

Quakertown Soccer Club Travel Policy

Revised: 02/20/2018

The following articles will govern the administration of the Quakertown Soccer Club “QSC” Travel Program. The coaches will be expected to contact the Travel Team Coordinator “Coordinator” whenever a situation arises that is not clearly covered under this policy. There are open General Monthly Meetings the 3rd Tuesday of each month at 7:30 p.m. There are Coaches Meetings twice per year.

Article I. Head Coach Selection

The format for a head coach’s application is posted on the website. Applications are required annually for all head coaches and will be accepted year-round. The term for a head coach is one year. The Travel Team Coordinator and Director(s) of Coaching “DOC”, if appointed, (if there is no Director of Coaching appointed then those responsibilities described within this policy will be fulfilled by the Coordinator) will review all applications/background checks and recommend candidates for approval by the QSC Executive Board. Selections will be made prior to that team’s first travel tryout session. In case of a vacancy, the Coordinator will search for a suitable candidate. If a suitable candidate is not found by June 15th, the Coordinator will make a recommendation to adjust the team structure.

When making a recommendation for a coach, the DOC and Coordinator will use, but not be limited to the following criteria:

1. Overall qualifications:

a. Licensing – It is strongly recommended that each head coach hold a USSF ‘E’ (or equivalent) license for 12 years of age and under teams and a USSF ‘D’ (or equivalent) license for 13 years of age and under teams and up within one year of being granted a team.

Note: the club reimburses coaches for the fee to attend these classes.

b. Playing history

c. Club history

d. Coaching history

e. Ability to interact with players and parents

f. Ability to develop QSC players and programs.

2. Will review and abide by the QSC By-laws, rules and policies.

3. All coaching positions will be evaluated against the above qualifications and reviewed by the QSC Executive Board for approval on an annual basis.

Each 1st year coach will be required to meet with the Coordinator and/or DOC upon team assignment. The Coordinator and/or DOC will:

1. Assess coach’s knowledge and technical ability

2. Ascertain what each coach requires (e.g. training materials, licensing, age appropriate assignment, and tryout explanation)
3. Allocate time prior to season to conduct Tactical Training Session for Coaches as needed
4. Provide the New Coaches Equipment Package – Cones/Discs Vests, Balls, Soccer Ball Bags, Whistles, Clipboard and First-aid kit
5. Provide coach with an annual stipend that is to be used for developmental/equipment needs

Each veteran coach will discuss with the Coordinator or DOC prior to tryouts the priorities moving forward including tactical and technical development.

If a Head Coach is unable to complete the one year term assigned, the coach must immediately notify the QSC Executive Board. The coach and/or team must present the plan (if available) to replace the Head Coach to the QSC Executive Board for approval. If the coach and/or team does not have a plan to replace the coach the QSC Executive Board will decide on the replacement.

If a Head Coach is replaced by a new Head Coach the coaches will work with the Coordinator to transition the coaching responsibilities from one season to the next including coaching responsibilities for events scheduled following travel tryouts (approximately May) and prior to the start of the next travel season (Aug 1).

Article II. Player Eligibility

QSC shall adopt the EPYSA age requirement rules which states that age groups shall be comprised of youth players who are of age on or before the last day of December of the current year:

19 years of age and under	18 years of age and under	17 years of age and under
16 years of age and under	15 years of age and under	14 years of age and under
13 years of age and under	12 years of age and under	11 years of age and under
10 years of age and under	9 years of age and under	

NOTE:

1. Variances may be permitted to the above age groups in the best interest of developing the sport within the jurisdiction of EPYSA and thus adopted by QSC.
2. No player who is under Age 7 during the Team Year will be permitted to play travel soccer without the review of the Coordinator and/or DOC.

Exceptions:

A written petition to “play up” must be made by the parent and acknowledged by the age appropriate and higher-level travel coaches to the Coordinator or DOC. This petition must be reviewed and approved by a committee comprised of the DOC, Coordinator and a QSC Executive Board Member (if there is no

DOC then two QSC Executive Board Members are required). In the event there is a conflict with any individual on the committee, the QSC Executive Board will appoint a replacement committee member.

1. If a player/parent requests to play up the following guidelines apply:
 - a. The player should want to play up.
 - b. The player needs to demonstrate that they are proficient technically, tactically, mentally and physically in their age-pure group as determined by the Coordinator and/or DOC or qualified independent evaluator.
 - c. The player must be evaluated by the Coordinator and/or DOC or qualified independent evaluator at both tryout age groups (age pure and higher age group). The evaluator must determine that the player exhibits as possible the technical, tactical, mental and physical skill to safely and effectively play at the older team's level. If the older team has multiple teams that are split by ability. The player must be able to make the highest ability (i.e. "A") team.

NOTE – For players attempting to play up into a first-year travel team (i.e. 9 and Under team), the same requirements apply for demonstration of abilities at the tryouts in front of an independent evaluator.

NOTE – For players that were cut from their age pure team, they can request to play up into the next age level team but would need to be evaluated by an independent evaluator at a team tryout (if still open) or practice to ensure that the player can safely play up an age level.

2. An age pure rule will not apply to:
 - a. 15 years of age and under age group (high school age) and older, however, this rule will be subordinate to Article IV Player / Team Selection.
 - b. Exceptional Circumstances – if a player at any level has a circumstance of an exceptional nature, they can request to move up. Petition must be made to the QSC Executive Board for consideration as noted above.

Note: The requirements for playing up do not apply to players that went through the independent evaluation process during the tryout period and played up during the previous travel season. These players need to notify the Coordinator and just attend tryouts for their current team, otherwise the player needs to follow the process listed in step 1 above.

Article III. Tryout Procedures

The tryout procedures will be provided to coaches by the regular March club meeting. These procedures will include, but not be limited to:

1. Age division birth dates
2. Starting and ending tryout dates
3. Minimum number of tryouts per age division

4. Minimum time spans between first and last tryouts
5. Details on the ratings process and general skills to be assessed as a part of the ratings process. Specific ratings tools can be at the discretion of the people performing the ratings if they are consistent and clearly defined. Ratings will be provided to the coach who will have the final discretion on players selected for his/her team.
6. Final team approval lies with the Coordinator.

Coaches must notify the Coordinator of the number of players that participate in each session. All players that participate in the tryout process must have completed the registration process prior to attending the tryouts. Shin guards must be worn.

NOTE – A player may tryout at multiple age groups based on Article 2 above. Players, who try out for TWO age groups, MUST play on the higher age level team if selected for that team. If a player does not make the roster for the higher age, then they may play for the younger team if they were selected for the younger team.

Article IV. Player / Team Selection

All player selections will be based on the coach's evaluation. The teams are to carry the maximum number of players under the league rules, as players are available. If a coach wants to carry a roster at less than capacity and players are available from the tryout process they must secure the approval of the DOC and/or Coordinator to do so. The Head Coach must be prepared to provide the Coordinator with the tryout evaluations to help in the determination of the roster size.

The Head Coach will have the discretion, with the Coordinator's approval, to carry multiple teams at an age group if the roster will have a sufficient number of players for each team. Generally, the club will attempt to carry multiple teams as the available players allow. All coaches will be required to submit their rosters by the date set forth by QSC and/or the travel league. Within ten days of the last tryout the coaches must contact all players that tried out for the team.

It is strongly recommended and desired by QSC that age groups up to and including 12 and under consisting of multiple teams have one Head Coach to manage the entire age group, if feasible. This system provides continuity within the teams, aids in player movement between teams to maximize development and sets a common curriculum and framework within the age group.

In the event more than one team in an age division is established. The following guidelines shall be followed:

- For teams, up to and including 10 years of age and under the teams shall be divided as equal ability based teams. Teams that are established as equal ability based teams shall continue as equal ability teams until at least through their 10 years of age and under season. The team coaches, Coordinator and DOC if available shall work together to determine the best course of action for the team.

- Multiple teams at 11 years of age and under and 12 years of age and under may be equal ability based teams or ranked by ability teams (e.g. A, B, etc.). The team coaches, Coordinator and DOC if available shall work together to determine the best course of action for the team.
- Multiple teams at 13 years of age and under and above will be ranked by ability teams and placed on the teams (e.g. A, B, C, etc.).
 - The coaches of these teams will make the selections, with the highest skill level team coach choosing his / her team, then the next highest skill level team coach building the second team with the remaining players. The players do not have a choice of teams. If the teams have a single head coach for that age division then the head coach can split the teams solely.
- Any exceptions need to be approved by the QSC Executive Board

Article V. Player / Team Registration

All coaches will be given registration documents on or before the May meeting (the due date for all paperwork will be stated at that time). It is the responsibility of the Coordinator, in conjunction with the QSC Registrar, to ensure that all documents are provided to the coaches. Each coach is responsible to have each player (and their parent) fill out the necessary forms and pay the yearly fee (as determined by the club).

- See Article VI if you want to register a secondary player.
- See Article VII if you want to make any changes to the original roster.
- NO ONE CAN PARTICIPATE WITHOUT PROPER REGISTRATION. ANY VIOLATION WILL RESULT IN FORFEITURE OF GAMES, A FINE FOR THE CLUB, AND POSSIBLE SUSPENSION OF THE COACH!

All teams shall register for the fall league with the QSC Executive Board approved fall league.

NOTE: If a team finishes in the top three places in the highest available division of the QSC Executive Board approved league they may move to another league as determined by the Head Coach and the Coordinator. To participate in an alternative league the team would need to attend any required league meetings to support their participation in the league, cover any additional costs above those of the QSC Executive Board approved league and complete all registration requirements. Any exceptions to this rule must be approved by the QSC Executive Board.

NOTE: The QSC Executive Board approved fall league will get priority for field scheduling and any alternative league game scheduling would be completed by the Coordinator only after the field scheduling process for the approved fall league is completed.

Article VI. Secondary Registration

Purpose of a secondary player:

1. Fill the team roster to an acceptable number

2. Replace injured player – not suspended players

Selection of secondary players:

1. First seek currently rostered QSC player from a lower skill level (e.g. “B” team) travel team in the same age group. If a player from the same age group is not available then a younger QSC player can be considered. If neither option from within QSC teams is available, then a player from another club may secondary for the QSC Team.
2. Primary Coach must be contacted before asking the player or player’s parents to play as a secondary player.
3. Secondary players must be able to play the position needed.
4. Players must have all involved coaches’ approval.
5. Secondary players must have parental and Coordinator approval.
6. If a player wishes to practice with their secondary team in lieu of their primary team, the secondary coach must make the request to the Primary Coach before asking the player and their parents.
7. All secondary player selections must also meet the requirements of the specific league in which the team is participating.

In summary, all initial contact must be coach to coach and all decisions must be transparent to all parties involved.

Once a secondary player is selected:

1. All schedule conflicts must be resolved at the beginning of the season as soon as the schedules are available.
2. If both games conflict, the primary team game must be played.
3. Players must be present at the primary game a minimum of ½ an hour before game time.

A coach may not turn down a request by a player to play as a secondary player for another club. If a player does not follow these guidelines, their secondary pass will be revoked. If a coach does not follow these guidelines, they may be subject to disciplinary action. **Secondary players are to be used as SUBSTITUTES, not in the place of regular players unless 4 or more primary players are absent or there is a need to fill a specific position, such as a goalkeeper.**

Article VII. Player / Team Roster Changes

All roster changes must go through our QSC Registrar after receiving approval from the Coordinator. The QSC Registrar will need changes at least one week prior to the effective date. Documents can be obtained from the QSC Registrar.

Players can be added until the team reaches the maximum limit, as set by EPYSA or the league as applicable. To remove a player, the coach must notify the QSC Executive Board. The QSC Executive

Board must follow EPYSA guidelines. If a player requests to be removed, coaches must accept the request. Once a player is removed from a team as a primary, they are no longer a team member. After removal, the player can request to be a secondary player, but it is incumbent upon the player or coach to pursue this measure. Approval must be granted by the Coordinator to permit the player to return as a primary or secondary on any QSC team.

Article VIII. Player / Team Schedule

The annual travel season will run from August 1st of a given year through July 31st of the following year.

All travel players commit to the following requirements:

1. Fall League Games
 - a. Usually played weekly September through November
 - b. Attendance is required at games and practices
 - c. Head coach is responsible to provide schedule in a timely manner
2. EPYSA Sanctioned QSC Tournaments (Indoor and Outdoor)
 - a. QSC Teams are required to participate
 - b. Parents will be required to work to support these events
 - c. Coach will be required to supply information as soon as it becomes available
 - d. QSC travel teams are responsible to work as field marshals, snack stand representatives and other roles as needed for the QSC Winter Classic and Spring Tournament
3. Other Events, inclusive of but not limited to;
 - a. Spring League
 - b. Indoor League
 - c. State Cups
 - d. Other tournaments

NOTE: Team Participation in 'Other Events' – occur on a team by team basis. Player participation is not mandatory but is encouraged. It is the head coach's responsibility to provide information to players and parents as soon as possible. Head coaches must keep all available primary players before selecting any guest players.

Article IX. Playing Time

Per US Soccer Player Development Initiatives and based on factors including attendance, effort, attitude and skill with the goal of player development, playing time will be allocated within the following guidance:

1. 7v7

a. Every player should play a minimum of 50% of the time in each game

2. 9v9

a. Every player should play approximately 50% of the time in each game

3. 11v11 (Up to and including 14 and under)

a. Every player should play a minimum of 25% of the time in each game

3. 11v11 (15 and under and older teams)

a. Every player should be given fair playing time as possible based on the individual game situation

Article X. Conduct of Coaches, Players, and Spectators

Head coaches are responsible and will be held accountable for the conduct of their players and spectators at all games, tournaments, or other events at which they are representing QSC. Head coaches will make every effort to ensure their players and spectators adhere to the basic rules of good sportsmanship and good conduct. Head coaches will have all parents sign and return the Parent's Code of Ethics; all players sign and return the Player's Code of Ethics. All coaches will sign and return their own Coach's Code of Ethics to the Coordinator. At all times, the Head Coach will maintain a posture congruent with the established policies of QSC and represent himself/herself in a manner that reflects the best interest of the club. Any unusual events must be reported to the Coordinator as soon as possible.

Article XI. Discipline Issues

Head Coaches are expected to explain all rules to players so that they understand what is expected of them. When a referee uses Red Cards to discipline players, the Head Coach must notify the Coordinator. The QSC Executive Board will review all Red Cards and additional disciplines could be awarded. Any player who receives a Red Card will start their suspension with the next game.

A Head Coach may discipline a player by not allowing that player to participate in a game. No Head Coach should impose this action unless the player has been warned and the Coordinator has been notified. See specific league rules.

Any transgressions by a player, coach or parent in violation of the QSC Codes of Ethics will be reviewed and can result in disciplinary action up to dismissal of the player, parent or coach or any combination.

Article XII. Uniforms

All QSC Travel Teams must follow the uniform rules as follows:

- QSC Teams must wear the current, complete club issued uniforms for all Fall League Games and the QSC Spring Tournament.
- Team specific logos should be restricted to Training Gear and Spirit Wear

- Teams can wear alternate jerseys or training gear to other events if there is the current QSC Club logo visible on the uniform
- There are no basic restrictions on uniforms for the QSC Winter Classic
- Teams and coaches must wear current club issued uniforms and/or polos for Team Photos
- QSC logos are available in various hi-res formats upon request

Coaches are expected to make sure their players look like a team; shirts tucked in, socks pulled up, etc. No jewelry should be worn at any time. Shin guards must be worn for all practices and games.

Article XIII. Guest Players

The definition of a guest player is a player who is currently not on the team's state roster, but is solely added for tournament play. During tournament play, it may be necessary to add players to a team to ensure that a team will have enough players to compete in a game. Coaches must follow the individual tournament rules. It is recommended that players be selected from QSC teams first. The Head Coach can then go to other club teams. Within QSC, the Head Coach MUST first ask the other Head Coach for the player and cannot ask the player or player's parents directly. Guest players are to be used as SUBSTITUTES, not in the place of regular players.

Article XIV. Travel Team Attendance at QSC Meetings

Each team is required to have a representative at the QSC regular club meetings (held every 3rd Tuesday of each month at 7:30p.m.):

- Multiple teams within an age group must send one representative per each individual team
- An individual may not represent multiple teams within or between age groups
- Representatives at the meeting cannot be players of the team (16 years of age and under teams only)
- QSC Executive Board members cannot act as a team's representative

All teams who are not represented at each regular club meeting will be assessed first a warning (one warning per team per travel year) followed by a \$25 fine from their team account for each subsequent missed meeting.

All travel team Head Coaches are required to attend the quarterly coaches meeting as scheduled. Head Coaches absent from the meeting will not be excused from following all club policies and rules (even those established and communicated at meetings). Head Coaches (or their designee) are also expected to participate in all club events as identified by the Coordinator. These events could include, but are not limited to, tournament committee involvement, field maintenance and lining duties, fund raising and the other club projects. Head Coaches are selected for a one year period and, therefore, their duties are not limited to just the travel team playing season.

ARTICLE XV. Fees

Travel Team Fee's will be reviewed and set on an annual basis by the QSC Executive Board. Team uniforms and/or player passes will not be given to the coach until ALL players on the team have paid their registration fees. There will be no refunds unless authorized by the QSC Executive Board.

ARTICLE XVI. Parent Responsibility

Each team will have the following positions:

1. Head Coach – selected by DOC and/or the Coordinator.
2. Assistant Coaches – selected by the Head Coach. Assistant coaches are approved by the DOC and/or the Coordinator.
 - Only two assistant coaches per team will be eligible for any coaches' discount or coaches gift granted by QSC.
3. Team Administrator – responsible for communication between coaches and parents. This role will be selected by the Head Coach.
4. Facilities Liaison – works with club facilities manager and team parents on field management. A facilities liaison may not fill the same role for two different teams. 16 years of age and under teams and older can designate a player for this role. This role will be selected by the Head Coach.

NOTE:

- All positions except for Head Coach and Assistant Coach should be filled by different families. Player passes will be withheld until all club-required roles are filled satisfactorily and the appropriate information is provided to QSC.
- Head coaches and assistant coach's background checks and any appropriate medical awareness training must be completed and submitted to QSC. Player passes will be withheld until all required proof of completion are accepted by QSC.

Parents are expected to support QSC by volunteering some of their time to QSC activities. These activities could include but are not limited to:

1. Concession Committee; work the snack stand
2. Facilities Committee; Field Lining and Maintenance, Building Maintenance
3. Travel Committee; registration
4. Intramural Program; registration, coaching
5. QSC Executive Board; committee positions
6. Tournament Committee; scheduling, registration, promotion
7. Fundraising/Sponsorship Committee
8. Awards Night

9. Attend Practices and Games
10. Attend Club Meetings (each 3rd Tuesday)
11. Special Committees
12. Referee Committee
13. Borough Liaison
14. Coaching

ARTICLE XVII. Annual Feedback

Survey (to be completed annually if possible) – designed to collect feedback from parents of QSC on performance of coaches and their teams. The survey is run by the Coordinator and feedback is presented with actual comments from the parents (with names omitted). The survey is intended to provide a basis for helping the coaches and club get perspective on the progress of the coach and team. The survey should be conducted for the:

- Head Coach
- Assistant Coaches
- Director(s) of Coaching, if applicable
- Travel Program
- Other items as determined by the Coordinator or QSC Executive Board

ARTICLE XVIII. Coaching Reviews

The reviews should be conducted annually in the first quarter of the year (January – March) following the annual survey. The results are comprised of feedback from the Coaching Survey along with specific performance evaluations from the DOC and/or Coordinator. The DOC and/or Coordinator should schedule 1-1 meetings as needed with each coach. Actions outside of club policies may limit a coach from being renewed to their team.

ARTICLE XIX. Recruitment

Recruiting between QSC Travel Teams is strictly prohibited.

The Travel Coaches are permitted to recruit from the Intramural Program or Academy; however, at no time shall recruiting be conducted directly with a child.

ARTICLE XX. Eye guard and Mouth guard Policy

EYE GUARD – To improve the safety of all our players, the Quakertown Soccer Club is requiring all players who require corrective lenses for playing soccer to purchase protective eyewear. This policy became effective 9/1/06.

Regular eyewear is a potential hazard to all who play soccer due to the physical nature of the sport. Not only are the players who wear the glasses at risk, but the players who play against them are at risk as well. Broken templates and lenses can enter a player's eye causing temporary or permanent damage.

To help defray the costs by imposing this policy, QSC will reimburse each player who purchases protective eyewear/goggles \$100. To request reimbursement, present the Coordinator with a written invoice/receipt showing the eyewear purchase and we will provide the \$100 reimbursement.

Head Coaches will be responsible for ensuring players have the correct eyewear. No player will be allowed to play using regular eyewear.

MOUTH GUARD – It is recommended that All QSC players who have braces wear a mouth guard while playing or practicing with their QSC travel team.

ARTICLE XXI. QSC Travel Policy Adherence

Each Head Coach will be required to provide signed acknowledgement of the Travel Policy each year as a part of completing their registration documentation.

Failure to comply with any of the QSC travel policies listed herein can result in team fines, suspensions, removal from team positions or any other disciplinary action as decided by the QSC Executive Board.