

WISCONSIN RAPIDS COMPETITIVE YOUTH SOCCER

A Division of Rapids Area Soccer, Inc.

CLUB POLICY MANUAL

Last Update: April 2008

www.wisrapidssoccer.com

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I. MISSION STATEMENT:

“We field competitive teams. We keep score. The outcome matters. We intend to train, coach, and motivate our players so that each player becomes as effective as possible at advancing our team goals of winning and good sportsmanship. We also explain soccer and advance soccer to those who haven’t had the opportunity to learn and love the game. It must be recognized that some players will play more than other players. Each parent must accept this fact and commit to work with the coaches to avoid potential confrontations that can arise over playing time. Players must commit to work with coaches to avoid potential confrontations that can arise over playing time. Players must commit to attendance at practices and to individual work outside practices to reach their full soccer potential.”

II. BOARD OF DIRECTORS:

There shall be twelve (12) voting members of the Board of Directors. Positions are listed below.

Terms for each Board position will be two (2) years. No Board member may serve more than three (3) consecutive terms in any given position.

Each position on the Board shall have one (1) vote, regardless of the number of people sharing the position. Five (5) voting members are considered a quorum.

The Volunteer Coordinator shall make all nominations for the Board of Director positions, subject to confirmation by a majority vote of current Board members.

All decisions affecting the club must be brought before the BOD for approval.

Only one (1) family member may hold a voting board position.

All voting positions are expected to attend monthly board meetings.

All materials created/obtained by a board member while performing their duties are the property of the club and must be turned over to the club when resigning.

Prior to accepting a position of responsibility with the club, each individual must agree to understand and follow the Club Policy Manual.

PRESIDENT:

The President shall have the following authorities and duties:

- Preside at all meetings of the BOD as it conducts its business;
- Act to promote the mission statement and enforce its bylaws;
- Appoint agents, prescribe their power and duties;
- Sign, execute, and acknowledge all documents and instruments necessary or proper in the course of conducting the business of the organization;
- Assign committee chairpersons from the BOD;
- Represent the Competitive Soccer Association at the RASI Board meetings;
- Whatever else is necessary.

VICE PRESIDENT:

The Vice President shall have the following authorities and duties:

- Perform duties of the president in circumstances when the president is unavailable;
- Perform other duties assigned by the president;
- Whatever else is necessary.

SECRETARY:

The Secretary shall have the following authorities and duties:

- Keep an accurate and accessible record of the proceedings of the BOD;
- Oversee the Newsletter as directed by the BOD;
- Make and keep contacts with media relations;
- Whatever else is necessary.

TREASURER:

The Treasurer shall have the following authorities and duties:

- Collect and disburse all funds;
- Maintain an accurate and accessible account of all business transactions;
- Maintain deposits, accounts and other financial instruments in compliance with their requirements;
- Prepare and submit all financial documents required by pertinent regulatory agencies;
- Whatever else is necessary.

REGISTRAR:

The Registrar(s) shall have the following authorities and duties:

- Registering all players, coaches and managers with the WYSA personnel;
- Verifying all birth certificates, collecting player photos, getting player, coach and manager cards made and distributed;
- Prepare rosters of each team and distribute them as needed to club personnel;
- Manage and track registration fees of players;
- Promote and publicize registration;
- Whatever else is necessary.

VOLUNTEER COORDINATOR:

The Volunteer Coordinator(s) shall have the following authorities and duties:

- Develop and maintain records for all club members' volunteer hours;
- Work with all committees to determine what jobs/duties are available to all club members to count toward volunteer hours;
- Contact club members or team managers about hours needed to fulfill their volunteer hours;
- Whatever else is necessary.
- See Section V. Family Work Hours

TOURNAMENT DIRECTOR:

The Tournament Director(s) shall have the following authorities and duties:

- Divide tournament duties and assemble committees, such as registration, concession, field marshal, awards/trophies, advertising/media, t-shirts, referees, and field maintenance;
- Preside over committees of the tournament to assure a successful tournament every year;
- Submit the state registration form according to state guidelines;
- Be available/visible the whole tournament weekend;
- Provide an end-of-tournament report with all information necessary to conduct future tournaments;
- Whatever else is necessary.

DIRECTOR OF COACHING AND PLAYER DEVELOPMENT:

The Director(s) of Coaching and Player Development shall have the following authorities and duties:

- Recruit, train and oversee the functions of the coaches and managers;
- Appoint team forming committee, when required;
- Conduct tryouts, when required;
- Whatever else is necessary.

LEAGUE REPRESENTATIVE:

The League Representative shall have the following authorities and duties:

- Represent our club at all league meetings;
- Collect all league game cards from the coaches and submit them to the league office in a timely manner;
- Help with scheduling league games for our area in conjunction with the coaches;
- Promptly distribute league schedules to club coaches and respond in time directed by the league;
- Supply local newspaper with game results for publishing;
- Act as mediator between the clubs as the first measure of any disputes;
- Whatever else is necessary.

REFEREE REPRESENTATIVE:

The Referee Representative shall have the following authorities and duties:

- Must be state registered assignor;
- Schedule referees for all league games played in Wisconsin Rapids;
- Effectively communicate with referees, coaching staff, the BOD, and the league/district office;
- Coordinate referee compensation, along with the treasurer, in accordance with policy;
- Whatever else is necessary.

MEMBERS AT LARGE:

The Members at Large shall be friends of soccer [FOS].

DIRECTOR OF FALL SOCCER:

The Director of Fall Soccer shall have the following authorities and duties:

- Promote girls fall soccer;
- Organize teams;
- Manage activities;
- Whatever else is necessary.

NON-VOTING BOARD POSITIONS

WEB SITE COORDINATOR:

The Web Site Coordinator shall have the following authorities and duties:

- Maintain and update the Web site;
- Contact current and potential Web site sponsors annually;
- Whatever else is necessary.

TEAM MANAGERS REPRESENTATIVE:

The Team Managers Representative shall have the following authorities and duties:

- Recruit manager representation for each team prior to the start of the season;
- Orient new team managers to their role;
- Assemble manager materials for the pre-season coach/team manager meeting;
- Coordinate a soccer first aide workshop for managers and coaches;
- Stock the first aide kits for managers through the equipment manager;
- Be a liaison between the team managers and the BOD;
- Collect keys and first aide supplies at the end of the season;
- Attend soccer board meetings if requested;
- Whatever else is necessary.

NEWSLETTER COORDINATOR:

The Newsletter Coordinator shall have the following authorities and duties:

- Collaborate with the secretary to publish the club newsletter;
- Publish a minimum of four (4) newsletters per year [January, March, May, and August];
- Whatever else is necessary.

EQUIPMENT MANAGER:

The Equipment Manager shall have the following authorities and duties:

- Order uniforms and equipment;
- Maintain the inventory of uniforms and equipment;
- Distribute and collect uniforms and equipment to and from coaches/managers;
- Whatever else is necessary.

III. COMMITTEES:

Each committee chair shall be held by a member of the BOD. No BOD member shall chair more than two (2) active committees at one given time. Each committee is responsible to report its findings to the BOD. The BOD will make the final decision in all matters.

Membership: Committees will be chaired by a member of the BOD. The minimum number of members will be three (3) and the maximum will depend on the functions of the committee. A quorum shall be majority rules.

Committees shall be staffed by people directly or indirectly associated with the club. Members can be community-based friends of soccer [FOS].

POLICY COMMITTEE:

Shall review and update the policy manual periodically, or as required. Suggested revisions shall be presented to the BOD for approval.

COACHES GRIEVANCE COMMITTEE:

Shall mediate and resolve issues related to or from coaches, players, parents and/or referees.

TOURNAMENT SELECTION COMMITTEE:

Shall select tournaments for the club to participate in each year using guidance from the past season's survey results.

TEAM FORMING COMMITTEE:

(See section VII. TEAM FORMING COMMITTEE.)

TOURNAMENT COMMITTEE:

(See section XI. TOURNAMENT COMMITTEE.)

FISCAL AUDIT COMMITTEE:

Shall periodically audit club finances.

REGISTRATION COMMITTEE:

Shall conduct registration on an annual basis.

FALL SOCCER COMMITTEE:

Shall manage girls fall soccer season.

COACH AND PLAYER DEVELOPMENT COMMITTEE:

Shall manage coaches, other team officials, equipment, and merchandise. Shall schedule and conduct practice sessions and certification clinics. Also responsible for complete compliance to club and WYSA Risk Management Policy.

IV. REGISTRATION:

- A. Players shall register on date(s) and at location(s) as set by the Board. The Registrar shall notify the community of registration information, including deadlines, two (2) weeks prior to the start of registration.
- B. Registration payment shall cover fees for services as set by the Board on an annual basis. Information about services shall be publicly available to potential registrants prior to and during registration.
- C. By registering with the Club, parents and/or players agree to perform a minimum of seven (7) hours of volunteer effort per player per season. [See V. FAMILY WORK HOURS].
- D. New parents shall attend mandatory information meeting(s) explaining the club mission statement, rules, policies and regulations.
- E. Registration fees are payable as follows:
 - 1. A minimum of one-half (50%) of the registration fee at time of registration.
 - 2. Balance due by the first Monday in February following registration.
 - 3. If registration fees are not paid in full by the first Monday in February, a \$75 service charge shall be imposed per player. Registration is considered incomplete until this fee is paid in full [see F. below].
- F. The registration process shall include:
 - 1. Payment of all current registration, late fees and other outstanding fees [see E above]; and
 - 2. Completion of all registration forms, including but not necessarily limited to the registration form containing personal information, liability waiver, consent for medical treatment, code of conduct and play up request (if applicable); and
 - 3. Completion of parent volunteer form; and
 - 4. Attendance (if applicable) at the new player information meeting(s).
 - 5. A player shall not receive a club uniform or player card, and cannot participate in any practice or games until the registration fees are current, and F.2. above is completed.
- G. Registration payment is not refundable, except under the following conditions:
 - 1. One hundred percent (100%) if the player is not rostered to a team.
 - 2. Ninety percent (90%) if the family relocates out of the area or the player experiences a season ending injury before the first league game.
 - 3. Seventy-five percent (75%) if the family relocates out of the area or the player experiences a season ending injury before the first tournament.
 - 4. Fifty percent (50%) if the family relocates out of the area or the player experiences a season ending injury before the second tournament.
 - 5. Twenty-five percent (25%) if the family relocates out of the area or the player experiences a season ending injury before the third tournament.

- H. Only players moving into the area or new to the Club should be considered for registration after the registration deadline, unless team(s) do not meet minimum roster size; or at the discretion of the Board. There shall be a late fee for any player not registered by the registration deadline as set by the Board, in the amount established by the Board each year prior to registration. The Board may waive late fees if team rosters do not meet the minimum roster size.
- I. If payment of the registration fee(s) presents a hardship, parent(s) shall contact the Registrar or Treasurer for a partial or full waiver of registration fee(s) at registration. The Registrar and Treasurer shall determine the validity of the request and shall notify the Board of the number of applications. The identity of the applicant(s) shall remain confidential between the Registrar and Treasurer.
- J. If tryouts are necessary, tryouts shall be scheduled and conducted in accordance with policy [see Article VIII: TRYOUTS]. Registration and/or tryouts do not guarantee team placement.
- K. Except where additional players are needed to adjust team sizes to meet minimum and maximum roster requirements, moving players up to a higher level is discouraged.
- L. The BOD has the final authority in all registration matters such as the addition or release of players.

V. FAMILY WORK HOURS:

- A. Our club is an all-volunteer organization; therefore, during each season, families will be required to fulfill at least seven (7) work hours for each player registered on a Rapids Kickers team. These seven (7) hours will consist of both non-tournament and tournament volunteer work.
1. A minimum of three (3) hours of non-tournament volunteer work per each registered player must be fulfilled during the season starting on August 1 and ending July 31. Families with more than three (3) registered players will only be required to work nine (9) hours of non-tournament work during this period.
 2. A minimum of four (4) hours of tournament volunteer work per each registered player must be fulfilled during the weekend of the tournament. Families with more than three (3) registered players will only be required to work twelve (12) hours the weekend of the tournament. Families that are unable to fulfill their required hours the weekend of the tournament must contact the Volunteer Coordinator(s) prior to the tournament weekend for alternative work options.
 3. Family work hours (tournament and non-tournament) will be tracked by the Volunteer Coordinator(s). The Volunteer Coordinator(s) and the Tournament Coordinator(s) will determine what volunteer work qualifies for tournament and non-tournament hours.
 4. Families who do not fulfill their volunteer work requirements during a season will be assessed a fee of \$15.00 per hour not served, and will be required to pay this assessment prior to registering a player for the next season.
 5. Coaches and Assistant Coaches fulfill their tournament and non-tournament family work hours as a function of performing their coaching services throughout the season and at tournaments.

VI. ROSTERS:

- A. After registration is closed, the Registrar shall, according to WYSA guidelines, create team rosters.
- B. The minimum roster size shall be:
1. U10 and under 8-10 rostered players
 2. U11 – U12 11-13 rostered players
 3. U13 and above 14-16 rostered players
- C. The maximum roster size shall be governed by CWSL and WYSA guidelines.
- D. Rosters shall be presented by the Registrar to the Board.
- E. For those rosters not meeting the minimum or exceeding the maximum roster size, the Board will create a team forming committee [see Article VII: TEAM FORMING COMMITTEE].
- F. Teams shall be considered incomplete and shall not receive funds for league and tournaments, player cards and other such items until all representative positions are filled and submitted to the Board.

VII. TEAM FORMING COMMITTEE:

- A. The committee shall be chaired by a Board member selected by the Board.
 1. The committee shall have a minimum of five (5) and a maximum of seven (7) members (including the chairperson) and should have a mix of coaches, player evaluators and parents.
 2. Only one (1) member of a family is allowed on the committee.
 3. A family member cannot vote for their child's age roster.
- B. The scope of the committee shall be to resolve outstanding roster issues [see Article VI: ROSTERS, E. above] as defined by the Board.
- C. Age levels having more rostered players than the maximum numbers allowed by CWSL and WYSA shall be adjusted to meet the CWSL and WYSA policy by using one of the following methods:
 1. Determine whether two (2) or more teams can be created and still meet minimum roster size limits. If this cannot be done with the number of players rostered within the age level, one of the following methods shall be used to create two (2) or more teams:
 - a. Recruit more players.
 - b. Combine with another age level.
 - c. Allow players to move / "play up" age levels [see (2)(a), (2)(b), and (2)(c) below], if possible.
 - 1) Players may be allowed to move up to next higher age level(s). This cannot cause the upper age group to have more than the maximum number of players on a team unless enough players can move up to allow upper age level(s) to field two (2) or more teams which meet the minimum roster size.
 - 2) Players who requested during registration to play up should be allowed to play up in the following order:
 - a) Players with siblings on affected team(s); then
 - b) Grade appropriate; then
 - c) As it pertains to (a) and (b) above, in the event there are more players requesting to play up than space allows, tryouts shall be conducted.
 - 3) Players from lower age level(s) may be allowed to move up to meet minimum roster size limits. This cannot leave the lower age level(s) with a team that does not meet the minimum roster size.
 2. Hold tryouts [see Article VIII: TRYOUTS] to determine players to be cut from the age level which has more registered players than the maximum number allowed. Once tryouts are conducted, the players to be cut are selected; cut players on the affected team(s) may not be rostered with the Club.
 - a. The Committee shall base cuts on player skills assessments determined during tryouts [see Article VIII: TRYOUTS] and provided by the player evaluators such that player(s) with the highest skills assessments are rostered to a team [see E. below for U10 and under age level] and that player(s) with the lowest skills assessments are cut.

- D. Age levels having fewer rostered players than necessary to form teams with the minimum numbers allowed by Article VI: ROSTERS shall be adjusted to meet the minimum roster size by using one of the methods in C.1. above.
- E. It is the policy of WRCYS to field teams at the U10 and under levels. In the event the number of players at the U10 and under age level exceeds the maximum numbers allowed, those registered players who have played WRCYS soccer in prior years will be given roster preference. Every effort will be made to roster all U10 registrants.
- F. At the U11 age level and above, it is the policy of WRCYS to field the most competitive teams possible. In the event the number of players at these levels is such that only one (1) team can be formed at an age level and rosters cannot be adjusted as described in C.1. above, tryouts will be conducted to determine the most skilled players available to play at that level. In the event the number of registered players is sufficient to field more than one (1) team at an age level, players available to play at that level will be assigned using tryout results to Red, White and Blue teams with Red being the most competitive team at that level, White second most competitive and so on.
- G. After the Committee has discussed and voted on rosters, the proposed rosters will be sent to the Board for final approval. The Committee shall provide the Board with:
 - 1. The name of every player added or removed from their appropriate age level, including if they have been moved from coed to girls or girls to coed.
 - 2. An explanation of its reasoning for those decisions.
- H. All information regarding team forming shall be kept confidential. It is the obligation of each coach, as soon as possible after final Board approval of each team roster, to contact each player on his or her team. Requests from players or parents for information regarding team placement should be referred to team coaches or the team forming committee chairperson. The Board or its designee is responsible for promptly notifying those registrants who have not been placed on a team roster.

VIII. TRYOUTS:

- A. The Director(s) of Coaching and Player Development (CPD) and the Chairperson(s) of the Team Forming Committee (TFC) shall find tryout evaluators. The evaluators shall be comprised of:
 - 1. Experienced soccer coaches [minimum of two (2) seasons of competitive or High School experience];
 - 2. Experienced friends of soccer who have no relationship to players;
 - 3. There shall be a minimum of two (2) and a maximum of five (5) evaluators per tryout session.
- B. Tryouts will be scheduled giving parents and players three (3) days notice prior to the first session.
- C. Players not showing up for tryouts will be assessed a zero [lowest score possible] and rostered by the Director(s) of CPD.
- D. Prior to tryouts, a curriculum and scoring system, which will be used to rank players, will be created and made available to parent(s) and player(s). All players invited to tryouts will be evaluated equally and placed on teams accordingly and/or cut if necessary.
- E. The curriculum should include:
 - 1. Technical skills, including but not limited to passing, dribbling, finishing, heading, throwing, clearing and receiving.
 - 2. Tactical skills, including but not limited to defense, offense, communication and other related items.
 - 3. Physical abilities, including but not limited to strength, endurance, speed, quickness, acceleration, presence, vision and other related items.
- F. After tryouts are completed, the player evaluations will be given to the Director(s) of CPD and Chairperson(s) of the TFC for results tabulation and final player rankings.
- G. The Director(s) of CPD and Chairperson(s) of TFC will perform one of the following:
 - 1. If cuts are to be made, submit the names of the players with the lowest rankings to the Team Forming Committee.
 - 2. If Red, White and/or Blue teams are to be formed, place the appropriate players on each team based on the final player rankings and submit the Red, White and/or Blue rosters to the Team Forming Committee.
- H. All information, including but not limited to tryouts, tryout results and tryout rankings, will be retained by the Director(s) of CPD and kept confidential.

IX. COACHING:

- A. As soon as possible after final Board approval of each team roster, it is the obligation of each coach to contact the players on his or her team to inform them of their player/team status.
- B. Each coach must recruit a team manager, before registration and tryouts, which will be responsible for administrative duties for that team [communication, uniforms, schedules, registration and collection of fees due].
- C. Stipends and travel reimbursement:
 - 1. Licensed coaches/assistant coaches will be paid an annual stipend. This stipend will be determined by the Board and paid following the competitive season and the return of all equipment and payment of referee fees document.
 - 2. Stipends may be given to unlicensed coaches every year, but the amount will be determined on an annual basis at the August meeting following the completion of the competitive season and the return of all equipment and payment of referee fees document.
 - 3. Upon submission of the travel reimbursement form to the Treasurer, reasonable travel expenses will be reimbursed if the following conditions are met:
 - a) Attend club sponsored tournaments only;
 - b) The coach does not have a child playing on the team or another team that is attending the tournament.
- D. Coaches' Clinics and Licensing: All coaches must fulfill the coaching requirements established by WYSA and published on their Web site.

X. TOURNAMENTS:

- A. At the November, December or January Board meetings, following fall registration, the Board will review the tournament selections that the club will be participating in the following spring/summer season. All tournament selections will be finalized by the February meeting.
- B. All teams registered as "traveling tournament teams," including the U10 teams, are required to compete with the club as a whole at the designated "club tournaments." When WIAA spring soccer conflicts preventing U16 Girls, U17 Girls and U18 Girls from attending tournaments chosen by the club, they will be allowed to select optional tournaments of their choice. These selections must be approved by the Board and will be sponsored by the club at a similar total expense as the "club tournaments."
- C. Exceptions to B above will be presented for discussion by the coach of the team at the February Board meeting. A final decision will be made at that time.
- D. Parents are responsible for volunteering. [See V. FAMILY WORK HOURS].

XI. TOURNAMENT COMMITTEE:

- A. The committee shall be chaired by the Tournament Director(s).
- B. The committee shall include volunteers with players from all age brackets.
 - 1. Individual groups will be formed to cover all aspects of the tournament.
 - 2. Past tournament experience should be utilized to ensure tournament success.
- C. The committee shall hold monthly meetings and report back to the Board.
- D. The committee shall recruit teams for the tournament.

XII. PAYMENT OF REFEREES - LEAGUE GAMES:

See the Central Wisconsin Soccer League Web site for the policy concerning payment of referees for league games.

XIII. LIGHTNING AND SEVERE WEATHER POLICY:

- A. Whenever lightening is sighted, or the lightning detector shows a lightning strike within a three (3) to eight (8) mile range of the soccer fields, the siren shall be sounded and all play shall be halted for ten (10) minutes. All players and spectators shall be instructed to return to their vehicles immediately, until play is resumed. If there are no further lightning strikes within a three (3) to eight (8) mile range for ten (10) minutes, the siren shall then be sounded and play shall resume.
- B. Whenever a severe thunderstorm warning is issued for south Wood County by the National Weather Service, or the detector indicates the presence of severe weather, the siren shall be sounded and all play shall be halted. All players and spectators shall be instructed to return to their vehicles immediately, until the severe weather passes, or an all clear signal is issued by the National Weather Service. When the severe weather passes and/or an all clear signal is issued by the National Weather Service, the siren shall then be sounded and play shall resume.
- C. Length of Game:
 - 1. In tournament play, additional time may be added to the game as a result of a lightning or severe weather delay, as determined by the tournament director(s);
 - 2. In league play, the home coach, as a representative of Competitive Soccer, is required to stop the game if lightning/severe weather conditions exist, as defined above. When play is resumed, pursuant to the above stated policies, the referee shall determine if additional time shall be added to the duration of the game, as a result of the lightning or severe weather delay.

XIV. MISCELLANEOUS:

- A. Uniforms are to be worn for league and tournament play only.
- B. Replacement of Uniforms: If the uniform is lost or damaged in any way, other than in the normal course of game play, the player is responsible for replacement of said uniform at full cost.
- C. Competitive Soccer requires a level of commitment. Players on each team are depending on each player's commitment, and attendance is important. Soccer needs are to take precedence over other activities.
- D. Our club has a good image in the soccer community in which we compete. Our teams are highly regarded for their aggressive and professional play. We want to be seen as clean playing, respectful of our opponents and the game itself, as well as knowledgeable and appreciative of good play regardless of who shows it. Every player, parent, family member and fan must contribute positively to the image of our club.