



ORANGEVALE YOUTH SOCCER CLUB

2015 COMPETITIVE SOCCER MANUAL

Orangevale Youth Soccer Club

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Orangevale, CA 95662

www.ovalesoccer.org

1 General Information

Youth soccer is separated into two levels of participation: Competitive and Recreational. Competitive soccer affords play at a higher level than recreational play usually provides. Member clubs of the five American River Youth Soccer League (ARYSL) (Orangevale, Sierra, Sunrise, Fair Oaks, and Rancho Cordova) can field lower and mid-level Competitive teams for the Under-9 through Under-19 age groups. The American River Football Club, also affiliated with ARYSL, typically fields upper-division Competitive teams within the same age groups.

Some general information regarding the Competitive program at Orangevale Youth Soccer Club (OYSC):

Competitive soccer is divided by the single-age group divisions (age-pure), i.e., U-9, U-10, U-11, U-12, U-13, U-14, U-15, U-16, U-17, U-18 and U-19 (U-17 through U-19 teams are typically formed as one team).

- Competitive teams play between 25 to 40+ games per season as opposed to recreational teams, which generally play 10 games per season. The additional games include tournaments and post season, California Youth Soccer Association (Cal North) District 6, Cal North tournament matches and US Club tournament matches.
- OYSC Competitive teams participate in the Metro Section, which is part of California Youth Soccer Association (Cal North), California Competitive Soccer League (CCSL). The Metro Section game schedule typically begins the first Saturday after Labor Day weekend in September and concludes before the Thanksgiving holiday.
- Competitive teams practice two to three times per week and customarily start practice sessions in June. Many Competitive teams participate in pre-season tournaments during late July and August.
- In addition to the initial registration fee, costs to participate in Competitive soccer can run an additional \$125 to \$300 per player depending on the number of tournaments in which your team participates and extra training (clinics and camps) your team schedules. Hard costs associated with the Competitive program include the purchase of additional Home and Visitors uniforms. These uniforms are completely different from our Recreational uniform and mandatory for Competitive play in the Metro Section.

2 Club Responsibilities

2.1 Competitive Player Committee

The OYSC Board (Board) has created a Competitive Players Committee (CPC) that consists of, at the minimum, the Club Manager, the Competitive Coach Coordinator(s) and the Club Registrar. Additional committee members may be added at the discretion of the Club Manager. This committee is responsible for all aspects of the OYSC Competitive program. Any issues, interpretation of the rules, protests, etc. should be submitted or presented to the CPC. The CPC reports to the Board at the regularly scheduled monthly Board meetings. Any issues not decided on by the CPC are presented to the Board for resolution.

The CPC meets after the second scheduled tryout and before the third scheduled tryout to review all play-up requests and to review all age groups for the potential of fielding two teams within each age group.

2.2 Tryout Dates

The Board schedules a minimum of three separate dates for Competitive tryouts.

2.3 Competitive Coaches

The OYSC Board chooses the Competitive coaches. The Board reviews each coach's application. The CPC holds interviews of each prospective new coach and may choose to interview returning Competitive coaches and provides recommendations to the Board. Coaches for each team are chosen by a majority vote of the Board. Competitive Team Coaching Applications can be delivered to the Board at or before the Club's Annual General Meeting in any given year.

The Board will review and vote on the coach applications at the January Board meeting. As stated above, the CPC will interview any coach new to the OYSC Competitive program and reserves the right to interview any coach applicant. Interviews will be scheduled by the CPC during December and January at separate interview meetings. The Competitive Coach Coordinator will notify coaches who submit an application requesting a Competitive coaching position within five (5) days of the Board's vote.

Competitive coaches are chosen independently from the team. The board does not choose a coach and team combination. Being chosen as a Competitive coach does not guarantee that a Competitive team will be formed.

2.4 Competitive Evaluation Team

The Competitive Coach Coordinator will assign an evaluation team to each age group. This evaluation team, along with the head coach, will select players for each team within each age group.

The evaluation team will be comprised of the assigned select coaches for that age group, one or more evaluators assigned by the Board, and a Board member. Neither the assigned evaluator nor the Board member can have an affiliation with the team (i.e., a child or relative trying out for the team).

The evaluation team's responsibilities are to ensure that the tryouts are fair and impartial, that every child has an opportunity to participate, assist in the player selection and make certain that the coaches adhere to OYSC Competitive rules and policies.

3 Player Selection Process

Players wishing to participate in the OYSC Competitive program must complete the required portions of the scheduled tryout sessions. Players are encouraged to attend as many tryout sessions as possible. Players will be judged on their basic soccer skills, ability, attitude and commitment to the game. Player evaluation will be based on completing specific soccer skill drills and scrimmage play, as outlined by the coach.

3.1 Player Registration

Before participating in Competitive tryouts, all new players must submit a signed CYSA registration form by a parent or legal guardian to the Club registrar. This registration form includes accidental injury and insurance information. Players are not required to pay the OYSC registration fee until they have been chosen and have agreed to play on an OYSC Competitive team.

The OYSC registration fee shall be paid by July 1 for players that choose to play on an OYSC Competitive team.

3.2 Player Data Sheets

All players participating in the OYSC Competitive tryouts must fill out a personal data sheet at their first tryout. Each coach is free to develop his or her own sheet or use the attached sample. At a minimum, the sheet must include the player's name, age, address and phone number.

3.3 Tryout Attendance

All players must attend a **minimum** of 1 (one) drill session and 1 (one) scrimmage session. These sessions can be spread over multiple tryout dates. Coaches shall announce at the beginning of each tryout which sessions are being covered for each tryout date.

3.4 Evaluating Players

Drill sessions account for 25% of each player's total rating. Scrimmage play accounts for 75% of each player's total rating.

Other considerations for placement on a team include attitude, availability for tournament play on both Saturdays and Sundays, and dedication to the practice schedule for the entire season.

All evaluators have equal input to player selection process. Assistant coaches do not participate in the evaluation process, but are welcome to provide input to the head coach.

3.5 Competitive Team Roster Size

U-9 and U-10 teams may carry a total 13 players on their rosters; U-12 and U-14 teams may carry 18 players on their rosters; U-15 through U-19 teams may carry up to 22 players on their rosters (per Cal North regulations, U-15 through U-19 teams are allowed to have 18 active players per each league match) . Any number of players over 16, on a U-12 through U-14 team, must be approved by the CPC. Any number of players over 18 on a U-15 through U-19 team must be approved by the CPC.

3.6 Notification to Players

Each player participating in tryouts shall be notified of their individual status (selected or not) within **72 hours** after that team's **final** tryout session. Notification shall be made in person or with a phone call. Coaches may follow-up with a letter at their discretion.

Coaches may notify players immediately after the final tryout for that team. Coaches must use discretion and be aware of those players who may not make the team.

No player shall be informed of his or her individual selection status before the completion of that team's second tryout session.

3.7 Additional Tryouts

The Board shall make every effort possible to publicize competitive tryouts and provide a sufficient amount of time for players to be evaluated. The CPC may schedule additional tryout sessions in the event inclement weather prevents a regularly scheduled tryout from taking place. The CPC may also schedule additional tryouts if it is determined that the number and ability of the players attending tryouts is not sufficient to field a team.

The assigned Evaluation Team, or CPC approved replacement evaluators, must attend all additional tryout sessions. All players who have participated in the regularly scheduled tryouts must be contacted and given the opportunity to attend the additional tryouts. Additional tryout sessions shall not be scheduled before the regularly scheduled tryouts.

3.8 Coach Responsibilities

Tryouts shall be conducted in a professional manner. Each player will be given an equal opportunity to participate in the tryouts. Coaches and evaluators will encourage each participating player to do their best.

It is the responsibility of the coaches to plan and carry out each tryout session. Skill drills may vary from age group to age group and should be appropriate for the age group. The coaches shall review the session plans and evaluation methods with each member of the assigned evaluation team before the first tryout session.

3.9 Under Aged Players

Approval of the CPC must be obtained before placing an under aged player on a roster. Players wishing to "play up" an age group shall be required to participate in at least 1 drill and scrimmage session within their own age group. The criterion that defines the OYSC "Play-Up Process" is included in this manual.

4 Competitive Soccer Coaches

As stated previously, the Board chooses Competitive coaches. Each Competitive coach is required to submit an application requesting consideration for coaching in the Competitive program. This application is provided by OYSC and is essentially a resume of the coach's soccer experience and additional information OYSC believes would be of value.

4.1 Uniforms

Competitive teams are required to have two, distinctly different uniforms (Home and Visitors). As stated previously, standardized OYSC Competitive Home and Visitors uniforms have been established and all teams are required to use these uniforms for Metro Section matches.

4.2 Team Records

All Competitive player and coaches' passes must be individually laminated.

Each player's medical release form must be present (with their coach) during any practice, scrimmage, match or related team activity. It is recommended that the coach create a binder that contains the team roster, player and coach add/release forms, and medical release forms.

4.3 Licenses and Certifications

Per OYSC policy, Competitive head coaches must hold a Cal North "E" coaching license (or equivalent). Competitive assistant coaches must hold at least a Cal North "F" coaching license (or equivalent). Coaches entering the Competitive program who do not hold the appropriate coaching license must obtain the proper coaching license before June 1st. Coaches who do not have the appropriate license on June 1st will be replaced by the CPC.

4.4 Assistant Coaches

Competitive coaches may choose their assistant coach with the approval of the CPC. The CPC may choose to assign an assistant coach. Recommendations for assistant coaches must be submitted to the Competitive Coach Coordinator, along with the player roster, after tryouts are completed.

As stated in Section 4.3, per OYSC policy the head coach of each Competitive team is required to be a currently certified, Grade 8 USSF Referee.

4.5 Administrative

By the Sunday after the last team tryout, the coach shall give the CPC a list of all players attending any try-out. The list must contain the player's name, birth date, their overall evaluated rank and whether the player was offered a position or not. This list must contain the signatures of the assigned members of the evaluation team for that age group.

Where there are two teams in an age group, a single list may be submitted and, if a position was offered, should indicate which team made the offer.

For U-9 through U-14 teams, each Competitive coach must submit the following to the CPC by May 1 (for U15 through U-19 teams, submittal date is June 1):

- Itemized team budget (Note: the itemized team budget must be submitted to the OYSC Treasurer for review and discussion with the Head Coach prior to the first official team meeting).
- Final roster.
- Photocopy of each coach's certification license and a passport sized color photograph of each coach.
- Completed application for each assistant coach.
- List of tournaments to be applied to must be given to the Competitive Coach Coordinator by mid-April of each year for U-9 through U-14 teams and mid-June for older age group teams. The Competitive Coach Coordinator should be notified of any changes in the list during the year.
- Any outstanding player registrations, along with a passport sized color photograph of the player and the copy of the player's birth certificate/certificate of live birth.

Failure to submit the above information may result in the team not being able to play or the team being disbanded.

4.6 Practices and Fields

Practice and home game fields will be assigned by the CPC. Each field will be assigned a Field Coordinator who will be responsible for field equipment, scheduling practice times and reporting field issues to the CPC. It is the responsibility of each Competitive Coach to contact their Field Coordinator for equipment and scheduling practices. The decision of the CPC in resolving field issues will be final.

The CCSL schedules all CCSL Metro Section matches.

Each team assigned to a field shall be allowed two weekdays of 1.5 hours for practice. Each team shall use one half of the field. If the remaining half of the field is vacant, the team may use the full field. Additional practice time may be requested (for example, Saturday practice) from the CPC. Granting additional practice time is dependent on available fields and timeslots. No team has priority over another team on any field, including Recreational teams. Warm-up or cool-down exercises may be conducted off of the field, provided there is sufficient space and the scheduled coaches agree.

5 Two Teams Within an Age Group

Competitive teams are formed based on the quantity and ability of the players attending tryouts. Should there be a situation where it is possible to create two teams within an age group, an evaluation and decision by the CPC must be completed after the second scheduled tryout date and before the third scheduled tryout. The CPC shall solicit feedback from the coaches for that age group and from the assigned evaluation team to assist in their decision. The evaluation is to determine that the number and ability of the players attending tryouts is sufficient to field a second team and if the second team is capable of competing at the Metro Section.

5.1 Team Selection

The team considered by CPC to be formed for participation in the upper divisions of the Metro Section will have first choice of players trying out for that age group and should make every effort to select players according to their skill and age.

It is strongly recommended that a player participate on the team to which they were selected. It is recognized that a player may not wish to play for the team that selected them and may play for the other team within an age group with the agreement of the coaches, the CPC and the player's parents.

The team considered by the CPC to be formed for participation in the upper division of the Metro Section must submit its final roster to the CPC **24 hours** after their last tryout. This will free the second team to complete its roster, which is due to the CPC **48 hours** after its last tryout.

5.2 Tournaments

Tournament selection will be completed as follows for two teams within the same age group: the two coaches will contact one another and jointly decide on which tournaments they will apply to. The team considered by the CPC for play in the upper division of the Metro Section will pick its first choice for their first tournament, and then the second team will pick its first choice for their first tournament. This process will continue until both teams have chosen the tournaments to which they will apply. This process will assure that the second team is given the opportunity to compete in tournaments on an equal basis with the first team. If both coaches cannot successfully complete this process, the CPC will choose a tournament schedule for both teams. Both teams shall not apply to the same tournament (with the exception of OYSC sponsored tournaments and the ARYSL Goal Rush).

6 Team Financial Management

6.1 Team Finance

A checking account must be maintained for each OYSC competitive team. The account shall be held in the name of the Orangevale Youth Soccer Club, and the team name will be noted on the monthly account statements. The OYSC Club treasurer(s) will open the team checking account at Schools Financial Credit Union in Orangevale. The OYSC Club treasurer(s) will be signatory and have online banking access on the account.

The team representative will deposit all checks and cash collected by the team into this team checking account, and track team financial activity by player. The team representative will provide copies of all checks and cash receipts to the OYSC Club treasurer(s). The team representative may set up payment plans for the parents so funds are available to pay team expenses. The OYSC Club treasurer(s) will issue all payments from the team checking account and provide monthly financial reports to the team representative.

OYSC player registration fees are paid by individual team members directly to OYSC by no later than June 1st. Team uniforms and summer camps are paid by individual team members directly to third-party vendors selected by OYSC.

OYSC Club treasurer(s) will only expend team funds for expenses that comply with the primary purpose of OYSC. **Under no circumstances shall team funds inure to the personal benefit of any team or OYSC member. Team funds will not to be used for travel or lodging costs, indoor soccer play, warm ups and other non-uniform articles of clothing, trophies or awards, coaches' gifts, food, beverages, parties, or any other items of a personal nature. These items must be funded outside of the team's budget.**

6.2 Team Accounting

The team representative will account for funds received and expended by individual player. Based on this accounting, the team representative will advise the OYSC Club treasurer(s) of the amounts to be refunded by player at conclusion of the season. The team representative will submit evidence of allowable team expenses so the OYSC club treasurer(s) can issue payments and reimbursements.

At the end of the playing season, defined by completion of Fall league, Commissioner's Cup, State Cup, Winter Tournament, Association Cup, or Spring league, whichever occurs later, any remaining funds in the team OYSC checking account shall be applied in the following order:

- First - To be retained by the team to pay any anticipated team expenses for the current season, such as post-season tournament fees and to pay or avoid the imposition of bank fees.
- Second - Distributed to each parent who contributed to the team, in proportion to the amount of each parent's contribution to total parental contributions to the team minus any prior reimbursements of paid funds.

- Third - Any remaining balance above \$200 shall be remitted to the OYSC. The team may retain any balance of \$200 or less as seed money for the team for the next year.

OYSC is NOT responsible for any misappropriation of team funds. OYSC expects its members to maintain a high standard of ethics while in season and thus does not hire treasurers to manage team accounts. The team representative and the OYSC Club treasurer(s) act in a “checks and balances” system to hopefully assure fiscal responsibility.

6.3 Team Budget

Each year the OYSC Club treasurer(s) shall approve a budget for each competitive team. Each team must submit a preliminary budget to the OYSC Competitive Players Committee and Club treasurer(s) for approval no later than the Sunday following completion of the last team tryout. The OYSC Club treasurer(s) will identify and communicate any required modifications to the budget to the team representative.

The approved team budget will serve as the basis for determining the maximum contribution which may be required on behalf of a player and the maximum amount that the team may spend. The approved budget will be presented to all team parents at their initial meeting. The express purpose of this budget is to ensure that the team has sufficient funds to accomplish its goals because its parents have reviewed and mutually agree to it.

If there is a need to increase the budget before or after the commencement of league play, the team representative shall document the reason for the increase along with the additional amount required and present it to the OYSC Club treasurer(s) for review. If approved, the adjusted budget will then be presented to all parents on the team. If the team is proposing to use existing team funds to cover the increase in the budget, or if additional player contributions are required to fund the increase in the budget, the parents of every player on the team must submit their approval in writing. If such approval is not obtained from all parents, then the team may collect funds from those parents who wish to contribute, solicit additional contributions from donors, or conduct additional fundraising activities to pay the increased amount required. OYSC will not pay expenses until adequate funds are available in the team checking account. All team funds are the property of OYSC. OYSC has sole authority and discretion over the use of such funds. OYSC has a fiduciary duty to ensure that reasonable steps are taken so that funds are spent as approved in the team budget.

6.4 Team Fundraising

Teams must receive advance approval from the OYSC fundraising coordinator to solicit donations, sponsorships, or conduct any fundraising activities. This practice will ensure compliance with IRS regulations.

Donations may be solicited by team members as long as an approved reason is communicated to the donor. All donations to the team, either from parents or donors, shall be remitted to the OYSC Club treasurer(s), payable to "OYSC or Orangevale Youth Soccer Club." The OYSC Club treasurer(s) will notify the team representative and fundraising coordinator upon receipt. The OYSC Club treasurer(s) shall transfer to the team all funds received on the team's behalf, except that the OYSC treasurer(s) may withhold amounts necessary to reimburse payments made

on the team's behalf, such as Cal North fines and fees and non-sufficient funds (NSF) checks and fees.

Funds donated to the team shall first be applied to cover the required contribution to the team for the parent who solicited the donation. Any remaining funds after that will be shared equally among all team members to cover costs.

Teams are encouraged to think of creative ways to raise funds and help reduce the costs for team expenses. Some examples of team fundraisers include yard sales, car washes, snack bar sales, and bake sales. The monies collected from these team fundraisers should be deposited directly into the team checking account. These monies can be credited toward anticipated team expenses equally by member or based on the level of participation. How the funds will be credited must be communicated to the entire team before the fundraiser occurs. The specific purpose of the fundraiser should be communicated to all donors prior to or during the fundraiser as well. The purpose must be limited to allowable expenses listed in the team budget. The OYSC logo cannot be used for any team fundraiser without prior approval from the OYSC fundraising coordinator. A letter may be requested from a donor in order to proceed with a donation, sponsorship, or fundraiser. Please submit a written request on the appropriate form to the OYSC fundraising coordinator. The OYSC fundraising coordinator will issue guidance, approval, and any donor letter after reviewing the request. Please allow two weeks for the OYSC fundraising coordinator to review and approve the request. OYSC will disburse funds to the team after the funds are received.

Funds received through fundraising activities shall be shared equally among all team members to cover costs. Once a team member's costs are completely paid by funds raised, the team member can be reimbursed for allowable expenses up to the amount paid to the team, OYSC, and third-party vendors based the OYSC-approved team budget. **Under no circumstance can a team member receive more back than paid out-of-pocket for allowable expenses during the season.** However, any excess funds can be used toward other team member's allowable expenses or donated to OYSC.

6.5 Team Equipment

Any equipment purchased by the team is the property of OYSC. At the end of the season, each team shall provide an inventory of previously purchased equipment to the OYSC equipment coordinator. If the coach is not returning for the following season, either because of his/her choice or a determination made by OYSC, all equipment must be immediately returned to OYSC. Such equipment will be provided to the team's new coaching staff for continued use where possible.

6.6 Team Training

Team trainers must be approved by the OYSC competitive coach coordinator and Club treasurer(s). Approved trainers must adhere to approved licensing, curriculum familiarity, and must demonstrate an ability to train competitive players. All trainers shall contract with OYSC directly for their services. Proof of adequate insurance is required from all trainers and/or training providers before services are accepted. Teams will pay OYSC, and OYSC will pay their

trainers to ensure all federal and state tax reporting is completed. Teams cannot pay trainers directly.

6.7 Team Practice Facilities

Team practice facilities must be approved by the OYSC Competitive Players Committee. OYSC contracts directly with third-party vendors for all team practice facilities. The cost for most team practice facilities are included in the player registration fees.

Occasionally, teams may want to use other team practice facilities to accommodate bad weather, night practices, or dates beyond the regular season. Teams with these special needs should contact the OYSC Club Manager with details about their needs so that OYSC can contract with these venues. OYSC will collect any required certificates of insurance for the team. The OYSC Club treasurer(s) will pay the facilities vendor after collecting the appropriate funds from the team.

7 Miscellaneous

All OYSC Competitive teams will be automatically accepted to all OYSC sponsored tournaments; however, applications must be properly submitted and fees will not be waived. Each OYSC Competitive team taking part in the tournament is required to participate in the administration of the OYSC sponsored tournaments. Each participating OYSC team must provide at least two volunteer parents for tournament committees. All parents are required to volunteer during the tournament weekend in some capacity.

8 OYSC Play-Up Process

All players requesting to play at an age group greater than their current age group must receive approval of the OYSC CPC.

No player will be allowed to play up more than one age division then their current age division (i.e., a U-14 player will not be allowed to play U-16).

Approval to play up is generally based on answers to the following questions:

- Skill level
 1. At the beginning of the season, will this player start and play a minimum of three-quarters of each match?
 2. Is there a player in the older age group, with comparable skills, that this player may replace on the roster?
- Age
 1. Where, in the calendar year, does the player's birthday fall (between August and December)?
- School Grade
 1. Is it an issue if the player is in high school and their age group team is comprised primarily of 8th graders; or, if they are a 7th grader and their age group team is comprised primarily of 6th graders?
- Team Chemistry
 1. Have they played with the team in the older age group before (are they a part of the core group of the older team)? Have they been allowed to "play up" before and been successful?
- Player Position
 1. Is the player one of the top two to three players at their position?

Coaches note: Competitive coaches must submit the OYSC Play Up request form for all players considering "playing up." The form must be submitted to the Competitive Coach Coordinator by the end of the second scheduled tryout session. A copy of the OYSC Play Up request form is attached.

OYSC PLAY UP REQUEST

Requesting Players Name: _____

Requesting Players Age: _____

Requesting Players Birthrate: _____

Requesting Players Parents Name(s) and Indication of Approval for this Request:

Mothers Name _____ Approve

Fathers Name _____ Approve

Player's Reason for Requesting to Play Up:

Competitive Coaches Name and Age Group: _____

Submitted to: OYSC Manager

OYSC Asst. Manager/Competitive Coordinator

OYSC Registrar

Example
OYSC Competitive Soccer Team
ESTIMATED PLAYER BUDGET

<u>ITEM</u>	<u>TOTAL</u>
I. Uniform: (each player is required to purchase new socks each season)	
Home jersey (black), Visitors jersey (orange)	\$ 88.00 (\$44.00 ea.)
Home shorts (black) Visitors shorts (orange)	\$ 60.00 (\$30.00 ea.)
Socks (black and orange)	<u>\$ 17.00 (\$8.50 ea.)</u>
	\$ 13.20 (8% sales tax)
 Addidas team package	 \$ 178.20
 II. Tournament Fees:	 \$123.00
 \$ 123 x 19 = \$2,325	
 <u>Proposed Tournament Schedule:</u>	
Mission Bell Classic (San Rafael) – Aug 9-10(\$600)	
Cassy Rowe Benefit Tournament – Aug 23-24 (\$475)	
ARYSL Goal Rush Classic– Sept. 28-29 (\$500)	
Granite Bay Ghosts and Goals – Oct. 25-26 (\$450)	
Commissioner’s Cup - first weekend in Dec. (\$300)	
 III. End of Year Celebration:	 \$ 25.00
Player and team parent appreciation awards @ \$25/player	
 IV. Team Trainer	 \$ 66.30
\$66.30 x 19 = \$1,260	
 V. CYSA California Soccer League Metro Section Fee (\$130)	 \$ 6.80
 VII. Misc.	 \$ <u>20.00</u>
Banking fees, athletic tape, pre-wrap, aspirin, ice spray, etc.	
\$20/player = \$300	
<i>ESTIMATED Per Player COST</i>	\$ 419.20
 OYSC Competitive Registration	 \$ 115.00

Note: With the exception of the cost of uniforms, the above estimated individual player total cost may be paid to the team treasurer in one payment or in a series of payments (subject to the approval of the team treasurer). Full payment will be **required** by October 1, 2013.