

**South Whidbey Youth Soccer Club**



**OPERATING PROCEDURES  
FOR ADMINISTRATORS, COACHES, PARENTS, AND PLAYERS**

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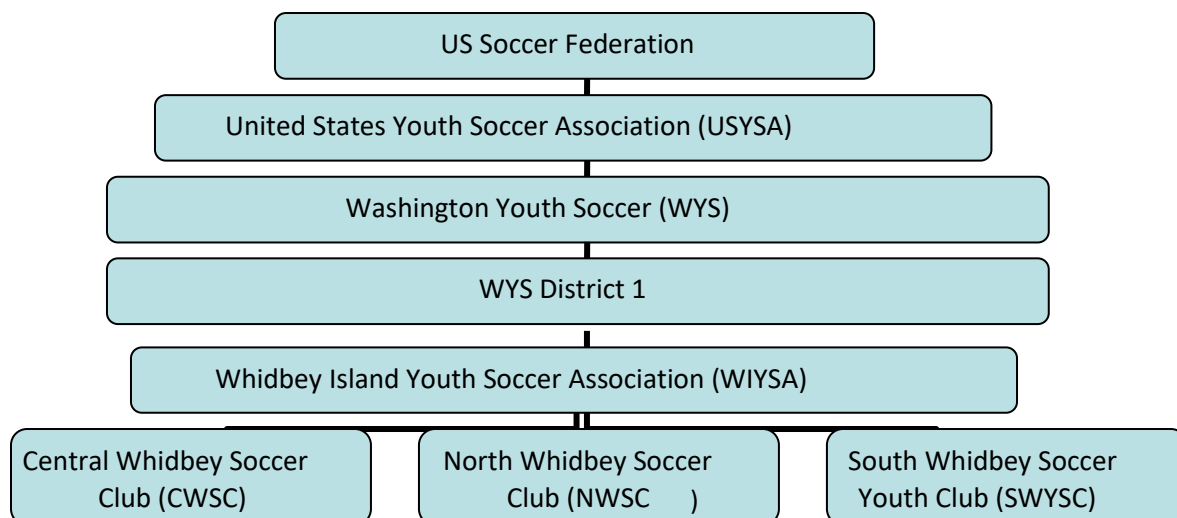
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## 1.0 GENERAL INFORMATION

### 1.1 Mission Statement

To promote, develop, and govern the game of soccer, both recreational and competitive, under the jurisdiction of the South Whidbey Youth Soccer Club, whose jurisdiction shall mainly encompass, but not exclusive to, South Whidbey Island (that portion of Whidbey Island served by South Whidbey School District). To help foster physical, mental and emotional growth for boys and girls of all ages. To train players, coaches and referees in the game of soccer and promote good sportsmanship for as many participants as possible.

### 1.2 Organizational Chart



All items not specified in these procedures are subject to the Operating Procedures of the WYS, which are available on their web site.

### 1.3 Executive Board

The Executive Board is comprised of elected Officers whose primary concern is the efficient operation of the Club. The Executive Board attends all meetings and is charged with the responsibility of ensuring all Club matters are addressed and handled in a timely manner. Details concerning the elections for positions on the Executive Board are contained in the SWYSC Bylaws. The following positions comprise the Executive Board:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Director of Coaching
- F. Operations Director (Equipment Manager)
- G. Field Coordinator
- H. At-large Board member #1
- I. At-large Board member #2

#### **1.4 Board of Directors**

- A. The Board of Directors is comprised of the nine members of the Executive Board.
- B. The Board of Directors is responsible for the enforcement of the Articles, Bylaws, Operating Procedures and the decisions of the Board of Directors including, but not limited to, such matters as the following:
  - 1. Proposed changes or amendments to the SWYSC Bylaws
  - 2. Proposed changes or amendments to the SWYSC Operating Procedures
  - 3. Filling of vacancies on the Board
  - 4. Removal of Officers or Directors based on detrimental actions or neglect of duties and responsibilities
  - 5. Approval or removal of Committee Directors
  - 6. Budget and finance
  - 7. SWYSC player registration fees
  - 8. Requests for membership
  - 9. Formation of recreational and competitive soccer teams and the sanctioning of coaches and players

10. Appeals to the Board of Directors by members of SWYSC
11. Resolution of disputes

### **1.5 Annual General Meeting**

The purpose of the Annual General Meeting is to hold elections for Officers whose term of office has expired, and to approve of the next year's annual financial budget. The Annual General Meeting shall be conducted in accordance with SWYSC Bylaws. Nominations will be made from the floor of the Annual General Meeting. All adult Club members present at the AGM will be entitled to one vote regarding the election of the nominees.

### **1.6 SWYSC Monthly Meetings**

SWYSC shall conduct monthly meetings for the purpose of addressing Club business and receiving team updates in accordance with SWYSC Bylaws and Rules and Regulations..

### **1.7 Administrative Authority**

- A. The governing authority of South Whidbey Youth Soccer Club shall be vested with the program Board of Directors. The Board of Directors shall be governed by the SWYSC Bylaws and the SWYSC Operating Procedures.
- B. The Board of Directors shall have the authority from time to time to issue policies or instructions necessary to interpret, clarify or further define the Operating Procedures.
- C. SWYSC specifically disclaim financial responsibility from and shall not assume nor be held liable for, the debts or the financial obligations, either expressed or implied, of any affiliated team or any of their coaches, managers, or officers beyond commitments authorized by the governing body.

## **2.0 RECREATIONAL SOCCER**

### **2.1 Pre-Season Coaches Responsibilities**

Coaches have the unique opportunity to help mold and grow the future of our youth and soccer organization. Coaches are therefore expected to accept the implicit responsibilities of this role , i.e., responsibilities to players, player's families, and to SWYSC.

Preseason coach's responsibilities include:

1. All WYS coaches must obtain a Risk Management Assessment (RMA) clearance, as discussed in chapter 4 of this document. This is part of the registration process with the Club, and can be confirmed with the Registrar.
  
2. SWYSC encourages recreational coaches to pursue age-appropriate coaching certification.

Any coach with an 'E' License or higher may register their child(ren), and the player fee will be refunded by the end of the season, provided that said parent is the Coach for that child's team for the season. Provide the Registrar with a copy of your coaching certificate.

Coaches are encouraged to devote time toward personal and coaching development. (S)he should gain insight into teaching methods, child development, game strategy, etc. The following are some suggestions:

- a. Attend coaching clinics put on by the Coaching and Player Development Directors, or similar positions of SWYSC, WIYSA or WYSA.
- b. Read Soccer books - the more opinions and methods you come across, the better coach you will be.
- c. Ask and take advice of experienced coaches within SWYSC and WIYSA.

3. All coaches should have access to a first aid kit at all games and practices.

4. All coaches must obtain a current, official roster and copies of medical release forms for each player - and keep this information on hand at all practices and games. In the event that a player gets hurt at practice and you cannot reach the parents, you will need to provide a medical release form at the hospital. Players must be on your roster, given to you by the club Registrar, to be able to play or practice with your team. This ensures that they are properly registered and covered by insurance.

5. All coaches must attend the preseason coaches' meeting as scheduled by the SWYSC Coaching Director. You should receive a Coaching Handbook. In addition, you can learn about other opportunities made available to us through WYS, District 1, like Tony Waiters "Byte Size" coaching program - this program provides coaching activities and practice schedules for all age groups. You can obtain these handbooks from the SWYSC Coaching Director or by downloading them from the WYSA website.

## **2.1 Pre-Season Coaches Responsibilities - continued**

1. All coaches should receive a "Coaching Kit" which includes the following: a Coaching Handbook, practice and game balls, pinnies, wassles, cones, a ball bag, and a first aid kit. Coaches will be responsible for turning in the "Coaching Kit" at the conclusion of the season.

2. All U11-U17 coaches should contact the SWYSC field scheduler (see section 2.6) to request their practice schedule for the season. Game schedules (see section 2.7) will be distributed at the earliest available date by the Registrar.

## **2.2 In-Season Coaches Responsibility and Philosophy**

During the season, the coach has the following responsibilities:

- A. To train and prepare their team and players to compete at the highest level attainable.
- B. To guide individual athletes to establish developmental goals and providing support and advisement on how to achieve these goals.
- C. To coach at the majority of matches (league and tournaments).
- D. To communicate and report directly to the league directors and/or the SWYSC Director of Coaching, regarding team/individual development.
- E. To encourage and support fair play, a healthy lifestyle, athletic and academic excellence.
- F. To inform parents of injuries players may have obtained during practice or games, even if the injury seems minor.
- G. To be aware of requirements for any players with special needs.
- H. To communicate with parents regarding practices and game times.

- I. To supervise players, prohibiting unacceptable activities or behavior. Coaches should never tolerate inappropriate behavior from players. Physical exertion is encouraged.
- J. To make safety a top priority. Never place the value of winning over the safety and welfare of players.
- K. To never seek unfair advantage by teaching deliberate unsportsmanlike behavior.
- L. To limit the demands on players' time so that soccer doesn't interfere with academic goals or progress.
- M. To direct players to seek proper medical attention for injuries and to follow the physician's instructions regarding treatment and recovery.
- N. To understand the basic fundamentals of soccer and be able to teach the team in a positive and fun environment.
- O. Arrive at the field on time and ensure that all players are properly dressed and equipped to play.
- P. To have a clear idea of what you want to achieve as a coach. Assistance will be provided by SWYSC or WIYSA Coaching and Player Development Directors. Consider ideas like:
1. Winning vs. Losing – Skill development is what is important, not wins.
  2. Teaching skills, even though you are likely to lose games to teams that rely on playing physically.
  3. Total development vs. single position improvement Skilled players will be better off in the long run.
  4. Relations of parents and spectators to players, referees, and opponents.
  5. Playing soccer vs. "kick and run"
  6. Development of all players on your team.
- Q. To protect their players from sexual, emotional, and physical abuse or harassment.
- R. To provide their assistant coaches, team managers and players with guidelines designed to keep them from being put into a compromising position.
1. Coaches will not provide individual players with transportation to/from SWYSC practices, matches or tournaments unless accompanied by a chaperone, and only then with the permission of the player's parent or guardian. In the case of organized group travel to a team or club function, the coach may be the driver of the vehicle without a chaperone provided there are two or more players in the vehicle with the coach.



2. Under normal circumstances, unsupervised off-the-field communications directly between a coach and a player should go through the team manager. We recognize, however, that this will not always be the case. Coaches are advised to keep conversations on a professional level and be sure the player's parents or guardians are aware of the communication. SWYSC recommends that the team manager be copied on all direct email correspondence between a coach and a player.

3. SWYSC requests that at least one parent or guardian be present at every practice. Ideally, the parent or guardian will be the opposite sex of the team coach.

4. Parents and guardians should make every effort to pick up their children from practice at the scheduled end time for that practice. If a player's parent or guardian is late, the parent/guardian covering that practice should remain at the field, with the player and the coach, until the player's parent/guardian arrives. If a parent/guardian is habitually late, the matter may be reported to the SWYSC Board of Directors for further action.

5. Coaches should not meet one-on-one with players. Another adult should be present at all individual coach/player meetings.

6. Any observed or suspected abuse or harassment, or violation of these policies, should be reported to the SWYSC Executive Board immediately.

### 2.3 Player Participation

Every player is entitled to participate in a minimum of one half of each game unless the player is injured, must sit out due to a referee decision, does not want to play, is exhibiting unsportsmanlike behavior, is missing proper equipment, or consistently misses practice (or arrives late, leaves early). Unsporting behavior and practice issues must be documented (email the player, parent, and another coach/manager of the team).

- A.** Attend all practices and games. Be on time. If you can't be there, notify your coach ahead of time.
- B.** Wear proper gear. Bring extra clothes during practices, water bottles, ball,...etc.
- C.** Do your fair share. Help your team and your coach.
- D.** Display sportsmanship at all times. Learn from your mistakes and from others.
- E.** Play like winners. A winner never quits, and a quitter never wins.
- F.** Learn the rules of soccer. Soccer is easy to play when you know the rules.
- G.** When watching games, be courteous. Do not interfere with the game.

- H.** Be an example to younger soccer players.
- I.** Encourage your teammates.
- J.** HAVE FUN!

## **2.5 Parent's Role**

- A.** Register your child with SWYSC in a timely manner, providing the necessary forms, birth certificates, fees, medical waivers, and so on. Make sure you know what program you are signing your child up for. Registration times are advertised in several ways; primary methods include: notice on the SWYSC website, email to previous players, and announcement in local papers.
- B.** Provide transportation to and from all practices and games ensuring that the player is prompt not only in arriving, but also departing from practice.
- C.** Whenever possible, stay and watch practice, as well as games, and lend the players support in a positive manner. DO NOT point out mistakes - leave that up to the coach - but dwell on positive accomplishments as well as efforts.
- D.** Be available to “kick the ball” around with your child when invited to do so.
- E.** Make FUN your first priority.
- F.** Allow your child to be a CHILD. Each child will have a different approach to soccer - allow them to enjoy the game “just for fun.”
- G.** In competition, someone always loses. Encourage sportsmanship and winning with grace. If the team loses, encourage your child to find positives.
- H.** Your child’s coach will need all the support and help you can offer. Please, make yourself available and volunteer all the time you can spare.
- I.** Support the coach and officials. Questions, inputs and positive suggestions should be voiced to the Team Manager, or a coach in an adult atmosphere (players should not be present). Remember that support happens by word and deed at home as well as on the field.
- J.** The overall purpose is to participate in the game, improve skills, and enjoy the opportunity to be with your child.

## **2.6 Practice Scheduling**

The Coach and Team Manager will work in conjunction with the SWYSC Programs Director to schedule field time and use. Practice time and field schedules for the U-6, U-8 and U-10 mod programs will be

established by SWYSC Board of Directors prior to the start of the respective season. Typically, the first two weeks of the mod program are reserved for practices. Practice sessions should be interspersed with games throughout the remainder of the mod season.

## **2.7 Game Scheduling**

Upon conclusion of registration for each season, and following formation of teams, a game schedule will be provided to each coach and team manager. Game schedules will be emailed to parents and guardians by coaches prior to the start of the regular season and throughout the season on a week-by-week basis.

Traveling team game schedules will be determined by the Association. Home games will be primarily played at the South Whidbey Sports Complex Fields on Langley Road. Some of the autumn traveling teams may be scheduled on the upper field (above Castle Park) accessed from Maxwelton Road. The WISL intra-island spring league game schedule will be determined by the WISL scheduler.

Ultimately game schedules should be communicated by the Club to the coaches, and from the coaches to the participating families.

## **2.8 Games Ending in a Tie**

Regular season games are allowed to end in ties - there will not be any overtime. Playoff and tournament games are not allowed to end in a tie (FIFA rules of competition will be in effect, modified by League and/or Association rules, as applicable).

## **2.9 Postponed Games**

The Referee will make the determination if a game is to be postponed. For all age groups every effort will be made to reschedule postponed games. The coaches and Field Coordinator will schedule any make-up games by notifying both coaches involved and the SWYSC Referee Assignor.

## **2.10 Team Standings**

Team standings will not be kept for the club mod program (U-6, U-8 and U-10) games. Team standings for the Fall traveling teams (U10 and older) are maintained and accessed from the appropriate Association web site (WIYSA or NCYSA). Intra-island WISL standings will be provided on the WISL web site which is linked to our SWYSC web site ([www.swydc.com](http://www.swydc.com)).

### **2.11 Interclub/Association Play**

SWYSC teams play regular season games either internally (U6 & U8) or through WIYSA or NCYSA (U10 and older). Practices, exhibition games, or “friendlies”, among SWYSC, NWSC and CWSC are permissible with prior notification to WIYSA. Any team wishing to scrimmage against an outside team needs approval from WIYSA, and from the association of the opposing team. These games may be scheduled by the coach upon notification of approval by the appropriate Association(s).

### **2.12 Player infractions**

When the Referee shows a red card to send a player off the field, or asks a coach to leave the field, that person must leave the field immediately and may not be present at the team’s next game. Three cautionable offenses (yellow cards) in one season equal one red card and three red cards require expulsion from the SWYSC for the remainder of the current season. Yellow and red card offenses are covered in FIFA Law 12.

### **2.13 Non-SWYSC Registered Players**

Only players who are properly registered with the Club are eligible to participate in Club-related events. This includes any practices, scrimmages, games, or other sanctioned activities.

### **2.14 U6 – U17 Recreation Teams**

SWYSC forms leagues for U6 (under 6), U8 (6- and 7-year-olds), U10 (8- and 9-year-olds) and U11 and older. Each league has a Director, who is responsible for (in the case of U6, U8, & U10) running the two-week practice period at the start of the season (see section 2.14-.1) and the day-to-day administration of the league during the season.

U6, U8, U10 & U11 play “mod” (modified) soccer: small-sided games on small pitches, played between teams within the league. Guidelines for pitch size, team size and ball size are given in sections F, G and H below. U12 and up play full 11-a-side on full-sized pitches. “Mod” soccer rules are as specified in the Small-Sided Program Rules section of the SWYSC Coaching Handbook, except as noted below. Rules for regular soccer are determined by the Association with which the league plays, based on FIFA rules. Guidelines for coaching appropriate to each age group are specified in the “Coaching Objectives” section of the WYS Coaching Handbook, and may be modified by the Coaching Director as (s)he deems appropriate.

**A. U6 Teams:** U6-eligible players must not have reached their 6<sup>th</sup> birthday before August 1<sup>st</sup>. U6 teams play without goalkeepers. Sidelines and end lines are enforced with throw-ins and goal-kicks; there are no corner kicks. Coaching is focused on correct techniques of dribbling and kicking and introduction to the game, as per the WYS Coaching Handbook.

**B. U8 Teams:** U8-eligible players must not have reached their 8<sup>th</sup> birthday before August 1<sup>st</sup>. U8 teams play with goalkeepers, and corner-kicks may be enforced. Coaching continues to focus on individual skill, along with passing and receiving.

**C. U10 Teams:** U10-eligible players must not have reached their 10<sup>th</sup> birthday before August 1<sup>st</sup>. All regular soccer rules are in force, including offside, except that team and pitch sizes are smaller than regulation (see sections F, G, and H below). Coaching introduces concepts and techniques of small group play.

**D. U11 Teams:** U11-eligible players must not have reached their 11<sup>th</sup> birthday before August 1<sup>st</sup>. All regular soccer rules are in force, except that team and pitch sizes are smaller than regulation (see sections G, H, and I below).

**E. U12-U17 Teams:** U12 through U17-eligible players must not have reached their 11<sup>th</sup> through their 17<sup>th</sup> birthday respectively before August 1<sup>st</sup>.

**F. Number of players and roster size:**

The table below shows target roster sizes, derived from State recommendations. In some circumstances, leagues may elect to have more or fewer players on the field, or on the roster, for a season based on numbers of players registering.

Age Group	Players on the Field	Roster Size
U-6	3	6
U-8	5	8
U10	6	10
U-11	9	14
U-12 –U17	11	18

**G. Game Duration and Ball Size:**

<b>Age Group</b>	<b>Game Duration</b>	<b>Ball Size</b>
U-6	32 Min (Four 8-min periods)	#3
U-8	50 Min (Two 25-min periods)	#3
U10	50 Min (Two 25-min periods)	#4
U-11-U12	60 Min (Two 30-min periods)	#4
U-13-U17	70 Min (Two 40-min periods)	#5

**H. Field Size and Goal Size:** as per WYS Coaching Handbook

**I. Roster/Player Selection**

It is the intent of the SWYSC to ensure that newly created recreation teams are “balanced” with players of equal skills and abilities on each team in order to ensure fair competition and greatest learning environment. It is also understood by the SWYSC that existing teams (U-12 and older) desire cohesion and continuity from season to season. The roster distribution policies and procedures of the SWYSC shall take into account both of these considerations when forming rosters of newly created and existing teams.

**1. Mod (U-6 to U-8, Spring and Fall) Program**

Players registered in the SWYSC mod program shall practice and play in an “Academy” format. Coaches will conduct collaborative practices and games, where children work with all of the coaches, and in “mix and match” teams. This style of play will provide the children and parents an opportunity to work with all of the coaches and encourage collegiality amongst all of the players and coaches. Small-sided games can be used to assess the skill and abilities of the respective players. For games, teams will be chosen or assigned randomly to each coach, using a blind selection (e.g., choosing random numbers or turned over rosters). It is important that all coaches understand that players can be changed between teams during the flow of play, if the teams are imbalanced within the game. Balanced teams throughout the entire season will ensure that games are competitive, and will assist greatly in providing the greatest learning experience for the children.

Academy-style play requires close cooperation amongst coaches, and fluid readjustment and distribution of players. Consider the “fun rule” – if either side is not having fun, then it’s time to redistribute players, in an effort to create a more “even sided” game.

## **2. Spring Intra-Island (U-10 to U-18) Program**

Roster distribution in the spring *Intra-Island League* will follow the policy outlined in WIYSA's *Spring Intra-Island Rules and Regulation Handbook*. Roster distribution of SWYSC teams participating in the spring league is similar to the policy SWYSC has outlined above for the mod spring and fall program. If more than one team is formed, the player distribution shall be balanced between the team's rosters using the same procedure outlined above in Section 1.

## **3. Fall Traveling (U-10 to U-18/19) Recreation Program**

If two or more teams exist within an age group and a new player(s) registers, the player shall be assigned to the team with the smaller roster. In the event that teams have an equal number of players, the registrar shall assign the player randomly (i.e., flipping a coin) to one of the teams.

If there are more players registered than the roster limit for a respective age group, the players are rostered first by the previous year participation on a respective team, providing the player's registration payment has been received by the Club in the first two weeks of open registration. Otherwise, players will be assigned in order of their respective registration date, or in random draw if there are multiple teams. The above rule allowing players to play on the same team to which they were registered the previous year only applies to players registered at the appropriate age level. See Section 4 below for policies relevant to a player "playing-up."

## **4. Playing-Up**

Occasionally, advanced players may wish to request placement in an older age group.

The club will accommodate these requests, based on four separate criteria:

- 1) The request comes from the player/parent, and is desired/supported by both
- 2) The distribution of players/teams in both the gaining and losing age groups is not adversely affected. If player movement jeopardizes the ability of the losing age group to sustain adequate numbers to support play at that age group, movement to the older group may be denied. Likewise, a younger player will not be placed to an older division, when that placement would result in "bumping" a player who is already properly registered in that age group.
- 3) Agreement/support from the previous season(s) coaches that the player is capable – both physically and socially – of being successful in the older group
- 4) Approval from the Board (or a designated subcommittee).

5) Approval, after the first two weeks of practice, from both the player and the receiving coach. This approval gives the player and the coach an opportunity to assess the player's "fit" into the older group.

Another potential opportunity to move a player up may occur if there is a shortage of players in an age group, or if a player is wait-listed on an already filled roster in his/her appropriate age group. Although no player may ever be required to move up, these situations may create a condition where the club may be open to player movement of players in a lower age group. When that occurs, any player that would like to be considered for movement may so request – and the procedure would then be as documented above. Final decision regarding confirmation of that movement again rests with a) the Board, and then with b) the player/coach after the two-week evaluation period.

### **2.15 Uniforms**

Each participating player will be issued a uniform. The uniform is the property of the player.

The Club will make the same uniform available for both Fall and Spring seasons – it is intended that this will provide a cost savings to the player, in that the same uniform may be worn for at least the full soccer year.

Players are responsible to provide their own shin guards, and cleats (as well as socks and shorts, for U6 & U8 players).

### **2.16 Awards**

At the conclusion of each season, all players will be given SWYSC pins designating the season of play. These awards will be handed out at the end of the season by the respective team coaches.

### **2.17 Recreational Tournament**

An inter-club tournament for all age groups may be hosted at the conclusion of spring season at our Soccer Fest. The tournament is designed to promote camaraderie between the SWYSC and our sister clubs to the north (NWSC and CWSC), as well as provide our players an opportunity to participate in a tournament format without the pressure of competitive tournaments offered at the District and State level. There will also be a jamboree style tournament for the U-6 and U-8 teams to participate. Following our Soccer Fest tournament, team awards will be handed out by the coaches and all equipment will be turned in to the SWYSC Operations/Equipment Manager.



### **3.0 FINANCES**

#### **3.1 Recreational Fees**

SWYSC Recreational fees are paid per season of play, and are subject to change from year to year. Current rates can be viewed at our website [www.swyssc.com](http://www.swyssc.com). Recreational soccer has both Spring and Fall seasons. Registration deadlines are as follows: A. Spring Season registration period:

Mid-January thru mid-March, as determined by the BoD

After the open registration period, registration for U-10 and older players may be reopened, but only to fill open spaces on team rosters. Those spaces will be allocated first come, first serve.

B. Fall Season registration deadline:

Early May through mid-June, as determined by the BoD

After the open registration period, registration for U-10 and older players may be reopened, but only to fill open spaces on team rosters. Those spaces will be allocated first come, first serve.

#### **3.2 Select Team Fees**

A. The cost of participation in SWYSC Select or Premier Programs is higher compared with the Recreational program, primarily because the season is longer. SWYSC Select team fees cover all associated costs of participating on a Select team. Current Select

team fees go toward such things referees, field maintenance, etc. Beyond Club fees, teams function independently of the Club, and must set their own budgets, collect any additional monies and pay any established team fees (tournaments, coaching clinics, etc.).

B. Current Select team rates can be viewed at our website [www.swyssc.com](http://www.swyssc.com) for any select team that is forming. Typically, teams do fundraising events to attend tournaments, hire special-focus coaches, and purchase any additional equipment and training accessories.

C. SWYSC Select program fees are subject to change annually. SWYSC will make every effort to keep costs as low as possible for Club Members.

### **3.3 SWYSC Financial Aid Program**

SWYSC wants every child who wishes to participate in soccer to play. The club has a long-standing policy of not allowing financial situations to prevent a child from enjoying the sport of soccer, and we have been fortunate to have the ability to provide financial aid grants for some players over the years. Financial aid grants are a limited resource and are awarded on a first-come, first-served basis.

- The club requires a minimum partial payment of \$25 per player for all applications.
- The maximum amount of financial aid for a Select/District player will be the regular fee for a recreational player.
- If this partial payment is still a hardship, applicants may contact the Board for further consideration.
- A Request for Financial Aid form, which contains personal family information, must be completed and delivered to the Registrar at the time of registration. The form is available on the club's website, at [www.swysc.com](http://www.swysc.com).
- Financial Aid applications are reviewed by the Board of Directors at the monthly club board meetings in a private Executive Board Session, so requests should be submitted early in the registration period to ensure placement of a player on a team.

### **3.4 Player Fee Refund Policy**

SWYSC Club fees will be fully refundable prior to the end of the first week of each season less a \$10 administrative fee. Uniforms remain the property of the player, and will not be refunded, once the order has been placed.

### **3.5 Fiscal Year**

The SWYSC fiscal year runs from January 1<sup>st</sup> through the end of December with the Annual General Meeting held in December of each year.

### 3.6 Payments

SWYSC accepts payments online via PayPal. This ensures prompt settlement of amounts due and reduces the workload on our volunteer staff.

“Rostering” is the process of placing a player on a team. Players will **not** be rostered to a team until:

- Full payment has been made
- Or financial aid application has been reviewed and approved by the Board of Directors at a monthly meeting
- Or other payment arrangements have been reviewed and approved by the Board of Directors at a monthly meeting.
- Players cannot participate with a team until they are rostered by the Registrar.

## 4.0 RISK MANAGEMENT ASSESSMENT

### 4.1 Risk Management Assessment

A. The “Kid Safe” program instituted by the National Risk Management Committee mandates that volunteers be screened and a background check performed prior to being accepted as a volunteer, and every two years thereafter, as long as the volunteer is active in youth soccer. WYS requires that each elected official, employee, volunteer or parent that transports players of every soccer club or association complete a WYS Risk Management Assessment (RMA).

B. The RMA process is initiated on the SWYSC website, as part of the registration process for any non-player position. **It is required to be submitted only initially when a volunteer applies.** After the initial application, the background check will be conducted automatically every two years or as required by WYS.

C. SWYSC receives an approval from WYS. Any adult who has a status other than approved by WYS may not participate in SWYSC events until such time as their status has been changed to approved.

## **5.0 REGISTRATION**

### **5.1 Registration Program**

Registration can be completed by going through the SWYSC website at [www.swytc.com](http://www.swytc.com). Contact the SWYSC Registrar ([registrar@SWYSC.com](mailto:registrar@SWYSC.com)) if you have trouble registering online. Normally registrations will only be accepted through the online registration process and the only method of payment available will be credit card or debit card, but exceptions can be made by request.

### **5.2 Player Registration**

- A. Players wishing to participate in either the Recreational or Select programs must register online at [www.swytc.com](http://www.swytc.com)
- B. Beginning in Fall 2012, all players must present a birth certificate to the Club Registrar, at scheduled events prior to the season. Birth Certificate must be an original, stamped certificate (copies not acceptable). They will be reviewed by the Registrar, and immediately returned to the holder. Each player must only provide a birth certificate one time – registration in a second season will not require a birth certificate.

(Note - in lieu of an original birth certificate, an original valid passport or drivers license may also be presented.)

- C. The registration process is complete only when payment has been received and the player's birth certificate has been verified by the Club Registrar.

### **5.3 Injuries and Insurance Coverage**

All SWYSC registered players are covered by the WYS insurance plan. WYS insurance provides secondary coverage for medical expenses incurred during the course of a WYS sanctioned activity. WYS insurance includes a \$100.00 deductible for each occurrence, regardless of any deductible paid under any other plan. The medical accident claim form, "Youth Soccer Accident Proof of Loss," is available on the WYS web site.

## **6.0 REFEREE ASSOCIATION**

### **6.1 Referees**

A. Referees will have passed a required USSF licensing course, and wear patches according to their level of refereeing ability. Referees are utilized on the field to ensure player safety and to enforce the laws of the game. The referee has to use a great deal of discretion in applying the laws of the game. Regardless of the viewpoints of others, the Referee's opinion is the only one that counts during a game.

B. The SWYSC Referee Assignor holds a position in the Club as determined by the Board of Directors. The Referee Assignor works together with SWYSC and WA State Referees association to ensure that the most up-to-date information is passed between both parties and referees receive proper notice of certification opportunities and best practices.

### **6.2 Absence of Referee**

A. If the Referee does not show by game time (for Recreational games), the two Head Coaches may find a mutually agreed-upon substitute to referee the game. In the case that a shortage of referees is identified on the day of play, older age group leagues will have priority when referees are scheduled.

B. If the Referee does not show by game time (for Select games), upon mutual agreement between the two teams, the game shall be rescheduled.

C. If the Assistant Referee does not show by game time, the Referee may request from the Head Coach of both teams a parent to act as an Assistant Referee, to assist in calling balls in or out of touch.

D. In all cases where a game has been postponed or abandoned by a referee or league director due to inclement weather, the league director shall determine whether the game is to be replayed in its entirety or whether the score at the time of postponement or abandonment shall stand and the game be counted as a completed game.

## **7.0 CODE OF CONDUCT**

### **7.1 Code of Conduct**

A. It is important to keep in mind that SWYSC coaches and Board Members give many hours of their personal time to ensure that players have the best possible experience each season. There may be instances when a person has a disagreement with a coach and/or SWYSC Board Members about playing time, positions, services, etc.

B. There should never be an instance where any person is yelling at a coach, referee or player during a practice or game. No person shall speak negatively about a coach or referee in front of a player.

C. All people associated with the SWYSC will demonstrate respect for the referees whether you agree with the way the game is called. If a serious problem arises, the coach will manage any referee issues in a calm business-like fashion.

D. As part of the registration process, all registrants, parents, coaches, and administrators must sign Codes of Conduct. These codes help to define positive behaviors that will enhance the soccer experience for all participants.

### **7.2 Unsporting Behavior**

A. Coaches responsibility: Coaches are responsible for the sporting behavior and conduct of their sidelines. This includes players, coaches and spectators. Positive encouragement of players is expected, but foul or abusive language is not tolerated at any time, including practices. The referee shall caution players or coaches who are guilty of unsporting behavior and shall send off players or coaches guilty of foul or abusive language.

B. Spectators who interfere with play by unsporting behavior or foul, abusive language are the responsibility of the coach to control. If the coach cannot, or will not, control such behavior, the referee has the power to abandon the match. If the match is abandoned, the referee has no power to determine the winner. The SWYSC Board of Directors will determine any winner in an abandoned match following receipt of the referee's written report of the circumstances.

C. Player behavior - Coaches may discipline a player because of unsporting behavior, conduct, disruptive, inappropriate behavior, and refusal to listen to the coach. The Coach shall use the following steps in situations where inappropriate behavior requires correction:

1. Identify what the inappropriate behavior is and make recommendations to the player for positive changes in behavior.
2. If the problem is not resolved, re-address the problem with the player and make recommendations to the player for positive changes in behavior.
3. If the problem is not resolved, address the problem with the player's parents.
4. If the problem is still not resolved, notify and inform the League Director of the situation. The League Director will call and notify the parents that if the behavioral problem is not resolved, the player may be suspended from SWYSC events without refund of registration fees.
5. If the player continues their inappropriate behavior, the League Director may bring the situation to the SWYSC Board of Directors for resolution.

### **7.3 Disciplinary Action**

The SWYSC Board of Directors shall have the power to penalize any player, coach, parent, or family member thereof, whose actions have willfully violated the Bylaws, Codes of Conduct, or Operating Procedures of the SWYSC, WIYSA, NCYSA or WYS. Penalties may consist of warnings, and temporary or permanent exclusion from the activities of the SWYSC.

## **8.0 FIELDS**

### **8.1 Practice Fields**

SWYSC Practice fields are located at the South Whidbey Sports Complex on Langley Road, and at the high field in the South Whidbey Park, accessible from Maxwellton Road. In some instances, school fields may be used with approval of the appropriate school authorities and the Field Coordinator. Practice schedules will be determined by the Field Coordinator, in coordination with South Whidbey Parks and Recreation, along with coaches and the Director of Coaching.

### **8.2 Game Fields**

SWYSC game fields are located at the South Whidbey Sports complex on Langley Road and in some cases, the Upper Field, located above the Playground in the Park accessed from Maxwellton Road. In the event that games need to be rescheduled, coordination between the League Director, the Referee Assignor, the affected coaches, and the Programs Director is paramount.

### **8.3 Alcohol, Drug and Tobacco use**

Alcohol, drug, and tobacco use are not allowed on Public School fields. Alcohol and drug use are not allowed on South Whidbey Parks and Recreation Properties.

### **8.4 Pets**

Pets are not allowed at SWYSC events (exception: Service animals for the physically and visually impaired). For the safety of players, coaches, referees, fans, and pets, as well as for sanitary reasons, please leave all pets at home.

### **8.5 Parking**



Park at your own risk - anyone improperly parked, blocking roadways or obstructing traffic may be towed at owner's expense. Vehicles may be damaged by soccer balls. Please drive slowly due to children running through the parking lots.

## **9.0 SPONSORSHIP**

### **9.1 Corporate/Business Partnership Guide**

A. SWYSC's main source of revenue is player participation fees. This method, though sufficient to fund the basic operations of the club, creates a competitive disadvantage when measured against other clubs within the state. The primary difference between SWYSC and the state's top clubs is financial support from the business community. To address this disparity, South Whidbey Youth Soccer Club has developed long term marketing partnerships between the Club and the business community, with the goal of providing a powerful marketing opportunity that improves the quality of service offered back into the community.

B. Creating multiple, positive, advertising impressions with a corporation's or business' core audience is a key advertising principal that is accomplished with ease through a relationship with the SWYSC.

C. This program gives businesses a way to help South Whidbey children, create a positive influence in the community, and support employees, customers, and their families, and market directly to a key sale demographic, all for a very small investment.

D. Contact the Director of Fundraising through SWYSC ([www.swyssc.com](http://www.swyssc.com)) for additional information.

## **10.0 APPEALS AND GRIEVANCES**

### **10.1 Appeals and Grievances**

A. No player, parent of a player, coach, manager, team assistant, referee, Club member, or team who has a grievance involving SWYSC shall engage the services of any attorney until all avenues of approach of the Judicial procedure are exhausted through the regular channels of organized soccer.

B. Appeals or grievances from any aggrieved party must be in writing and accompanied by a \$100 non-refundable fee. All appeals or grievances shall be first reviewed by the Grievance Director and then heard by the Executive Board at a meeting called for the purpose of hearing the appeal or grievance if the Grievance Director cannot resolve the grievance. Grievances should be mailed to the SWYSC, **Attention: Grievance Director.**

**C. Appeals or grievances which are to be reviewed by the Grievance Director or heard by the Executive Board must be post-marked or received within 72 hours of the date and time of the alleged incident forming the basis of the appeal or grievance. The Executive Board, by a majority vote, may elect to waive this requirement in the appropriate circumstance.**

## **11.0 LAWS OF THE GAME**

### **11.1 Laws of the Game**

All games and competitions under the jurisdiction of the SWYSC shall be conducted subject to the FIFA (Federation International de Futbol Association) "Laws of the Game" with those modifications published by WYS, WIYSA (WISL spring league), NCYSA (Fall league) and/or SWYSC.

## **DOCUMENT UPDATES**

12/22/2020 – R. O'Brien updated the formatting and made technical updates to out-of-date and inaccurate portions.