

**SOUTH COUNTY YOUTH
SOCCER CLUB
TRAVEL COACHES HANDBOOK**

(Revised December, 2007)

(Amended September, 2008)

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REVISIONS				
Rev	Date	Approved By	Sections Affected	Remarks
December 2007	December 2007		Various	Baselined revision
September 2008	September 2008	AFG	Removed Appendix D	<ul style="list-style-type: none">- Removed Sample Roster Form, as coaches no longer procedurally fill these out; these roster forms are generated from the database.- Succeeding Appendices relabeled.- Updated content of all Appendices- General reformatting

I. PHILOSOPHY AND CODE OF ETHICS

A. PHILOSOPHY

Travel Teams play similar teams in other Rhode Island towns and at tournaments within and outside the state. Players are selected to travel teams based on demonstrated ability in the House League and at formal tryouts.

Teams are formed from players living in several communities. The position of the board has been that preference will be given to players who are member of the Club. However, for example, it is possible that a player for North Kingstown could be selected for our travel team even though the player is not a member of the SCYSC House League. **With the RIIL ruling that no more than 50% of any club team can be from the same high school, it is understood that players from other towns are necessary to comply with the RIIL.**

In many age divisions (Under 10, under 12, etc.) it is likely that more than one travel team will be formed. The primary team will be the strongest, most competitive team in the age group. The primary team will be a birth year team. A birth-year team is comprised of players born in the same USYSA "calendar" year.

The SCYSC permits coaches to enter teams into indoor competition during the winter. Indoor play may consist of league play and/or tournaments. The spring competitive season runs from late March through June and may entail ten games as well as play-offs. SCYSC also encourages one or more weekend tournaments which can involve out-of-state travel and stays for players and members of their families. Primary age group teams are expected to play at least 2 tournaments. Teams may also participate in Cup play to determine who will represent the state at regional competitions. There is no limit to the number of tournaments in which a team can participate in.

The SCYSC board usually meets on the third Wednesday of the month and the Competitive Committee usually meets on the second Thursday of the month. Parents are encouraged to participate and bring relevant matters to the attention of the Board or Committee at any of these meetings. The coach or a team manager should attend all competitive meetings.

B. CODE OF ETHICS

I will place the emotional and physical well-being of my players ahead of any personal desire to win.

I will remember to treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.

I will do my very best to provide a safe play situation for my players.

I promise to review and practice the necessary first aid principles needed to treat injuries of my players.

I will do my best to organize practices that are fun and challenging for all my players.

I will lead, by example, in demonstrating fair play and sportsmanship to all my players.

I will insure that I am knowledgeable in the rules of soccer, and that I will teach these rules to my players.

I will use those coaching techniques appropriate for each of the skill that I teach.

I will remember that I am a youth coach, and that the game is for children and not adults.

I will educate my players about the negative effects of drug use, including the legal restrictions.

I will provide a drug free environment for my players, including my own use of tobacco, alcohol and other substances.

II. RULES AND REGULATIONS

A. DUTIES OF THE TRAVEL TEAMS COORDINATORS

The Travel Teams Coordinator(s) shall be responsible for communication with Travel Team Coaches.

B. CHOOSING COACHES

The coach's responsibilities are listed in the handbook.

1. Coaches must be approved by the selection committee.
2. Procedure for Coach Selection
 - a. Advertising in the Narragansett Times will occur.

- b. Applications must be submitted by the advertised date prior to the selection meeting. Coaches who coached the previous year need not make formal application, but must inform the club of their interest in continuing to coach.
- c. Review of applications by the selection committee will occur.
- d. Applicants may be asked to present their philosophy and plans at an open meeting.
- e. Selection of coaches shall be conducted in closed session.

The South County Youth Soccer Club (SCYSC) normally advertises for and selects travel team coaches in August. However, depending on when tryouts may be occurring, advertising could happen as early as in June. Applications are accepted on an open basis. All interested parties are invited to attend the open portions of selection meetings and provide any input that they believe is germane to coach selection. The selection process is based on a number of factors including an applicant's stated philosophy, prior experience, certification, level of expected commitment, perceived ability to work with youth, and stated plans for the prospective team. Primary birth year coaches are required to have a USYSA D license, or equivalent when these teams are U13 and above. Other licenses may be required as the coach progresses through to the older age groups.

C. CHOOSING A TRAVEL TEAM

1. Teams will be birth year teams at the "A" level. "B" and "C" teams may have mixed birth dates. All rosters must have minimum of 50% South County players on the roster. South County is defined as legal residents of South Kingstown. It is recognized that at older age groups this may be a problem so exceptions can be made with the approval of the COC and the Board of Directors.
2. Any players may try out for travel teams as long as the Travel tryout form is completed at the venue on the day of the tryout. Coaches will have these forms for all players wishing to participate in the tryout. No fee is required.
3. All players must try out for their respective birth and gender teams. If a player does not try out for his or her respective birth and gender team, he or she is ineligible to play on any South County travel team. A player is only allowed to try out for two different teams and he or she must indicate which teams they will try out for on the travel application form.
4. For any team playing 11 vs. 11, the minimum number of players on the roster shall be 15 and the maximum will be 18. For teams playing 8 vs. 8, the minimum shall be 12 players and the maximum will be 14 players.

5. In any state-designated age division, the club reserves the right to mandate a minimum number of teams formed.

6. From each birth year and same gender player pool, only two players can play up. Any exceptions must have COC approval. Players will only be allowed to play up on "A" teams, and they must be impact players. Coaches are cautioned against "recruiting" other South County players.

7. While it is understood that all players who try out for a travel team will be given an equal opportunity, the team coach will make the final decision. All evaluation results will not be revealed.

8. For U-14 and younger age groups, it is strongly suggested that approved travel team coaches observe players during house league games prior to try-outs.

9. In order to be considered for any birth year team, a player must attend the coach's try-out. If a child cannot make the try-out, a letter stating the reason must be submitted to the appropriate coordinator (boys or girls) for approval prior to the try-out. The coordinator will notify the coach of any such cases prior to the try-out.

10. Girls travel teams will be comprised of girls only. Boys travel teams will be comprised of boys only.

11. If a child does not want to play for a particular coach, there must be a good reason which must be put in writing and submitted to the COC prior to the team try-out. The COC (see #13) will make the final decision on the matter. The child must still try out for his/her birth year team. If this procedure is not followed, the child must play for the coach who selects him/her or may not play on any team

12. Try-outs for the U-16 age groups and younger are to be held in the fall as necessary, and rosters are to be submitted by November 30th. If there is a need for another coach (if secondary teams need to be formed) an extension for team formation and submission of a roster for approval may be granted by the COC. For U-19, tryouts must be held and rosters submitted by the last day in February.

13. Completed rosters, with player's names only, must be submitted before roster approval. Rosters will be approved by the COC Director, Registrar, and the appropriate coordinator (5 member Competitive Committee).

14. Coaches will notify players of the selection **after** COC approves their respective team rosters.

15. If there are no coaches available to coach in certain age brackets COC will make the decision regarding try-outs allowing players to play on alternate teams.

D. TRANSFERS

1. Players may not be registered for more than one travel team season other than a premier team), without an official Soccer RI transfer. Only 3 transfers are allowed for each team (check SRI deadline for transfers).
2. Players may not be transferred without their consent and may not be dropped from a roster without their consent unless they transfer to another team according to USYSA rules.

E. CHOOSING A TOURNAMENT TEAM

1. While it is customary for players of a travel team to be selected for participation in tournaments, it is the coach's prerogative to add players for tournaments if there is space available due to injury or inability to travel.
2. Travel Teams, after selection, will remain intact and any player movement between teams for tournament play would take place only with the mutual consent of the coaches involved. In the event that an agreement cannot be reached, an appeal can be made to the COC for a final decision. In the event that the COC Director or Coordinators are directly involved in the decision, the Director or Coordinators not involved will appoint a neutral party to take their place in the decision-making process. It is imperative that the players involved not be approached by either coach prior to the decision being reached.
3. The Club pays a specific fee for coaches to apply toward tournament expenses.
4. Prior to the tournament, a *Permission to Travel* form must be completed online at the SRI website (www.soccer-ri.com). There are separate forms for in- and out-of-state tournaments. IT IS DONE ELECTRONICALLY ONLY. Along with the form, a roster, signed by the club registrar, a stamped self-addressed envelope and a stamped envelope addressed to the tournament should be sent. Bring copies of everything to the tournament just to be sure. That means permission to travel form, medical releases, and a roster. Tournament organizers have been known to lose paperwork.
5. If a coach wishes to take a player rostered to another team to a tournament (indoors or outdoors), the coach of the primary team must be informed. The primary team coach also has first "rights" to that player if tournament dates conflict. If there is no conflict, the player must be allowed to play for the coach asking for the guest player.
6. A subscription to Soccer New England is recommended as a first class source of tournament listings.

F. COACHING RESPONSIBILITIES

1. Select a travel team according to the rules of choosing a team.
2. Notify players of your decision only after the COC approves the roster.
3. Recognize that the conduct of the coaches, players, parents and fans is your responsibility; competition should be fair and sportsmanlike. Coaches will be responsible for red cards received by them or a player and will be asked to explain the circumstances to the COC. It is possible that SRI and/or SCYSC may provide sanctions for red cards.
4. The COC permits entering a team in an indoor league or other indoor tournaments if one is available, requires participation in a spring league, and recommends entering the team in at least one tournament.
5. Coaches may enter leagues, tournaments and games only if they have been sanctioned by USYSA, and/or SRI and/or approved by SCYSC.
6. The COC recommends two but requires at least one practice a week during the spring season.
7. The coach must notify the COC director promptly of all tournaments in which the team is entered.
8. Any coach who would like to enter a tournament after August 31st with SCYSC players needs COC approval. A roster or list of registered SCYSC players has to be submitted to the Competitive Operations Committee prior to receiving approval. The Committee will consider approval based on whether there are conflicts with the House League. Failure to act in this manner is likely to eliminate the coach from future positions in the club.
9. The coach must notify the COC Director before withdrawing from any league or tournament.
10. All players must be registered and have paid their fees prior to the beginning of the season. This fee pays for referee fees, entry fees for X amount for tournament fees, insurance SRI fees, league fees, professional training, and/or facility rentals for indoor practices, etc.
11. The coach must report all scores to the appointed person or persons within twenty-four hours of the game.
12. The coach must pay all tournament, league, USYSA, SRI, and SCYSC fees and fines immediately when due. All entry fees must be paid up front.

13. The coach must appear before the COC if for any reason their team forfeits 2 games. The COC may disband the team and instruct the coach to pay all remaining fines and fees to the league, tournament, or club. The balance should then be returned to the players and sponsors on a pro rata share.

14. The coach must secure player passes and only use players who have them. The coach must also have lineup sheets and game cards and be prepared to pay the referees the appropriate fee in cash, on the field prior to the game.

15. All coaches must attain the appropriate Certificate or License (soccer specific) or equivalent certification for the age group they are coaching, as specified by Soccer Rhode Island. It will be the responsibility of the SCYSC to set up dates for certification and recertification classes. Classes and required certification levels are found on the SRI website (www.soccer-ri.com).

16. The coaches may only coach players who appear on an approved SCYSC roster or are registered with SCYSC. Any exception to this rule must be approved by the COC Director.

17. The coach must notify all players of SRI select and ODP tryouts.

18. The coach must enforce all USYSA, SRI, and SCYSC rules and regulations. He/she must also report violations including red cards, to the COC Director.

19. The coach must consult high school rules so as not to jeopardize eligibility of high school players.

20. The coach must obtain parental approval prior to playing up to include scrimmaging.

21. Coaches must carry medical release forms for each player to all practices, scrimmages, and games along with first aid supplies.

22. The Coach must publicize game results.

23. The coach must read the Coaches' Travel Team Handbook, sign the attached form acknowledging compliance with the rules and regulations contained within, and return the form to the COC Director prior to your first practice.

SIGNATURE FORM

(Please print)

I, _____, have read the SCYSC Travel Team Handbook and agree to comply with the rules and regulations contained within to the best of my ability.

DATE _____

Appendix A. Sample Tryout Format and Tryout Application

SCYSC TRAVEL TEAM TRYOUT GENERAL INFORMATION

GENERAL PHILOSOPHY: The SCYSC is committed to the teaching of soccer to our children by stressing basic individual technical fundamentals and using those fundamentals in a progressive manner to shape small group and team tactical skills. There is no minimum playing time for travel players unless mandated by SRI; Playing time is earned through development of skills and hard work.

PLAYER SELECTION: Players will be evaluated at tryouts by coaches and/or Travel Board members. Offensive skills, defensive skills, speed, attitude, and player compatibility to the team will comprise a basis for selection. Coaches may use their judgment for other selection criteria. Participation at the travel tryouts does not guarantee a position on a travel team. Player selection is done by the coach. Players and parents will not have input on the decision. A player selected for an "A" team will be notified by the coach and at that time will be asked to commit to play for that team.

PLAYER-PARENT COMMITMENT: At the discretion of the coach, players may be asked to participate indoors either in a league, tournament, or both. The cost of this varies. In the winter months, the club will be offering indoor training. In the spring, players will be asked to practice twice a week and play weekly in the RI Spring Competitive League. This year's fees initially will be decided at a later date and there may be uniform fees during some years. In addition, we may be bringing in a conditioning program, but this is uncertain at this time. That will also be an additional cost. This does not include all tournaments, the Regional Cup or cost of food and lodging. Scholarship funds from the club are available with proper documentation. We wish to point out that the commitment is not all monetary. Both the player and parents are committing time. The player is expected to make practices as well as in-and-out-of- state games. In an effort to minimize cost to families, **all** parents of travel players are expected to volunteer participation in the **Seaside Tournament** in July of 2009.

NOTIFICATION OF TRYOUT RESULTS: Players will be notified in as timely a manner as possible. This follows roster approval by the Travel Board of the SCYSC.

In addition, all players wishing to participate on SCYSC travel teams must fill out the following form:

NAME: _____

ADDRESS: _____ PHONE NUMBER _____

DATE OF BIRTH: _____ E-MAIL _____

TEAM TRYING OUT FOR _____

Appendix B. Sample Permanent and Temporary release (Transfer) Forms and Rules

The following forms are available from the Soccer Rhode Island Website:

- [In-State Temporary Release Form](#) (PDF file*)
- [In-State Permanent Release Form](#) (PDF file*)

Appendix C. Application for Coaching

The downloadable form is available from the South County Youth Soccer Club Website at the following link:

- [Travel Coaches Application](#) (PDF file*)

Appendix D. Application Procedures for out-of-state and in-state Tournaments

The following form is available from the Soccer Rhode Island Website and is applicable for both In State and Out of State Travel:

- [Out of State Application to Travel Form](#) (PDF file*)
 - *Please note: Four (4) copies of the Travel Form must be submitted.*

Appendix E. USYSA medical release form



Player's Name _____ Date of Birth _____ Age Group _____
Address _____ City _____ State ____ Zip _____
Email Address: _____

Emergency Information

Parent/Guardian #1 _____ Home Phone _____ Work Phone _____
Parent/Guardian #2 _____ Home Phone _____ Work Phone _____

In an emergency, when parents cannot be reached, please contact:

Name _____ Home Phone _____
Medical Conditions _____
Medical Insurance _____
Policy Holder _____
Group Number _____
Player's Doctor _____ Phone Number _____

PARENT'S APPROVAL AND MEDICAL RELEASE

Recognizing the possibility of physical injury associated with soccer and in consideration for the USSF/USYSA and its affiliates accepting the registrant for its soccer programs and activities, I hereby release, discharge and/or otherwise indemnify the USSF/USYSA, its affiliated organizations and sponsors, their employees and associated personnel, including the owner of fields and facilities utilized for the Programs against any claim by or on behalf of the registrant as a result of the registrant's participation in the programs and/or being transported to or from the same, which transportation I hereby authorize.

My son/daughter has received a physical examination by a physician and has been found physically capable of participation in the Programs. I hereby give my consent to have an athletic trainer and/or doctor of medicine or dentistry provide my son/daughter with medical assistance and/or treatment and agree to be responsible financially for the reasonable cost of each assistance and/or treatment.

Signature of Parent/Guardian _____
Date

Appendix F. RI Interscholastic League "50%" rule for High School players

Refer to section item D below (from the RI Interscholastic League (<http://www.riil.org>))

Article 7, Section 6 - Section 6. NON-SCHOOL COMPETITION AND LOYALTY TO SCHOOL TEAM

A. Definition of school sports season - A school sports season shall be defined as the period beginning with the date of the schools first practice with any part of a sports squad and ending with the school's last contest, including district and state tournament contests, in that sport.

B. Definition of Organized Non-School Competition - Organized non-school competition shall be defined as any game(s) which is sponsored by an individual or organization and for which any of the following have beenprearranged: coach, official(s), scorer, or team membership.

C. A member of a school team is defined as a student-athlete who is listed on a freshman, junior varsity, or varsity Eligibility List who is regularly present for and/or actively participates in, all team practices and competitions.

1. Bonafide members of a school team are prevented from missing a practice or competition to compete with an "out-of-school" team.

2. If a conflict arises between the high school team practice/competition and *an out-of-school practice/competition* on the same day, the high school team practice/competition must be honored by the student-athlete. Priority/loyalty must be given at all times to the high school team practices and contests *unless a waiver has been granted by the Principal and Athletic Director on a case-by-case basis.*

3. *Student-athletes may be a member of and compete for "out-of-school" teams if the conditions set forth in#1, 2, and 3 above are met.*

4. Penalties:

A. Any student-athlete who is in violation shall be ineligible for the next two (2) consecutive RIIL League contests in which the student-athlete is a participant. This penalty is effective from the date of his/her last participation in a high school sport and may carry over to the next sports season in which s/he participates.

B. Any student-athlete who is found to be in violation of the rule a second (2nd) time or subsequent time(s) shall be ineligible for participation for the rest of that sport season. *A student-athlete found to be in violation of Article 7, Section 7c at the end of that sport season shall be ineligible for the first two (2) RIIL League contests of the same sport in the following year. If the student-athlete has senior eligibility, s/he shall be ineligible for the first two (2) contests of the next sport in which s/he participates. In both instances, the student-athlete may be declared ineligible for participation in all interscholastic athletics for his/her school for the remainder of the school year.*

D. During the academic year:

1. The Student-athlete may participate:

A. on a non-school sponsored team/competition as outlined in C above

B. provided prospective members of a high school club, freshman, junior varsity or varsity team do not comprise in excess of fifty (50%) percent of the active members on the non-school team or athletes on the high school varsity eligibility list are not comprised of members of the non-school team in excess of fifty (50%) percent of the membership of the non-school team. This does not include 8th grade students

Appendix G. Player Pass instruction sheet

As defined in the Soccer Rhode Island Policies and Procedures

(<http://www.soccer-ri.com/SRIBylaws.pdf>)

3000 PLAYER ELIGIBILITY, PLAYER PASSES, AGE DIVISION AND COACHES PASSES.

3001 Player Eligibility and Player Passes

- 3110 **Player Eligibility.** No player is eligible to play in any SRI sanctioned competition or activity without being registered and in good standing with SRI. In addition, no player is eligible to participate in any non-recreational inter-club SRI or USYSA sanctioned competition until the club to which the player is registered has submitted to the state, a properly completed team roster form assigning the player to a team and the player has on file with the club a copy of the player's completed player registration form for the current seasonal year and verification of the player's date of birth. Except as provided for in Rule 2314 or Rule 3310, no player registered to a club may play for any team sponsored by another club unless the player first obtains a change of club registration.
- 3111 **Playing Ineligible Players.** Any team playing a player who is not eligible to participate pursuant to SRI Rule 3110 shall forfeit the game(s) in which that player takes part and may be subject to disciplinary action (See USYSA Rule 209)
- 3112 **Player Pass Requirement.** A current and validated USYSA player pass in accordance with Rule 3113 shall be required of all players participating in any inter-club competition, unless the rules of the competition specifically waive the requirement. A fee of \$5.00 per pass will be collected.
- 3113 **Proper Player Pass.** A properly completed USYSA Player Pass shall contain the name, date of birth, SRI ID number, photo and signature of the player and name of the club to which the player is registered. The pass shall be validated by the signature or stamp of the state registrar. This player pass must be laminated so that the plastic encases the entire pass. The club must have on file a photocopy of an acceptable document establishing the player's date of birth. A player pass is valid only for the current Seasonal Year. A new pass must be issued each Season Year. Note: (Seasonal year is defined as from September 1st through August 31st of the following year)
- 3114 **Lost Player Passes.** Whenever a player pass has been completed and properly validated but the pass has become lost, stolen or misplaced, the club shall apply within one week to the registrar for a replacement. A fee of \$5 shall be charged for the replacement of a lost player pass. While a pass is lost, stolen, or misplaced and not yet replaced, a player may participate in inter-club SRI sanctioned competitions by signing his or her name and date of birth to a copy of an approved roster for the game officials and opposing coach prior to every game. If, however, a player has never been issued a validated player pass for the current seasonal year, the player may not participate in any inter-club SRI sanctioned competition unless the rules of the competition waive the requirements of a player pass.
- 3115 **Proof of Age.** Acceptable documents establishing a player's date of birth consist of a birth certificate or birth registration issued by an appropriate government agency, board of health records, passport, alien registration card issued by the United States Government, a certificate issued by the Immigration and Naturalization Service attesting to age or a certification of an American citizen born abroad issued by the appropriate government agency. Hospital, baptismal or religious certificates will not be accepted. (See USYSA Rule 204)
- 3116 **Coach Pass.** A current laminated and validated USYSA coach pass shall be required of all team coaches and assistant coaches participating in any inter-club competition, unless the rules of the competition specifically waive the requirement. A fee of \$5.00 per pass will be collected.
- 3117 **Player and Coaches Pass.** The referee or designee must verify all players' and coaches' passes prior to all matches in which sanctioned SRI teams participate.

As defined in Soccer Rhode Island Policies & Procedures

Adopted by Soccer Rhode Island 8/27/01, revised 1/28/02, revised 8/26/02*revised 8/25/03, revised 1/26/04; revised 4/26/04; revised 8/30/04, revised 10/25/04, revised 4/25/05, revised 8/29/05, revised 11/15/05, revised 1/30/06, revised 4/24/06, revised 8/28/06, revised 10/30/06.

Appendix H Instructions for adding players to roster

Refer to Soccer Rhode Island's *Policies and Procedures, Item 2400 Rostering* for information on Player Rostering, Team Rostering, Team Roster Forms, and Player Transfer and Release

(<http://www.soccer-ri.com/SRIBylaws.pdf>)