporate sponsorships and be responsible for corporate fund raising
- Insure that all Club Fund Raising activities are consistent and in compliance with all NYSA fund raising policies and procedures

1.2.3.7 Treasurer

- Be responsible for receiving, depositing, and hold accounting for all funds of the Club
- Authorize disbursement of funds by the NYSA Treasurer, as properly approved by the Board
- Make periodic reports as necessary and/or requested by the Executive Committee
- Guide the annual budget process and present a proposed Annual Budget to the Board at the January Board meeting
- Attend initial parent/player orientation to present Club dues structure, refund policy and scholarship procedures
- Monitor team financial activities and status
- Distinguish and maintain a segregation of taxable and tax exempt activities that comply with all NYSA financial procedures and reporting requirements
- Supervise the administration of the Scholarship Committee and the Scholarship fund

1.2.3.8 Secretary

- Keep records and make reports of all meetings, official decisions, and activities
- Be responsible for Club newsletter and other Club communications
- Be responsible for publicizing all Club, Team and individual Club participant activities
- Promote the affairs and activities of the Club

1.2.3.9 Registrar

1.2.3.9.1 Registrar, Boys

- Maintain a proper record of all male team participants
- Responsible for assuring that all male Club players are properly registered
- Responsible for meeting all deadlines as set by the NYSA Registrar
- Insure that all Club registration policies, procedures, and activities are consistent with and in compliance with all applicable NYSA and WSYSA registration rules and policies
- Coordinate with each Team Coordinator for male teams to oversee any player adds, drops, or transfers
- Responsible for assuring that Team Coordinators, Coaches and affected players/parents of male teams are aware of all rules and procedures pertaining to their registration status (transfer, add, delete, etc.)

1.2.3.9.1 Registrar, Girls

- Maintain a proper record of all female team participants
- Responsible for assuring that all female Club players are properly registered
- Responsible for meeting all deadlines as set by the NYSA Registrar
- Insure that all Club registration policies, procedures, and activities are consistent with and in compliance with all applicable NYSA and WSYSA registration rules and policies
- Coordinate with each Team Coordinator for female teams to oversee any player adds, drops, or transfers
- Responsible for assuring that Team Coordinators, Coaches and affected players/parents of female teams are aware of all rules and procedures pertaining to their registration status (transfer, add, delete, etc.)

1.2.3.9.2 Coordinator Advanced Development Program U11-U12

- Facilitates the administration of the U11-U12 Program
- Ensures all club information is effectively communicated to the U11-U12 teams
- Chairperson of the U11-U12 evaluation clinics and U11-U12 team formation committee
- Works with the Coaching Director staff to actively promote advanced training opportunities for players and coaches
- Serves as mentor for all the U11-U12 teams
- Supervises the Camp Casey Program for U11-U19 teams

1.2.3.10 Team Coach

- Responsible for team training (as indicated in the Team Resume) and preparation of Team to compete in the WSYSA Washington Youth League
- Responsible for guiding individual athletes to establish personal development goals and providing support and advisement on how to achieve these goals
- Primary coach at all matches (league, summer tournaments, and post season Cup)
- Communicate and report directly to the Club Coaching Director(s)
- Submits (every 90 days in advance) a projected training schedule
- Evaluate and provide each player feedback in writing and orally at least twice a year with copies to the Coaching Director.

1.2.3.11 Team Representative

- Act as official voting delegate to Club board meetings, casting the team vote
- Attends all full Club meetings or secures a substitute
- Communicate to the Team Coaching staff, players and parents information obtained at the Club Board meetings
- Oversees all team volunteers, including Team Coordinator to assure completion of assignments
- Schedule no less than six (6) full team meetings per year
- Maintain an official copy of all Club policies and procedures and communicate these to the Team Coaching Staff and the Team Coordinator
- Bring to the Club Board issues or concerns the Team desires to have submitted for consideration
- Obtain a consensus of opinion of the Team on issues that will be voted on by the Board, to the extent that these issues are known in advance
- Communicate any issues of concern regarding team management or administration to the extent that these issues cannot be resolved internally
- Maintain relationship of mutual respect and cooperation with the Team Coaching Staff, and the Team Coordinator

- Work with the Team Coaching Staff and Team Coordinator regarding disputes or issues that may arise
- Treat all team matters, especially those concerning players and parents, in a mature, fair, honest, and confidential manner

1.2.3.12 Team Coordinator

- Reports to the Team Representative
- Primary administrative assistant to the Team Coaching Staff
- Assure Team compliance with policies and procedures of the Club as they pertain to day-to-day operations of the team
- Assure that the team roster is current and accurate at all times, per the Club Registrar
- Maintain a file of all official documents (e.g. birth certificates, contracts, GPAs, etc.), as may be required
- Assure that all team and individual registration deadlines are met
- Schedule practice and scrimmage times and locations (via the VP, Operations)
- Check team in prior to the beginning of any tournament play and be familiar with the rules and regulations of the tournament in which the team is competing
- Communicate to players and their families timely and accurate information about scheduled events such as practices, games, scrimmages, club camps and tournaments. A “phone tree” may be used for this purpose when time does not permit distribution of written notification, but the Coordinator must assure that all players are notified. Written notifications are the preferred method of communication.
- Communicate with the coaches or managers of other teams in the team’s league to confirm game times and locations or changes in either and obtain field directions (if necessary)
- Act as Head Chaperone when the team is on travel, or assure that another responsible adult assumes this duty in the Coordinator’s absence.
- Assign responsibilities of Coordinator to another parent in the event that the Coordinator will be unable to perform his/her duties and notify the Team Representative and Coach of the assignment
- Perform other duties as requested by the Coaching Staff, the Team Representative, or the Club Board of Directors
- Maintain a relationship of mutual respect and coordination. The Coordinator must work directly with the
- Coaching Staff and the Team Representative regarding team disputes or other problems that may arise
- Treat all matters, especially those involving players and parents, in a mature, fair, honest, and confidential manner

1.2.3.13 Team Mentor

- Attend the assigned Team’s portion of the Club organizational meeting and assure that the Team Representative is elected in accordance with Club policy
- Assure that Team Coordinator position is filled
- Attend the first regular team meeting. Conduct the meeting if so requested by Team Representative
- Attend other Team meetings, to the extent possible, if requested by the Team Representative
- Act as mentor to the team, as per Webster’s definition of “mentor”: *“A trusted counselor or guide”*.
- Not usurp the responsibilities of the Team Representative or the VP Teams in regard to management of the team. The Mentor has no authority over coaching decisions.

1.2.4 Parent Members

The Club asks each of its players to sign a formal Code of Conduct before the beginning of each season. The Club also has expectations of its Parent Members. The guidelines are as follows:

1. Conduct at games. It is **NEVER** acceptable to make disparaging remarks about anyone involved in the game – whether referees, or coaches and players from your own or the other team. The old adage applies, “If you can’t say something good, don’t say anything at all.”
2. On the other hand, words of encouragement are always welcome. We pride ourselves on being a positive influence.¹
3. If you and your child have a concern about his/her playing time, position, etc.... the first point of contact is ALWAYS for the player to go directly to the Team Coach. Regardless of the ages of the players, they need to learn how to speak for themselves.
4. If the matter is still not resolved, you may contact the Team Coach, but only on matters regarding your own child. We also request that you choose an appropriate time and place for talking to the coach, not on the field immediately before or after a game or practice. Our coaches are highly-prized assets. Please treat them with courtesy and respect at all times and encourage your child to do the same!

All other concerns regarding the team, the coach, or the Club, should be directed to your Team Representative. If you are uncomfortable talking to that person, you may contact the VP of Teams. We value your input and encourage you to make the appropriate contact when you have a concern.

We ask that you let your children, their teammates and their coaches form a bond. That bond is undermined when parents criticize and second guess the coach in front of their children, or criticize the play of other members of the team. Again, words of encouragement go a long way. Please keep any negative thoughts to yourself, or go through the channels spelled out above.

Our Club prides itself on being a “family”. Whenever you have the time and opportunity, we encourage you to observe and support other Club teams.

1. *At most games, the referees are evaluating the conduct of the players, coaches, and the sidelines. Scores are given, and NYSA tracks these scores and gives out an annual “Report Card”. We are shooting for an “Outstanding” grade!!!*

1.3 Fiscal

1.3.1 Fund Raising

The Club believes that major fund raising event opportunities (such as hosting the State Cups, Association wide clinics, etc.) should be organized and operated by the NYSA and for the benefit of the entire NYSA membership (including Club programs). The Club will support the effort by making its membership (Administrators, Coaches, Parents, and Players) available to assist with the event. Proceeds from the event should be distributed by the NYSA Event Organizing Committee proportionate to the support received from the individual entities (Clubs, Committees, etc.).

However, if the NYSA chooses not to be responsible for the organization and operation of the event, the Club should be prepared to act as the primary organizing group. In this case, proceeds from the event will be distributed by the Club appointed Event Organizing Committee proportionate to the support received from the individual entities (Clubs, Committees, etc.).

The Club may sponsor Club-wide fundraising events to help players defray their costs of participating in the Club. All Club fundraising events shall be approved in advance by the NYSA Board.

1.3.2 Expense Reimbursement

Expense reimbursement **with accompanying receipts** requires two signatures:

1. The individual requesting reimbursement
2. The Club Treasurer or President

Reimbursement for items not specifically budgeted and approved by the Board requires the following approval process:

- Less than \$251 Approval by the Executive Committee
- More than \$250 Approval by the full Club Board of Directors

1.3.3 Club Fees

The Club fees are set by the Executive Committee for all Playing Members as a function of the annual budget process. Upon acceptance to the team, the Club Fee may be paid in full, and is generally collected at the team's first Team Meeting (March or April). It is within the Executive Committee's discretion to provide a Payment Plan for the Club Fee. Any Payment Plan will be published prior to the first Team Meeting, generally with the first payment being due at Registration, and subsequent payments due on May 1, June 1, July 1 and August 1. Full balance may be paid at any time. The initial payment of the published Team Fee is due May 1st. The balance may be paid in equal installments, monthly, from June 1st to December 1st. Full balance may be paid at any time.

Players added to FCA teams after May 31 will pay the entire NYSA fee; if the player added comes from an NYSA recreational team, they will pay the difference between the NYSA fee for FCA players and what they have already paid for their recreational team. They will pay a pro-rated portion of the FCA fee, which is based on the FCA fee divided by 12 months times the number of months remaining in the FCA year (example: $\$375/12 \text{ months} = \31.25 ; $\$25 \times 7 \text{ months} = \218.75 FCA fee).

The team fee for coach compensated team will be set prior to the start of each play year, based on the average number of players expected and the average cost of compensation for a head and assistant coach, base on current FCA payment schedule.

One the final rosters are frozen on October 1st, the FCA Treasurer will calculate the actual cost per player based on the actual compensation for coaches and the final roster number. The FCA Treasurer will inform each team of their actual amount due after November 30th but no later than December 31st. Teams will either pay any additional balance due or receive a refund for overpayment no later than January 31st.

The Team Treasurer will report to the Club Treasurer any player \$100 or more past due in their Club fees. All fees must be current on May 31st in order for the player to compete in any summer tournaments including the League Placement Tournament (LPT's). Fees must be current on December 31st in order for the player to compete in State Cup play.

1.3.4 Refund Policy

If a player drops from the team after May 31, no refund of Club fees will be given. Extenuating circumstances for dropping from the team are reviewed by the Executive Committee on a case by case basis and upon request.

1.3.5 Team Accounts

Each team will establish personal player accounts in a non-interest bearing check account. To maintain our IRS non-profit status any funds in the Player Account, while allocated to individual players, will not be

refunded to the player if they leave the team for any reason. Any expenses paid by the Team Treasurer must have supporting documentation reflecting that it was an appropriate team/player expense.

1.3.6 Audit Committee

The Executive Committee will appoint a 3 person Audit Committee (not to include any Executive Committee members) to audit the fiscal operations of the Club. The Audit Committee will produce reports quarterly on one fourth (1/4) of the Team Accounts to the Board. It will also report annually about the status of the Club's fiscal operations (Club Account) in January each year. The Audit Committee should be made up of no less than one Parent Member of the Club with professional accounting background.

1.3.7 Budget

The Treasurer, with the advice of the Executive Board members, shall prepare a proposed budget for the next fiscal year. The proposed budget shall be submitted at the January Board Meeting for approval at the February Board Meeting. The total operating expense budget shall include no less than a twenty (20) percent of yearly expenditures as the carryover / contingency fund each year.

1.4 Club Property

All cash on deposit in any Club Account and any equipment, property, supplies, or miscellaneous tangible items purchased with funds from a Club account are specifically the property of the Club. These items remain the property of the Club for the benefit of subsequent Club programs without regard for the heritage of the cash or tangible items and without regard for whether the originator of the cash or tangible items remains involved with the Club or not.

1.5 Team Property

All cash on deposit in any Team Account and any equipment, property, supplies, or miscellaneous tangible items purchased with funds from a Team account are specifically the property of the Team, until such time as the Team ceases to exist, at which time all Team Property becomes Club Property.

1.6 Code of Conduct

Members taking part in the Club do so as a privilege. As such, they are expected to adhere to the following Code of Conduct. Members who violate these rules may have to appear before the Team Representative and Team Coordinator.

Being a representative of the Club, the NYSA and WSYSA (Washington State Youth Soccer Association), Club Members will not engage in any activities which will bring discredit to these organizations.

The Club expects all Members to agree to the following Rules of Conduct and each Playing and Parent Member to sign a statement to this effect each seasonal year.

1. The illegal use or possession of drugs and/or alcohol and/or tobacco are prohibited. NOTE: It is the Member's (as defined in the Club's Bylaws) responsibility to prevent situations from occurring and avoiding situations that occur. Don't allow anyone, including roommates, to bring these substances into a room. You should leave any time these substances are present! You must take total responsibility for your actions.
2. Irresponsible and disrespectful behavior is cause for immediate discipline. This includes, but is not limited to: fighting, swearing, obscene gestures, taunting, racial insults, endangering others, etc.
3. Destruction of property, thievery or any violation of Federal, State or local laws is grounds for immediate discipline. Use of soccer balls indoors (other than designated areas) or in areas not appropriate for soccer is prohibited.

4. Failure to comply with any applicable rules for Team events or activities is grounds for immediate disciplinary action.
5. Violation of facility site rules as specified by those hosting Club Members and teams will not be tolerated and may result in immediate disciplinary action.
6. Restitution for any and all damages will be made by the Member and/or team judged responsible.
7. Ignorance of these rules is no excuse.

1.6.1 Zero Tolerance Policy

FCA has a zero tolerance policy regarding the unlawful use or possession of drugs, alcohol and tobacco. Players using or in possession of these controlled substances at FCA activities must appear before the FCA Executive Committee within 15 days with a parent and their coach to determine an appropriate remedy. The FCA Executive Committee shall maintain broad discretion to fashion an appropriate remedy including but not limited to expulsion, suspension, probation, and counseling. The FCA Executive Committee's findings in each instance will be final.

2. Players

2.1 General Policies

For players to be "in good standing" on a team, they must attend at least 80% of the scheduled training sessions and games. Falling below 80% attendance indicates that the player lacks commitment to his/her team and to the Club.

Player attendance should be reviewed monthly by the Coach and the Team Coordinator. If it is the decision of the Coach and Team Coordinator to drop a player from the roster due to lack of commitment, the VP Teams must be contacted and a player release form must be completed. No such action shall be taken without cause, and the concurrence of a majority of the Executive Committee. Players "in good standing" may not be dropped from a Team absent failure of such player to fulfill his or her obligation to abide by these operating procedures. Players may not be dropped simply to make room for players adjudged to be more talented.

Injured players are required to attend training sessions and games unless they are excused by the Team Coach. Such excused absences shall be granted sparingly. To further clarify this policy, injured players are likewise to continue paying Club fees and any other team expenses during the duration of their injury.

If a player has an injury with an anticipated duration such that they do not expect to return to play for the balance of the seasonal year or if they chose not to return to play for the balance of the seasonal year, they may ask to be formally dropped from the team roster. This action will relieve them of their responsibility for paying future dues and fees, but not from paying any that may have accrued prior to their being dropped. Being dropped from the roster at the player's request due to injuries will not in and of itself prevent the player from being selected for a Club team for the next seasonal year. (WSYSA defines a "seasonal year" as September 1 through August 31)

Failure to pay Club fees and team expenses on a timely basis is itself a reason for dropping a player from a team. A player who is dropped from the Club for failure to pay Club fees and team expenses may jeopardize their selection to a Club team for the next seasonal year. Delinquent Club fees and team expenses owed to Club team must be paid in full before a player can be reselected to play for the Club for a new seasonal year.

2.2 Play Up Requests

Club coaching staff will support players who are physically and emotionally prepared to participate in age group play beyond their chronological age. These players must demonstrate that an advanced age-group **is necessary** to challenge their current abilities. The following guidelines will be followed:

1. Players are expected to tryout with their age-appropriate level at least once, unless they are grade appropriate (with their normal High School class)
2. Player who elect to compete for a position on an older team **must** sign a declaration form indicating their understanding of the select process
3. The age-group Coaches from the involved levels will decide the appropriate level after the tryout process is complete. The Director of Coaching will decide if the age-group Coaches are unable to reach agreement.

2.3 Scholarship

Any Playing Member that requests financial assistance from the Club to offset Club expenses must:

1. Qualify for the applicable School Lunch support program and produce evidence of same or
2. submit a description of "another hardship situation" in writing to the Club Scholarship Committee (chaired by the Treasurer).

Scholarships may take the form of partial payments, delayed payments, etc. as determined by the Scholarship Committee. Scholarships are not automatic and must be renewed each playing year.

2.4 Grade Point Average

For Club teams that elect to adopt a GPA standard, all Playing Members of the team must have a grade point average (GPA) equal to the required level (2.5 recommended) or better. This requirement can be met by either the most current GPA, or the cumulative GPA, whichever is higher.

The Team Coordinator shall review report cards from all players at the end of each regular grading period (quarter or semester as appropriate). If a player's current or cumulative GPA has fallen below the required level, the Coordinator shall notify the Coach. The Coordinator shall provide the player with a copy of the Club *Notice of Probationary Status*. This form shall be signed by the player, the player's parent and the Coach. The form will be maintained by the VP Teams. When the player has improved their GPA to the required level, the Coordinator shall notify the Coach and the VP Teams, and the player will be taken off probationary status.

The terms of probationary status provide that the player will have one grading period in which to improve their GPA. During this time, they may continue to practice with, and play for their Club team. They are to make a concerted effort to improve their GPA and shall provide their coach with a monthly progress report. If, at the end of the next grading period, they have not improved their GPA to the required level, they will no longer be allowed to play for the Club team in games, scrimmages or tournaments until, at the end of any regular grading period thereafter, they can demonstrate that they meet GPA requirements. During any probationary time, they must continue to pay Club or Team fees and dues and to meet attendance requirements to remain in good standing with the Club.

Failure to meet GPA requirements by the time of the next Club tryouts will prevent the player from being selected to play for any Club team with a GPA characteristic they can not satisfy.

The Club understands that there may be extenuating circumstances that impact a player's grades. The Club reserves the right to consider these circumstances on a case by case basis, and to grant an exception to the GPA requirements when the Executive Committee deems it appropriate.

3.1 Resume

Each Team within the Club is characterized by a description identified as a "Team Resume". This Resume describes the general operating characteristics the Team will have for 12 months starting April 1 of each year. The Team Resume is assembled by the VP Competition and the Coaching Director with input from the Team's Coaching staff and subject to Executive Board approval. The Resume is available prior to tryouts and available to any Club participant that is interested.

The Team Resume must contain appropriate responses to the following characteristics:

Item or Category	Characteristic (circle appropriate response or complete space)
Team Identity	[WSYSA Id: 0210 _____] [Gender: [B] [G] Age: U _____ Color: _____]
Team Name	
Head Coach	
Head Coach License	[USSF A] [USSF B] [USSF C] [USSF D] [_____]
Head Coach Qualifications	
Assistant Coach	
Assistant Coach License	[None] [USSF _____] [_____]
Last Year's League	[n/a] [U13 State League] [District 3, _____] [Classic] [Division 2] [Division 1]
Desired League	[U13 Premier] [District 3, _____] [Classic] [Premier 2] [Premier 1]
Months of Commitment (Note 1)	[8 months] [9 months] [10 months] [11 months] [12 months]
Travel Requirements	[West of mountains] [All over state] [_____]
Player Fees	[\$125] [\$625]
Paid Coaches	[Yes] [No]
Coach may have relative on team	[Yes] [No]
GPA Requirement	[N/A] [None] [2.0 or better] [2.5 or better]
LPTs	[No] [N/A] [Possible] [Likely] [Yes]
Practices per week	[1] [1-2] [2]
ODP Tryout	[Encouraged] [Expected]
Other Sports	[Discouraged] [Possible] [Encouraged] [Soccer is 1 st priority]
Tournament travel	[Unlikely] [Possible] [Very Likely]
Post Season Play	[Possible] [Team Vote] [Likely] [Expected]
Summer Tournaments	[0] [1] [2] [3]
Out of State Tournament (Note 2)	[Yes] [Possible] [No]
Anticipated roster size	
Coach's Philosophy	
Time off	
Other Notes	
Notes:	
1. The number of calendar months during which a player will be expected to be available to participate in the team's normal activities.	
2. Must be approved by Executive Committee	

3.1.1 Modification of Team Resume at Request of Team

Under limited circumstances, Teams may be permitted to change their Team resume, provided that changes in "material characteristics" will not be permitted without the concurrence of two-thirds of the Executive Committee. "Material characteristics" include the following items or categories: *Months of Commitment, Player Fees, Paid Coaches, Coach may have relative on team, and Other Sports*. Changes

that create multiple teams with substantially the same resume should only be permitted in exceptional circumstances.

Should another Team wish to modify its Team Resume in such a way as to duplicate in material respects the characteristics of another Team resume in the same age group and gender, then such modification shall be presented first to the Executive Committee for review. Absent exceptional circumstances, such a modification should not be permitted if it would be materially detrimental another Team of the same gender in the age group; or, if it would materially reduce choice for players in the Club. Modifications will generally only be permitted where it is determined to be necessary for the continuity for the Team, or in areas that would not be materially detrimental to other Teams of the same gender and age group.

For example, a change to increase the GPA requirement of a team would not be materially detrimental to other Teams. On the other hand, a change from a "Non-Paid Coach" to a "Paid Coach" may be detrimental to other Teams. Because such changes may be needed due to events arising during the course of tryouts, the Executive Committee may act on the proposal through polling as opposed to a meeting.

3.1.2 Modification of Team Resume by Action of the Executive Committee

If during the course of tryouts or team formation it becomes evident that a Team of a particular resume cannot be formed in the opinion of the Team Coach, the Coaching Director, VP Teams or VP Development, said four (4) persons (or as many as are reasonably available) shall confer on the matter. Said persons shall endeavor to have consultation with all four of said group. If said group concludes, that the Team cannot be formed, then the resume may be abandoned or altered, if two-thirds of the Executive Committee concurs.

Again, the Executive Committee may act on the proposal through telephone polling as opposed to a meeting. In such event, all persons selecting the Team under its original resume shall be notified of the decision, so that they may change their team preference selections. Wherever possible, the Club shall endeavor to retain the Team or as many characteristics as practicable under the circumstances.

3.2 Tryouts

The goals of the Club's Tryout process are to:

1. Enable Player Choice inside the Team Formation process
2. Create a fair and well organized Tryout for the Players
3. Manage the percentage of NYSA and non-NYSA Players that are placed onto the Club's teams

3.2.1 Guiding Principles

1. Players appear at the designated time and place without prior year's "colors" of any sort and with their Tryout Registration form complete. NO player may participate in the Tryouts unless the Tryout Registration form is properly completed. ALL players desiring selection to a Club team MUST participate in Tryouts (extenuating circumstances must be delivered in writing to the Tryout Committee **prior to Tryouts**).
2. At least 3 evaluators for each age/gender combination are appointed by the Coaching Director and approved by the VP Competition. Evaluators must not be given player's names or Team Resume selection requests. The evaluators should not be physically near each other during evaluation so as to eliminate any potential bias that may enter into their evaluations through joint discussions. The Evaluators should not discuss Player evaluations amongst themselves at the Tryout location.
3. Coaches at the applicable age level (whether an Evaluator or not) may obtain a list of Player's, their evaluation scores, and their Team Preferences at the completion of each Tryout day. The Coaches may NOT discuss Player evaluation scores or Team Preferences with the Player or any other Player or Parent during or after the Tryout process.

4. Recruiting is NOT permitted. "Recruiting" is defined as "a Coach personally talking to a player or the player's parents and inviting the player to join the team without a tryout". Any Coach that violates this rule will be subject to removal as a Coach within the Club, pending review by the Executive Committee.

3.2.2 General Process

The following steps are followed to provide an overview of the sequence of events associated with the Tryouts.

1. Team resumes for the teams at each age level that we anticipate forming are made available to our potential candidates. They are mailed to existing Club players, existing NYSA players of the appropriate age, publicized in the NYSA Newsletter and on the Web Site, posted at appropriate schools and other geographic area locations, etc.
2. Every Player wishing to Tryout **must** complete a Player Tryout Registration. The Tryout Registration form includes basic Player Identification, whether they were on a NYSA Team Roster in the prior year or not and whether they reside in the NYSA Service Area or not.
3. Tryout Registration information is verified and entered into Tryout Spreadsheet on the first day of Tryouts for each age group. The Player is assigned a jersey number for Tryouts and then sent to the field for participation in the active portion of the Tryouts.
4. Evaluator's scores are entered into the Tryout Spreadsheet at the conclusion of each Tryout session. The Players do not know their scores. Independent Evaluators (i.e. Evaluators that are not Coaches at the applicable age level) do not know other independent evaluator scores for any individual player, nor do they know what team the Player is interested in from the Tryout Spreadsheet or any other administrative support people.

Once tryouts have completed, Team formation will occur at a Team Formation meeting (chaired by the VP, Competition or an individual appointed by the VP Competition) with the Team Coaches of the involved teams.

3.2.3 Non-NYSA Players

The Club may be required by NYSA Bylaws to register a prescribed minimum of Players from the NYSA Service Area. If the Tryout Committee believes that it will be required to limit selection of non-NYSA Players, this limitation will occur primarily at the younger levels of the Club (U13-U15). Teams formed at the U16-U19 levels will be given greater consideration by the Tryout Committee with regards to selecting non-NYSA players.

The Tryout Committee will determine for each age group prior to any Player Assignment to a Team Roster, whether the non-NYSA players within the Tryout Pool may be assigned or not. If non-NYSA players may be placed, the Tryout Committee will also indicate the number of Players that may be selected and the procedures associated with selecting the players.

3.2.4 Assignment Process

Team coaches will meet assign players to teams, under the supervision of a member of the FCA executive committee. Players with the top scores will be offered positions on the first team, players with the next highest scores will be offered positions on the second team, and so on until all teams have been filled.

3.2.5 Player Notification

The Director of Coaching and the applicable age/gender Team Coaches will determine precisely how the Players participating in the Tryout will be notified. However, all players completing the Tryout process will

be notified in some consistent manner (written correspondence, phone, etc.) within 72 hours of the completion of the last published tryout date for the specific age/gender involved.

When offered a position on a given team, a player may choose to decline the offer without any penalty and will be placed back into the player pool and give due selection consideration for subsequent teams. There is no guarantee that the player will be selected for subsequent teams.

3.2.6 Adding Players After Tryouts

If a Team Coach determines that it is necessary to add players after the completion of tryouts, the following procedure shall be followed:

1. The Team Coach shall advise the Coaching Director and VP Teams of the reasons that he or she believes that players need to be added to the Team. If they concur, then the Coach shall follow the following process.
2. If the player has been assigned to any other team in the NYSA, the Coach shall not approach the player without the approval of the Coach of the team to whom the player was assigned. Only if such approval is given and confirmed in writing, can the player be contacted.
3. If there are no players who the Coach determines is qualified to play at the Team's level of play, then the Coach can look to players assigned to other teams in the Club. If players on other teams in the Club selected his or her team as a choice, then the Coach may ask permission of the Coach of the Team to whom the player was assigned for permission to discuss a Team transfer with the players' parents. No contact with the parents shall be had over the objection of the Coach of the Team to whom the player was assigned. Prior to contacting the player's parents, the Coaching Director and VP Teams must concur. If the player's parents agree to the change, then the player shall be consulted.
4. If there are no players who selected the Team, who the Coach believes are qualified to play at the Team's level of play, and if the Coaching Director and VP Competition concur, then the Coach may conduct a search for players. Consideration should first be given to Players who previously played on the Team and who the Coach believes are qualified to play at the Team's level of play. No player on any NYSA team will be contacted without the written approval of the Coach of the team to which the player has been assigned. Subject to this condition, candidates may be invited to up to three (3) practices for evaluation. If the Team Coach concludes that a player should be offered a position, then he or she shall obtain approval from the Coaching Director and VP Competition, prior to offering a position to the player.
5. Players added prior to September 1, of the year shall not receive any pro-ration in the Club fees, though Team Fees shall be prorated so that the player is not assessed for events that occurred before the player was added to the Team. Club Fees for players added after September 1 shall be prorated proportionate to the number of months that remain until the end of the fiscal year. The NYSA registration fee, if applicable, shall also not be prorated. For any players added, all appropriate registration forms and transfer forms shall be promptly completed and submitted to the appropriate person/entity.

3.3 Tournament Play

All tournament participation by any Club Team must be approved in advance by the VP Competition. The Club encourages Teams to participate 3 tournaments per year (not counting the LPT or the applicable WSYSA State Cup).

3.3.1 Tournament Selection Guidelines.

Tournaments should be selected based upon the criteria of whether the particular tournament is suitable to the level of play of the particular team, and whether it fosters a legitimate purpose. Certain Club-wide guidelines apply to the Tournament selection process:

1. Tournaments should be selected that foster the goals of Team and player development, Team bonding, developing the whole person (the players), etc. The cost of tournaments and travel should always be considered in selecting Tournaments.
2. In general, all in-State tournaments will be approved.
3. Teams playing at the U-13 age and younger should not travel extended distances to tournaments. There are numerous tournaments in the State of Washington that are suitable to this age group. Therefore, absent exigent circumstances, teams at U-13 and younger shall not travel out of State. This shall not prohibit teams from traveling to Regional championships. Nor shall teams be prohibited from travel to Portland, Oregon and its immediate environs, or Vancouver or Victoria, British Columbia, or their environs.
4. Teams playing at U-14 and above are of an age where travel out of State may be appropriate depending upon their level of play. Rarely will out of State travel be appropriate for District teams, for example. Tournaments at these age groups are of merit in beginning the process of exposure of players to college coaches. In the early years (U-14 and U-15), they are of merit in acclimating players to the rigors of such tournaments, even though they will receive little attention from college coaches at such age.
5. Teams playing at U-14, and at an appropriate competition level, will generally be permitted to travel to one (1) out of State tournament a year (not including Regional or National Cup play).
6. Teams playing at U-15, and at an appropriate competition level, will generally be permitted to travel to two (2) out of State tournaments a year.
7. Teams playing at U-16 and above, and at an appropriate competition level, will generally be permitted to travel to three (3) out of State tournaments a year.

3.3.2 Tournament Application Procedure.

The Team shall notify the VP, Competition of any tournaments they wish to attend. This notification shall be in writing, and may be made via fax or electronic transmission or written media. The VP Competition shall act on all requests within five (day)s of receipt of the requests, and shall be guided by the foregoing principles. If the VP Competition rejects an application, the Team may make its request to the Executive Committee as a whole, which may approve the request by the affirmative vote of a majority of its Members. In the event a Team appeals a rejection by the VP Competition, it shall notify the VP Competition and the VP Teams, who shall confer with the entire Executive Committee as soon as practicable, or at the next scheduled Executive Committee meeting if timing permits. Any request for play at an out of State Tournament should be accompanied by a detailed explanation of why such Tournament is appropriate. Because of the precedent setting nature of approvals outside of the Club guidelines, variance from such guidelines should be avoided.

3.4 Travel Guidelines

When traveling with a Club team, Parents, Players, and Coaches are representatives for every Club team. Their actions reflect on the reputation of every player, coach and parent. The coaches and parents that travel with Playing Members are taking responsibility for their safety and good conduct. For the good of the program and all players, Playing Members need to abide by the following guidelines or risk return to their home at Parent's expense:

Notify of whereabouts - The chaperone that you are traveling with must be made aware of where you are at all times. For instance, if during your free time you decide to go to the laundry room or pool, you need to make your adult-in-charge aware of your destination and the time of your return. The buddy system is to be used and no one is to wander off alone at any time.

Use buddy system – If you leave the proximity of the team, take a friend and your identification with you. Unfamiliar surroundings can confuse and accidents requiring medical attention can happen to anyone.

Rooms - Under no circumstances will be males will be allowed in female rooms or females allowed in male rooms. Interaction between males and females will take place in public areas. Acceptable areas may be defined upon arrival to housing accommodations.

Sleeping - Once a Playing Member is assigned to a room, that is where they will sleep. The Club does not wish to search for players in emergencies. Lights out will be followed. You will be expected to be in your room.

Respect property – You do pay to use the facilities where the team is staying – but the rates are set for reasonable use and care of the facilities. It is not expected that the rooms you stay in will require new carpets or paint after your stay. Nothing should be thrown on ceilings, out of windows, or anywhere else. Use consideration and common sense when occupying your rooms. Keep loose soccer balls from rolling about the room as they inevitably leave marks on the walls. Swimming pools and common spaces are for the use of everyone, so it is important to leave them in as good a condition as they were before you occupied them.

Respect people – Traveling means sharing spaces with groups of other travelers. They deserve to eat their meals and occupy their room and any recreation facilities without groups of noisy, rambunctious youth disturbing them. You are certainly allowed to have fun together, but not to the extent that it interferes with others.

Be responsible for you – Feed and rest yourself reasonably so that you can play your best for your team. Remember to provide your body with foods high in carbohydrates (pasta, pizza, breads, cereal) as those foods are the best source of sustained energy. Especially the night before a game. (Fats and large amounts of protein found in steaks, french fries and hamburgers are hard to digest and can or may make you feel sluggish.) Give yourself plenty of liquids during the hours prior to your games so your body has enough fluids to support the continuous physical exertion of your soccer games. **ESPECIALLY WHEN PLAYING IN WARM, DRY CLIMATES.**

Know the schedule – Know your schedule so that others do not have to spend their time looking for you or helping you to gather your gear in time to be ready for the team.

Following these guidelines will make traveling and playing soccer more fun for everyone – as well as preserve the image of all of the Club soccer teams.

3.5 Volunteer Team Positions

The following positions and descriptions are guidelines for each Team to consider, depending upon each team's age and specific characteristics.

All parent members of a Team are expected to volunteer for both Team and Club positions. The Team Representative position is the sole "elected" position on the Team. The Club is a volunteer organization, which needs to draw upon the resources of as many people as possible. Each parent member should become as familiar with all volunteer and elected positions in the Club as possible. To this end, Team Positions should be rotated from year to year among returning parent members, with the exception of the Team Representative position which may be held by the same person for two consecutive years, for continuity purposes. All positions other than Team Representative shall be selected based upon the interest of the parent members, with the ultimate appointment in the case of competing interests for a particular position being made by the Team Coach, Team Mentor, Team Coordinator and Team Representative.

Team Coordinator See section 1.2.3 "Individuals" for a description of the Team Coordinator's duties. The President or the President's delegate, and the VP, Teams or the VP, Teams, delegate, in conjunction with the Team Coach, will appoint a Team Coordinator as soon as practicable after team formation.

Team Representative See section 1.2.3 "Individuals" for a description of the Team Representative's duties. Each team in the Club shall have one (1) Team Representative on the Board of the Club. The Team Representative shall be elected by the Team he or she represents, in which election one vote shall be cast for each player on the team. Said votes shall be cast by the players' parent or legal guardian. Team Representatives shall serve until the next succeeding formation of teams, or until they sooner resign or

are removed by majority vote of their team or by a two-third's affirmative vote of the Executive Committee. Said Representative shall represent the team in all matters coming before the Board. In the event the Team Representative cannot attend a meeting of the Board, he or she shall designate another representative of the team to act. Each team shall have one vote on matters coming before the Board. No person may represent more than one team before the Board. The Team Representative shall represent the interest and viewpoint of the Team as a whole to the Board, and shall promptly advise the entire membership of the Team in writing of discussions and decisions at Board Meetings. Removal by the Executive Committee shall be for cause. "Cause" means a demonstrated and repeated disregard of the bylaws, operating procedures, or directions of the Board or Executive Committee.

Treasurer	Organizes and maintains a bank account and financial records for the team for all monetary transactions. Each player will have an account that records money paid and money received. A monthly statement will be provided to each player. The Team Treasurer interfaces with and reports to the Club Treasurer. Team Treasurer manages only Team Funds. All Club Funds are managed by the Club Treasurer.
Tournament Manager	Works with VP of Competition to research tournaments as requested by the Coach. Completes tournament entry forms and assures that they are timely submitted. Arranges for air and ground transportation and hotel rooms for the players and coaches (is NOT responsible for travel arrangements for families). Advises players and parents as far in advance as possible of the estimated cost of the travel. Acts as Team Chaperone during overnight travel for tournaments or games. This position may be shared by two or more people.
Uniforms	Coordinates all activities related to equipping the players with uniforms. Works with VP of Operations and/or Club Uniform Coordinator.
Fundraiser	Coordinates all team fund-raising activities. May be a shared position. Works with VP of Fundraising.
Player Cards	Organizes preparation of, and keeps track of, team player cards
First Aid/Ice	Assures that ice and the team first aid kit are available at games and practices. Not responsible for administering first aid.
Tent/Banner	Is responsible for storing and maintaining the team's banner and tent, and for bringing them to all official activities (games, tournaments)
Risk Mgmt	Oversees collection and tracking of Risk Management forms. Works with Club Risk Management Coordinator
Referees	Works with Club Referee Coordinator(s) in assuring availability of officials
Phone Tree	At least three people who shall be responsible for making phone calls to pass on changes of schedule or other last minute information
Parties	Plans and organizes team parties. May be a shared position
College Coordinator	Works with the Club's College Coordinator and/or VP of Teams in assuring that meetings and activities are planned as appropriate to the team's age level. At U-16 & below, the time commitment will be minimal. At U-17 and U-18/19, the Coordinator should be prepared to provide more extensive assistance to individual players in identifying and making contact with college soccer programs. The Coordinator should be familiar

with the NCAA Recruitment Rules and regulations. Maintains player profiles

Tryout Volunteer

Makes themselves available to attend the Tryout Coordinator's meeting and assist during the Tryouts during at least 2 Tryout sessions.

4. Coaching

The development teams will be formed based on players desires to receive a higher level of coaching and training in a more challenging environment. Player development will be based on the USYS Guidelines and coaching priorities as established by US Soccer and WSYSA.

4.1 Philosophy

- Development is a higher priority than the match outcome
- Match playing time is critical to development. Over the course of a season ALL PLAYERS should receive development through the competition of league play.
- Evaluation and feed back are key elements in the process of achieving excellence
- Goal setting is a key element of personal and team growth
- Coaches will treat the players, the team, and parents with dignity and respect
- Coaches place a high value on academic performance. The coach recognizes and respects the demands of being a STUDENT athlete
- Coaches recognize the value of constant communication with players, parents, and administration
- Coaches strive to increase their knowledge and experience level.
- Coaches recognize that development only takes place when new challenges are introduced and when expectations are increased
- Develop the child's overall appreciation of the game.
- Keep winning and losing in proper perspective.
- Be sensitive to each child's developmental needs.
- Provide a training environment that is developmentally appropriate.
- Players need to have fun and receive positive feedback
- Practices should be conducted in the spirit of enjoyment and learning.
- Provide the appropriate number of training sessions and games according to the player's stage of development.
- Strive to help each player reach his/her full potential and be prepared to move on to the next stage of development.

4.2 Coaching Agreement

All Coaches within the Club will be required to sign a Coaching Agreement with the Club each seasonal year and agree to:

1. Comply with the Club's Bylaws and Operating Procedures;
2. Adhere to the characteristics of the team being coached as indicated by its team resume;
3. Act in a manner that will reflect positively on the Club towards other coaches, administrators, players and officials, both on and off the field;

By signing the agreement, the Coach acknowledges their understanding and acceptance of the provisions listed herein. Furthermore, the Coach will indicate an understanding that any violation of the terms of the agreement may be brought to the attention of the Club Executive Committee at any time.

The Executive Committee may, at its discretion, take whatever action it deems appropriate, up to and including, expulsion from the Club. The sanctions decided upon by the Executive Committee may, on

appeal by the coach, be over-ridden only by a majority vote of the full Club Board. A quorum must be present for such a vote to take place.

4.3 Compensation

No coach within the Club may solicit or accept direct or indirect compensation or financial support for any soccer related activities from any Parent or Playing Member of the team that is not specifically permitted by the Club's Bylaws, Operating Procedures, or the Executive Committee. The Club will deal with violations of this rule as an Ethics violation and may remove the Coach, subject to Executive Committee review. Compensation is distributed to compensated Coaches per contract.

4.3.1 Requirements

The following criteria are applicable to all compensated coaching staff within the Club:

1. Coaches may be compensated if they are related to a player on the team they are coaching
2. Funds used for the Coach's compensation must be derived from funds originated by the team being coached (e.g. player fees, fundraising, etc.) and not from player fees from teams where the coach is not compensated
3. No coach shall receive any funds from the Club as compensation until providing proper hardcopy documentation of a current, valid Washington State Uniform Business Identifier (UBI) identifying them as an independent contractor within the State of Washington.

4.3.2 Coaching Payment

Compensation for those Coaches identified by the Executive Committee as being eligible for compensation shall be based upon the approved Operating Budget.

4.4 Goalkeeper Coach

Annual salary base and increments follow the Head Coach schedule defined under Coaching Payment in the approved Operating Budget. Additional compensation may be required based on the number of teams/keepers that utilize his/her services. Compensation funds are derived from the teams that use the coach's services.

4.5 Expense Reimbursement

Team Coaches and Assistant Coaches may receive reimbursement for out of pocket expenses, which must be backed by receipts and conform to the Expense Reimbursement Procedure described in the Administration section of the Operating Procedures.

Only League play, Club approved tournaments, and State Cup play are approved for Reimbursement activity. Receipts are to be accompanied by required documentation and provided to the Treasurer, who will reimburse the Coach, as follows:

4.5.1 Club Funds

The Team Coach and Assistant Coach will be reimbursed for Out of Area Travel (more than 75 miles, one way) at the then current Internal Revenue Service (IRS) standard mileage rate. A detailed mileage report must be turned in quarterly.

4.5.2 Team Funds

The Team Coach and Assistant Coach will be reimbursed for hotel room, meals and travel costs (airfare) for Out of Area Travel (i.e. Out of State tournament or needed overnight team travel for tournaments/league play in Bellingham or Eastern Washington).

The Coach may choose to waive reimbursement.

4.6 Coaching Director

4.6.1 Job Qualifications

1. USSF "A" or "B" National Coaches license
2. Demonstrated success and been involved in advanced development soccer as a coach for at least 5 years
3. Experience as a college or professional player is desired
4. Demonstrated ability to organize, communicate in writing and orally, and work effectively with others
5. Management and Leadership experience
6. Integrity and honesty
7. Demonstrated ability to organize and conduct soccer clinics

4.6.2 Duties and Responsibilities

1. Work with the current FCA Associate Coaching Directors to appoint associate directors for the upcoming year. Assignments to be approved by the Executive Board.
2. Identify and recommend head coaches and associate coaches for each team
3. Ensure annual formal verbal and written evaluation of each coach
4. Develop and maintain a training program for each age level
5. Assist coaches and provide counsel as needed
6. Coordinate and lead a coaches' meeting at least once a quarter
7. Coordinate with District II and/or the WSYSA on the selection of ODP coaches from within the Club
8. Promote coach development through licensing and coaching seminars
9. Responsible for coordinating player selection process during tryouts
10. Coordinate player development with the coaches
11. Become knowledgeable about players within the Club. Beginning with U13s, develop guidelines for coaches and teams to assist in preparing players/parents for upcoming LPT's
12. Work with appropriate teams to inform of Showcase and college recruiting processes. This may be in the form of a Player/Parent Information night. Provide college coaches with personal insights.
13. Develop a comprehensive Club Training program utilizing high level coaching staff from within our organization and outside sources.
14. Coordinate tournament selection with coaches
15. Primary developer of club policies and practices as it relates to coaches and player development issues. The Club Board approves all club policies.
16. Attend board meetings and executive meetings as required
17. Establish and maintain a working relationship with the WSYSA coaching director
18. The Coaching Director is the primary and initial point of contact for coaches of the Club. A secondary point of contact for the coaches is the VP Competition. Coaches are encouraged and expected to take coaching issues first to the Coaching Director, and only if the issues are not resolved at that level, then to approach the VP Competition.
19. Represent the interests of the coaches before the Board and the Executive Committee. To the extent the Coaches determine that the Coaching Director cannot or is not representing their interests, they may address their concerns to the VP Competition. Coaches may also attend Board Meetings, and represent their interests in that forum.