

Beekman Youth Soccer Club

Coaches and Directors Manual



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Beekman Youth Soccer Club

Preface

This manual is for coaches and directors of the Beekman Youth Soccer Club of Beekman, NY. and explains how the club operates so the best available opportunities are made available to soccer players in the club.

Where there is a conflict between this document and the "Certificate of Incorporation of Beekman Youth Soccer Club" (filed with NY state on May 14th, 1990), the "Certificate of Amendment of the Certificate of Incorporation of Beekman Youth Soccer Club, Inc." (filed with NY state on December 11th, 2003), and the Bylaws (listed in "Bylaws" on page 41), the Certificates of Incorporation and the Bylaws shall prevail.

When discrepancies exist between the procedures in this manual and procedures of the East Hudson Youth Soccer League (EHYSL), the procedures of the EHYSL will prevail.

This manual will describe modifications to the FIFA Laws of the Game as provided for in the Laws (e.g. size of the ball, size of the field, etc) to be used at BYSC in-house games. The listing of modifications in the latest approved version of this manual is the official record of the Beekman Youth Soccer Club.

This manual should be reviewed in detail yearly by the board of directors at a minimum. All coaches (in-house, travel and intertown) should review it also, as well as anyone interested in the well-being of the club. The document should be approved by a formal vote by the entire general membership of the club after any issues are discussed and resolved once a year at the September regular monthly meeting. The club size, the individuals on the board of directors, the commitment and ambition of the players, families and other members of the club all change on a yearly basis so these procedures should be modified to accommodate the desires and capabilities of the club as required.

Every new coach should be provided an up-to-date copy of these procedures when they become a coach and to travel coaches again at the beginning of every season. At a minimum this manual describes how the club operates but hopefully this manual is another tool coaches can use to be better coaches.

Referees of the BYSC should be provided a hard copy of this manual at the beginning of the season and whenever a new referee joins the club.

Currently, the travel director is not on the board of directors but must be a part of certain activities. The abbreviation BOD+ refers to the board of directors and the travel director together.

Revision History

Revision	Date	Description
Draft 0.1	March 7, 2004	Initial draft, based on notes from informal board of directors meeting held 3/4/04
Draft 0.2	March 15, 2004	Review draft - in-house discussion is outline only. Additions to draft 0.1 based on: <ul style="list-style-type: none"> • Draft of travel coaches manual from Rich Cunningham • Review w/Jim Palmer and Jed Eastman • YYSL travel tryout policy (November, 2001)
Draft 0.3	March 31, 2004	Review draft for general membership review. Travel section only. Document should be voted on once a year in December References to abstaining from voting were removed

Table of Contents

1	Introduction	5
1.1	Organization	5
2	Referees	8
2.1	Background	8
3	Fields	10
4	Awards	11
5	In-House and Intertown	12
6	Travel	13
6.1	Players	14
6.2	Coaches	14
6.3	Trainers	15
6.4	Games	15
6.4.1	Tournaments	17
6.4.2	Season Preparation	17
6.5	Equipment	18
6.6	Beekman Cup	18
6.7	Travel Funding	19
6.8	Travel Director	20
6.9	Tryouts	20
6.9.1	Calendar	21
6.9.2	Age Groups and Announcing	22
6.9.3	Assigning Evaluators and Planning	24
6.9.4	Tryout Sessions	25
6.9.5	Team Formation	28
6.9.6	Selecting Coaches	29
6.9.7	Selecting Players	31
6.9.8	Approval of Roster	31
6.9.9	Coaches Offers to Players	32
6.9.10	Assembly of Team	33
6.9.11	Submitting Final Rosters	34
6.9.12	Exceptions to Tryout Process	34
6.10	Transfers	35
Appendix. A.	Travel Tryout Checklist	37
Appendix. B.	Travel Tryout Outlines	38
Appendix. C.	Travel Tryout Sign In Form	39
Appendix. D.	Travel Tryout Evaluation Form	40
Appendix. E.	Bylaws	41

1 Introduction

The purpose of this document is to provide a framework for the coaches, directors and board of directors of the Beekman Youth Soccer Club (BYSC). It is intended to clarify and standardize the club's practices. Once voted on by the membership of the club, it is the responsibility of all BYSC members to follow the procedures outlined in this manual.

Any disputes over the interpretation of this manual will be decided by the BYSC board of directors. An attempt is made in this manual to explain the reasons and background behind the procedures to help new members or new coaches understand better how the club should function for the benefit of the players.

This document is necessary in part because of the rapid growth of the Beekman Youth Soccer Club. Though the growth is exciting and fun, there are times when some activities taking place need to be brought under control because they can be damaging to the reputation of the club or worse, damaging to the development of individual youth soccer players. Growth means some adults in the club may not have the experience or visibility to what is best for the players and the club in the long run, and this document can provide some guidance in that respect. For example, the decisions made for U9 to U11 teams must consider what it takes to retain and develop those players into top-notch U13 to U17 players, or even U19 players, not just winning U9 to U11 games in the short term.

At the same time, the growth must be leveraged at every chance to maximize the opportunities made available to the players. New resources, especially in terms of funding from the Beekman Cup, need to be spent wisely to get the most bang for the buck. For example, without guidelines, some coaches may spend all their team funds for flashy uniforms and attending tournaments, and overlook the need for spending team funds on additional outside training to develop the players over the long haul. This manual should be used as a tool for coaches to develop players at an age group into a Division 1, Premier, and ultimately, state or nationally ranked team if that becomes the team's goal.

1.1 Organization

The BYSC is a member of the East Hudson Youth Soccer League (EHYSL). The EHYSL in turn is a member of the Eastern New York Youth Soccer League (ENYYSL), which in turn is a state member of the United States Soccer Federation (USSF). Here's what this means:

After a kid kicks a soccer ball around in his yard, he might want some friends to join him. If he gets enough friends they'll make up teams and play a game. If the game they come up with has two goals, boundaries, and they're not

allowed to touch the ball with their hands, they've formed a game of soccer. The fundamental objective of the BYSC is to capture this simple spirit of wanting to play a game with a ball you kick, organizing it so the players use the same rules as the millions of other players in the world, develop skills that make the players competitive and raise the level of play, teach sportsmanship along the way so the competition is fair, satisfying and rewarding, and make the players understand they're joining a tradition that's hundreds of years old that evolved from that same spirit.

In-house games are the games that the BYSC organizes between the youngest players of the local Beekman community, primarily. These games are the next step up from playing in your yard and the BYSC has a high degree of autonomy on how these games are organized. They can be as simple as having players just meet once a week to play, to having practices during the week with paid trainers. It's up to the club to determine the level of play of these in-house games. Normally, a player can start playing reasonably organized soccer at 4 years of age (U5).

The responsibility of the board of directors is first to ensure these games are safe. Secondly, the objective is to develop a love of the game in the players by making the games fair and fun. And beyond that, the club needs to develop the players' individual soccer skills, team skills and strategic skills. Finally, the club must prepare these young players to compete if the players wish to, and educate them about the opportunities available in the world of soccer when they get older. Some players might always play the game just for the fun and developmental reasons and bypass the competitive aspect of the game, in which case they will normally stay with in-house teams.

If a player and his family are interested in the competitive aspect of soccer, they will probably want to play against good competition. This means they need to play teams outside of the BYSC. Games at this level, called travel, are organized by the East Hudson Youth Soccer League, a league of over 60 clubs like the BYSC. Again, the BYSC is a member of the EHYSL. The clubs form teams to represent their clubs at the different age groups. The rules are administered by the EHYSL, not the BYSC, though the BYSC does have additional rules the travel team and coach must follow during the formation of the team, which a large portion of this manual is devoted to (see "Tryouts" on page 20). A player can start playing travel at the U8 age level, though U9 is more typical.

Travel teams will have a regular season of 10 weeks in the fall and 10 weeks in the spring where games are played on Sundays. Standings are kept for the U12 and above teams, and the winning team for each division of each age group (except U9) at the end of the year is recognized by the EHYSL. In addition, some clubs will sponsor tournaments on selected weekends for travel teams. Individual travel teams decide whether or not to attend a particular

tournament, but will need to pay. Tournaments are held year-round, with tournaments in the winter held indoors. Tournaments typically address the financial aspect of clubs, where the hosting club raises money for its teams to receive professional training and in turn, attend other tournaments.

In the same way clubs select the best players from the club to represent the club on travel teams, the EHYSL selects the best interested players from the clubs and forms teams to represent the league. These are called Select teams and start at the U11 level. Tryouts for these teams are even more structured and competitive than the tryouts clubs hold for their travel teams. The coaching is at a higher level and, needless to say, the playing is at a higher level. The Select season is during the summer, with competition occurring mostly at tournaments.

Some clubs in the EHYSL have very well established, very successful teams that want to stay together but play at a higher level of play than what the EHYSL has to offer in the age groups' travel division. That is, they may come in 1st in their division, or play successfully in a higher age group, and they'd like to play other teams from other leagues (not just other EHYSL clubs) that are at the top of their division in their league. In this case, they can apply to the EHYSL to represent the league as a Premier team. These teams get formed at the U13 level and will play teams from other leagues in and out of the Eastern New York Youth Soccer League, on Long Island, to Rhode Island to Pennsylvania and New Jersey.

The ENYYSL also has a playoff involving almost every travel team in the league. This is called the State Cup. Given the number of teams in the league, this is a tremendous undertaking with hundreds of games taking place.

Naturally, some teams are nationally ranked. These will normally be the Select or Premier level teams that play in National Cups, which occur in several rounds of play, tournament style. The EHYSL has a relatively large number of Select and Premier teams.

The Beekman Youth Soccer Club is incorporated in the State of New York with the Department of State. See the bylaws in "Bylaws" on page 41.

All the board of directors, directors and coaches are volunteers.

2 Referees

Referees for all soccer games played at the BYSC must be FIFA certified to grade 8 or above.

Referees are assigned based on age and, in travel, the seeding level of the team within the age group.

In-house games for the U8 and U9-U10 divisions are officiated by BYSC referees. These referees are assigned by the BYSC Referee Assignor.

In the EHYSL, division 1 teams for U11 and older, as well as division 2 and 3 teams for U14 and older, are assigned by the EHYSL Referee Assignor. The BYSC Referee Assignor assigns the referee for all other BYSC home travel games.

Referees are paid by the home team coach before the game begins. The referee will hold the player passes during the game.

Referees submit game reports to the EHYSL at the end of every game officiated.

For travel games, it is the referees' responsibility to contact the coaches during the week prior to the game to verify the time and game location. If the coach doesn't hear from the referee he/she should contact the referee and insure his/her attendance at the game.

2.2 Background

Law 5 of the FIFA Laws of the Game is devoted to the role of the referee in soccer. In many circles, the referee and his assistants are considered a 3rd team on the field of play. Coaches need to understand that there is a whole 'alternate world' of referees in parallel to the world of coaches and players.

The BYSC takes the role of referee very seriously. Everyone in the club is invited to become a certified soccer referee once they are 12 to 14 years old so the referee is mature enough to handle the pressure and deal with the players and spectators during soccer games. Becoming a good soccer referee makes a player even better by gaining a better knowledge of the game, understanding the rules better, learning control, being quick, accurate and firm with decisions, and being on the field with different players.

To become a FIFA certified grade 8 referee, a person needs to take a 36 hour class and pass a test at the end by scoring 75 or better out of 100. As a referee's career progresses, he becomes a grade 7. After more officiating and learning from older referees grade 6 is achieved, which certifies the referee to

officiate games in NY state. Becoming a grade 5 referee allows the referee to officiate national games, and grades 1 to 4 are international grades.

In the BYSC, referees are paid twice the age of the players for a game. That is, someone officiating a U10 game will get paid \$20. This is higher than normal in the EHYSL.

3 Fields

Field assignments for practices and games are made by the Fields Director or his/her designate on the fields committee.

Travel, intertown and in-house teams must all be accommodated by the field assignments.

The priority in scheduling fields is as follows:

1. Town requirements (the town owns the fields and may use them for purposes other than soccer)
2. Field conditions (if the fields are too wet or snow covered, they may not be available)
3. Field integrity (a field may be taken out of use so that it is not damaged or so that it may recover)
4. Beekman Cup assignments
5. State Cup or other playoff game assignments
6. Scheduled season game assignments (travel, in-house and intertown)
7. Travel, in-house and intertown make up games
8. Scheduled scrimmage assignments
9. Practice assignments

Note that equal priority is given to in-house, intertown and travel games.

Standing weekly assignments for games and practices are typically made during the fall and spring seasons before the season begins. Again, these assignments need to consider all aspects of the club, including travel, intertown and in-house games and practices. Modifications to the standing assignments should be made on Sunday for the following week and communicated via email and the website to be timely.

Teams are not entitled to full fields for practicing. If a full field is not being used a team may use it, but must relinquish half of the field if another team requests it's use.

4 Awards

The BYSC has traditionally provided awards to all players in the form of a patch, medal, or trophy at the end of the fall and/or spring season. For younger players this is a tangible representation of the work they've put forth and adds another element of fun for everybody.

The club gives a medal for in-house players completing the fall season, and a trophy in the spring.

The awards director is responsible for procuring trophies and organizing any in-house awards ceremony. Patches are provided by the BYSC equipment director.

For in-house teams, the director of each age group works with the awards director to select the award for their age group. The award needs to be appropriate based on the other age groups. That is, if one group is only receiving medals, a younger age group probably shouldn't receive trophies. If multiple age groups will receive trophies, they should be similar or at least purchased simultaneously to obtain the best price. This coordination is the responsibility of the awards director.

For travel teams, the awards given to the players are at the discretion of the head travel coach. He/she is allotted a budget from the BYSC general fund (not the tournament fund) and may use the funds as long as they are used to reward the team, the team understands what the award is, and the team approves. The BOD+ must be informed of the form of the award. Awards other than trophies may include a meal, soccer related clothing, etc.

If the award for a travel team is a trophy, the coach must work with the awards director to procure the trophies for the reasons discussed above.

For all trophies, the director of the in-house division and the coaches of travel teams must supply the awards director with a list of players receiving trophies. The list must have the player's name and age group or team. The awards director will publish the deadline for submission of the list.

5 In-House and Intertown

This section will be written in a future revision. An outline of the sections needed follows:

1. Introduction
2. Players
3. Organization
4. Spectators and Families
5. Practices
6. Games
7. Equipment
8. Scheduling and Weather
9. In-House Tournament
10. Responsibilities
11. Resources
12. Rules

6 Travel

The travel program of the BYSC forms teams that will represent the club in the East Hudson Youth Soccer League (EHYSL) and the Town of Beekman during regular season games and at tournaments.

Typically, travel teams are formed at the U9 level and then stay together over the years as the players grow. There will be some changes to the roster every season but normally there will be a core of players that remain with the team. The head coach, assistant coaches, players and players' families become very familiar with each other and form strong bonds. When successful, pride in the team develops and loyalties become very strong among the players and coaches. This pride and loyalty can and should be an important source of strength for the team, not to mention becoming a tremendously rewarding experience for the players and their families.

Travel coaches and their teams must exhibit a certain degree of independence from the club in order to function effectively and timely in the EHYSL and other tournaments. It is up to the team and the coach to seek out opportunities to play in tournaments, obtain extra training, and raise funds. The club will assist in these activities, as well as act as a conduit of administrative information between the team and the league, but the club typically won't drive the activities of a travel team beyond helping secure fields for in-house games, assisting with the Beekman Cup, and executing other administrative functions.

All travel teams must participate in the Beekman Cup by playing if available, hosting a division and raising sufficient funds. At the same time travel teams are independent, every travel team represents the BYSC and the town. Therefore the team and the coach must conform to the guidelines described in this manual and participate in club activities when appropriate, especially the Beekman Cup. The Beekman Cup is a vital asset to the club and requires full participation by the travel teams. The tournament not only provides funding for the travel program, but is one of the largest contributors to the reputation of the club in the eyes of other clubs, the players, and the community.

The goal of the tryout process described in "Tryouts" on page 20 is to create strong travel teams that will develop the skills, attitudes and abilities of the players. Circumstances may exist that require modifications to the described process, which the board of directors and the travel director must approve. When decisions are made to override the process described in this manual, the overriding priority must always be to maximize the benefit to the individual players involved in the decision. If a decision must be made where the net effect on the fairness to the players involved is the same, then fairness to other players, fairness to the coach and teams must be upheld, and then the reputa-

tion of the club and the town must be considered, as well as common sense, good sportsmanship and the traditions of soccer.

When votes are required by the board of directors on travel matters and the vote is a tie, the president's vote shall prevail.

6.3 Players

It goes without saying normally, but the young players of the club are the reason the club exists and the reason the coaches and directors are expending such effort. The welfare and development of the players should always be considered first. Other considerations like the win-loss record of a team, the status of the club in the league, the quality or decisions of officiating, the results at a tournament, etc., are all always secondary to the welfare and development of the individual players.

All players must register for, take part in, and have written evaluations prepared at a formal BYSC tryout session in order to be registered on a BYSC travel team.

Players are only allowed to register on one EHYSL travel team at a time. Players may play as guests on other teams during and out of the season if the proper paperwork is completed (e.g. player release form). A player may be registered on both a travel team and an in-house team at the same time.

Girls may play on boys travel teams. Boys may not play on girls travel teams.

6.4 Coaches

The coach of a travel team must have the voted approval of the BYSC board of directors as discussed in "Selecting Coaches" on page 29.

Before being the head coach of a travel team, the coach should have several years of soccer coaching experience, normally as an in-house coach and/or as an assistant travel coach. They are expected to attend any BYSC sponsored coaches training sessions. When possible, travel coaches should also have NSCAA and/or USSF training.

All coaches should seek evaluation of their performance whenever possible and build on any constructive criticism. **At the end of the fall and spring seasons, evaluation forms will be distributed to the families of travel team players, collected and submitted to the board of directors for discussion.**

6.5 Trainers

Developing players need to be exposed to as many coaching styles and experiences as possible. The BYSC believes that subjecting a player to only one coach during the players' travel career can deny him of the opportunity to experience what he/she may need to be a well-rounded player in the future. Therefore, **travel coaches must use a portion of their proceeds from the Beekman Cup to hire a trainer for a minimum of two practice sessions.**

Trainers used by BYSC travel teams must be authorized by the club. A list of authorized trainers is to be prepared and maintained by the league director of the club and will be supplied to travel coaches at the beginning of the fall and spring seasons. Potential trainers wishing to be authorized by the club should contact the club trainer or the hotline. Trainers are required to fill out the resume and risk disclosure forms in the same manner as coaches.

Trainers are to be paid in part or in whole by each teams' travel account, which is funded primarily by the Beekman Cup. Trainers are reimbursed for their services by submitting a record of training to the BYSC treasurer with the approval of the head coach.

6.6 Games

See the East Hudson Youth Soccer League Bylaws for rules. Many are stated here again for reference but the EHYSL bylaws should be consulted by all coaches first.

Coaches must designate one assistant referee, or linesman, if and when requested by the referee. When there is only one FIFA certified referee assigned to a game, which is normal, the referee will normally request one person from each team to assist by raising a flag when the ball goes over the touchline. The referee will give direction to these assistants, and normally the only other requirement on this assistant is that he/she not act as a coach during the game. That is, this assistant needs to concentrate on making the calls and helping the referee, not ignoring the referee and talking, coaching or advising his/her team.

Coaches are responsible for the behavior of the spectators of their players during games. This is an EHYSL rule so review the rule as stated by the EHYSL. In general, a referee will penalize the coach of a team with a card if a spectators' behavior warrants it. Coaches need to dedicate the time necessary with the families of their players to discuss sportsmanship, the traditions of the game, the pressures of the game on young referees, the importance that the examples coaches and other adults set, and the fun aspect of soccer.

These issues cannot be taken for granted by the coach. Fines levied are to be paid by the coach, not the club. EHYSL allows for appeals.

Coaches are responsible for providing corner flags at home games.

These flags are provided to each coach as part of the equipment supplied by the BYSC equipment director.

Coaches are responsible for submitting scorecards to the EHYSL for home games. The buff colored copy is retained by the coach. The white copies of the Home and Away teams are mailed to the EHYSL.

Coaches are to pay the referee at home games prior to the start of the game. The club treasurer will provide signed checks for this purpose at regular club meetings before the game.

When the color of the uniform between two teams are similar, the home team is obligated to use a different colored shirt. Normally, this is a white alternate jersey, but could also be a T-shirt, bib or practice jersey, as long as the bib or practice jersey covers the front and back of the original jersey. However, every member of the team must have a uniform of the same predominant color.

Coaches are encouraged to submit the scores of their games for publication. The chairman of the communications committee, which is normally also the secretary, will provide an e-mail address and phone number to all the coaches of the club at the beginning of each season of where to submit the scores of travel games. The scores from the club will be compiled and mailed to the Poughkeepsie Journal and Voice Ledger.

Under no circumstances is a game to be played in a thunderstorm or the threat of a thunderstorm.

Only the president of the BYSC, or his designate if the president is not available, may determine to globally postpone BYSC home travel games due to weather or poor field conditions on a given day and/or at a given field. This will normally be communicated through the BYSC hotline. Once the message is received by the Beekman coach, the Beekman coach must contact the opposing coach and referee and reschedule the match. The Beekman coach may also decide to postpone a game due to weather or poor field conditions.

The following must be followed for **scrimmages or friendly games** on BYSC fields during the season with teams from other clubs:

1. Use of a referee must be obtained through the BYSC referee assignor. Use of a non-certified referee is prohibited.

2. Only players with a travel pass may participate. All passes must be exhibited prior to the game to the certified referee.
3. All applicable rules regarding guest players must be followed.
4. Use of a field must be pre-arranged with the fields director or his designate
5. The travel director must be notified of the date, time and location of the match

6.6.1 Tournaments

All teams traveling to tournaments outside of the EHYSL must comply with EHYSL requirements, which may include submitting a Permission to Travel request.

If a travel team wants a guest to play on the team at a tournament, and the player is registered on an EHYSL travel team, the player must complete a Guest Player Release form from the travel team he's registered on. The form requires signatures from the player's travel team coach, the team's coach he's guesting on, and the league. The player or borrowing coach must borrow the player pass for the tournament.

If a travel team wants a guest to play on the team at a tournament, and the player is NOT registered on an EHYSL travel team, the player must obtain a tournament pass from the EHYSL by completing all the appropriate paperwork and paying the appropriate fees.

Travel teams may only attend tournaments at facilities sanctioned by US Soccer. The EHYSL maintains a list of sanctioned facilities.

6.6.2 Season Preparation

After the teams are selected and before the beginning of the fall season, the travel director will provide all the travel coaches a packet of information including the following:

1. Referee schedule
1. Referee Assignor's phone number
2. Original player registrations with signed medical release
3. Score cards
4. List of authorized trainers
5. Advanced Notice of Injury forms
6. League forms and rules
7. Coaches and Director's Manual (this document)

Also, before the fall season begins, the equipment director will provide each travel coach with the following:

1. Corner flags
2. Practice soccer ball for each player on the team
3. Practice jerseys
4. Ice packs
5. First aid kit
6. Goaltender jersey
7. Goaltender gloves

6.7 Equipment

The equipment director will provide the teams with uniforms, including:

1. Forest green jersey with number and club logo. Players names on the jersey are not recommended for the security of the players.
2. White alternate jersey
3. Black shorts
4. Pair of socks

Players are responsible for providing their own shin guards and cleats.

6.8 Beekman Cup

As stated above at the beginning of this section, all travel teams must support the BYSC by participating actively in the Beekman Cup tournament. The Beekman Cup is a tournament where travel teams from other clubs in the EHYSL are invited to play in Beekman. Normally, there will be a division for each Beekman travel team. Registration fees that the invited teams pay, sponsorships, concessions, and money raised by selling ads in a book distributed at the tournament (the journal) raise money for the travel program of the BYSC.

Each travel team head coach is responsible for registering his/her team for the tournament. A completed registration form must be returned for the registration to take effect. Beekman travel teams are not required to pay the registration fee for the tournament.

A tournament kickoff meeting will be held for all travel coaches about 5 months before the Beekman Cup (e.g., June kickoff meeting for a November tournament) . Follow on meeting will be held about once a month until the tournament is held. **Every travel team head coach or his/her representative must attend every scheduled Beekman Cup meeting.**

Each Beekman team hosts the division for their age group. This means **the head coach or his representative must 'fill' their division with teams.** Though the BYSC web site, newspaper(s) and hot line will advertise the tour-

nament to other travel teams, teams are invited predominantly by word of mouth or direct telephone calls. Since the head coach meets other travel coaches in their age division during the season anyway, it is up to the coach to solicit other teams to attend the Beekman Cup.

Each team is responsible for selling a quota of 'ads' in the journal. The tournament committee will establish the price for ads and the team quota. The committee will also supply a letter teams can use to explain the ads to businesses they contact, along with a form for the business to return with their ad and payment. Failure of a team to sell its quota of ads can lead to the withholding of funds from the team. A team is allowed to buy their share of ads themselves to fill their quota. In this case, families will normally submit 'ads' that cheer on and support their players and their team. If several families are buying ads, they might group together and submit a single larger ad with more impact.

Each travel team must supply sufficient volunteers for tournament jobs. The tournament committee establishes jobs that need to be done at the tournament and these jobs are assigned at the Beekman Cup meetings. All volunteers are required to sign in for their assigned job at the scheduled time. If a team does not have enough families available to perform the jobs, it's the teams' responsibility to 'double up'. A team may not 'plan' to not fill the jobs the club needs to have done and just expect to receive fewer proceeds from the tournament. The tournament needs to have sufficient volunteers contribute their time and attention for a club-wide successful tournament, which means all the travel teams need to contribute enough volunteer hours to the tournament.

6.9 Travel Funding

Travel teams are funded by the two accounts of the BYSC, the general fund and the tournament fund.

Payment from all registrations, travel, in-house and intertown, is deposited into the general fund. The general fund is used to pay for uniforms (both in-house and travel), equipment, etc.

All revenue from the Beekman Cup is deposited to the tournament fund. First, all the expenses of the Beekman Cup are paid from the tournament fund.

After the tournament is over and all its expenses have been paid, the money in the tournament fund is allocated to the travel teams based on their participation and support of the Beekman Cup. This includes recruitment of other teams in their age group, selling ads, and volunteering time.

Tournament funds may be used by travel teams for only two purposes: training and attendance at tournaments.

6.10 Travel Director

The travel director is an advocate for the travel players and teams in the club. He/she is the chairman of the travel committee, which in turn is composed of the travel coaches and the Beekman Cup chairperson. He or she is expected to delegate most of the work described in these processes to the committee.

The travel director is appointed by the board of directors and is not elected by the general membership of BYSC. He or she is key to the success of the travel program. Therefore, many decisions must be made with the travel director along with the board of directors. In this manual the board of directors and the travel director are referred to as BOD+.

A primary responsibility of the travel director is to attend EHYSL meetings that have a bearing on the travel program, or ensure a representative from the BYSL attends and reports back to the membership at the BYSC monthly general meeting.

6.11 Tryouts

This section describes more than just what will happen on tryout day. It encompasses activities from determining the age groups that will form travel teams to selecting the players for travel teams. Tryouts and the resulting formation of travel teams must be fair, result in competitive teams, and include as many competent players as possible from the BYSC that wish to play. The steps described in this manual attempt to achieve these diverse goals. It's the intent and expectation of the BYSC that the tryout process described here is the best method to form travel teams and that all age groups will adhere to this process.

Most travel teams are formed during the spring season to play in the Fall. U15 boys teams play in the spring only, and have tryouts in the fall, so procedures for travel teams in that age group will be different than that described here.

This is a general outline of travel team formation in the Spring for the Fall:

1. The BOD+ determines which age groups might have travel teams. The BOD+ is responsible for:
 - Selecting the dates of the tryout sessions for each age group
 - Soliciting and arranging coaches for each age group
 - Publicizing the tryouts
2. Evaluators and coaches are assigned to each tryout session.

3. The tryouts are held and written evaluations are made.
4. Using the evaluations, coaches input, and any other information available, the BOD+ determines the BYSC travel teams to the Fall.
5. The BOD+ names the coaches for each team.
6. Each coach proposes a roster with alternates for their team.
7. The BOD+ approves the coaches roster.
8. The coaches make offers to the players and form their team.
9. The coach assembles the team, either individually or together, collects registrations, money, photographs, signatures, and contact information.
10. The final rosters are supplied to the club registrar and the EHYSL.

The rest of this section describes each of these steps in more detail.

The first intent of describing this process is to educate everyone involved in the formation of travel teams. Some new coaches, assistant coaches and coaches helpers need the process described simply because they've never experienced travel soccer before.

Another intent of defining this process in such detail is to control the occasions when there's a desire to create a travel team but the talent does not exist at that age level for a competitive team to be formed, and in the other extreme, to make sure the board of directors enables the formation of a team when the player talent exists in the club in a particular age group but an adult in the club does not step forward to coach the team or some other barrier exists to the formation of a team. It's the responsibility of the board of directors to protect the integrity of the BYSC and the Town of Beekman by not allowing overly inferior teams to be fielded and at the same time, maximize opportunities for the young soccer players in the community.

Certain deadlines are mentioned in these procedures in order to ensure teams are formed soon enough for practices to start, to make sure families are not left anticipating tryout results, and to make the BYSC competitive in its selection of players.

6.11.3 Calendar

The deadlines for forming travel teams is summarized below:

Activity	Date
Tryouts announced	End of March
Coaches and evaluators identified	April
Tryout sessions	First week of May

Activity	Date
Teams and coaches identified	First week of May (earliest) to last week of May (latest)
First meeting of teams	By end of May
Submit final rosters complete	June 1st
Uniforms ordered	First week of June
Move-ins, roster updates, seedings, practices	June, July, August
Season begins	September

6.11.4 Age Groups and Announcing

In February and March, using the listing of in-house and intertown teams, input from the current travel coaches, the travel director, other directors, families and parents, experience, coaches, etc., **the board of directors will decide which age groups will have tryouts and announce the tryout dates**, times and locations.

When there is even a chance that sufficient talent exists at an age level, the BOD+ should schedule tryouts for that age group in order to provide an opportunity for the players at that age in the BYSC. If there are a large number of players for an age group and more than one team is likely to be formed at that age level, all the players at that age group must still attend the same travel tryout sessions.

If it's felt sufficient talent exists at an age level, **tryouts should take place even if a coach is not available when the tryouts are announced**, or even if a coach is not available by the time tryouts occur. See "Selecting Coaches" on page 29 for how this is handled.

Tryouts will be by age group and sex. If there is expected to be a boys travel team formed, then there will be a boys travel team tryout. Girls may attend the boys tryout session in order to join the boys team. If there may be a girls travel team formed at that same age, then there will be separate girls tryout sessions, which boys may not attend. Girls may attend both the boys and girls tryouts. The board of directors will not schedule the boys and girls tryout sessions for a particular age group on the same night. A girl may be offered a position on a boys team depending on their evaluation at the boys tryout. She may be offered a position on the girls team depending on her evaluation at the girls tryout. She cannot be offered a position on the girls team if she does not attend the girls tryout, and she may not be offered a position on the boys team if she does not attend the boys tryout. She could be offered a position on both teams if she attends both tryouts, and will have to decline at least one offer.

Each age group must have a minimum of two tryout sessions, scheduled on different nights to accommodate the schedules of players and families with other activities outside of soccer. This will allow the maximum number of players to attend at least one tryout session. The schedule of the likely coach of a travel team for a particular age group should be accommodated as much as possible when scheduling the tryout sessions.

For a player to be offered a position on a travel team, he or she must attend at least one of the tryout sessions. However, attendance at only one travel tryout should be noted by the coach, as travel practices are typically twice a week, and lack of attendance at a tryout could be indicative of future dedication to attending practice during the season.

Tryouts should be scheduled over a maximum of two consecutive weeks. If possible, **all tryout sessions for all age groups of the BYSC should take place in one week, the first week of May.** The tryouts should be scheduled by the end of March even if the evaluators are not identified at that time. The evaluators can be determined during April.

The board of directors will coordinate the publicity of tryouts. At a minimum, the BOD+ will publicize the date, time and place of the tryouts in the following locations:

1. The beekmansoccer.com web site
2. The local media (Poughkeepsie Journal and Voice Ledger)
3. E-mail to key contact list (BOD+, directors, coaches)
4. The BYSC telephone hotline
5. Town of Beekman
6. Create flyers and distribute to all directors which are to be distributed to the in-house teams and families

In these communications, players need to be informed they must bring a ball and water bottle, and wear shin guards to the tryouts.

Likely coaches for teams may supplement the publicity for tryouts as they wish.

In addition, if there is a likely coach, that coach should be publicized, but in all detailed announcements, it should be noted that final coach selection will occur after tryouts are complete. If the possibility exists that more than one team may be formed at an age group, that should be announced also.

Tryouts must be scheduled and publicized no later than the last week of March. At the same time tryouts are announced, the board of directors will schedule a special board of directors meeting during the second week of May for team formation, coach selection, and roster review.

6.11.5 Assigning Evaluators and Planning

Tryout sessions reflect the integrity and performance of the club, so they must be run effectively, smoothly, and professionally. It is expected that players from other clubs will attend the BYSC travel program tryouts, and those players and their families will report back to their clubs what they see. Also, newcomers to Beekman will attend travel tryouts, and they may decide to join BYSC or another soccer club based on their impressions of the tryouts. For these reasons and others, including basic courtesy to players and their families, the details of how tryouts are to be planned and administered are described below.

During April, the BOD+ will plan the tryout sessions, which includes scheduling specific fields, getting commitments from evaluators for specific tryout sessions, photocopying blank forms, and lining up equipment.

The BOD+ will create a master list of evaluators made up of coaches, assistant coaches, trainers, directors and any other individuals suited to evaluate advanced soccer players. From this list, a list of desired evaluators and alternates should be prepared for each age group, identifying which evaluators are neutral for each age group. Evaluators from outside of the BYSC and former adult members of the BYSC should be considered, as they will provide additional neutral input to the condition of the talent level of the players for a particular age group.

The BOD+ must contact and get commitments for sufficient evaluators and alternate evaluators to attend each tryout session. A minimum of 2 neutral evaluators and an alternate should be scheduled for each tryout session. Coaches, assistant coaches, or parents of any players (in-house, inter-town, travel, other clubs) in that age group are **not** neutral evaluators, even if the player is not at that particular tryout session. If a particular age group is very large, the BOD+ should consider scheduling extra evaluators for those tryout sessions. Probable head coaches of travel teams for an age group should be an evaluator also, though they are not considered neutral. If acting as an evaluator during the tryout, the likely head coach must fill out and submit a written evaluation just like the other evaluators during the tryout sessions.

The board of directors will identify for each tryout session, an individual responsible for administrating that particular session. It's possible that a different person may run the two different tryout sessions for an age group if scheduling dictates. It is recommended that this individual **not** be an evaluator, so that sufficient attention can be given to the administration of the tryout session. An evaluator could be distracted and perform a poor evaluation trying to keep the tryout running smoothly, or the administrator could let a tryout get out of control if he is trying to focus on performing a good evaluation. It is possible the tryout session will be broken into separate groups to enable the players

more opportunities to demonstrate their abilities. This is another reason it is important to have an administrator separate from the evaluators. The administrator will be responsible for splitting the tryout group up and assigning the evaluators to the different simultaneous drills or scrimmages of the session.

It is the responsibility of the travel director to secure fields for the tryout sessions and ensure there are no conflicts with any practices or games at the scheduled times of the tryouts.

If there is a likely head coach for a travel team, then he should recruit and recommend an administrator of the tryout session to the BOD+. The administrator does not need to be neutral, and an existing assistant coach may be the administrator. If the likely head coach has strong desires about how the tryout session should take place, he or she should communicate that to the administrator beforehand. When there is the likelihood of more than one head coach for an age group, the likely head coaches may give their recommendations on an administrator to the BOD+, but as stated earlier, the board of directors will select the administrator. Again, the tryouts are a reflection on the club and must be run smoothly and professionally.

See "Travel Tryout Checklist" on page 37 for a checklist of the activities that must take place from March through the execution of tryouts.

6.11.6 Tryout Sessions

Again, Beekman travel tryout sessions are a reflection on the BYSC. Retaining and developing good players in the club will depend in part on well executed travel tryout sessions. Tryouts must be planned and executed successfully.

See "Travel Tryout Outlines" on page 38 for recommended outlines of tryout sessions for each age level, as prepared by the BYSC league director. In general, there is a sign in and warm up period, a skills/drill period, and a scrimmage period. During the sign in period, the players sign in and receive their numbered/colored practice jerseys and warm up and stretch as they desire while the administrator prepares the headings and number/color columns of the evaluator forms for the evaluators. During the skills period, skills are evaluated explicitly during drills. Finally, small sided scrimmages are held where game-like attributes of players are evaluated, including quickness, aggressiveness, attitude, knowledge of the game, teamwork, etc.

Again, **a tryout session is led by the tryout session administrator appointed by the board of directors.** The tryout administrator is responsible for the success and appearance of the tryout session. He or she should:

1. Prepare copies of the tryout outline for the evaluators

2. Ensure sufficient blank copies of sign in and evaluation forms are available
3. Confirm the attendance of the evaluators the night before
4. Line up spare balls, whistle, first aid kit and cell phone
5. Arrange for an assistant
6. Line up a table and chair(s) for signing in, paperwork and laying out practice jerseys (pinnies)
7. Line up numbered and colored pinnies from the equipment director
8. Make announcements at beginning and end of the session
9. Tell the players what to do during the session
10. Collect the evaluations at the end of the session

A tryout session may not take place unless two neutral evaluators are present and available to prepare written evaluations. An alternate evaluator may not be used unless he or she is on the master list of evaluators approved by the board of directors. No evaluator may be used as a neutral evaluator unless they are identified as a neutral evaluator for that age group on the master list of evaluators.

An outline of the tryout session must be prepared before the tryout session takes place. The drills and the types of scrimmage should be identified.

At the beginning of a tryout session, after the players have signed in, the following should be announced:

1. Welcome to the BYSC
2. Introduce the administrator and evaluators
3. Sign in is required, no one will be considered for the team unless they are signed in
4. The age group (and sex) of the tryout session
5. Which tryout session this is for this age group (1st or 2nd)
6. The outline and length of the session.
7. Families are not to interact with the players once the tryout session begins.
8. Minimum and maximum roster size for this age group. Final roster size will be based on skill level in the group of players. Likelihood of multiple teams forming if tryout group is large.
9. Number of players signed in
10. Player selection will **not** take place at the tryout session. Player selection is not complete until the roster is approved by the BOD+
11. The likely coach if one exists
12. The likely date players and their families will hear back from the club
13. The commitment that travel soccer involves
 - Parents will be expected to volunteer for team function like phone tree, fund raising, uniform coordination, etc.

- Players are expected to attend two practices and a game weekly, and some number of tournaments
- Players and their families are expected to contribute to and attend the Beekman Cup
- Players and their spectators will behave in a sportsmanlike manner and respect the spirit and traditions of soccer

As players arrive, they must sign in using the sign in form shown on page 39, where the name, birth date, phone number, and address are the minimum amount of information that must be collected from each player trying out. This sign-in is considered registering for a tryout and as mentioned earlier, a player may not register for a travel team unless he has signed in to a formal tryout. A record of these travel sign-in registrations indicate to the club the interest, growth and potential of the BYSC travel program. Each player will be provided a practice jersey with a color and number, and the color and number will be recorded on the sign in form. To expedite the scrimmage portion of tryout session, every other player signing in will be provided one of two colors of practice jersey, that is, for example, the 1st player to sign in will receive a red number 1 jersey, the 2nd player signing in will receive a yellow number 1, the 3rd player a red number 2, the 4th player a yellow number 2, and so on.

No one will be allowed to try out without a numbered/colored practice jersey.

The evaluation form to be used by each evaluator is shown on page 40. The evaluators likely will not know and need not know the names of the players. The players shall be identified by the color and number on their practice jersey.

The administrator or administrator's assistant needs to copy the heading and color/number columns from the sign in forms to the evaluators' forms during the sign in period and provide the partially filled out evaluation forms to the evaluators when the sign in is complete and the drill portion of the tryouts begin. The administrator or administrator's assistant should check the birth date at the same time and make sure the player is eligible to play in that age group, and whether or not that player would be playing up in that age group. If the player would be playing up based on the birth date, the administrator should note this on the evaluation forms given to the evaluators.

During the practice, as evaluators note a positive demonstration of a ball handling, passing or shooting skill during the drill portion of the tryouts, hash marks should be added to the appropriate columns in the row corresponding to the player on that evaluators' form. There is no need to record mistakes or flubs in the skill columns. Those players with more hash marks receive more credit.

Evaluators should make textual comments on the evaluations under the Notes column. Just as important, if not more important, the likely head coach, if that

coach has coached a player the previous season, knows of particular circumstances regarding a player's past attitude, attendance at practices and games, or other intangibles, those comments, negative and positive, should be passed along on the written evaluations in this column. These other factors are often an important reason for maintaining or releasing a player from a team and should be recorded.

The completed evaluation forms should be used to support the coach and used as a tool to build a strong team. For example, if strengths are identified, the coach can use these to select a balanced team. If weaknesses are identified, the coach can use these to structure practices.

All evaluations are to be collected by the tryout administrator at the end of the tryout session. Evaluators should take time out at the end of the session if necessary to record all their impressions on the evaluation sheets before they submit the evaluations to the administrator. Several copies of the evaluations will be made and used at different times after a tryout session is complete, but updates will not be permitted to be made to the evaluations. **The tryout administrator must forward a copy or the original completed evaluations to a member of the board of directors or travel director within two days of the tryout session** in order to allow the BOD+ to review the talent level of that age group before the May travel board meeting.

The exact roster size is not normally determined by tryout time, though maximums and minimums are required by the EHYSL and the BYSC by age group as follows:

Age Group	Players on Field	Minimum Roster Size	Maximum Roster Size
U8	4 w/no goalkeeper	11 (EHYSL)	
U9	7 + goalkeeper	11 (EHYSL)	
U10	7 + goalkeeper	11 (EHYSL)	
U11	8 + goalkeeper	11 (EHYSL)	
U12	11	11 (EHYSL)	
U13	11	11 (EHYSL)	

6.11.7 Team Formation

It is the responsibility of the board of directors to authorize and endorse the list of travel teams to represent the BYSC. A travel team may not be formed for a fall season unless the board of directors approves the team, the head coach, and the proposed roster of players.

As mentioned earlier, during March the board of directors will schedule a board meeting during the second or third week of May to form the travel teams (the “May travel board meeting”). For decisions to be made at this meeting, at least 3 of the 5 board members must be present. One of the 3 present must be the president of the club.

Copies of all the written evaluations from all the tryout sessions are to be available to the BOD+ at the May travel board meeting.

In the ideal case, the May travel board meeting is merely a formality to list what’s been done off-line after tryouts were done. Leading up to this meeting, coaches should be lined up and rosters prepared where possible. Depending on whether a team is getting driven to be formed by the board where no coach is stepping forward and the talent level is light, to the other extreme where an established team has no changes from the year before, more or less may get accomplished at this meeting for a particular age group.

When a successful team already exists with good players and a willing and able coaching staff, the team will simply continue on to the next year with minor changes to the roster if necessary. In that case, many of the items listed in this manual are formalities to make sure administrative details aren’t missed or as a means for the club to assist the head coach. This will be the scenario for most of the teams in the club. At the May travel board meeting, the head coach or his designate will simply present an updated roster with the evaluations if the board does not already have them, along with a list of the coaching staff, and receive authorization to register the existing players on the team and make offers to any new players.

Where a team does not exist for an age group, new U9 or U8 teams are being formed, a team or coaches are having difficulty, or other circumstances warrant, the BOD+ must be more pro-active to provide opportunities and protect the players in that age group and/or protect the reputation of the club.

When a large number of qualified players exist in a particular age group, the BOD+ should create more than one travel team in that age group. The BOD+ and coaches selected for each team will meet together to determine the players on each team using the evaluations to create the teams. The BOD+ will determine, using input from the coaches, to form one team to play in a higher division and one in a lower division, or to form two equal teams, as well as how to distribute boys vs. girls, i.e., forming an all girls team if appropriate.

6.11.8 Selecting Coaches

Only one head coach is to be identified per team. Though day to day activities and responsibilities may be shared day to day between the head coach and

assistant(s), for many administrative and official reasons, only one head coach must be identified.

In the case of a tie of the members present, the President's vote is used to break a voting tie. The travel director's recommendation should be strongly considered.

Assistant coaches are selected by the head coach. Coaches and assistant coaches must be registered with EHYSL and receive an ID card.

Normally for U10 teams and up, the existing travel coach of a team will continue to be the travel coach for the next age group up the following year and the board of directors will simply acknowledge and record the existing coaching staff at the May travel board meeting. The head coach or his designate must attend the May travel board meeting.

But if tryouts were held without a head coach in mind, and the board of directors decides to form a team at that age level in the interests of the BYSC players because there was sufficient talent demonstrated at the tryouts for that age level, then it is the responsibility of the board of directors and the travel director to do all they can to recruit a coach, even if it might become necessary to hire a professional coach. Ideally the head coach can be recruited by the May travel board meeting but if not, the list of likely candidates should be discussed at the May travel board meeting and specific assignments made to recruit a coach and communicate the matter to the families of the players who tried out. If a coach is not recruited by the next to last week of May, a travel team should not be formed and the players informed so they may pursue other opportunities.

It's at this point the board of directors may need to decide on the formation of a travel team when there are a significant number of players available for a team but not quite enough to form a team, and no coach is driving the formation of the team. In this case, the board of directors must protect the interests of the players by either driving the formation of a team in Beekman, or assisting the players in finding spots on teams in other clubs in a timely manner. If the board of directors decides to form a team in Beekman, then it needs to find players where available, which may include contacting other clubs in a similar position at that age group to recruit players to Beekman. Under no circumstances should this result in poaching, or even the appearance of poaching.

Head travel coaches and all assistant travel coaches must fill out, sign and submit to the club registrar a US Youth Soccer Employment/Volunteer Disclosure Statement.

6.11.9 Selecting Players

The coach selected for a travel team makes the final determination of the potential players on a team. It is the coaches team, and he or she should decide it's composition.

At the May travel board meeting, the coach or his designate will state the intended roster size for his team and identify in a proposed roster the 1) players he wants to be on the team, 2) the players he would accept on the team (alternates) and 3) the players he does not desire on the team. The coach will identify sufficient alternates for his team in a specific order and this alternate list will be used, in order, as players to contact if and when players on the selected list decline an offer and the roster size is not fulfilled.

If the coach has assistant coaches identified, he should solicit their input.

6.11.10 Approval of Roster

Though the travel coach prepares the list of potential players, the BOD+ must review it against the tryout evaluations, since administrative mistakes or gross demonstrations of unfairness or impropriety will ultimately need to be answered for by the board of directors on behalf of the club.

The travel coach will submit his/her proposed roster with alternates, and a copy of the evaluations from the tryout sessions to the BOD+ at the May travel board meeting. If the coach has not been selected or recruited in time, then this list must be submitted to the BOD+ as soon as possible after the coach is named.

A copy of the evaluations will be forwarded to the registrar in case there are exceptions to be considered later (see "Exceptions to Tryout Process" on page 34).

The BOD+ will review the potential roster of proposed players, including the alternates, and will:

1. Ensure that no players too old for that age group are on the roster
2. Ensure that the player tried out at a scheduled tryout session
3. Identify and approve of any players who are 'playing up'
4. Ensure no poaching or appearance of poaching from other clubs has occurred
5. Review the seeding of the team within the age group with the head coach
6. Ensure an appropriate representation of players from the Town of Beekman is represented

7. Ensure that the players selected are reasonable based on the evaluations
8. Ensure the roster size is large enough to field a robust team
9. Ensure the roster size is within the guidelines set by EHYSL

When more than one team will be formed for an age group, the BOD+ will make sure agreements between the coaches of the travel teams are in place regarding the order of offers made to the players.

6.11.11 Coaches Offers to Players

No offers are to be made to players of any travel teams, existing or not, until the proposed rosters are approved by the BOD+ at the May travel board meeting.

Only the travel head coach or his/her designate identified by the BOD+ may make an offer to a player to be on a BYSC travel team.

A travel coach may only make offers to players if the player is on the proposed roster approved by the BOD+.

Travel coaches determine how they will contact their players to make an offer. A phone call is the most preferred method, but e-mail or normal mail is acceptable if there were a very large number of players who tried out at the tryout sessions.

All players should be informed on the same day of their outright acceptance, status as an alternate, or failure to make the team.

Players may obviously decline an offer. If they do, then offers are to be made to alternates on the approved roster if required.

The travel coach(es) for an age group is/are responsible for informing all players who tried out in that age group whether or not they made a team, including both those who did not make a team and those that did. If there is more than one travel team formed in an age group, the coaches will tell the BOD+ which coach is contacting each player to ensure no player or family is left uninformed.

Even if the coach informs players of their acceptance by phone a follow-on acceptance letter is a nice touch. It also provides a convenient and professional method of communicating all the information that coaches need to tell s and their players at the beginning of a season. It could include:

- Congratulations and welcome to team
- What is expected of the player

- What the BYSC and coach will provide
- Coach's goals for the team
- Coach's phone numbers (home, cell, work), email, BYSC web site, hotline phone number
- Assistant coaches and phone numbers
- Importance of sportsmanship to players and their families
- When and where the team will first assemble and what the parent needs to bring to registration (photo, check)
- Division and age group of team
- What to practice and how to train during summer before season starts
- Expected frequency and days of practice
- Expected frequency and days of games
- Expected tournaments
- Equipment the player will need and what the player will receive
- Options that families have to help out with team (phone, uniforms, funding, etc)
- Required commitment family needs to contribute to Beekman Cup

On the 1st of June, the head coach is to prepare a roster made up of players that have accepted positions on the team, and that roster is considered the final roster. However, it is recognized that move-ins may occur, and alternates may be added after this date. See "Exceptions to Tryout Process" on page 34.

6.11.12 Assembly of Team

The coach should assemble their team for the first time by the end of May to:

1. Make introductions if necessary
2. Share his/her goals/objectives for the team
3. Collect player registration material (see below)
4. Get signature on parent commitment form and determine preferences for volunteering
5. Get contact information (email, cell phones, addresses) for each player
6. Determine preferences for practice days
7. Assign player number
8. Get uniform size

Every player must provide all the registration materials, including payment, including the following, at the team assembly meeting:

1. EHYSL/BYSC registration and carbons
2. Passport type photo for ID card
3. Player signature on label for ID card
4. Signature on EHYSL Bylaw transfer sheet
5. Payment
6. Photocopy of birth certificate (if new player)

All coaches are required to have each player accepted to their team and one of the players' parents sign a copy of the EHYSL Bylaw Transfer Sheet. This sheet, along with the registration, is required for every player in order to register the team with the EHYSL. The form must be submitted by the date established by the club.

6.11.13 Submitting Final Rosters

The **rosters** of the travel teams are required by several individuals in the club, and **must be supplied by the head coach** to the following **by the 1st of June**. Rosters may be supplied hard copy or through E-mail.

1. The travel director requires a roster for submission to EHYSL.
2. The equipment manager requires a roster to order uniforms.
3. The treasurer requires a roster for payment to EHYSL.
4. The secretary requires a roster for inclusion in the club contact list
5. The registrar requires a roster for registration with EHYSL. The registrar also requires the requested seeding level of the team within the age group.

The registrar of the club will handle both in-house and travel registrations. Copies of all registrar communication to the EHYSL will be given to the travel director.

The registrar will check that the registrations submitted to EHYSL for ID cards matches the checks given to the treasurer for registration payment to insure that all players getting registered on the team have paid the BYSC.

6.11.14 Exceptions to Tryout Process

The BYSC recognizes that exceptions to the formal tryout process above will be required in the interest of those who might be excluded from play unfairly otherwise, and in the interest of forming teams at particular age groups that might not otherwise be formed.

Allowance must be provided for 'move-ins', that is, players who may move into town after the rosters are approved but before the season starts. Or, players from other clubs who wish to join a BYSC travel team in the same time frame because they are leaving their club after the tryout season for one reason or another. There may be an opportunity to strengthen the BYSC while still being fair to all the players by accepting these players onto BYSC teams.

Under no circumstances will a player be added to a team after the third weekend of scheduled league play in the fall. No players will be added to the roster in the spring (except for teams formed in the spring) unless another player has left the team after the fall season has ended. In such a case, no player will be

added to the roster after the third weekend of scheduled league play in the spring.

A common issue surrounding exceptions that must be addressed successfully involves being fair to those players who did not make a travel team during the regular tryouts while a 'new player on the scene' gets considered. If an exception condition creates a player who did not attend a scheduled tryout for a team to be considered for a travel team, the following must occur for the player to be added to the team and registered.

If the head coach wishes to pursue such a player, then a special tryout will need to be held and:

1. The head coach must formally request that the travel director initiate and monitor the exception process
2. The travel director will discuss the situation with the BYSC president and vice president and determine if the tryout should be opened to players not selected at an earlier tryout, not currently placed on a travel team, and whether or not the special tryout will be advertised to the general public.
3. A special tryout must be held with two neutral evaluators and written evaluations prepared
4. There must be no appearance of being unfair to selected players on the roster or alternates on the roster
5. The BOD+ must be given copies of the written evaluations and approve the addition to the roster by a recorded vote.
6. Sufficient time must exist for the registrar to register the player and the equipment manager to provide a uniform on time.

6.12 Transfers

Transfers are highly discouraged by the BYSC and especially by the EHYSL. When a player and his family make a commitment to the team, it is expected that player will fulfill that commitment for a year.

If a player wishes to leave a BYSC travel team for another travel team (BYSC travel team or non-BYSC travel team), the player must follow the procedures of the EHYSL first and foremost. Also, the player must have the approval of the travel coach of the team he wishes to leave. If the coach approves of the change, then the BYSC registrar and BYSC president must evaluate and approve the change. If everyone approves, then:

1. The head coach or player must submit the player pass to the club registrar and inform the club registrar the request is formal
2. The club registrar will update the appropriate paperwork with the EHYSL and within the club to remove the player from the team roster.

3. If the player is moving to another team, the BYSC club registrar will assist the player regarding forms or paperwork, for example, working with the registrar of another club or the EHYSL registrar, when possible.

Appendix A. Travel Tryout Checklist

1. Assemble information
 - Assemble list and rosters of current travel teams
 - Assemble win/loss records and satisfaction level of players/families of current travel teams
 - Assemble current rosters of in-house teams
 - Assemble player counts, boys and girls, of in-house, intertown and travel teams.
 - Assemble desires of current and potential travel coaches, assistant coaches and others in the club, including desired tryout dates for teams of their age group
 - Review list of key contacts for evaluators
 - Assemble calendar of key dates in Spring
2. Schedule and hold board meeting to plan tryouts
 - Determine expected number of teams, and type (boys or girls) for each age group
 -
 -

Appendix B. Travel Tryout Outlines

Appendix D. Travel Tryout Evaluation Form

Evaluator _____ Sheet _____ of _____

Date _____

Color No.	Ball Handling/ Dribbling	Passing	Shooting	Notes (attitude, teamwork, aggressiveness, other impressions, etc)

Appendix E. Bylaws

BEEKMAN YOUTH SOCCER CLUB, INC.

BY-LAWS

Revised November 6, 2002

BEEKMAN YOUTH SOCCER CLUB, INC., HEREINAFTER REFERRED TO AS BYSC.

ARTICLE I - OFFICES

The principle office of the corporation shall be in the Town of Beekman, County of Dutchess, State of New York. The corporation may also have offices at such other places within or without this state as the board may from time to time determine or the business of the corporation may require.

ARTICLE II - PURPOSES

The purposes for which this corporation has been organized are as follows:

Section 1. The objective of the BYSC shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.

Section 2. To achieve this objective the BYSC will provide supervised soccer programs to expand the knowledge/skills of players, parents and coaches. The soccer program will be conducted under the Rules and Regulations of the United States Soccer Federation and BYSC. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501 (c)-(3) of the Federal Internal Revenue Code, the BYSC shall operate exclusively as a nonprofit educational organization. No part of the net earnings shall inure to the benefit of any private shareholder or individual. No substantial part of the activities of the BYSC shall be for carrying on propaganda, or otherwise attempting to influence legislation.

ARTICLE III - MEMBERSHIP

Section 1. Eligibility. Any person sincerely interested in active participation to effect the objective of the BYSC may apply to become a member.

Section 2. Classes. There shall be the following classes of Members.

- (a) Player Members. Shall have no right to vote on any matter. Any player candidate meeting the age requirements of 4 1/2 years - U19 years as of 7/31 of the current playing season and who resides within the authorized boundaries, shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or in the property of the BYSC.
- (b) Regular Members. Any person actively interested in furthering the objective of the BYSC may become a regular member. The only requirement is that the interested party have attended three (3) out of the last five (5) regular monthly meetings, or be a BYSC Head Coach in good standing having attended mandatory Coaches' clinics and mandatory Coaches' meetings. The secretary shall maintain the role of attendance to qualify voting members.
- (c) As used hereinafter, the word "member" shall mean a Regular Member unless otherwise stated.

Section 3. Suspension or termination. Membership may be terminated by resignation or action of the Board of Directors.

- (a) The Board of Directors, by a two thirds (2/3) vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interest of the BYSC.

The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

- (b) The Board of Directors shall, in the case of a Player Member, give notice to the manager of the team of which the player is a member. Said manger shall appear, in the capacity of an adviser, with the player before a duly appointed committee of the Board of Directors, which shall have full power to suspend or revoke such player's right to future participation.
- (c) The President may, in the event of an on-field incident involving physical violence or abusive language directed to or from any Player, Coach, Official or Parent, suspend said individual or individuals from further participation on a BYSC team, until such time as a Board of Directors meeting can be scheduled to consider the matter further. Such a Board of Directors meeting shall be held within two (2) weeks of the suspension.

ARTICLE IV - PARTICIPATION FEE

A reasonable program participation fee may be assessed to assure the operational continuity of the BYSC. The fee will be determined by the Officers of the club on a yearly basis. Discounted or hardship fees shall be granted and determined at the discretion of the Club President. For those families with two player members, a discount will be applied, to be determined yearly. Similarly, for a family with three or more player/members, fees will be charged against the first two player members only.

ARTICLE V - MEETING

Section 1. Annual Meeting. The annual meeting of the Members of BYSC shall be held during the month of January each year for the purpose of electing vacant Board of Director positions, for receiving reports, and for the transaction of such business as may properly come before the meeting. Two meetings will be held in January, the first of which will be to nominate Directors, and the second to vote.

Section 2. Regular Meetings. The regular meeting should be held on the first (1st) Wednesday of the month. An optional meeting may be held on the second (2nd) Wednesday of the month when deemed necessary by the Officers of the BYSC, but will be considered recreational in nature and will be a non-voting meeting.

Section 3. Voting. Regular Members shall be entitled to vote at any regular meeting of the BYSC. Issues will be decided by a majority of eligible regular member votes. For voting a quorum is required. A quorum is defined as a minimum of (5) five regular members.

Section 4. Proxies. Each member shall be entitled to one vote either in person or by proxy. All proxy votes will be compared to a current Member list by the club secretary.

Section 5. Rules of Order. Roberts Rules of Order shall govern the proceedings of all meetings except where same conflicts with the Constitution or By-Laws of the BYSC.

ARTICLE VI - BOARD OF DIRECTORS

Section 1. Board and number. The management of the affairs of the BYSC shall be vested in the Board of Directors. The number of Directors shall be not less than five. The Directors shall upon *election* immediately perform their duties and shall continue in office until their successors have *been* duly elected and qualified. The term of office shall be not less than one (1) year or more than three (3) years.

Section 2. Annual Election and Term of Office. At each annual meeting, the Members shall elect such number of Directors whose terms have expired. The number so fixed may, within the limits prescribed by the foregoing Section 1, be increased at any regular or special meeting of the Members. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent meeting. All elections of Directors shall be majority vote of all Members present or represented by proxy at the time of the meeting. The nominee must be a qualified regular club member and must have completed one full season of duty.

Section 3. Vacancies. If any vacancy occurs, in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors of any regular meeting or at any special meeting called for that purpose.

Section 4. Meetings. The Board meetings shall be held during the regular meeting described in Article 5. The President may issue a call for a special meeting of the Board. Notice of a special meeting shall be made to each Board member at least twenty-four hours preceding the meeting.

Section 5. Quorum. Four (4) members of the Board of Directors shall constitute a quorum for the transaction of **financial** business.

Section 6. Duties and Powers. The Board of Directors shall have the power to appoint such standing committees as it shall determine and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

The Board *may* adopt such rules and regulations for the conduct of its meetings and the management of the BYSC as it may deem proper.

ARTICLE VII - OFFICERS, DUTIES AND POWERS

Section 1. Officers. The Officers of the BYSC shall consist of a President, Vice President, League Director, Treasurer, Secretary, Travel Secretary (Manager), Equipment Manager, Field Manager, and three Age Group Coordinators. (Pee-Wee, Minor, and Major.) All of whom shall hold office for the ensuing year or until their successors are duly elected.

The Board of Directors may appoint such other Officers or Agents as it may deem necessary or desirable, and may prescribe the powers and duties of each and may fill any vacancies which may occur in any office. The Vice President will be expected to fill the first vacant position until such time as a duly elected replacement is in place.

Section 2. President. The President is an Officer and Board position. He/she shall:

- (a) Conduct the affairs of the BYSC and execute the policies established by the Board of Directors as set forth in these by-laws and by any decisions voted on at regular meetings.
- (b) Conduct regular monthly meetings and take minutes if the secretary is absent. He/she will present a report of the condition of the BYSC at the annual meeting. He/she will also represent BYSC at other external meetings as deemed necessary.
- (c) Communicate to the Board of Directors, such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the BYSC. He/she shall have the power to delegate some or all of his duties to other officers.
- (d) Be responsible for the conduct of the BYSC in strict conformity to the policies principles, Rules and Regulations of the United States Soccer Federation and the BYSC.
- (e) Investigate complaints, irregularities and conditions detrimental to the BYSC.
- (f) With the assistance of the League Director, examine the application and support proof-of-age document of every new player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection. He/she will give initialed and completed registration forms, with their respective checks to the Treasurer. In turn, he/she shall receive back from the Treasurer the original forms initialed and marked paid. He will make two

copies of the original forms, and give them to the Secretary. The original forms will go to the League Director for program management purposes.

- (g) Miscellaneous duties - Pick up all mail and distribute accordingly. One spare key will be given to an emergency delegate. He is responsible to provide a meeting place and to arrange for appropriate Soccer Fields. He will keep the League Director notified of Soccer Events and Tournaments as information becomes available.

Section 3. Vice President. The Vice President is an Officer and Board position.

In case of the absence or disability of the President, and provided he is authorized by the President or Board so to act, the Vice President shall:

- (a) Perform the duties of the President, and when so acting, shall have all the Powers of that office, and shall have such other duties as from time to time may be assigned by the Board of Directors or by the President.
- (b) He/she will fill a temporary Officer Vacancy, but shall only hold one vote.

Section 4. League Director. The League Director is an Officer and Board position. He/she will be responsible for administering the Club Soccer Program and activities. The League Director will report to the President and Board of Directors.

Responsibilities include:

- (a) Providing information to the Age Group Coordinators.
- (b) Coordination and formation of new inter-town and travel teams.
- (c) Setup meetings and clinics for coach and player education and training.
- (d) Giving direction to and managing Intramural Referees.(if applicable).
- (e) Providing Age Group Coordinators with game schedules and rule modifications (if applicable)

Section 5. Secretary. The Secretary is an Officer and Board Position. The Secretary shall:

- (a) Be responsible for recording the activities of the BYSC and maintain appropriate files, mailing lists and necessary records.
- (b) Maintain a list of all Members (including registered player members and regular members). Give notice of all meetings to the *Regular* Members.
- (c) Keep the minutes of the regular club meetings and record them in a book kept for that purpose. Prepare copies of said minutes to be distributed at the next regular Club meeting.

(d) Prepare and handle all mailings, seeking help where necessary from regular members.

Section 6. Treasurer. The Treasurer is an Officer and Board Position. He/She shall:

- (a) Receive all monies and securities and deposit same in a depository approved by the Board of Directors.
- (b) Keep record for the receipt and disbursement of all monies and securities of the BYSC and approve all payments from allotted funds and draw checks therefore.
- (c) Prepare and submit an annual **budget** to the Board of Directors and be responsible for the proper execution thereof. Said Budget to be presented at the first regular meeting in February.
- (d) Prepare and present a quarterly Financial Statement Report. Said report to be presented at the regular club meeting held on the months of April, July, October, and January.
- (e) Handle Registration forms as defined in Article VII Section 2(f).

Section 7. Age Group Coordinators. Age Group Coordinator is an Officer position. He/She shall:

- (a) Be responsible to administer their respective Age Group program. Responsibilities include; recruiting coaches for each team, creation of game and tournament schedules, disbursement of pertinent information to coaches, keeping accurate registration records of all player members, and setting up a pre-season coaches clinic with the League Director.

Age Group Coordinator - Age Sets

Pee-wee - Age Groups U-5, U-6, U-7, and U-8.

Minor - Age Groups U-9, U-10, U-11

Major - Age Groups U-12 and up.

Section 8. Travel Manager (Secretary). The Travel Manager is an Officer Position. He/she shall:

- (a) Perform Secretary and Treasurer duties for the Travel Program.
- (b) While performing Treasurer duties he/she shall keep one bank account for Travel, but keep individual books for each Team. Will provide quarterly Financial Reports. Said reports to be presented at the regular club meeting held on the months of April, July, October, and January.
- (c) Register all Travel Teams with E.H.Y.L.A
- (d) Administer the travel program, sharing information with travel coaches.

Section 9. Equipment Manager. Equipment Manager is an Officer position. He/She shall:

- (a) Prior to the start of each fall/spring season - will poll all coaches for equipment needs. He will prepare a list of needed equipment, research reasonable and appropriate costs, and prepare an estimate of costs to be presented to the Board at a regular meeting for approval. Upon receipt of said equipment, will disburse accordingly.
- (b) Will receive requests for additional equipment during the season as required and seek financial approval as above.
- (c) At the end of each fall/spring season - will collect ALL equipment and store it until the next season. Said storage place to be provided by the Club or by volunteer.

Section 10. Field Manager. Field Manager is an Officer position. He/She shall:

- (a) Work with all age Group Coordinators to schedule the fair and equitable use of all available fields.
- (b) Be responsible to prepare a list of needed paint and field maintenance supplies, research reasonable and appropriate costs to be presented to the Board at a regular meeting for approval.
- (c) Schedule the regular painting of all fields including the marking, layout, and field positioning. He will seek and arrange volunteers when needed.
- (d) Arrange for any needed field maintenance, including but not limited to mowing.

ARTICLE VIII - SEAL

The seal of the corporation shall be as follows:

ARTICLE IX - CONSTRUCTION

If there be any conflict between the provisions of the certificate of incorporation and these by-laws, the provisions of the certificate of incorporation shall govern.