



PETOSKEY YOUTH SOCCER ASSOCIATION POLICIES & PROCEDURES

1. Organizational Purpose:

- a. The mission of the Petoskey Youth Soccer Association is to create an inclusive culture that values the development of the whole player while fostering a lifelong love of the game.
- b. PYSA shall comply with all applicable laws governing nondiscrimination and shall be open to membership without discrimination on the basis of race, color, religion, national origin, citizenship, disability, age, sex, sexual orientation, or gender identity.

2. Registration:

a. Affiliations:

All PYSA affiliated teams shall be made up of players registered with PYSA, a Michigan State Youth Soccer Association (MSYSA) League affiliate, which follows both the United States Youth Soccer (USYS) and the United States Soccer Federation (USSF) rules and regulations.

PYSA shall also be affiliated with the Northern Michigan Soccer Alliance (NMSA) and the Michigan State Premier Soccer Program (MSPSP).

b. Fees:

Registration

1. Each PYSA registered player shall pay an annual registration fee that shall be determined by the PYSA Board.
2. Fees shall be established for each year by the Board on or before **the May Board meeting**.
3. Teams participating in only the fall or spring season as a result of high school soccer shall pay the full annual registration fees and receive full registration for our home tournaments during their respective seasons.

Refunds

No refunds will be given unless one of the following exceptions applies:

4. Refunds will automatically be issued to a player who cannot be accommodated with a team.



5. Refunds will be made to a player who moves out of the 100-mile radius from 2325 Click rd, Petoskey MI 49770 prior to the beginning of the playing season
6. Refunds will be made to a player who experiences a season-ending injury prior to the beginning of the playing season (first scheduled game).
7. Refunds qualifying as noted above must be via a written request to the Executive Director.
8. For the Lakers program, the respective deadlines are December 1 for a full refund and requests after December 1, but prior to December 10 will receive a full refund less any State or league registration fees paid. No refunds will be given if requests are received after December 10 unless one of the following exceptions applies:
 - a. Refunds will automatically be issued to a player who cannot be accommodated with a team.
 - b. Refunds will be made to a player who moves out of the 100-mile radius from 2325 Click rd, Petoskey MI 49770 prior to the beginning of the playing season
 - c. Refunds will be made to a player who experiences a season-ending injury prior to the beginning of the playing season (first scheduled game).
 - d. Refunds qualifying as noted above must be via a written request to the Executive Director.

Scholarships

9. Scholarships for players, who for financial or other reasons cannot pay the annual fee shall be reviewed by the PYSA Scholarship Committee.
10. Those families receiving scholarships will be obligated to volunteer over the course of the Fall and Spring Seasons at two extra fieldwork sessions or an extra tournament shift or volunteer work as arranged with Executive Director or Tournament Director in both the fall and spring seasons at the Click Road Soccer Complex.

Premier

11. Teams participating in the select or premier program may be required to pay additional fees (i.e., league, tournament, referee, coach training) to participate in the league in which they are playing. Teams and members shall be responsible for payment of any such fees.

c. Requirements:

Prior to participating in any PYSA related practice or game, each PYSA player shall:



- i. Complete and submit a PYSA application and pay the annual registration fee as determined by the PYSA Board. Players are not registered until payment is received or a scholarship is granted.
- ii. Complete and submit a signed MSYSA medical release form;
- iii. Review, sign, and agree to abide by the Codes of Conduct
- iv. Review, sign, and agree to abide by the Anti-Bullying Policy
- v. Submit copy of the registering player's birth certificate.

d. Player Participation:

- i. All players registered with PYSA agree to play on a PYSA-affiliated team as their primary team.
- ii. Players not registered with PYSA may not participate in PYSA-related activities, except for activities where non-PYSA players are specifically invited to register and participate, such as PYSA-sponsored tournaments, camps, or other programming.
- iii. Guest playing opportunities: players must comply with the approval process to participate in any other club/team training, games, or tournaments and communicate with their head coach and director of coaching prior to the opportunity.
- iv. For non-PYSA players who are not registered with another club that want to participate in activities before registering; a training waiver must be signed prior to field time, limited to three training sessions.

e. Player releases and transfers

- i. PYSA follows Michigan State Youth Soccer Association Release and Transfer rules and policies.
- ii. PYSA registration is for one full seasonal year (fall & spring).
- iii. Any player looking to change mid-year must follow the MSYSA release and transfer process.
- iv. PYSA requires a fully completed release form and a fully completed transfer form to be submitted to the Executive Director before complying with the release and transfer procedures.

3. Team Placement:

a. Team Formation:

- i. PYSA teams follow MSYSA & USYS birth year team formations, team minimums and maximums. All players will be assigned to the team based upon their birth year unless:



1. Not enough players are registered to create a team for that year, in which the Director of Coaching will combine players to another team where appropriate for roster space and ability. OR
 2. A player has been granted approval to play up an age group through the Playing Up Protocol. OR
 3. The player falls into the trapped 8th grader season, granting them the ability to play with the age group below the team during NMSA games while the rest of their birth year is playing in a high school soccer season (fall for boys, spring for girls). Note these players are not eligible for tournament play if the team is registered in their true birth age.
 4. U10/U9 players will be in the Developmental program and be combined ages for the fall play and true age during the spring seasons.
- ii. If a team's roster is full-on July 1 late registrations for reserve spots are subject to the approval of the Director of Coaching and Travel Team Advisory Committee as deemed necessary. If a team's roster is not full by July 1 late additions will be allowed up to the roster limit for a \$25 late fee.
1. Players adding to a full roster after the deadline are not eligible for tournament roster positions unless primary rostered players cannot attend the tournament. If a position becomes available for a tournament it should be offered based upon the tryout criteria.
- iii. If a team's roster has surpassed the maximum roster size **prior to** the registration deadline the following criteria will be used to determine team formation:
1. **U10 age group** (Maximum roster size 12, minimum size 9)
 - a. The U10 teams will participate in the Northern Michigan Soccer Alliance and both home Petoskey Tournaments.
 - b. A true age U10 team may participate in one away tournament in the spring season of their U10 year.
 - c. Additional tournaments or alternative leagues can be entered by working with the Development Director & Director of Coaching who will gauge appropriate development levels as well as interest and commitment from the members.
 - d. League game team formations
 - i. Fall season
 1. Two - U10 teams made up of mixed aged U10 & U9 players, split into equal teams.
 - e. Spring season



- i. Players will be assigned to their team by birth year so that the true age U10 team can prepare for graduating from the Developmental program (if numbers allow).
 - f. Tournament team formations
 - i. Parents must check availability for the entire weekend of the tournaments. If more than the maximum number of participants is available then:
 - 1. The tournament team will be selected by the Developmental Director and the Director of Coaching by looking at the following criteria:
 - a. Date of registration.
 - b. Attending practice on a regular basis.
 - c. Player attitude and work rate
 - d. Player skills and ability to contribute.
 - e. If enough players are registered for two teams the Developmental Director & Director of Coaching will conduct a tryout and consult with the team officials to split the team into two equally skilled teams for league play and two-tiered teams for tournament play.
2. **U11-U12 age groups** (maximum roster size 16, minimum 11).
- a. These teams play in the Northern Michigan Soccer Alliance, both home Petoskey tournaments, and are able to play in up to two additional away tournaments if they choose.
 - b. Additional tournaments or alternative leagues can be entered by working with the Director of Coaching and Executive Director who will gauge appropriate development levels as well as interest and commitment from the members.
 - c. NMSA league game team formations
 - d. If enough players exist to create two teams the players will be separated into two equal teams based upon evaluation by the Director of Coaching and the coaching staff.
 - e. If there are not enough players to create two teams and the team is playing in NMSA there is no roster maximum for games.
 - f. **Tournament team formations**
 - i. Parents must check availability for the entire weekend of the tournaments. If more than the maximum number of participants is available then:



- ii. The tournament team will be selected by the coaching staff and Director of Coaching by looking at the following criteria
 - a. Date of registration
 - b. Attending practice on a regular basis.
 - c. Player attitude and work rate
 - d. Team positional needs, player skills, and ability to contribute
 - g. If enough players are registered for two teams the Director of Coaching will conduct a tryout and consult with the team officials to split the team into two equally skilled teams for league play and two-tiered teams for tournament play.
3. **U13-14 age groups** (maximum roster size 18, minimum 14).
- a. Teams in this age group may choose to participate in the NMSA, or, after a vote of the team members and with the approval of the Director of Coaching and the Travel Team Advisory Committee, may elect to participate in the MSPSP. These teams play in both home Petoskey tournaments and are able to play in up to two away tournaments.
 - b. Additional tournaments or alternative leagues can be entered by working with the Director of Coaching and Executive Director who will gauge appropriate development levels as well as interest and commitment from the members.
 - c. NMSA league game team formations
 - i. If enough players exist to create two teams the players will be separated into two equal teams based upon evaluation by the Director of Coaching and the coaching staff.
 - ii. If there are not enough players to create two teams and the team is playing in NMSA there is no roster maximum for games.
 - d. MSPSP league team
 - i. Teams playing in the MSPSL rosters must be chosen from an advertised and open tryout.
 - ii. Roster formation must follow all MSPSL rules for the percentage of age-appropriate players.
 - iii. The maximum roster of 22 players, with 18 players allowed to dress and play in each game.
 - iv. Tournament team formations



1. Parents must check availability for the entire weekend of the tournaments. If more than the maximum number of participants is available then:
 2. The tournament team will be selected by the coaching staff and Director of Coaching by looking at the following criteria
 - a. Date of registration
 - b. Attending practice on a regular basis.
 - c. Team positional needs, player skills, and ability to contribute.
 - d. Player attitude and work rate.
 - v. If enough players are registered for two teams the Director of Coaching will conduct a tryout and consult with the team officials to split the team into two equally skilled teams for NMSA league play and two tiered teams for tournament play.
4. **All teams U15 and above** will play as Premier teams in the Michigan State Premier Soccer League, OR as a premier tournament team. Teams may elect to play in the State Cup Tournament.
- a. All premier teams must be selected by an open and advertised tryout and follow the team formation guidelines of the MSPSL.
 - b. In the spring season (Lakers -Boys), graduating seniors are not guaranteed to be eligible for the teams if the birth year/team formation and numbers of available players do not allow it.
 - c. If enough players are available to also create a NMSA team from those not selected to be on the premier roster, PYSA will sponsor the NMSA team in addition to the premier team.
- b. Playing Up Protocol**
- i. PYSA recognizes that in rare situations a player's development may be best suited by moving to a higher age division team "Playing Up". When this situation presents itself the following protocol must be followed and is subject to the guidelines listed below that are built to protect both the player and the health of our team formations and club membership.
 1. A player is eligible to request playing up once they have reached the U12 age bracket. This is the stage in which players are allowed to begin heading the ball per US Soccer guidelines.
 2. Players are only eligible to play up a maximum of two age groups per MSYSA guidelines.



3. Playing-up requests will not be evaluated during the middle of a season, all requests should be made near the end of one season and prior to the next season beginning (between fall & spring or between spring and fall).
4. All requests are subject to be denied should the following situations be true:
 - a. The true age team's numbers are low enough that the player leaving the team would result in not being able to offer a team for other players (i.e. we will not move one player up and leave it so 10 players no longer have a team). Consideration is also given to how this would affect the team numbers moving forward as they transition to 11v11.
 - b. The player moving up should not bump a position from a rostered true age player whereas that player would no longer have a team to play on for recreational or select teams.
5. Premier level team requests are subject to MSPSL guidelines on team formation, age restrictions, and deadlines.
6. These guidelines are separate and do not impact the U10 Early Start program.
7. Players and families must understand that decisions are made for the upcoming season, future seasons' roster opportunities may change as the team and players grow. For example, when the rest of the older team moves to only 1 season of play (high school age) the player will be given the opportunity to play with the age-appropriate team for that season.
8. Players and parents should acknowledge that approval to play up in a specific season does not mean the player will continue in a play-up situation or guarantee approval to play up in future seasons. The Director of Coaching reserves the right to review the play-up player each season.
9. Player requests to play up must follow the dedicated protocol and timeline:
 - a. Request made by the family in writing (email) to the Director of Coaching & Executive Director (will be shared with the Travel Team Advisory Committee (TTAC)).
 - b. Evaluation of player by Director of Coaching
 - c. Player invited to team training of higher age group team
 - d. Assessment by the Director of Coaching at the team training



- e. The Director of Coaching discusses player development with the coach of the player's true age team as well as the age they are requesting to join.
 - f. Recommendation made to the TTAC
 - g. TTAC recommendation brought to the board for approval
 - h. Decision finalized and communicated to the family by the Director of Coaching.
10. Players requesting to play up will be evaluated based upon the following criteria:
- a. Technical skills
 - b. Tactical skills
 - c. Pace of play
 - d. Physical attributes (physical development, size, speed)
 - e. Maturity level (physical, mental & emotional)
 - f. Character skills (leadership, sportsmanship, respect)
- c. Miscellaneous
- i. All players, u11-u14 must register and try out for their age group team. Players are not allowed to train with another age group without permission from the Director of Coaching.
 - ii. Eighth graders who are too old to play on a u14 team can register and train with that team outside of their u15 season, but will not be allowed to participate in tournaments.
 - iii. If there are not enough registrants on July 1 to form teams in each age group the PYSA Director of Coaching and Player Development, along with the Travel Team Advisory Committee, will evaluate the situation and make a recommendation to the PYSA Board on what, if any, action should be taken. This may include allowing players to play up from a younger team to fill out the roster, combining age groups of players, and at the sole discretion of the Director of Coaching and Player Development, allowing players to the dual roster as long as it does not negatively impact their original team. Final decisions will be subject to PYSA Board approval.
 - iv. The decisions of the TTAC are only applicable for each season (fall or spring). At the beginning of the next season, the team formation process will start anew.
 - v. PYSA teams that are shorthanded for league play or tournaments, and would like to add guest players from a younger PYSA team, must get approval from the PYSA Director of Coaching before doing so.
4. **Tryouts:** All field players participating in PYSA tryouts will be evaluated on the following items ranked in order of importance:



a. Overall Technical Ability

- i. Dribbling for penetration (To beat a defender)
- ii. Dribbling for possession (To keep the ball and wait for support)
- iii. Finishing (Goal scoring)
- iv. Passing
- v. Receiving
- vi. Ball striking
- vii. Heading
- viii. 1v1 defending

b. Overall Athleticism

Players will be evaluated on their overall soccer-related athleticism:

- i. Speed
 1. With and without the ball.
- ii. Quickness
- iii. Balance
- iv. Strength
- v. Jumping ability

c. Intangibles

How well does the player demonstrate the following characteristics:

- i. Positive attitude toward players and coach
- ii. Sportsmanship
- iii. Is the player "coachable"?
- iv. Competitive nature v. Aggressiveness
- v. Commitment to the previous team

d. Overall Tactical Knowledge

How well does the player make decisions in the following situations:

- i. When to shoot, dribble, or pass.
- ii. Supporting runs off of the ball
- iii. Defending off of the ball
- iv. Spatial awareness as it relates to the position on the field.

5. Parent's Role:

a. Field Work and other PYSA Activity

- i. Volunteers
 1. PYSA cannot survive without parent volunteers. Every parent is required to volunteer to help maintain the Click Road complex or otherwise assist in the operation of PYSA.
 2. Generally, 4-6 hours of volunteer time per season per player is expected of each family.



3. In the event a parent's schedule or situation does not permit him/her to participate in fieldwork, that parent should contact PYSA Executive Director or Field Director to request alternative volunteering opportunities.
- b. Tournaments**
- i. PYSA currently holds 2 tournaments annually, one in June and the other in September.
 1. In addition to the volunteer expectations above, each parent is expected to volunteer to work one tournament workbee and one shift per registered player at each home tournament.
 2. Team assignments will be made by PYSA and forwarded to the team representative. Each team is required to fill all assignments. Instructions and details regarding each assignment will be provided by PYSA.
- c. Parent's Code of Conduct:**
- PYSA expects and requires every parent to adhere to the following Code of Conduct:
- i. Children have more need for example than criticism.
 - ii. Make soccer a positive experience for your child and others.
 - iii. Attempt to relieve the pressure of competition, not increase it. A child is easily affected by outside influences.
 - iv. Be kind to your child's coach and officials. The coach is often a volunteer who gives personal time and money to provide a recreational activity for your child. The coach provides valuable community service, often without reward other than personal satisfaction.
 - v. The opponents are necessary friends. Without them, your child could not participate.
 - vi. Applaud good plays by your team and by members of the opposing team.
 - vii. Parents should be cheerleaders.
 - viii. Between the exuberance of the winner and the disappointment of the loser, we find people called the referees. The referees are charged with the responsibility to watch every move of every player and call the game to the best of their ability. Never question their judgment or honesty. They are a symbol of fair play, integrity, and sportsmanship.
 - ix. Accept the results of each game. Encourage the child to:
 1. Be graceful in victory and defeat, and;
 2. Turn defeat into victory by working towards improvement. Involvement in a travel soccer team is a large commitment by both the parents and players.



- x. Parents and players must be willing to practice more and travel greater distances to play games. Parents will be required to volunteer for team positions and other projects throughout the season.

6. Team Policies and Procedures: (structured a bit differently)

a. PYSA Stipend

- i. PYSA Teams shall receive a seasonal stipend determined by the PYSA Board.
- ii. The team may only apply the stipend towards tournament entry fees.
- iii. PYSA allows teams to charge team members for expenses not covered by the stipend.
- iv. Stipends can only be used for sanctioned tournaments.

b. Team Financials:

- i. PYSA does not encourage or discourage paying coaches, and individual team financial decisions are to be made by the team members (and parents).
- ii. Teams must keep in mind the organizational purpose of PYSA and cannot exclude any member through financial means.

c. Fundraising:

Any team sponsored fundraising activity must be approved in advance by the PYSA Executive Director, the purpose being

- i. There are no competing or overlapping asks to the same sponsor
- ii. The staff and board are aware of donations

d. Tournament Participation:

- i. Each PYSA team may participate in the PYSA tournaments without paying an entry fee, provided the team fulfills its volunteer requirements set forth above.
- ii. Failure to provide adequate volunteer participation may jeopardize future tournament participation and receipt of future stipends.
- iii. U11 and older teams may participate in up to two tournaments per season (fall and spring). Any tournaments beyond two each season must be approved by the PYSA Director of Coaching and Player Development. Teams so participating are responsible for all expenses incurred in such participation, including entry and referee fees.
- iv. If teams are looking to participate in unsanctioned tournaments parents must be informed of the risks and responsibilities. Unsanctioned events are not PYSA endorsed.

e. Scheduling of Matches and Practices:

- i. Matches



1. All coaches or managers are required to attend the scheduling meetings and complete all requirements.
 2. Certified referees are required for all center referee positions. Certified referees are strongly encouraged for all AR positions, but volunteers may be used as ARs if certified referees cannot be scheduled. Volunteers cannot be paid or called offside. They can merely call out of bounds.
- ii. Practices:
1. Field Closings:
 - a. During the season, all or part of a field may be closed to play.
 - b. When any part of a field is closed, as indicated by a "closed field" sign, practice or play on that field (or portion thereof) is prohibited.
 - c. The decision to close all or part of a field is made to protect the safety of players, the field from damage, or to ensure that the field is in playable condition for an upcoming match.
 - d. Please do not play on any field that is closed.
 - e. It may become necessary due to weather and field conditions for the Field Scheduler, with approval from the other board members, to cancel games and/or practices. Field Scheduler will attempt to give as much notice as possible.
 2. Respect: Coaches should instruct their players to respect the soccer fields and equipment. Coaches should instruct their players and parents to clean up the fields after each practice and/or game.
 3. Alternate site: If choosing to use an alternative site for practices when Click Road fields are not available, the site must be covered under our umbrella liability insurance. Coaches must check and get approval for alternative sites from the Executive Director.
- f. **Game Time Participation**
- The PYSA development theory requires players to have opportunities to learn and grow within the game itself.
- i. Coaches are expected to give players game time opportunities where they can be challenged appropriately assuming the player has had regular practice attendance.
 - ii. Coaches should follow the guidelines for playing time below based upon age bracket.
 - iii. PYSA recognizes that some tournaments will involve an elevated level of competition from scheduled league games and coaches should continue to place players into developmentally appropriate situations and clearly communicate with individual players and the team the expectations.
- U9/U10



1. League Games:
 - a. Players should play in 50% of each league game's minutes and experience all positions throughout the season.
 - b. This does not mean equal playing time as some may play more than 50% of game minutes.
2. Tournaments:
 - a. Tournament rostered players should play in all tournament games, however, the 50% minimum may not be reached for each individual.

U11/U12

3. League Games:
 - a. Players should play in each half of each league game and be given the opportunity to learn from mistakes and try again.
 - b. Playing time opportunities should be earned through practice and game participation.
 - c. Attitude and effort should be strong determining factors over individual skill.
 - d. Players should play a variety of positions throughout the season.
4. Tournaments:
 - a. Tournament rostered players should play in all pool play tournament games and coaches should find opportunities to balance minutes throughout the weekend vs within an individual game.
 - b. In the semi-finals or finals, game coaches should strive to include all players for the experience as appropriate for the abilities of each individual player.

U13/U14 NMSA league

5. League Games:
 - a. Players should play in each half of each league game and be given the opportunity to learn from mistakes and try again.
 - b. Playing time opportunities should be earned through practice and game participation. At this age players, skill and performance should be distinguishing guidelines for earning positions.
 - c. Players should play in a minimum of two positions throughout the season.
6. Tournaments:
 - a. Tournament rostered players should play in all pool play tournament games and coaches should find opportunities to balance minutes throughout the weekend vs within an individual game.



- b. In semi-final, finals, or games coaches should strive to include all players for the experience as appropriate for the abilities of each individual player.

Premier League teams

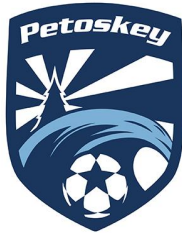
7. League Games & Tournaments:

- a. Players participating in a premier team will earn playing time through practice and competition based upon merit and performance.
 - b. Coaches must clearly communicate their criteria and guidelines at the start of the season for earning playing time.
- g.** Coaches should prioritize development (individual player and team). All coaching methods should stem from a philosophy of development, growth, and learning in game situations. Development equals success.

7. Coaches:

- a.** Parent Volunteers: PYSA encourages parents to become involved as team officials. It is a rewarding experience that can enhance your enjoyment of the sport.
- b.** Coaching Requirements
 - i. All persons who intend to be involved in coaching a PYSA team shall submit their application to coach, including desired age and gender to the PYSA Executive Director by July 1 (November 1 for spring-only coaches). This applies to all persons who intend to run practices or coach matches.
 - 1. The Director of Coaching shall review all applications and approve all head PYSA coaches paid or volunteer. Approved coaches must also have their assistant coaches approved by the Director of Coaching.
 - 2. All PYSA coaches must be at least 18 years of age.
 - 3. All head coaches must obtain an online State Grassroots Coaching License or greater license within 18 months of submitting their initial coaching application. PYSA recommends that all coaches continue their coaching education by attending further clinics etc.
 - 4. All Coaches must obtain, and annually renew, a Risk Management card before assuming any coaching responsibilities. They must also annually complete the Safe Sport Certification and complete the Heads Up Concussion certificate every three years.
 - 5. All coaches must have basic first aid knowledge and be familiar with the Bloodborne Pathogens Guidelines.
 - 6. All coaches must review and agree to abide by the Coaches Code of Conduct (Exhibit 4)

8. PYSA Employees



- a. PYSA employees are obligated to fulfill the duties outlined per their job description. At the end of each calendar year, employees will undergo a full job performance evaluation. The Executive Director will undergo a performance evaluation administered by the PYSA Board with a process agreed upon in advance between the Executive Director and the Board.

9. Miscellaneous

- a. The Board welcomes and encourages input from members of PYSA.
 - i. Members can ask to be put on the Monthly PYSA agenda if there are concerns or questions they would like to present to the board
- b. The PYSA Travel Team Advisory Committee (TTAC) was created pursuant to our by-laws to address issues that arise within the travel teams, their coaches, parents, and players, and then report and make recommendations concerning the issues to the Board, if necessary. The committee consists of three Board members who are not coaches and two coaches who are not Board members. Please contact PYSA for details regarding current (TTAC) members and how to contact the committee.