

Yardley Makefield Soccer Coaching Guide and Operating Procedures



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I. INTRODUCTION

This document is intended to provide information for both new and returning YMS coaches. The best way for coaches to become familiar with the club, its activities and its coaching philosophy is to attend the regular monthly meetings held on the third Wednesday of each Month.

This guide has been developed over a period of time and is intended to facilitate the operations of YMS. The areas covered are not all-inclusive but form the basis of the necessary guidelines to make YMS a functioning organization. The purpose of this document is to serve as a guide; we expect that the directors, coaches, families and players of YMS will abide by these policies, as well as *the intent behind these policies*. These rules may be modified from time to time as the need arises and situations change. These rules do not take precedence over the YMS Constitution or YMS Bylaws.

“Excellence through Development”

YMS is a volunteer soccer club that aspires to excellence through development. Our objective is to provide an environment that promotes success through better training of our soccer players and coaching staff. Success is measured by improved player skills, player retention and better tactical and strategic understanding of the game. Our goal is to provide a challenging environment for all of our players; girls & boys, intramural & travel, adult & youth, novice & premiere. We will accomplish our objectives by providing both a fair and stimulating environment for every player.

To accomplish these goals, YMS provides recreational, competitive and premier environments to attract and retain our athletes. Unfortunately, too many incidents over the last few years, both within YMS and in youth sports in general, make it necessary for YMS to focus on developing fan behavior, as well. The following list outlines expectations for our coaches, as well as identifies the differences among the various groups and divisions within YMS.

All coaches are expected to:

- Understand that YMS is a volunteer soccer organization that requires ongoing support.
 - There is no individual or team that is “more” special than other individuals or teams within this organization, whether intramural, travel, premier or adult. Every team is important to this organization, but remember, you are only one team of many. We need help from each and every team, which means volunteering, fundraising, attending functions and adhering to the principles of our club.
 - All coaches are expected to follow the rules outlined by this organization. The system only works if *everybody* follows the system. This includes

attending meetings, following draft and try-out procedures, supporting field maintenance and set-up activities, etc.

- Control their sidelines & fans.
 - This means no negative comments directed to players (on either team) or officials during the game.
 - Parents are not to instruct players while on the field; this is the responsibility of the respective team's coaching staff.
 - YMS fans are expected to be gracious winners and losers; they are representing our organization when attending and supporting our teams. Parents can (and will) be suspended from attending soccer events by the YMS Board if deemed appropriate and/or necessary.
 - Coaches are expected to lead by example. If a coach is screaming and yelling, players and parents may think it is permissible for them to scream and yell, as well. This is unacceptable behavior and will not be tolerated.
- Treat every player with respect, both on and off the field.
 - Constructive criticism should be given directly to the player at the appropriate time, not commentary on the sidelines in front of other players and fans. Coaches should never yell at, scream at, or humiliate players for errors and mistakes.
 - Coaches are expected to make sure their own players and fans are cheering for, not criticizing, their own team, as well as showing respect to the other team (even if they are not showing respect to ours).
 - Remember, self esteem is the most important value that a player can have, and no one has the right to take that away from a player. Good coaches find a way to improve their players' self esteem, as it makes for a better player and better team.
- Provide fair playing time for every athlete on their team, at all events.
 - Intramural Program - the overall objective in the Intramural program is to strive for equal playing time, with a player playing at least one-half of each game that he/she attends. Unless specified by the player or for his/her benefit (Asthma, parents request, etc., not the teams win/loss record), each player is also expected to play both offensive and defensive positions.
 - Travel Program - the overall objective for travel teams is fair playing time, with all players playing at least one-half of each game, including scrimmages, league games, playoffs and tournaments that he/she attends. An exception to this is during state cup games, and/or regional/national qualifying games, where the coaches need to make every effort to get all players some playing time.
 - Premier Travel Program - the overall objective for premier teams is fair playing time, with a player playing an average of one-half of a game over the length of the season, with no less than one-third per game. For U13 teams and above, this can be adjusted down for state cups, regional/national qualifying games, and invitational tournaments.

- These guidelines can be adjusted when discipline, health or other appropriate situations need to be addressed. Please drop a note to your appropriate travel director when these situations occur.
- Stress that soccer should be enjoyable.
 - This is a youth organization; the most important metric we have to measure our success is how many kids continue to enjoy and play soccer. This is a sport and should be fun; it is not a job.

The rules will be changing on a regular basis over time due to changes and adjustments within our own club, as well as new regulations from EPYSA. Revisions and adjustments will be made as necessary. They will be dated to ensure that you are referring to the latest document.

II. OVERALL RESPONSIBILITIES / EXPECTATIONS

A. Meetings

- General Membership meetings are held at the designated site on the third Wednesday of every month at 8:30 pm. The current location is the Elks Club in Morrisville, PA.
 - Each travel coach is expected to have a representative from his/her travel team in attendance.
 - All YMS (travel, intramural & adult) directors, coaches, parents and players are invited to attend.
- Board Meetings will be held on the second Monday and third Wednesday (prior to the General Membership meeting) of each month.
 - If you would like to address the Board, or introduce an issue that you would like to see addressed, please contact your appropriate director (Travel – Boys/Girls, Intramural – Boys/Girls, Adult) to make arrangements.
- Special General Membership meetings may be called by the President or any two Board members, with at least one week's public notice.
- The Intramural division should have a mandatory meeting for all coaches at least two weeks prior to each season.

B. Qualifications

- All YMS Travel Coaches and assistant Coaches must fill out a coaching application form every year. This allows the club to evaluate candidates and outline our training priorities and schedules based on the experiences of our coaching staff.
- All YMS Intramural Coaches need to check the appropriate box at the time of registration for each season.
- All Coaches and Assistants must fill out a Kid Safe form every year.

III. TRAVEL PROGRAM

A. Formation of Travel Teams

YMS will try to place Coaches based on their respective child's ability, not on the basis of the coach's ability. Coaching selections will be started by the appropriate Travel Directors and Coaching Director in the February / March timeframe. All Coaching assignments will be made by the Coaches Selection Committee which is comprised of: Soccer Director, Director of Coaching, Assistant Director of Coaching and the respective Travel Director. Like team selection, coaching is a one year commitment between the coaching staff and YMS. It is the responsibility of the Board of Directors to ensure that the teams are being represented by the best coaching staff possible.

- At the January General Meeting, club applications for coaching will be made available. Applications are due to be returned to the Travel Director no later than the February General Membership meeting.
- The YMS Directors and Coaching Staff will provide evaluations on the various coaches within the club. They will also try to evaluate the children of those coaches who submitted applications to expedite the travel tryout process.
- When more than one person submits an application to coach or become an assistant coach within an age group, the Coaches Selection Committee will consider each applicant to determine the most qualified coach for each team.
- Coaching and playing experience, training, licenses, parent and Director of Coaching evaluations, meeting attendance, performance, overall conduct, and placement of child (if applicable) are some of the factors that will be taken into consideration when being considered for a coaching position.
 - To attain the level of coaching we are striving for, we suggest that all coaches aim for the following minimum qualifications in order to be considered eligible to be a head coach. Exceptions can be made by the Board for coaches with solid coaching and playing experience.
 - U8 – U10 an “F” license or in-house secondary license.
 - U11 – U13 an “E” license.
 - U14 – U19 a “D” license.
- Teams will follow EPYSA and/or USYSA age formation guidelines each year.
 - All age groups U8 through U15 will play age appropriate
 - U16 and above have no restrictions, since these players are at the varsity level age and play in combined age brackets at school.
- We suggest that a team carry a minimum of fourteen players for eleven-v-eleven, and twelve players for eight-v-eight. The maximum number is established by the various leagues. All Academy teams (U8 – U10), where numbers allow, are expected to carry twelve to fourteen players per team.

B. Travel Team Membership

Travel tryouts are typically the most difficult and trying times for the organization. It is the coach's responsibility to *fairly* pick his/her team based on the criteria outlined in this document. A common tryout will be held for all players in the appropriate age group. The tryouts will be scheduled by the Soccer Director and respective Travel Team Director for all age brackets. The Coaches Selection Committee will *try* to establish the coach and team status (premier, A team, B team, etc.) prior to tryouts.

Advertising for tryouts will be the responsibility of the Marketing Director, and will be posted: in the *Yardley News*, on cable television, on signs placed throughout the area, and other means of advertising.

- Coaches will be present for all tryouts.
- To the best of their ability, coaches are encouraged to become familiar with the playing skills of players within the organization prior to the tryouts including, but not limited to, the intramural program.
- The format of the tryouts will be determined by the YMS Director of Coaching and the Coaches Selection Committee, and must be adhered to by all coaches within the travel program. **There will be no exceptions to this policy.**
- YMS is a feeder program; therefore, the first team will select players first.
 - The first team's selection must be completed *within three weeks* after the last tryout. All Exceptions must be approved by the Soccer Director prior to the last tryout. If a list is not forwarded to the next team on time (the list may contain no more than three bubble players if further evaluation is deemed necessary), their existing roster will be considered their list.
 - Coaches of the second team will then have one week, after the first team's selection within which to complete their player selection. If a list is not forwarded to the next team on time (the list may contain no more than four bubble players if further evaluation is deemed necessary), their existing roster will be considered their list.
 - Coaches of the third team will then have one week, after the second team's selection, to complete their player selections. If a list is not forwarded to the next team on time (the list may contain no more than four bubble players if further evaluation is deemed necessary), their existing roster will be considered their list.
 - Etc.
 - Any changes in the tryout schedule due to weather, emergencies, major issues, etc. will be posted, in writing, by the appropriate Travel Director, and the new dates and timelines will supercede the initial schedule.
 - If a problem or controversy occurs, all decisions will be made by the appropriate Soccer Director and Coaching Director. All Board decisions will be final.
 - Any coach that does not adhere to this process will be subject to sanctions by the club, including dismissal as coach.

- Notification for Premier or First division teams can occur as soon as they have selected their team. Notification for all subsequent teams occurs in sequential order (i.e. second team, third team, etc.), until all teams are selected. This notification must be done either in person or by phone directly with the player or their guardian. E-mails, voice-mails, etc. are not permitted and will not be tolerated. This includes both the acceptance and rejection of players.

All players applying for positions on travel teams must complete a YMS application at the tryout. All players must attend the tryout to be considered for placement on a team, unless special circumstances arise. All special circumstances must be approved, prior to the tryout, by the Soccer Director and respective Travel Director, and must be accompanied by written notification from the player (or guardian) or coach. Any player that does not attend tryouts, and does not have approval from the Travel or Soccer Director to miss a tryout, will forfeit his/her spot on the team, NO EXCEPTIONS, and sanctions will be applied to the offending Coach.

To add an individual player during the soccer year after tryout dates (e.g., a player moves from outside of area, to replace an injured player, etc), the coach must receive special permission from the Soccer Director, respective Travel Director and a third member of the Board. If approved, the player must register with YMS, and pay all fees as determined by the Board.

- New players must be evaluated by the first team (second, third, etc.) coach first, before being allowed to join the respective team.
- Intra-YMS adjustments must have the permission from the Travel and Coaching Director, prior to any changes. We strongly recommend that coaches communicate amongst themselves first, and then approach the appropriate directors for permission. Any disputes will be handled by the Soccer Director, with his/her decision being final.
- All proper league procedures must be followed for adding and/or dropping a player.
- Any coach found guilty of circumventing the system (holding back, lying, etc.) will be subject to sanctions, including dismissal as coach.
- All roster moves must be done in accordance with rules established by the various leagues, EPYSA and/or USYSA.

Separations or Dismissal from a team

- Players may be removed from a team for the following reasons:
 - Violation of good sportsmanship.
 - Disrespect toward coaches, assistant coaches or any adult in authority.
 - Disruptive behavior that threatens the unity of the team.
 - Parents who are disruptive or abusive in any manner.
 - Failure to attend team functions if they are unexcused and coach has not been notified prior to the absence.
- To remove a player from a team, a coach must provide a written notice to the Soccer Director. Full details must be included in the notice. **Approval of the Board of Directors is required for dismissal.**

- Players may be removed from a team during a season only with just cause.
- No player will be released from a team to play for another team unless all financial obligations to the team and/or club have been satisfied.
- No player's pass will be unfairly withheld. If a coach or team decision is considered unfair, all decisions concerning player passes can be overridden by the YMS Board.
- The player's pass is the property of the player, held by the coach. No coach may refuse to turn over a player's pass as long as all financial obligations have been met.

One of our primary objectives is to provide the best and most competitive environment possible for each individual player, and allow YMS to field the best possible team in each division. Therefore, it is the obligation of every coach to encourage each player to work hard to achieve the necessary skills to be considered for membership on the best (and most appropriate) team they can make, and to accept membership if offered.

Although strongly encouraged, it will not be mandatory for selected players to join the first team (or any of the other teams in their division), if selected. Any such decisions will be that of the prospective player and his/her family. It is strictly prohibited for any individual coach to exercise undue influence over a player and his/her family which would interfere with the player's advancement within the YMS system.

All non-first team coaches must understand their responsibilities as developmental coaches and their commitment to encourage advancement of those players selected by a higher ranked team.

Players trying to play in older age groups are not encouraged by the Club, but:

- Exceptions will be made;
 - Where a player is selected for the first team in a higher age division, and
 - After notification and approval by the respective Travel Director.
- Refusal by the Soccer Director, if contested by child's parent, will be reviewed by the Board of Directors.
- All allowed exceptions will be reviewed on an annual basis. In the event that such player fails to qualify in subsequent years for the first team, then such player must try out in his/her age appropriate division.

Player / Parent Team Pledge

- Any forms that a team requires to be signed must first be approved by the appropriate Travel Director prior to being signed by the parent, not the player.
- Parents will review and sign organization and team pledges / commitments prior to final selection on team.
- Due to the potential legal ramifications associated with this issue, any violation of this rule may result in sanctions, including dismissal as a Coach.

C. Organizational Duties

Every coach must partake in the formation of the team by taking an active role during the tryouts.

- Notification of date of acceptance to travel team will be established by the Board.
 - Coach is to inform those trying out of the notification date.
 - All players who try out will be notified by the coaches, whether in person or on the phone (no voicemails, e-mails or letters), of acceptance to the team. Those not selected will be notified by the coaches either in person or by phone no later than the notification date. This responsibility should be handled evenly by all coaches.
- Coaches will keep a record of the tryout list, with rankings in case there is a grievance filed. Every coach must have some form of documentation for his/her selection. These evaluations must be turned over to the appropriate Travel Director after the last tryout session.
- Each coach is responsible for securing enough qualified adult assistance to give every player a fair assessment. Please do not use parents or siblings of players that are being assessed.
 - Each child must fill out a travel application, which should include the player's home phone number, so they can be notified of any changes or called after tryouts.
 - A written evaluation on each candidate must be used and be available to verify a selection, in the event of a grievance.
 - Every evaluator should record each player's name and identify the player by letter or number for evaluation during tryouts.

Each team must fulfill all registration requirements of YMS and the various affiliated leagues. The coaching staff must:

- Acquire and maintain a copy of each player's birth certificate or other acceptable documentation.
- Acquire one wallet sized photograph of each player, coach and assistant coach.
- Ensure that all registration forms (YMS, EPYSA and US Club Soccer) are completed.
- Properly fill out and prepare the player passes according to the league's directions.
 - The player passes must accompany the team to every game and tournament, and be available to be shown to the referee upon request.
- Collect appropriate registration fees from every player for each season played.
- Submit all completed forms and moneys to the appropriate Travel Director, who then will forward same to the appropriate league representative.
- Have medical release forms completed and notarized for each player.
- Follow the respective registration procedure of the league selected.

Each coach who is not involved with the Inter-County Soccer League (ICSL) will submit to the Director of Facilities the team's complete schedule for home games to insure no field conflicts.

- We suggest that during the season before each match, the coach or a team parent should contact each opposing team to give directions to our home fields and/or to receive directions to opponent's field. This will eliminate potential misunderstandings, including forfeits issued by the league.

The Director of Facilities, along with the Director and Assistant Director of Coaching, will develop a master practice and game schedule. Under all circumstances, scheduled league games will take precedence. All other field usage must be cleared in advance with the Director of Facilities. The following will be used as a priority usage guide:

- Scheduled Games
- Re-Scheduled Games
- Out-of-club scrimmages (when limited practice and field space, try to schedule at opponent's fields)
- In-club scrimmages
- Practice

Any coach involved with non-sanctioned activities that may jeopardize the Club's insurance and/or its standing with the various leagues will automatically be subject to disciplinary action imposed by the YMS Board. The coach will assume any financial or legal liabilities that occur. Any questions should be addressed to the YMS President for clarification. Examples of such activities, but not limited to these are:

- Playing un-carded or unregistered players
- Playing unsanctioned teams
- Playing in non-sanctioned tournaments (see EPYSA website)
- Traveling out of EPYSA area without proper permission from EPYSA.

Upon the formation of a team, it will be the responsibility of the coach to establish a team bank account with a federally insured bank or federally insured savings and loan association, preferably with a local office in Bucks County, PA. The TAX ID for the club is 23-2271377.

- For security purposes, such team accounts should be a "two signature" account. The second signer should not be a spouse, or other relative, of the first signer.
- At the end of the spring season, the families of team players should be provided with a general accounting of team funds and the prior year's expenditures, along with a copy of the most recent bank statement.
- All monies that are collected are the sole property of the "team", not the players or coaches, since they can be changed on an annual basis.
- At the dissolution of a "team", all remaining funds, after outstanding expenditures have been satisfied, will be distributed in equal shares to current team members.
- When teams combine, the collective funds of each team will be joined under the new "team". The joining of two teams will not be considered a dissolution of those teams.
- It is clearly understood that the aforesaid team bank account is, and shall remain, the sole and exclusive property of the individual team.

D. Travel Team Game Duties

The coaching staff:

- Must maintain the coach and player passes for each member of the team. These passes must accompany the team to every game and tournament and be available for inspection upon demand of the referee or opposing coach. Failure to have the player passes may cause the team a forfeit or to be assessed a fine. Each team can have no more than two carded coaches. These coaches may be Head Coach, Assistant Coach, and/or Manager. However, all are responsible for the duties outlined herein.
- Secure and maintain a first aid kit. This kit, plus an ice pack or cold compress, must accompany the team to every practice and game. YMS recommends that coaches receive either Red Cross first-aid training or some other emergency first-aid training for emergency purposes.
- Must complete a player lineup for each game, following the guidelines provided by the league in which that team is playing. Failure to have a completed player lineup may cause your team to be assessed a fine by the league. The lineup must be signed by the referee. The head coach should maintain the signed copy, as well as the opponent's lineup, in the event a dispute arises.
- Report scores to the affiliated league according the rules established by the league in which the team is competing. Failure to report your score may result in a fine to your team.
- Properly complete and mail (or email) in the "Referee Assessment Form" according to the rules established by the league. Failure to do so may cause your team to be assessed a fine.

When playing home or away games:

- If you have any questions concerning the condition of the field or equipment, query the referee. Please have the referee note his position on the game roster.
- Please bring along plastic ties in case nets need to be secured.
- Clarify any rule questions with the referee before the game starts (or at half-time if an issue arises), not during the match.
- For home games, provide the referee with an acceptable Adidas game ball.
- Make sure that your team has its alternate YMS jersey; it is the responsibility of the home team to change uniforms, if necessary. Nonetheless, it is still a prudent habit to bring alternate jerseys to all games just in case a conflict arises. It is the referee's decision concerning equipment, which includes jerseys, and his/her opinion might not match yours.

E. General Travel Team Duties and Responsibilities

1. Abide by all YMS rules, bylaws and philosophies both in letter and spirit.
2. A coach, assistant coach, or team representative is required to attend YMS general meetings and coach's meetings. Attendance will be consideration for coaching

- the team in subsequent seasons, and non-attendance will result in a fine for your team.
3. Each team is responsible for selecting a team parent and an alternate to attend each scheduled general meeting in case a coach cannot attend. The team parent will act as liaison between parents and the Board.
 4. When necessary, the coach or other team representative may be required to attend league meetings and/or Township meetings. Certain issues that affect our club may require attendance of coaches.
 5. Each team is responsible for arranging volunteers to help with field set-up and maintenance each season. Any team that does not participate in the initial field set-up will be assessed a minimum fee of \$200 to the club in lieu of volunteering.
 6. The coach is responsible for the behavior of the players, parents, and coaching staff (including self). Failure to comply with the following paragraphs below will be considered a breach of YMS rules and may be cause for dismissal from the club. YMS reserves the right to further discipline coaches, parents and players above and beyond the league's actions, if deemed appropriate and necessary.
 - a. Absolutely no harassing of officials by coaches, players or parents will be tolerated. All disputes are to be worked out in a quiet, discrete manner. Coaches are expected to set the example for players and their families.
 - b. In the event a coach, player or parent receives a disciplinary action;
 - i. Notify the Soccer Director within 24 hours of game termination.
 - ii. Be prepared to attend the league grievance hearing.
 - c. Each team is responsible for payment of any fine assessed against the team or individuals. If a player or coach is fined, he/she may not participate again until the fine has been paid. If a parent causes a fine, the child will not participate again until the fine has been paid by the parent.
 - d. YMS will not be responsible for fines levied against any team.
 - e. Final decisions on eligibility to participate in YMS will be made by the YMS Board of Directors.
 - f. Any fines must be paid by members of the team who cause the fine. This includes, but is not limited to, forfeits during regular season and/or Cup play.
 7. A coach's commitment is to YMS and his or her respective teams. The coach's conduct on and off the field should reflect this commitment. Conduct by the coach (or assistant coach) that is deemed detrimental to the club and/or team is subject to sanctions and may be grounds for dismissal. Examples of such conduct, but not limited to these, are:
 - a. Any physical confrontation with the referee, opposing coach, parents or players.
 - b. Taking your child, or any player, to another club to participate in practices or games, without the prior consent of the next highest authority in club hierarchy: head coach of the respective team, the respective Travel Director, the YMS Director of Coaching, or YMS Board.
 - c. Missing a significant number of practices and/or games without just cause and communication with the Soccer Director.

- d. Abandoning your team at an event (game or tournament) prior to the conclusion of that event.
- e. Being convicted of a crime.

Specific circumstances will be reviewed on a case-by-case basis by the appropriate members of the YMS Executive Board, which will include the President, Vice President, Director of Soccer and the Boys/Girls Travel Director. Upon reaching a decision, the Executive Board will review this decision with the coach and/or assistant coach in question.

8. Every player should receive a fair amount of playing time, as outlined above.
 - a. The overall objective is fair playing time.
 - b. These rules can be adjusted when discipline, health or other appropriate situations need to be addressed. Please drop a note to your appropriate travel director when these situations occur.
 - c. Please remember that the players and families are in YMS so that they can play and/or watch soccer. If you chose a player, you have a responsibility to ensure that he/she plays. Also understand that the decisions you make, and how you execute those decisions, can have a dramatic impact on the player's self-esteem.
 - d. The development of players occurs through practice and game time, therefore, is paramount to our club that each child gets a fair opportunity to play soccer.
9. Tournament and Cup Play
 - a. The Soccer Director will notify all coaches of Tournament and Cup competition, as they become available. These will be announced at the regular monthly General Membership meetings and may be posted on the YMS website.
 - i. All YMS Premier and first division teams are expected to enter the EPYSA State Cup competitions. All Travel teams are encouraged to do so, as well.
 - ii. All travel teams are expected to participate in at least two tournaments a year. Tournaments are an experience in which all travel teams should participate and enjoy.
 - iii. Only teams in good standing may participate in a Cup or Tournament under the YMS banner.
 - b. The team is responsible for all fees pertinent to the tournament or Cup play, as established by the sponsoring body.
 - c. If playing outside EPYSA area, it is the responsibility of the team to make sure it is adhering to the EPYSA "Permission to Travel" rules and regulations. This includes all soccer functions where kids will be playing soccer – tournaments, scrimmages, practices, indoor events, foreign tours, etc. If you attend a function without adhering to the official rules, you will not be covered by the club's or league's insurance policy.
 - i. Upon notification of acceptance to a tournament, the proper form or notification must be filled out by the coach or team manager.
 - ii. A copy of the official team roster and FIFA tournament approval must accompany the request for permission to travel.

- iii. The coach is responsible for getting EPYSA approval. This can be a lengthy process, so please apply as soon as possible. There is a way to expedite this process, but it will cost your team additional fees and involves applying in person at the EPYSA headquarters.
- iv. Upon receipt of EPYSA approval, the coach / manager has sole responsibility for maintaining the approval document for tournament officials.

10. YMS Equipment / Uniforms

- a. The coach is responsible for maintaining all YMS equipment
 - i. Each team will be supplied with one set of flags, which is their responsibility to maintain. They are expected to set-up and remove flags on game day. If lost, stolen or damaged, the team is responsible for replacing their flags.
 - ii. Please do not allow your players, or other children, to hang from the goal posts or nets during practice or games. This weakens the equipment and may endanger the health of children and adults in the vicinity of the goals..
 - iii. Report to the Director of Facilities any damaged or missing equipment, or any serious field problems. Please carry plastic ties and fix problems with the nets at the beginning of each practice and game.
 - iv. Inspect goal posts prior to each game and practice to make sure they are properly anchored. For practices, if a goal post is not anchored, you are to lay down that goal post and not use it until it is anchored. For games, if the goal posts are not properly anchored, you are to notify the referee. Do not use any goals where the posts are not anchored.
- b. Teams must wear the primary Club uniform (or alternate) in all league and tournament competitions. This uniform must be the approved Adidas uniform, and all equipment must adhere to the attached Uniform Rules:
 - i. Since YMS has entered into a legal relationship with Adidas, this is a mandatory requirement with no exceptions. Any violation of this requirement will result in sanctions, including potential team suspension and/or coach dismissal.
 - ii. Only approved patches or adornments may be added to any part of the uniform. No player is to have his/her name on their uniform. No player is permitted to play league or tournament matches with unauthorized additions to his/her uniform. If this rule is ignored, the team will be required to purchase new uniforms at additional costs to the team / players.
- c. New team orientation
 - i. After selection of coaches and/or assistant coaches for new teams, or replacement coaches for established teams, the prior year's coaches and/or replacement coaches will serve as an orientation board/group. They are responsible for acquainting all new coaches with the coach's guide and operating procedures for YMS and the

respective travel team leagues. Orientation meetings will be held both prior to, and subsequent to, tryouts and other applicable times.

F. Violations

Sanctions may be applied by the YMS Board for any violation of any of the rules of YMS.

YMS may apply to the various leagues and EPYSA to have sanctions applied to any team not in good standing.

G. Grievances

In the event of a conflict between parent(s) and travel team coach, the Board of Directors will assign an intermediary/mediator, in order to attempt to reconcile the problem.

If the mediator is unsuccessful in his/her attempt to reconcile the difficulty between parent and coach, the Board of Directors will attempt to reconcile the difficulty and take whatever necessary action to correct the problem and/or violation of any of the rules of YMS.

In the event that mediation and reconciliation fails and the Board of Directors determine that a disciplinary hearing should be held, then;

- The President or Vice President at random will select three coaches and/or assistant coaches to serve as a hearing board.
- The party subject to the hearing will be allowed to strike one individual selected by the President, or Vice President, from the hearing panel, with a replacement member also to be selected at random by the President, or Vice President.
- The hearing panel will make findings of fact and recommend a course of action to the Board of Directors. The Vice President will sit in on all meetings to assist the panel with their recommendations.
- The Board of Directors prior to and/or at the next general membership meeting will then take whatever necessary action to correct any violation of the rules of YMS consistent with findings of fact and recommended course of action made by the hearing board.
- The Board of Directors will be the final word on all actions taken within the club.
- All grievance procedures must be completed in a reasonable amount of time.

IV. INTRAMURAL PROGRAM

A. Formation of Intramural Teams

Intramural Directors will determine the number of divisions, the age of the divisions, the number of teams, and the number of players per team within every age group.

Intramural Directors will assign Division Directors and coaches and assistant coaches, where applicable.

- These volunteers must attend and assist in the player draft.
- These volunteers must sign the YMS intramural coaching application and EPYSA disclosure.
- Intramural coaches are expected to become knowledgeable about the game of soccer.

When YMS sponsors an in house license course, coaches should attend. This is a prerequisite for being accepted as a travel coach in the future. Coaches should make use of the extensive library of books and videos YMS has donated to the Lower Makefield Public Library. Intramural coaches are encouraged attend higher level games - YMS travel, high school, college, and professional to enhance their coaching knowledge and ability.

Teams are formed by the means of a blind draft. The player draft **MUST** follow the following procedure with the goal of having parity among the teams:

- Coaches and assistant coaches pull their children's names off the computer generated registration list.
- There can **NEVER** be more than two coaches per team for the purpose of the draft. This prevents teams from being stacked.
- The coaches in a particular division must divide up the players from the list.
- Coaches may elect to draw the names in a round robin style placing similarly aged players on each team.
- Siblings in the same age bracket will be placed on the same team unless otherwise requested by the parents. Siblings, with the Intramural Directors permission, may play up, but cannot play down an age group.
- Special requests for team placement will not be made by coaches. If special circumstances warrant the Intramural Directors may make exception if such a request is made by the parent in writing and such placement will not affect the parity of the teams.

B. Intramural Team Membership

Player membership is open to all children whose parents have properly registered them with the Club and who are of the proper ages as established by the Club.

There is no limitation by sex or geography. YMS basically serves the Lower Makefield, Falls, Newtown, Yardley and Morrisville areas. However, YMS does not discriminate against children of any community.

The Intramural Program is designed to give participating players/families of the Club an enjoyable learning experience.

- Depending on the age group, there could one or two practices per week.
- The development of soccer skills in a friendly environment is the objective, not winning.
- Every child should play a minimum of one-half of each game on the field.
- At least two goal keepers should be used for every game. The time spent in goal is NOT to be counted as on-the-field playing time.
- Every player should experience each position during the course of the season. Every player should play both offensive and defensive positions each game.
- Respect for opponents is to be taught.
- Scores are not to be run-up.
- Coaches should make adjustments as necessary, so that all children come away from each practice and game with a positive feeling. Remember that players must learn to win, as well as lose, with dignity.

C. Organizational Duties

Every coach must partake in the formation of the team by taking an active role in the player draft:

- Notification of players must be completed within three (3) days of the draft. This will allow time to make adjustments if a child is accidentally missed at the draft.
- Each coach will submit to the Intramural Director the team's complete roster at the end of the draft.
- Practice(s) session start-up dates will be decided by the Division Director.

The Intramural Directors will develop a master game schedule. Under all circumstances, league games are to take place as scheduled. Inclement weather may cause the schedule to be changed. Rescheduled games must be arranged by the Intramural Director. In the case of a conflict, scheduled travel games will take precedence over scheduled intramural games. This is not based on who is more important (travel vs. intramural) within the club, but on being a good host to our guests, which is the team that traveled to play at our fields.

Any coach, or team, involved in non-sanctioned activities that jeopardize the Club's insurance and/or its standing with the various leagues, will automatically be suspended from YMS membership. The coach will assume any financial and/or legal liabilities that occur. Examples of such activities, but not limited to these are:

- Playing unregistered players.
- Playing unsanctioned or approved teams.
- Playing in non-sanctioned tournaments.
- Playing in tournaments or leagues without written permission of the Board.
- Traveling out of YMS area without written permission from YMS.
- Any questions should be addressed to the Intramural Directors for clarification.

All-Star Tournaments – The respective Intramural Directors in conjunction with the respective Division Directors will decide whether to participate in an in-house tournament or external All-Star tournament.

Coach selection is made by the YMS Intramural Director and respective Division Directors from the list of coaches that volunteer to do so. The selected coaches are expected to represent themselves and their teams in a positive manner.

The YMS Intramural Director and respective Division Director may select a representative All-Star team (s) in the selected age bracket after consultation with the coaches of the division.

In the event that an in-house tournament is held in a selected age bracket, in lieu of participation in an All-Star Tournament, the respective Intramural and Division Directors are responsible for the scheduling and set-up of such event. Please keep in mind that this is not a travel team. Some of these players may decide to try out for travel teams and others may not. This is also not a vehicle for travel team membership. It is a post season honor for hard work during the intramural season.

Travel Team Try-out interest. Intramural coaches should encourage players to participate in the age appropriate travel team try-outs. The experience could prove invaluable to the player's interest in soccer. Every player should be aware that they deserve an opportunity to be noticed.

D. Intramural Game Duties

Arrive at the scheduled field a minimum of thirty minutes before the scheduled start.

Run the players through some pre-game warm-ups. Use all coaching aides that are available to you. This helps to focus the children on the upcoming soccer game.

Have prepared a WRITTEN player position plan for each quarter:

- Make adjustments to your plan if players do not show up for the game.
- See that each player receives a minimum of one-half game playing time.
- Rotate players to all positions. Let each child experience the thrill of the front line, the work of the mid-field, and the pressure of the fullback. Do not allow any child to become stereotyped in any position.

The coach is responsible for the behavior of players, parents and self. Failure to comply with the points below will be considered a serious breach of Club Rules and may be cause for dismissal from the Club. Please remember that the referees are members of our club and for the most part are our children.

- Absolutely NO harassing of officials by coaches, players or parents will be tolerated. All disputes are to be worked out in a quiet, discrete manner. Set the example for the players you coach and their families.
- Coaches must have their teams ready to start at the scheduled times.

E. General Intramural Team Duties and Responsibilities

1. Abide by all YMS rules, Bylaws and philosophies both in letter and spirit.
2. Each coach and assistant coach is invited and encourages to attend YMS general meetings and coaches meetings.
3. The Division Director is responsible for arranging a coach's work crew for the initial field set-up each season and ongoing field lining and maintenance through the season. The scheduled will be developed with the Facilities Director.
4. YMS Equipment/Uniforms
 - A. Coach is responsible for maintaining all YMS club equipment.
 1. Do not allow children to hang from the goal posts or nets as this weakens and damages them and may endanger the health of children and adults in the vicinity of the goals.
 2. Report to the Division Director any damaged or missing equipment or any serious field problems.
 3. Inspect goal posts prior to each game and practice to make sure they are properly anchored. For practices, if a goal post is not anchored, you are to lay down that goal post and not use it until it is anchored. For games, if the goal posts are not properly anchored, you are to notify the referee. Do not use any goals where the posts are not anchored
 - B. Teams must wear their respective YMS uniform in all competition. This identifies each player as being properly registered.
 - C. No patch, adornment, or stencil may be added to any part of the uniform unless approved by the Board. No player will play in a game with such an unauthorized addition. Please do not stencil in children's names on the uniform, this is against YMS policy, and will be enforced to protect the safety of our children.

F. Violations

Sanctions may be applied by the YMS Board for any violation of any of the rules of YMS.

G. Grievances

In the event of a conflict between parent(s) and an intramural team coach, the Board of Directors will assign an intermediary/mediator, in order to attempt to reconcile the problem.

If the mediator is unsuccessful in his/her attempt to reconcile the difficulty between parent and coach, the Board of Directors will attempt to reconcile the difficulty and take whatever necessary action to correct the problem and/or violation of any of the rules of YMS.

In the event that mediation and reconciliation fails and the Board of Directors determine that a disciplinary hearing should be held, then;

- The President or Vice President at random will select three coaches and/or assistant coaches to serve as a hearing board.
- The party subject to the hearing will be allowed to strike one individual selected by the President, or Vice President, from the hearing panel, with a replacement member also to be selected at random by the President, or Vice President.
- The hearing panel will make findings of fact and recommend a course of action to the Board of Directors. The Vice President will sit in on all meetings to assist the panel with their recommendations.
- The Board of Directors prior to and/or at the next general membership meeting will then take whatever necessary action to correct any violation of the rules of YMS consistent with findings of fact and recommended course of action made by the hearing board.
- The Board of Directors will be the final word on all actions taken within the club.
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