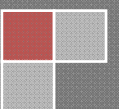


# Courage Recreational Soccer

## Operations Manual

This manual contains the objectives, policies, rules, and procedures for Courage Recreational Soccer. It also describes the organizational structure and defines the roles and responsibilities of those involved in the administration of the Recreational Program.



## **PREFACE**

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## **I. Introduction**

The Courage Recreational League is a program within Prince William Soccer, Inc., a Nike Premier Club, that provides the game of soccer for players of all ages and abilities in the eastern portion of Prince William County. We are a nonprofit, volunteer-based organization. We partner with and are grateful for the support of the Prince William County Park Authority for providing soccer fields. We are also grateful to our partners: Nike, Harris Teeter, Minnieland, and DC United. This manual contains the policies and procedures for the Courage Recreational League and descriptions of the roles and responsibilities of the volunteers and staff who work together to make the program possible.

## **II. Mission**

“Prince William Courage makes meaningful contributions to the community through the game of soccer.” We are guided by the core values of “pride, passion, and possibility.”

## **III. Safety**

Safety is our first priority and everyone shares in the responsibility for ensuring the health and well being of our children.

### **A. Risk Management**

Courage is committed to providing a safe environment for its members and participants, and to preventing abusive conduct in any form. Every member of this organization is responsible for protecting our participants and ensuring their safety and well-being while involved in sponsored activities. We encourage parents to become as active as possible in sponsored activities, games, practices, and other events. The more the parents are involved, the less likely it is for abusive situations to develop. To aid in providing a safe environment for our players, participants, and staff, we appoint all coaches, officials, and volunteers--and anyone else affiliated with our organization--as protection advocates. Every member of this organization is responsible for reporting any case of questionable conduct or alleged mistreatment toward our members by any coach, official, volunteer, player, parent, sibling, or spectator.

**1. Kidsafe Program:** The background of all coaches will be researched, upon registration, through the Kidsafe Program. Courage Recreational Soccer will not knowingly recommend or knowingly allow for placement in a position that would involve direct contact with a child any person who has: (a) been convicted of any felony, crime of violence, or crime against a person; (b) an arrest record for any offense involving

sexual misconduct; (c) a documented or demonstrated history of drug abuse or alcohol abuse; or, (d) demonstrated a pattern of behavior that would have a detrimental effect on children.

### **2. Misconduct Discovered While Affiliated with Courage**

The club will respond quickly to any and all allegations of abuse within this organization. In the event that any Courage member learns of an allegation that could potentially disqualify a currently serving coach, trainer, administrator, or other volunteer from further participation in Courage activities, that allegation must be reported immediately to the League Director who will consult with the respective Commissioner to determine if the allegation warrants review by the Rules and Discipline Committee. The alleged offender will be notified of such allegations promptly. Any person accused of misconduct that would result in disqualification from participation in Courage activities, or who engages in inappropriate behavior, will be suspended by the League Commissioner until the matter is resolved.

### **3. Appeal**

Persons who are barred, disqualified, or suspended from Courage activities may appeal to the Executive Board. After considering all of the evidence, to include recommendations of the League Director and Commissioner, the Executive Board may, upon unanimous vote, grant the appeal and allow full participation in Courage activities. The Executive Board's decision will be binding.

### **4. Reinstatement:**

A person who is accused but later cleared of charges may apply to be reinstated. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his/her former position. In the event reinstatement is denied by the Rules and Discipline Committee, the affected party may appeal to the Executive Board for reinstatement. A unanimous vote of the Executive Board is required for reinstatement. The Executive Board's decision will be final.

## **B. Guidelines for Appropriate Behavior.**

The following guidelines of behavior and procedures are established for our staff, volunteers, and participants. All members of this organization, as well as parents, spectators, and other invitees, are expected to observe and adhere to these guidelines.

1. Abuse of any kind is not permitted within our organization. This means we do not tolerate physical, sexual, emotional, or verbal abuse or misconduct from our players, coaches, officials, volunteers, parents, or spectators.

2. Physical and sexual abuse, including, but not limited to, striking, hitting, kicking, biting, indecent or wanton gesturing, lewd remarks, indecent exposure, unwanted physical conduct, any form of sexual conduct or inappropriate touching, are strictly prohibited within our organization.

***a. Physical Conduct***

- i. Adults and others in positions of authority must be aware that physical contact can be misinterpreted. Physical contact should be limited to that necessary to teach a skill, treat an injury, or console or congratulate a player. Physical intimidation, physical punishment, or threatening a player with physical harm are not appropriate behaviors and will not be tolerated. However, reasonably requiring players to do push-ups, running, or the like for misbehavior would not likely be considered inappropriate.
- ii. Sexual contact of any kind between adults and players is prohibited whether or not the contact is consensual.
- iii. Hazing or any type of initiation to a club or team is prohibited.
- iv. Corporal punishment is prohibited.

***b. Social Conduct:*** Adults must be prudent when participating in team social activities. Proper, non-provocative attire will be worn at all Courage-sponsored activities. One-on-one contact between an adult team representative and any player must be conducted in the view of at least one other adult. A minimum of two adults, at least 21 years of age, must be at each team activity, to include practices, games, and parties.

***c. Coaching Guidelines:*** To further protect our youth participants, as well as our coaches, officials, and volunteers, we strongly advise that no adult allow him/herself to be alone with a child or with any group of children during sponsored activities. In particular, we recommend that coaches or other adult members of this organization:

- i. Do not drive alone in a vehicle with a child participant, other than his or her own child, without permission from the other child's parent or guardian, except when required by medical or other emergency.
- ii. Do not take a child alone to a locker room, bathroom, or any other private room.
- iii.  Do not provide one-on-one training or individual coaching unless another adult is present.

iv □ Have all conversations with youth participants within view of others, in the gym or on the field, not in a private location or office.

v. Do not socialize individually with youth participants outside of team or league- sponsored or parent-approved activities.

3. Emotional abuse or verbal abuse is also prohibited. These include, but are not limited to, such forms of abuse as: Insulting, threatening, mocking, demeaning behavior, or making abusive statements in regard to a person's race, gender, religion, nationality/ethnicity, sexual orientation, or age.

a. Offensive or vulgar language, to include name-calling or harassment of a player, coach, official, or spectator, by adults or children, is unacceptable. Courage events, including games and practices, should be family oriented events. Adults should model positive communication skills.

b. Language that is denigrating in nature, content, or tone or refers to one's gender, race, national origin, disability, sexual orientation, or religion in a denigrating or negative manner is not acceptable.

c. Inappropriate language or threatening language used toward an official, coach, player, parent, or spectator may be grounds for removal from a game or the premises or both.

### **C. Practice and Game Safety**

**1. Goal Safety:** It is our responsibility to inspect the safety of every field that we practice or play on. If you find a field that is not safe and you cannot correct it, please remove the players from the situation. Be sure to notify the Clubhouse of the potential dangers.

**As coaches and parents we need to make sure that the goals we are using are properly anchored into the ground.**

2. Adults share the responsibility for the player's health while at practices, scrimmages, and games. Coaches should have a player's medical release forms and first aid kits with them at all times. Coaches should have an emergency plan in place so that if someone is hurt in a practice or a game, the coach knows who to call, where emergency personnel might take the injured party, and how to contact family members.

### **3. First aid**

*a.* In the event of a medical emergency, appropriate action must be taken immediately.

*b.* It is recommended that each coach and/or program administrator have a first aid kit at the game/practice site at all times.

*c.* The first concern is always to make sure the player is not seriously injured. Never move a player who may have internal injuries. If serious injury is suspected, clear the field or court and summon medical help. It is recommended that standby medical help be present at all tournaments.

*d.* If it will not hurt the player more, remove him/her from the field or court to the sidelines away from spectators.

*e.* Officials will not allow a player to participate in a uniform that has blood on it. It is recommended that extra clothing be carried as a precaution. Many referees will allow a T-shirt of the same color as the jersey to be worn should an accident happen.

*f.* Any head injuries resulting in disorientation should result in a player remaining out of the game.

*g.* Any bleeding that occurs must be administered to with latex gloves and properly sterilized bandages. All bleeding must be stopped prior to re-entering the game. Any bandages, uniforms, or other items that have come in contact with the blood must be properly disposed of.

*h.* Adults transporting players must model safe driving techniques and enforce seat belt use for all vehicle occupants.

*i.* The conditions of the field or facility must be conducive to safe play. Weather conditions must also be reasonably safe from lightning, high winds, or extreme temperatures.

*j.* Adults should be aware of the signs of neglect and abuse (physical, emotional, or sexual) of the players. Signs of this should be reported to the local law enforcement agency.

*k.* Never leave a player unattended.

### **IV. PERSONAL LIABILITY/MEDICAL**

Courage Recreational Soccer, through the Virginia Youth Soccer Association (VYSA), has purchased Accidental, Medical, and Liability Insurance program. A limited amount of personal liability insurance is provided as well as medical coverage for players. However, it is recommended that Courage volunteer staff, coaching personnel, and parents/guardians review their own insurance requirements.

## **V. Conduct**

**A. General.** All participants in Courage Recreational Soccer (players, coaches, officials, and spectators) are expected to conduct themselves in accordance with the principles of good sportsmanship and appropriate behavior and will comply with Courage policies, rules, and procedures.

**B. Courage Code of Conduct.** Courage Recreational Soccer competition will be governed by the principles of good sportsmanship at practices and games.

### **1. Coaches Code of Conduct:**

*a.* Soccer belongs to the players. I will always put the welfare of the game and the players above my own.

*b.* I will never engage in unsportsmanlike conduct, and will never tolerate it in my players. I am responsible for the conduct of my players and their parents.

*c.* I will faithfully abide by Courage rules and procedures, and execute the Club's policy.

*d.* I will know and teach the Laws of the Game, and strive to see my players live up to both the letter and intent of them.

*e.* I will refrain from criticizing the officials, especially in front of players, parents, and spectators. I will treat officials with respect, and demand the same from my players, their parents, and spectators.

*f.* I will not make derogatory comments about opponents or other coaches.

*g.* I will not make public references to unethical conduct or possible rules violations by opposing coaches. I will report such abuses through appropriate club channels.

*h.* After a loss or bad performance, I will avoid blaming individual players.

*i.* I will not permit the use of alcoholic beverages at any games, practices, or scrimmages where young players may be participating.

*j.* I will remember that, in the Courage Club, soccer is a learning experience for all involved - players, coaches, referees, and spectators.

*k.* I understand that any coach who encourages a team or individual member of a team to play in an unfair manner or to intentionally injure or physically or verbally abuse a member of another team or a referee is guilty of a serious breach of fair play as well as Courage goals and objectives . With regard to these violations, referees have been instructed to take immediate steps to curtail such behavior and take immediate action to report such to the R&D Committee.

*l.* I will not engage in activities that may bring discredit to the Club.

## **2. Players Code of Conduct:**

*a.* I will learn, respect, and follow the Laws of the Game.

*b.* I will respect the authority of referees. I understand that they are trained in the Laws of the Game, realize that they may sometimes make bad calls, and understand that the Laws of the Game give the referee, and no one else, full authority to enforce those Laws.

*c.* I will show good sportsmanship before, during and after every game. I understand that opposing players are just like me and deserve the same consideration, fair play, and treatment that I desire.

*d.* I will help my parents and any other spectators attending the game understand the Laws of the Game. By doing this, I will help them enjoy the game and allow them to display the same respect and treatment for the referees, coaches, and all players as I am required to display.

*e.* I will never engage in any conduct that will embarrass or bring discredit to myself, my family, my team, my coaches, or the Courage Club.

*f.* I will always strive to be the best player and role model I can be. By doing this, I will help younger players learn to love and respect the game of soccer.

## **3. Spectators Code of Conduct**

*a.*  I will ensure that my conduct shall reflect courtesy, sportsmanship, good citizenship, and a positive example for the players.

*b.*  I will show respect for the Laws of the Game.

*c.*  I will show respect for officials and refrain from questioning decisions or from addressing them.

*d.*  I will cheer for my team in a positive, supportive manner, refraining at all times from making hostile, negative or abusive remarks about the opposing team or my own team's players.

*e.*  I will enter field/facility quietly, refrain from coming into the playing area or from throwing foreign objects or other material into the area, and exit in an orderly manner at the conclusion of the event.

*f.*  I will follow field/facility rules and regulations, respecting at all times the property of others.

*g.*  I will demonstrate appropriate gestures of sportsmanship at the conclusion of a game, win or lose.

*h.*  I will be responsible for ensuring that my children do not violate these codes.

**4. Alcohol, Illegal Drugs, and Tobacco Products Policy** - No Courage player, coach, official, parent, or any spectator will use alcohol, illegal drugs, or tobacco products at any field during any event in which Courage is a participant.

**5. Animals** - For the safety and health of all players, coaches, officials, and spectators, all animals must be leashed when on any field used for practices or games.

### **C. Discipline and Sanctions**

**1. Players' Discipline:** If a player is unruly or presents persistent problems for a coach and will not respond to the coach's request to behave in an appropriate manner, the coach may insist that the player's parent/guardian attend practices and games. If the problem is severe, the coach can restrict the player from practicing or playing in a game. Coaches taking such action must inform the League Director and the player's parent/guardian before taking the action, or when that is not possible, within 24 hours of taking action. Any incidents of violent conduct, serious foul play, cautions, sending-offs, or other violations of the Courage Code of Conduct will be reviewed to determine if additional penalties should be imposed, to include suspension or dismissal from the Courage Recreational Soccer Program.

**2. Coaches' Sanctions:** Coaches, as representatives of the Courage Recreational Soccer Program, are expected to conduct themselves in accordance with the Courage Code of Conduct in such areas as comportment, behavior, speech, and action, as well as to follow all the rules and regulations of the Courage Recreational Soccer Program as outlined in the Policy and Procedures Manual. If coaches do not conform to these

expectations, then the Club has the right and duty to impose sanctions. Such sanctions may include but are not limited to forfeiture of game(s), suspension, or dismissal from the Courage Recreational Soccer Program.

**3. Spectator Sanctions:** Parents, guardians, and spectators are expected to conduct themselves in accordance with the Courage Code of Conduct, the Standards for Players, Parents/Guardians, and Spectators, and adhere to the rules and regulations of the Courage Recreational Soccer Program as outlined in the Policy and Procedures Manual and Parents' Handbook. If parents, guardians, and spectators do not conform to these requirements and expectations, the Club has the right and duty to impose sanctions. Such sanctions may include but are not limited to forfeiture of attendance at game(s) and practices, suspension, or dismissal of the parent's or guardian's child(ren) from the Courage Recreational Soccer Program.

**E. Rules and Discipline Committee:** The Rules and Discipline Committee operates under the guiding principle that the safety, welfare, and moral development of the youth participating in activities sponsored by Courage Soccer depend to a great extent on the ethics, integrity, and trustworthiness of the officers, managers, coaches and other PWSI volunteers and affiliates.

1. One of the purposes of the Committee is to conduct hearings to determine and enforce sanctions, beyond those issued by referees, for violations of the Laws of the Game or for violations of Courage rules and policies.

2. The R&D Committee has the right to impose sanctions on players, coaches, parents, spectators, and teams in PWSI who engage in misconduct.

3. The decisions of the R&D Committee may be appealed to the Executive Board.

4. Any team (coach, assistant coach, players, parents, or spectators) showing continuous disregard for the spirit of fair play and conduct may be instructed to appear before the R&D Committee. The purpose of this hearing would be to determine the circumstances surrounding the incident(s) in question, the corrective measures the team proposes to take, and whether penalties against the team are in the best interest of the Club. For continued significant misconduct, and when no resolution for acceptable conduct can be achieved, the Courage Executive Board, upon recommendation of the R&D chair, will not allow the team to continue playing PWSI games.

**VI. Recreational Programs Defined:** The Courage Recreational Program is designed to provide a positive soccer experience to children of all ages and abilities. Leagues are structured and teams are formed to afford the most age-appropriate experience possible with the emphasis on enjoyment while maximizing each child's potential. At the foundation of the program is the mandate that every child will play a minimum of 50% of every game.

**A. MinnieKickers**

1. The MinnieKickers Program includes U4, U5 and U6 children. Players born between July 31, 2005 and August 1, 2002 are eligible for this program.
2. Games are played on Sunday afternoons.
3. The teams are usually co-ed.
4. Practices during the week are not required or encouraged for this age group.
5. All players must wear the MinnieKickers uniform which is included in the registration fee.

**B. House League**

1. The House League includes children born between July 31, 2002 and August 1, 1996.
2. Games are played on Saturdays on fields throughout eastern Prince William County.
3. Age groups are: U7, U8, U9, U10 and U12 and teams are gender-specific.
4. Players are required to wear the Harris Teeter uniform which costs \$35. (The uniform may be worn for as many seasons as it fits the player.)

**C. Challenge League**

1. The Challenge League includes players born between July 31, 2001 and August 1, 1996.
2. Age groups are: U8, U10 and U12. Each group includes two ages, e.g. U8 includes U7 and U8 players, etc.
3. Teams are gender-specific.
4. Players are required to wear the Harris Teeter uniform which costs \$35.

5. The goal of the PWSI Challenge League is to provide an increased level of competition and enhanced player development opportunities. The Challenge League will provide an environment in which the level of competition, commitment, and player development falls between that of the Recreation and Select or Travel Leagues. The Challenge League will ensure that the players and coaches learn age-specific aspects of the game appropriate to the physical, emotional and psychological readiness of the players. The Challenge League is open to any player that desires a greater challenge and agrees to fully participate in the program, including a mandatory weekly player clinic.

6. The Challenge League costs slightly more than the House League, in order to cover the cost of the professionally-led clinics.

7. Each season closes with the Challenge Festival Tournament.

#### **D. Suburban Friendship League**

1. The Suburban Friendship League (SFL) includes players born between July 31, 1996 and August 1, 1989.

2. Age groups are: U14, U16 and U19. Each age group includes multiple ages. U14 includes U13 and U14 players; U16 includes U15 and U16 players; and, U19 includes U17, U18 and U19 players.

3. Teams are gender specific.

4. Players are required to wear the Harris Teeter uniform which costs \$35.

5. Teams play under the guidelines of the SFL, an organization formed to increase the level of competition for older recreational teams.

6. Courage teams play against other Clubs (or sometimes against each other) on fields throughout the Washington Metropolitan area. Our home fields are at Veterans Park/Tyrrell.

7. Each season closes with the SFL tournament.

**E. TOPSoccer** (“The Outreach Program”) is the official United States Youth Soccer (USYS) program offered in affiliation with Prince William Soccer, Inc. to any child between the ages 4 1/2-18 with physical and/or mental disabilities. This program is designed to get these young athletes off the sidelines and onto the playing field. The mission of this program is geared toward having FUN, socializing with friends, exercising, and, if our children will cooperate a little, learning about the game of soccer. The program is not going to make professional soccer players out of them. Instead, these kids will work on coordination, flexibility, object recognition and much more in a

fun and energetic atmosphere. We hope the kids take away from this program a sense of accomplishment in learning something new or expanding upon their abilities.

## **VII. Recreational Uniform Policy**

**A . Uniforms:** All players will wear a Courage Recreational Soccer uniform, which will be worn external to any other clothing. The uniform worn by each player not only designates the team but represents Courage. As such, the uniform should be worn with pride and respect. Uniforms may be worn until such time as they no longer fit or until the Club determines that a Club-wide reorder is necessary. All attempts will be made to minimize the cost of uniforms to players.

1. The mandatory uniform consists of the following:

*a.* Team jerseys for U7-U19 players consist of a red (home) jersey and a white (away) jersey with the Courage and sponsor logos affixed to the front.

*b.* Team jerseys for U4/5/6 are various colors (same color for all players on each team) with Courage and sponsor logos.

*c.* Team socks for U7-U19 are red and black, with red being the home sock and black being the away sock.

*d.* Solid black shorts, as purchased through Courage Recreational Soccer.

*e.* Shin guards, to be provided by the player, are mandatory, and must be worn by all players at all practices and games--NO EXCEPTIONS. Socks must be pulled over the top of the shin guard.

*f.* Goalkeeper jersey, as made available by Courage Recreational Soccer, or a player-provided jersey which contrasts with the other players and officials.

*g.* Padded shorts or pants and knee and elbow pads are recommended for the goalkeeper, but not provided by Courage Recreational Soccer. Only approved goalkeeper headgear may be worn on the playing field (a hat with the bill made of slow-recovery foam).

*h.* Appropriate footwear (sports shoes or sneakers), to be provided by the player. Any footwear is acceptable so long as the referee deems it not dangerous to the player, his/her teammates, or opponents (i.e., worn-out sections of footwear in which sharp objects may be protruding would be unacceptable). Metal cleats are forbidden.

*i.* The registration fee for U4/5/6 includes the cost of the uniform.

*j.* The cost of the uniform for U7 through U19 is \$35 and is in addition to the registration fee.

2. Jerseys for players U7 through U12 will be numbered by the Club. Jerseys for players participating in the SFL League **must be numbered and numbers must be unique for each player within a team.**

**B. Prohibited Articles** - Any item which may constitute a potential danger to the player(s) will not be worn.

1. Watches, necklaces, rings, bracelets, earrings, unzipped jackets, hats, hoods, barrettes, any metal or hard objects worn in hair, or other items that constitute a potential danger to the player and/or any other player shall not be worn. Taping over ear studs is specifically not permitted. Medical alert and religious jewelry may be worn if made sufficiently safe to the satisfaction of the referee, such as by taping to the body.

2. Except for that approved for the goalkeeper (hat with bill made of slow-recovery foam—standard baseball caps with long brims are not appropriate), headgear shall not be worn on the playing field. EXCEPTION: Headwear worn in accordance with religious beliefs and customs is exempted.

3. If a player is wearing a cast, splint, or other hard material, he/she may not participate in Courage games without appropriate padding or covering as determined at game time by the referee. Padding should be one or two layers of slow-recovery foam taped over the cast. Players with a soft cast, cloth brace, or similar item wrapped with soft material may play at the discretion of the referee.

4. In judging the suitability or safety of a player's uniform and equipment, the referee has the final decision.

**VIII. All Star Policy and Procedures** (The complete policy letter appears as Appendix A.)

**A. Vision:** All-Star tournaments provide an opportunity for House program players with above average skill level and interest in the game to play soccer in a more competitive atmosphere.

**B. Objectives of All-Stars Tournament Participation:**

1. Encourage the development of sound principles of soccer play among All-Star team members by introducing players to new coaches, methods of training, and camaraderie with players from other teams.

2. Promote growth among youth in their appreciation for soccer by exposing them to different clubs, methods of play, and philosophies and style of competition on the field.

**C. Tournament Participation.** Courage will participate in a minimum of one All-Star tournament per Spring and Fall season of play. Rules and regulations published by tournament sponsors will be reviewed and followed by all coaches.

1. All-Stars Player Selection: Players are nominated for consideration as All-Stars by their regular season coaches. All-Stars coaches will view players as they play regular season games and make their decisions about whom they wish to choose from these observations. Tryouts are not allowed.

2. All-Stars Coaching Staff Selection: Coaches volunteer to coach All-Stars teams and a review panel determines which coaches are selected.

3. All-Stars Participation Commitment: Coaches will train their All-Stars team with at least one practice and one full-length game scrimmage per week. Prior to selecting a player, coaches must insure that players and players' families understand that participation in All-Stars is time-intensive. All-Stars players are expected to continue to train with their regular season's team until the regular season ends. All-Stars team practice is to be secondary to the commitment to a player's regular season team.

**D. All-Stars Program Management:** An All-Star Program Coordinator represents the interests of the All-Star program. The duties and responsibilities of the All-Star Program Coordinator shall include, but not be limited to:

1. Personally, or through designated representatives, represent PWSI to All-Star tournaments.

2. Answer all inquiries or complaints regarding the All-Star program in a timely manner.

3. Perform or delegate duties necessary to coordinate the All-Star Program for Courage Recreational Soccer. The complete list is found in Appendix A.

## **IX. Registration**

**A. Timeframes:** Registration will open on November 1 for the Spring season and on April 1 for the Fall season. Registration is available on-line at [www.pwsi.org](http://www.pwsi.org), which is the preferred method; or in person at the Clubhouse at 14716 Minnieville Road, Woodbridge, VA 22193.

**B. Payments:** Payment can be made with a Visa or Mastercard through the on line registration process; checks can be mailed if the online process is used. Checks, credit cards or cash can be used if registering in person.

**Registration is not considered complete and players cannot be assigned to teams until full payment is made.**

**C. Documentation:** New registrants must provide documentation of date of birth.

**D. Fees:** The cost of the MinnieKickers program is \$75.00 and includes the required uniform and a soccer ball. The cost of the U7-U19 House League is \$70.00 and does not include a uniform. The uniform kit is sold separately at a cost of \$35.00. The cost of the Challenge Program is \$95.00 which does not include a uniform. The additional cost of the Challenge Program covers the weekly clinics that are run by the Club's professional coaching staff.

**E. Late Fees:** Late fees will automatically be assessed after the end of the timely registration period.

**F. Scholarships** are available to families that provide documentation of eligibility for the Prince William County Food Services free or reduced lunch program. Recipients may be asked to participate in Club activities or fund-raisers to offset the costs of the Scholarship program.

### **G. Refund Policy**

1. Refund requests should be made on the official Refund Request Form which can be found on the website or at the Clubhouse.

2. Limited refunds will be provided after a player is registered. Courage Recreational Soccer will grant requests for refunds for withdrawal from the Fall season, for any reason, if the request is submitted by August 1; for the Spring season if the request is submitted by March 1. The postmark or date stamp must meet the above qualifying deadlines.

3. Between the above cutoff dates and the beginning of league play, requests for refunds will be granted for the following reasons only: medical emergency (broken

arm, etc.), relocation from the area, or transfer to a Courage Travel team. After league play has begun, no refunds will be granted.

4. In all cases where a refund is granted, a charge will be deducted to cover overhead and administrative costs. The refund amount will be the same whether a player registers early, on-time, or late. The above dates and conditions must be strictly observed to qualify for a refund.

5. It is the parent's/guardian's responsibility to initiate and follow up on refund requests. A Refund Request Form must be submitted to explain the reason for the refund.

6. All refunds will be processed at the end of the season.

## **X. The Organizational Structure and Roles and Responsibilities**

**A. Overview:** The Recreational Program is supported by volunteer coaches, League Directors and Commissioners. They are supported by Clubhouse personnel, primarily the Recreational Coordinator, who reports to the General Manager. See the organizational chart in Appendix XX.

**B. Courage Recreational League Management:** Oversight of the Recreational League is the responsibility of the Recreational Coordinator. As such, the Coordinator performs the following:

1. Works through the MinnieKicker, House and SFL Commissioners to ensure that all resources are in place to enable a timely and smooth soccer season.

2. Oversees the online and walk-in registration processes,

3. Manages the registration database to ensure that it is functioning to provide effective player registration, league and team creation, and player assignment processes.

4. Tracks registration data and provides reports to the General Manager and the Executive Board.

5. Processes paper registrations.

6. Responds to incoming voice, email and walk-in inquiries about any aspect of the Recreational Program and coordinates with coaches and/or League Directors if necessary to resolve and respond.

7. Conducts surveys of Recreational customers to determine level of satisfaction.
8. Recommends new or revised programs or procedures to improve the Recreational Program.
9. Coordinates all aspects of the seasonal Coaches Meeting and participates in League Director meetings.
10. Coordinates with the photography company and with the customer base to provide seasonal player/team picture event.
11. Communicates with the customer base to keep them informed before, during and after each season, and as is otherwise necessary as dictated by events.
12. Oversees the uniform distribution process by conducting inventory, researching purchases and predicting needs each season.
13. Assists Commissioners and League Directors in soliciting for volunteers, as necessary.
14. Ensures that the Recreational Programs are included in seasonal outreach campaigns and assists in distributing information as needed.
15. Receives requests for and issues refunds for the Recreational Programs, as is warranted.
16. Assists the All-Star Coordinator by producing player cards, distributing patches, and collecting funds.
17. Distributes equipment and coaches shirts to coaches each season.
18. Assists other Courage Program employees as needed.

### **C. Recreational Commissioners**

**1. MinnieKicker Commissioner:** a volunteer who works with the U4 through U6 League Directors and the Recreational Coordinator to ensure that the MinnieKicker Leagues have a structure in place each season to enable the League to function as smoothly as possible. This includes, but is not limited to making sure that a league director is in place for every age group; issuing guidance to coaches relative to playing within club rules; working with league directors to arbitrate issues that cross age groups; and, representing parental concerns and interests to the Club.,

**2. House Commissioner:** The House Commissioner (HC) is a volunteer who works with the League Directors of the U7 through U12 age groups, and the Recreational Coordinator, to make sure that a structure is in place each season to enable the Recreational League to function smoothly. The HC makes sure that a league director is in place for every age group; issues guidance to coaches relative to playing within club rules; works with league directors to arbitrate issues that cross age groups; and, represents parental concerns and interests to the Club. The House Commissioner works closely with the Challenge Coordinator.

**3. SFL Commissioner:** The SFL Commissioner is a volunteer who represents the teams in the U13-U19 age groups that play as part of the Suburban Friendship League. The SFL Commissioner is the primary contacts for issues related to those age groups. They advise their League Directors within their age groups and represent the Club to other organizations like the SFL. They are experts in SFL rules and administrative requirements and ensure that the Club meets the SFL requirements timely.

**4. Challenge Coordinator:** The Challenge Coordinator is a volunteer who is the primary contact for issues related to the Challenge programs. The Coordinator advises the League Directors within their age groups and the House Commissioner and may represent the Club to other organizations. The Coordinator is responsible for the administration of the Challenge Festival and is the subject matter expert who advises the Club on specific Challenge issues and concerns.

**5. All-Star Program Coordinator** is a volunteer who represents the interests of the All-Star program. The duties and responsibilities of the All-Star Program Coordinator shall include, but not be limited to:

*a.* Personally, or through designated representatives, represent PWSI to All-Star tournaments.

*b.* Answer all inquiries or complaints regarding the All-Star program in a timely manner.

*c.* Perform or delegate duties necessary to coordinate the All-Star Program for Courage Recreational Soccer. The complete list is found in Appendix A.

**6. TOPSoccer Coordinator:** a volunteer who coordinates this program with Clubhouse personnel. Specifically, this coordinator:

*a.* Conducts weekly activities for children in the TOPSoccer Program

*b.* Recruits and coordinates Buddies to assist in weekly activities

- c. Communicates uniform needs to the Recreational Coordinator
- d. Communicates player rewards needs to the Recreational Coordinator
- e. Maintains communications with parents regarding schedule and other activities

#### **D. League Directors**

1. The League Director (LD) is a volunteer who manages the coaches, teams and players within their age group. They are responsible for ensuring that their age group runs smoothly each soccer season. They are responsible for resolving issues that arise from coaches and parents. To achieve this, they:

2. Recruit coaches prior to the season;

3. Assign players to teams;

4 Coordinate with coaches to establish a system for field lining and set up and monitor to ensure actions are timely;

5 Fully support the All Star Program by ensuring that all coaches nominate players and that coaches are in place for their age group;

6. Communicate with their coaches before, during and after each season at a minimum once a week; and,

7. Attend the Coaches Meeting and all League Director meetings and implement resulting changes within their age group.

8. The time commitments for being a league director vary from pre to post season. Preseason will require about 15 hours spread over the four weeks before the first coaches meeting to assign players to teams, to identify remaining coach staffing requirements, and to attend Club meetings.

9. Once the season starts the role shifts to being a sounding board for concerns and issues that coaches, players and player families may have. Communication is required with coaches weekly to make sure that they have the latest PWSI informational updates and that their concerns are reaching upward to PWSI. Approximate time commitment: 1 to 1.5 hours weekly.

10.. League Directors are critical to the success of the Recreational Program and play a major role in the health and well being of the children of the Club. It is therefore critically important that League Directors perform the tasks required. If a

League Director cannot perform these tasks, they may be asked by their Commissioner to step down.

**E. EQUIPMENT MANAGER:**

1. Ensures that equipment and supplies are properly stored at all field sites
2. Coordinates with League Directors on field maintenance and equipment
3. Coordinates equipment needs for tournaments and other events

**F. Coaches** General information follows and specific duties are found beginning at section XI.

1. Coaches are the backbone of the Recreational Soccer Program. They are volunteers and they are key to the success of recreational teams. The vast majority of coaches enter the program because one or more of their children play in the Recreational Program. Almost all coaches continue to coach their child(ren) as they migrate through the ages of recreational soccer. Many coach more than one team. Parent involvement (including coaching) is an important aspect of Recreational Soccer.

Parents with children on a team, without a returning coach will likely be asked to volunteer to coach.

a. Recreational Soccer coaches are recruited, selected and assigned by the respective LDs. A person interested in participating as a volunteer coach must register in the Courage database and are automatically included in the Kidsafe background check program. Coaches may not be approved If negative results are found

b. LDs will, when selecting and retaining coaches, take into consideration attitudes and behavior as they relate to knowledge and understanding of leadership, wholesome competition, sportsmanship and respect for coaches; relative knowledge of soccer; and the commitment, patience, and skill required for the effective development of youth. All coaches must attend scheduled coaches' meetings.

c. When there are more volunteer coaches than potential teams, the LD will select, in his/her opinion, the best coach(es) available. The best qualified coach is determined by his/her ability to coach that particular age group and gender and fulfill the objectives of Recreational Soccer. Tenure, experience, etc. are just some of the many

factors to be considered. Coaches not selected should be encouraged to be assistant coaches.

d. Coaches are strongly discouraged from coaching more than one team; however, if coaching more than one team, the Clubhouse scheduler will attempt to provide a workable schedule as long as the coach notifies their LD in time for communication of needs to the Clubhouse.

e. Assistant coaches should, as much as possible, be as qualified as coaches.

f. Coaches are responsible for the operation of their team and may solicit help from an assistant coach and/or team manager.

g. Coaches may apply to participate in the All Star Tournaments and may also choose to enter their Recreational team in other VYSA sponsored tournaments.

### **C. Player Placement**

**1.Primary Factors:** The primary factors of eligibility for players are date of birth and compliance with registration requirements. Assignment to leagues (or age groups) is determined annually based upon the player's age as of August 1. In addition, players will play in a league of their same gender, with the exception of the Under 4, Under 5, and Under 6 leagues, who will play coed if possible.

2. Playing up is discouraged and must be approved by the "gaining" League Director, after consultation with the "losing" League Director. Playing down will be considered if requested by the parent and medical documentation is provided.

3. No player will play on a Recreational Soccer team and a travel soccer team, in or out of Courage, during the same season.

4. A player may only play and/or practice on one (1) Courage Soccer team per season.

5. Players are discouraged from playing up. Requests for play-ups will be considered on a case-by-case basis by the League Director. A maximum of three "play-ups" is allowed on each team.

6. Only players with special situations, such as a physical and/or mental handicap, may play down, and then only when accompanied by appropriate medical documentation and approved by the League Director.

7. A wait list may be maintained when there are more players registered than can be assigned to teams. Any available slots will be offered to players based upon their order of registration. If an opening develops on a team and a player at the top of the list refuses to play on that particular team, his/her name will be put at the end of the list and the slot will be offered to the next name on the list.

**D. Team Formation.** Especially at the younger age groups, teams are generally formed according to neighborhoods, to allow practices to be held as close to the player's residence as possible. The coach determines the practice site, date and time. ,

### **E. Player Assignment**

1. The Courage Recreational Program (excluding perhaps the Challenge League) uses a player request option as the primary assignment factor whenever possible; however, placement is not guaranteed. .

2. Players registering timely are generally placed before players who register late.

3. Players requesting to return to the same team are generally placed on the same team, provided they register timely and make that request and provided the roster size is not exceeded.

4. .Players whose parents coach their team are given first priority for placement on that team.

5. League Directors may transfer players between teams after the beginning of league play in order to achieve a greater degree of parity.

6. Vacancies that occur once team rosters are issued will be filled with players from the waiting list, if any. Players on a waiting list who cannot or prefer not to play on the team with the first vacancy are automatically placed at the end of the waiting list.

7. In the event that it is necessary to curtail the size of a league because sufficient coaches have not volunteered, a fair and equitable system for identifying players to be dropped must be applied. Registration fees for these players will be refunded in full. (NOTE: Children will not be cut from the league for lack of a coach until all previous coach and assistant coach volunteers have been contacted and have verified that they will not be a head coach.) Every attempt will be made to secure a coach for every team.

## **XI. Before the First Game: Pre-Season Duties**

### **A. Attend the Coaches Meeting**

Team rosters are normally issued to coaches by the League Directors at the pre-season coaches meeting. You or a team representative must attend to receive this information. If no one from the team can attend you should contact your League Director to make arrangements to receive the information. (Schedules and field permits are posted to the website.)

**B. Contact Players** Within 48 hours of receiving your roster, you must contact all your players and schedule an initial parents' meeting.

**C. Pick Up Equipment** Team equipment for the season (balls, cones, goalie shirt as appropriate), a coach's shirt, can be signed out at the Clubhouse after the coaches meeting. Return the items when the season is over.

### **D. Have a Team Meeting**

1. Make introductions of everyone – yourself, assistant coach, manager, team parent, all players and all parents.
2. Prepare a contact list that includes names, phone numbers, email addresses.
3. Issue a phone tree and a game schedule. Establish an email group code but be mindful that not everyone has access to the Internet so phone calls may be necessary
4. Discuss your coaching philosophy with your players and their parents.
5. Establish practice times and location and provide that information to the team and the parents. Field permits are issued for each season and are posted on the PWSI website. They designate the fields we have permission to use for practices. Bring the field permit to every practice and every game.
6. Ask parents to volunteer to coordinate snacks, trophies, end of season party, etc.
7. Distribute uniforms if necessary.

8. Ask parents to complete the Medical Release Form, collect them, and bring them to all practices and games.

*a.* The Liability and Conduct/Medical Release Forms are an essential protection for players, parents, coaches, and Courage Recreational Soccer staff . **All parents or legal guardians are required to complete and sign these forms for each player.** Players who are 18 years of age at the time of registration may sign their own forms. The purpose of the forms is to briefly explain Courage Recreational Soccer policies pertaining to players' safety, parent/guardian and player conduct and liability, and to authorize emergency medical treatment.

*b.* While Courage Recreational Soccer strongly stresses safety, there is always the possibility of injury. Therefore, forms must be completed and signed, and coaches must have the completed forms with them at all practices and games. The liability and conduct form must be signed. However, if a parent/guardian chooses not to sign the medical authorization form, he/she must be present at all practices and games in case a need for emergency treatment arises.

**Coaches may not permit a player to participate in a practice or game without a signed medical release form.**

### **E. Organize for Practices**

**The key to a successful season depends on how you conduct your practices.**

1. Instructional league teams (U4/5/6) generally do not practice during the week; instead they may arrive about one half hour before their games and use that time to practice. Recreation and Friendship Leagues are limited to no more than two practices per week.

2. There are many valuable websites which contain great information. Check the PWSI Website ([www.pwsi.org](http://www.pwsi.org)) for the Byte Size Coaching information that provides many helpful tools for coaches and players.

3. The physical and mental abilities of the average player under 10 are limited. Try to develop your sessions to focus on age-appropriate activities. Following the Byte Size Coaching guidelines will ensure that your practices are effective and fun.

4. Get organized! Have a plan for each session. Avoid the three "Ls" — Lines, Lectures, and Laps. These waste precious time. Focus on skills development: dribbling, passing, turning, etc.

5. Ask parents to encourage players to practice their skills at home. A reward system works well for younger players.

**XII. On the Pitch:** The Courage Recreational Program provides the game of soccer to persons of all ages and abilities and is committed to player development at all levels. It is this focus that sets us apart from other clubs. We are driven by the concepts of pride, passion and possibility. Our kids come first and everything we do must be for the good of the game.

**A. Playing Time:** At the foundation of the Courage Recreational Soccer Program is the mandate that every child will play a minimum of 50% of every game.

**B. Game Management: Blowout scores run contrary to the spirit of Courage Recreational Soccer.** This is a recreational league and the concept is to make the sport enjoyable for all the players. In no case should the final score differential exceed five (5) goals. Thus, if a team (full or minimum strength) is dominating the scoring, the coach who is leading must put into effect a strategy to create greater equality between the teams. The leading team may rotate their forwards and defenders, put their best scorer in at defense or at goal, or have the players create a passing game (such as aiming for a certain number of passes in a row). Another strategy teams can use is to offer the team that is on the low side of the score the option to add players until a reasonable level of parity is reached. **We do not condone the strategy of removing players** from the higher scoring team, which decreases playing time and effectively “punishes” a team for its’ effectiveness.

**C. Summary of PWSI Modified Rules for the Recreational Program U4-U12**  
The current FIFA “Laws of the Game” will be applied during all PWSI games except as noted in the chart found in the Appendix.

#### **D. Schedules for U4-U12 Teams**

1. The U4 through U12 Recreational game schedules are generated by Clubhouse personnel using the Demosphere scheduler and are posted on the PWSI website and updated, as necessary, throughout the season..

2. Attempts will be made to “deconflict” games of coaches that are responsible for multiple teams as long as information is received from coaches through League Directors in time for the schedules to be revised. Changes are not guaranteed.

3. Demosphere automatically generates emails to every coach involved in revised schedules.

4. Rescheduling must be made by the Clubhouse.

### **E. Schedules for SFL Teams:**

The schedules for the SFL teams are issued by the Suburban Friendship League approximately two weeks before the start of the season. They are posted on the SFL website.

### **F. Rainout Procedures**

#### **1. MinnieKickers, House, Challenge**

*a.* The Park Authority (P.A.) determines the status of each Field/Park by 7 AM on Weekends. If a field is closed at 7 AM, all games for that day on that field will be cancelled even if the P.A. says it will reevaluate by 12 Noon.

*b.* League Directors can contact the Park Hotline to find out their field's status. The Park Hotline information, including each field's extension, can be found by going to the Fields webpage at <http://www.pwsi.org/index.php?ct=fields>. The PWSI homepage will be updated by 7:15 AM on days when inclement weather is present. The Field Status graphic located in the right column of the web page is designed to provide quick and easy indication of the condition of the fields. The field status key is as follows: Green Light means all fields in that service area are open, Red Light means all fields in that area are closed, Yellow Light means one or more fields are closed. Exact field closures will be listed.

*c.* League Directors are also responsible for sending out an email to all coaches/players notifying them of the cancellations as soon as possible

*d.* If a field is closed, those games will usually be made up the following Sunday (except for U4, U5, U6, U12). For the U4, U5, U6, U12 League Directors will work with the Operations Manager to reschedule the games based on field availability.

*e.* All U8 makeup games will be held at Fred Lynn Middle School. The date of those makeup games will depend on field availability.

#### **2. Suburban Friendship League Guidelines:**

*a.* The PWSI SFL Coordinator, will send the PWSI Operations Manager the list of PWSI home games that were not able to be played.

*b.* Games that were between PWSI and other clubs will be scheduled first and these games will be scheduled for the following Sunday at Howison Park Field #1 between 1:00PM and 6:00PM as well as at Chinn Field #1 between 1:00PM and 5:00PM.

*c.* Games between PWSI teams will take second priority. Games will be rescheduled for either weekday or Sunday matches based upon field availability.

*d.* The rescheduled games will be communicated to the SFL coaches no later than 12:00PM on the Monday following the games scheduled not played. Any necessary changes will need to be communicated to the SFL Coordinator no later than 2:00PM on that same Monday.

*e.* The final list of rescheduled games will be sent to the SFL League no later than Monday at 6:00PM.

*f.* If teams cannot play at their rescheduled time, they will need to contact the opposing teams coach in order to agree on a time and place to play. Coaches will need to communicate this to the PWSI clubhouse in order to reserve field space. Otherwise the game will be forfeited by the PWSI team.

### **XIII. Game Day Procedures**

#### **A. Field Setup.**

1. Competing teams, with associated coaches and spectators, will occupy opposite sides of the field in every instance where permitted by field boundaries. Teams will be assigned "home" and "away" status.

2. A field should be totally ready for play at least 15 minutes prior to scheduled game time.

The LD should designate teams to be in charge of field setup and takedown on a rotating basis.

3. Field Marking/Size. See sizes in the table above. Spectator areas will be marked and shall begin one yard behind the touchline, extending 15 yards on either side of the center line. Spectators must stay within the marked spectator areas. Only the coach may be in the area between the spectator box and the touchline. No spectators or coaches are permitted in the area between the penalty box and the goal line or behind the goal line.

### **XIV. After the Game**

#### **A. Coach Game Report**

Each coach may be required to submit a game report to their League Director, who will define the required format and date for submission.

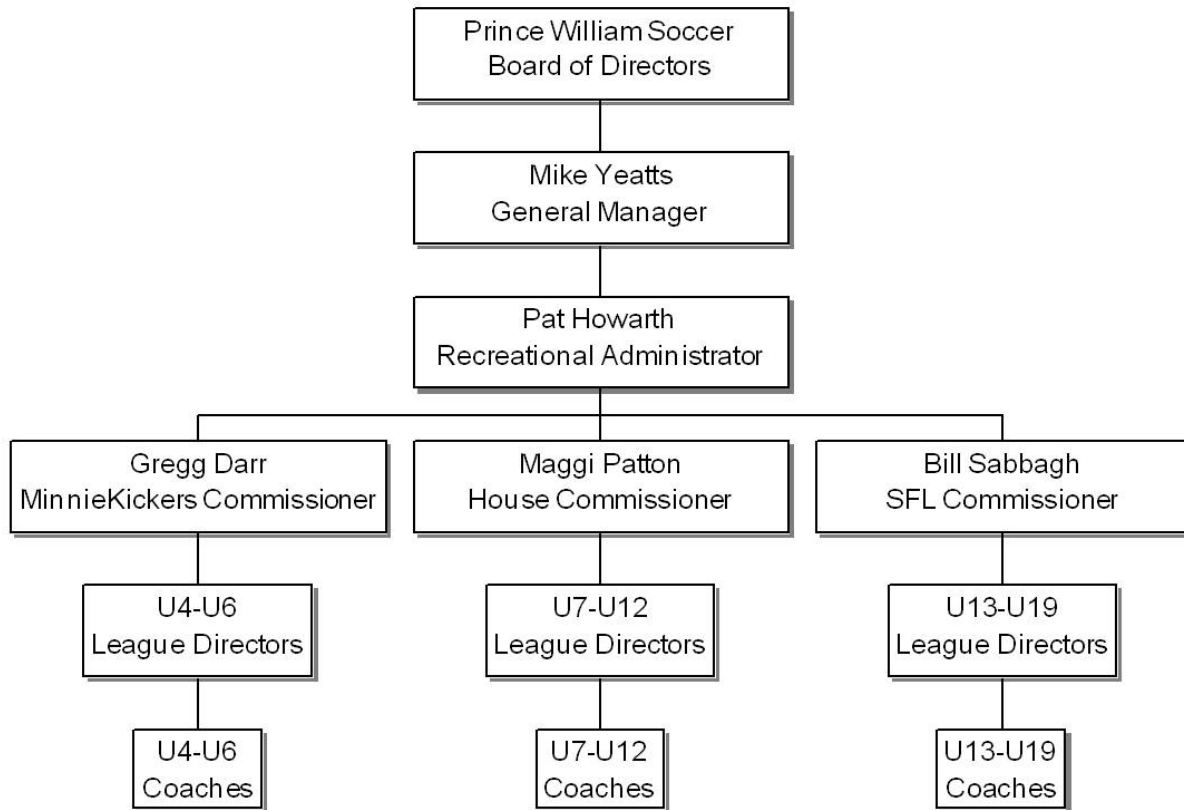
## **B. Grievances, Protests, and Complaints**

**1. Grievances.** A grievance may originate with any individual having an interest in the Courage Recreational Soccer Program and should be submitted to and resolved by the appropriate League Director. Unless otherwise stated in State, national, and international rules, grievances will be resolved at the lowest administrative level possible in accordance with the procedures established by the EXCOM. Grievances deal with Courage policy, procedures, and rules. The grievance process may not be used to contest game results. The League Director's resolution of a grievance may be appealed, in writing, to the appropriate Deputy Commissioner. Only matters of "grave consequence" to the Recreational Soccer Program or the community may be appealed beyond the Deputy Commissioner, i.e., to the Commissioner.

**2. Protests** A protest contests the outcome of a game. Protests may originate only from the coach or assistant coach of one of the teams involved in the game being contested, and must be brought to the appropriate League Director's attention within 24 hours of the game's conclusion. An appropriate record of protest issues and conversations (to include dates, times, circumstances, and parties involved) will be maintained by both parties in support of the process. If the League Director is unable to resolve the matter, or if the complainant wishes to appeal the League Director's decision, the appeal must be written and delivered to the appropriate Commissioner within 72 hours of notification of the League Director's decision. A copy of the written appeal must be given to the appropriate League Director within the same 72-hour time frame. The written protest **MUST** contain the date, time, and place of the game, the nature of the protest (which FIFA Law or Courage rule was misapplied), and the remedy requested. Please note: Protest procedures will not be used as a referee evaluation process. Also to be remembered: Misapplication of the Laws (or rules) may be the basis for a protest; however, the referee's judgment insofar as it affects play or the outcome of a game does not form the basis of a protest. The referee's decision on points of fact regarding play is final.

**3. Complaints:** Complaints regarding officiating may originate only from coaches or assistant coaches and may be directed either to the appropriate League Director or the Referee Director. Coaches are reminded that maintaining composure during the game is an integral aspect of the Courage Code of Conduct.

## XV. Recreational League Organization



## XVI. League Directors/Commissioners

Vacant	U-04 Coed		
Vacant	U-05 Coed		
Gregg Darr	U-06 Coed	<a href="mailto:greggandjackie@comcast.net">greggandjackie@comcast.net</a>	703-906-1963
Mike Bishop	U-07 Girls	<a href="mailto:mbishop@ezopps.net">mbishop@ezopps.net</a>	703-590-2479
Tracy Grondine?	U-07 Boys	<a href="mailto:ttay@grondine.com">ttay@grondine.com</a>	202-316-6377
Maggi Patton	U-08 Girls	<a href="mailto:maggipatton@verizon.net">maggipatton@verizon.net</a>	703-670-4058
Lea Hollins	U-08 Boys	<a href="mailto:leatricehollins@hotmail.com">leatricehollins@hotmail.com</a>	703-932-6167
Todd Lipcsey	U-09 Girls	<a href="mailto:NCTML@aol.com">NCTML@aol.com</a>	703-590-7496
Don Dereberry	U-09 Boys	<a href="mailto:debdon516@verizon.net">debdon516@verizon.net</a>	703-878-2480
Mike Bishop	U-10 Girls	<a href="mailto:mbishop@ezopps.net">mbishop@ezopps.net</a>	703-590-2479
Oscar Campos	U-10 Boys	<a href="mailto:generalocz@yahoo.com">generalocz@yahoo.com</a>	703-680-1919
John Yates	U-12 Girls	<a href="mailto:gotoyates@yahoo.com">gotoyates@yahoo.com</a>	703-730-4772
Merwyn Lasrado	U-12 Boys	<a href="mailto:lasrado@aol.com">lasrado@aol.com</a>	703-590-3809
Mark Guenther	U-14 Girls	<a href="mailto:tnsee@verizon.net">tnsee@verizon.net</a>	703-680-7263
Alicia Diaz-Johnson	U-14 Boys	<a href="mailto:Adiaz00@comcast.net">Adiaz00@comcast.net</a>	703-583-4494
Bill Golden	U-16 Girls	<a href="mailto:soccer@defensecareers.com">soccer@defensecareers.com</a>	703-477-3243
Bill Golden	U-16 Boys	<a href="mailto:soccer@defensecareers.com">soccer@defensecareers.com</a>	703-477-3243
Timothy Bowen	U-19 Girls	<a href="mailto:mitnewob@comcast.net">mitnewob@comcast.net</a>	703-878-4257
Bob Anderson	U-19 Boys	<a href="mailto:randerjr@yahoo.com">randerjr@yahoo.com</a>	703-670-3887
Gregg Darr	MinnieKicker Commissioner	<a href="mailto:greggandjackie@comcast.net">greggandjackie@comcast.net</a>	703-906-1963
Maggi Patton	House Commissioner	<a href="mailto:maggipatton@verizon.net">maggipatton@verizon.net</a>	703-670-4058
Bill Sabbagh	SFL Commissioner	<a href="mailto:Sabbagh.Bill@epamail.epa.gov">Sabbagh.Bill@epamail.epa.gov</a>	703-303-5403
Paul Miller	Challenge Coordinator	<a href="mailto:Pmiller13@comcast.net">Pmiller13@comcast.net</a>	571-225-9850
Vacant	TOPSoccer		

## XVII. PWSI Modified Laws

<b>LAW I – The Field</b>	U4/U5/U6	U7	U8	U9	U10	U12
A. Field Size (yds):	20x25	30X35	30X35	40X50	40x60	50x70
C. Goals (ft):	3x6	4x6	4x9	12x6	18x6	18x6
<b>LAW II – The Ball</b>	Size 3	Size 3	Size 3	Size 4	Size 4	Size 4
<b>LAW III – Number of Players</b>						
A. On field	4	4	4	6	7	8
B. Substitutions (must enter at center field)	Any Stoppage	SYE **	SYE **	SYE **	SYE **	SYE **
C. Goalkeeper	No	No	No	Yes	Yes	Yes
Roster size	8	8	8	10	10	12
<b>LAW IV – Players Equipment</b>						
A. Shoes	Cleats or tennis shoes	Cleats or tennis shoes	Cleats or tennis shoes	Cleats or tennis shoes	Cleats or tennis shoes	Cleats or tennis shoes
B. Home Uniform Jersey/socks	Multi-colored	Red/Red	Red/Red	Red/Red	Red/Red	Red/Red
C. Away Uniform	Same	White/ Black	White/ Black	White/ Black	White/ Black	White/ Black
<b>LAW V – Game Duration</b>	4x8	4x12	4x12	2x25	2x25	2x30

## XVIII. PWSI Directory

### **Board of Directors**

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President

**Joe Re`**

Vice President of Operations

**Frank Mitchell**

Vice President of Administration

**Derek Donnelly**

Treasurer

**Kim Recknor**

Secretary

**Ali Lipton**

Travel At-Large

**Fred Farber**

House At Large

**Bill Golden**

### **Office Staff**

---

General Manager

**Mike Yeatts**

Operations Manager

**Brian Hinkey**

Select Coordinator

**Amy Miller**

Recreational Coordinator

**Pat Howarth**

### **Technical Staff**

---

Technical Director of Coaching

**Ken Krieger**

Youth Director of Coaching

**Aaron Brunner**

Director of Goalkeeping

**Celia Mosier**

### **Support Staff**

---

Tournament Series Coordinator

**Sid Smith**

WAGS Rep/ODSL Rep

**Amy Miller**

Select / Travel Commissioner

**Ken Ikeda**

NCSL Rep

**Jim Leduc**

## **XIX. ALL-STAR PROGRAM POLICIES AND PROCEDURES**

1. **Vision:** All-Star tournaments provide an opportunity for House program players with above average skill level and interest in the game to play soccer in a more competitive atmosphere. PWSI players and coaches wishing to participate in All-Star tournaments will follow and support the policies and procedures within this policy letter. This policy replaces any undated or earlier dated policies.

2. **Objectives of All-Stars Tournament Participation:**

- a. Promote cooperation among PWSI's All-Star, House, and Travel program teams by involving coaches, players and teams in crosstraining and activities that encourage fraternization across different skills levels.
- b. Encourage the development of sound principles of soccer play among All-Star team members by introducing players to new coaches, methods of training, and camaraderie with players from other teams.
- c. Promote growth among youth in their appreciation for soccer by exposing them to different clubs, methods of play, and philosophies and style of competition on the field.

3. **Tournament Participation.** PWSI will participate in a minimum of one All-Star tournament per Spring and Fall season of play. The PWSI All-Star Program Director, aka Coordinator, is responsible for ensuring that PWSI All-Star teams are registered in tournaments. Rules and regulations published by tournament sponsors will be reviewed and followed by all coaches; concerns not covered by tournament rules may be supplemented by PWSI guidelines or policies established by the House Commissioner for regular season play if not covered in this policy.

a. **All-Stars Player Selection:** Players are nominated for consideration as All-Stars by their regular season coaches. All-Stars coaches will view players as they play regular season games and make their decisions about whom they wish to choose from these observations. Tryouts are not allowed.

b. **All-Stars Coaching Staff Selection:** Coaches volunteer to coach All-Stars teams and a review panel determines which coaches are selected. This process is discussed in greater detail later in this document.

c. **All-Stars Participation Commitment:** Coaches will train their All-Stars team with at least one practice and one full-length game scrimmage per week. Prior to selecting a player, coaches must insure that players and players' families understand that participation in All-Stars is time-intensive. Attendance at practices and scrimmages leading up to the tournament is considered mandatory and unexcused absences may result in reduce playing time or removal from the team. HOWEVER, All-Stars players are expected to continue to train with their regular season's team until the regular season ends. All-Stars team practice is to be secondary to the commitment to a player's regular season team.

4. **Number of All-Star Teams and Age Groupings:** The All-Star tournament is for age groups U-8 thru U-19. The number of All-Star teams per age group is dependent on several factors, specifically:

a. **Age Group Eligibility.** All players are strongly encouraged to play at the age group that is appropriate for their birth year and age group. Players that play up during the regular season will make their regular age group teams even more competitive if they play within their normal age group.

(1) **Player's Play Up or Play With Decision:** Players that play up during the regular House season may also play up at the higher age group during All-Stars if they wish.

(2) **Identifying Play Up Players.** League Directors must identify nominated younger players to the appropriate age group League Director for consideration by their All-Stars coaches.

(3) **Reaching Down For Players.** An All-Stars Coach cannot select a player from a regular season younger age group team without the younger age group League Director's permission.

(4) **Reach Down Exception:** Any younger player not notified for selection within their age group by midnight on the Sunday following the seventh regularly scheduled game of the season can choose to accept a position on an older age group team as long as it does not take a position away from an older player at the higher age group.

b. **Number of Teams Per Age Group:** The League Director of each age group will recommend how many teams they believe their league can support. Each age group per gender should be able to support a minimum of one team, if not two teams. The All-Star Program Director will review the recommendation and make the final determination. There is no maximum number of teams that represent "too many" if there are coaches and players willing to take on the challenge of competing within their age group.

c. **Advanced Teams:** On rare occasions there may be a group of players that exceed the expectations and the play capabilities of even "A" division teams within an age group. If there exists a group of truly advanced players then a League Director may request the formation of one Advanced All-Stars team.

(1) This Advanced Team will play at the next highest age group.

(2) The League Director must submit a written statement to the All-Stars Tournament Director that formation of an Advanced Tournament Team does not in any way hinder the formation of a competitive "A" division team to play in the regular age bracket.

(3) Team member selection will follow the same process as all other All-Stars teams. The Advanced Team will precede the "A" team in selecting its players according to the same formula that all All-Stars teams must follow (See Section 8).

d. Tournament rules may limit the number of teams allowed per club, or the ability to play up.

**5. All-Stars Program Management.** An All-Star Program Director, aka All-Stars Program Coordinator, as selected by the Vice President, Operations, and with authority as defined within PWSI Bylaws Article and Section 8.16, will represent interests of the All-Star program. Any PWSI member may serve as the All-Star Program Director. The duties and responsibilities of the All-Star Program Director shall include, but not be limited to:

a. Personally, or through designated representatives, represent PWSI to All-Star tournaments.

b. Answer all inquiries or complaints regarding the All-Star program in a timely manner.

c. Perform or delegate the following duties:

(1) Update and provide All-Star packets to include All-Star checklist, All-Star coaches' application, All-Star publicity form, and All-Star After Action Report form to all coaches in coaches' packets.

(2) Convene a panel comprised of the Recreational Coaching Director and the House Commissioner to select All-Stars team coaches.

(3) Publish a complete list of selected All-Star coaches and phone numbers in a timely manner.

(4) Coordinate with tournament hosts and PWSI to ensure the registration of PWSI teams at tournaments and obtain and distribute all necessary information about the tournament.

(5) Have meetings with All-Star coaches to review status of the program and provide all information necessary to All-Star coaches as it becomes available.

(6) Decide the player fee for the tournament and ensure collection of those fees from each All-Star team.

(7) Collect and approve initial All-Star rosters for eligibility and age.

(8) Have Registrar approve and sign final All-Star rosters and player cards. Maintain copy of roster and player cards at the clubhouse.

(9) Insure All-Star uniforms and patches are ordered and distributed.

(10) Direct All-Star coaches to complete an After Action Report using the format provided. Collect and review those reports for any necessary actions. Provide a consolidated After Action Report to the Board of Directors within two weeks of completion of the tournament.

(11) Provide by age and gender a list of All-Stars players to the House Commissioner and to League Directors for their consideration when assigning players to teams in the following season. It is a reality of the sport that some All-Stars coaches use their position to recruit players, whether passively or actively, to their next regular season team.

**STRONGLY RECOMMENDED:** Regardless of whether a player requests their former All-Stars coach, if they did not play for that coach in the *prior* regular season then they should not be assigned to their All-Stars coach's *next* regular season team.

**#11 is for the Good of the Sport:** Winning is fun, and it is a natural tendency among players to seek out fun and winning coaches. Winning also attracts parents that think that winning coaches are good for their kids. Since All-Stars coaches get to pick the best-of-the-best players, more often than not it is a coach's ability to pick players, rather than to be exceptional coaches in the short time given them, that allows them to win.

Allowing All-Stars players to join the team of their former All-Stars coaches should be closely examined by League Directors. This practice can create a competitive imbalance among PWSI teams in a normal season House environment, and is not good for the growth of soccer as a sport-of-choice among the larger body of youth players if powerhouse teams emerge that steamroll over their peers.

## **6. All-Stars Coaching Staff Selection.**

### **a. Self-Nomination & Nomination.**

(1) Coaches desiring to coach an All-Stars team must fill out an application and submit it to the League Director of the age and gender group that they wish to coach. Coaches may self-nominate themselves. PWSI coaching and League Director staff should also seek out and encourage coaches to consider coaching an All-Star team. All coaches must submit an application to be considered for a team.

(2) League Directors are to review each application and will make a recommendation to the All-Star Program Director to accept or to not accept an applicant as an All-Star coach. Any recommendation to

not accept a coach MUST be accompanied by a written explanation of why that decision was made.

b. **Selection Process.** The All-Star Program Director in conjunction with the Recreational Coaching Director and the House Commissioner conducts selection of the All-Star coaches via a vote. The All-Star Program Director will notify the selected coaches in accordance within the timeline established, and will also notify all non-selectees. No reason will be given to the coaches for either selection or non-selection. Coach selection is to be completed no later than the Thursday before the fifth regularly scheduled game of the season. If any member of the selection panel, or a designated representative, are unable to meet and to complete selection of All-Star coaches within the established timeline then the remaining members will select coaches.

c. **Disqualification Pending Appeal.** If a coach receives either a red or a yellow card, or is ejected from a game, during the current season or during a prior season game then they are automatically disqualified from being considered as an All-Star coach. However, they may appeal to the House Commissioner. The House Commissioner may choose to investigate the circumstances of the incident and recommend that the coach still be considered as an All-Stars coach. The House Commissioner can waive the disqualification.

d. **Disqualification During The Actual Tournament.** If a coach is yellow or red carded during a game, or ejected from a game, then they are automatically relieved as a coach. The Assistant Coach, or Team Manager if there is no Assistant Coach, will immediately assume duties as Head Coach and is responsible for contacting the All-Stars Tournament Director immediately to investigate the incident and to ensure that the team is capable of successfully completing the tournament. The All-Stars Tournament Director may reinstate the coach, or not.

#### 7. All-Stars Player Nomination.

a. **Selection Objective:** The All-Stars program provides PWSI players with the opportunity to play a higher level of soccer against other All-Stars teams. Selected players should be picked because they have a skill level higher than most of their peers when playing one or more positions.

#### b. Player Selection Procedures.

(1) Within 48 hours after completing the third regularly scheduled game of the season, coaches must nominate those players that they believe can competitively play one or more positions.

(2) Coaches will nominate as many players as are deserving of consideration for the All-Stars program. At least one player from each team should be nominated. It is realized that the 48-hours-after-third-game nomination rule gives coaches a limited timeframe in which to evaluate players for the nomination. This is not the optimal situation; however, it is necessary due to the time constraints on the club in ordering uniforms and submitting tournament applications.

(3) Before nominating a player, a coach will contact the PARENT of the player to determine if the parent is willing to take on the commitment of All-Star practices during and following the season and for the tournament itself, the payment of a tournament fee, and for the cost of a uniform, if necessary. If the parent shows a reluctance to commit to the intensity of the practice schedule and the cost of the tournament, that parent's child should not be nominated.

(4) House coaches are NOT to notify a player of nomination for the All-Stars program. Coaches are to instruct parents that they should NOT notify their child of their nomination; players may sometimes play less well if they believe that their performance makes or breaks their chance to be selected. Coaches should also inform parents that nomination does not mean that their child will be automatically selected to play on an All-Stars team; players are chosen for specific team positions and there sometimes can be more players than the positions that they are qualified for.

(5) House Coaches will submit the following information to their League Directors: full name of player, birth date, jersey number, and a list of positions that their player excels at playing. Each position is to be ranked as being at an "A", "B" or "C" level of play. Ranking are always subjective and an All-Stars Coach will decide for themselves as to what level of play they believe that a player can perform.

"A" level indicates that few players are better at playing a specific position.

"B" level indicates that this is a good solid player and dependable performer, but there are better.

"C" level indicates that the player has skills and potential, but is not always a predictable performer.

(6) League Directors will provide the All-Stars Tournament Director with their list of nominated players in alphabetical order with all of the information requested in the preceding paragraph. This is to be provided within five days after the third regularly scheduled game. This list can always be amended.

(7) The All-Star Program Director will verify with the Registrar the eligibility and age of nominated players and return the approved list to the League Director. Coaches may then begin team selection.

## 8. All-Stars Team Selection

- a. League Directors will provide approved nomination lists to the All-Star coaches before the *fifth* house game of the season.
- b. All-Stars Coaches are to make their desired player selection choices from observation of the player in action, conferring with the player's coach or other coaches, and possibly even from consulting peer players; i.e., "who would you choose to play position X if you were the coach?"
- c. There are to be no tryouts of players prior to selection, or after selection.
- d. Player selections are not limited to only those nominated. All-Star coaches may select any registered PWSI House player as long as the player's parents agree to participate in the All-Stars program.
- e. After the All-Star coach has observed and evaluated all nominees, the coach will meet with the League Director to finalize the player selection process. League Directors are to convene some form of final player selection meeting among their All-Star coaches between the sixth and seventh regularly scheduled game of the season. Team selection must be completed no later than the Monday following the *seventh* regularly scheduled house game.
- f. PWSI has a mandatory method of All-Stars team member selection. Alternative methods of team player selection must be approved by the All-Stars Program Director.
- g. **Selecting "A" Coaches.** An "A" coach should be the coach that the League Director believes is most capable of bringing together the more competitive players quickest into a cohesive, competitive team. If the League Director does not believe that there is one coach more deserving of this description than others, or is unwilling to make this decision, then they are to select their "A" coach via a coin toss beginning with the two coaches whose name are closest to the beginning of the alphabet. All remaining coaches will be "B" coaches or "C" coaches. "C" coaches should be those coaches willing to lead a team just to gain experience in coaching All-Stars. If there are two or more coaches in either the "B" or "C" category (unlikely but it has happened) then a coin toss will also decide which gets to choose team members first.
- h. Team member selection will use the method below.
- i. There are no protected players. All players, except for the coach's child, is selectable by another coach.
- j. An All-Stars team is limited in how many players can be selected from a coach's regular season team. This amount varies by age group. The maximum amount of players is limited to one-half of the number of players allowed on the playing field plus two. Odd numbers of players are not rounded up.  
4v4 Games 5v5 Games 6v6 Games 7v7 Games 8v8 Games 11v11 Games  
4 4 5 5 6 7
- k. Where there are less than six teams in an age and gender group then a coach can select additional players from their regular season team equal to one player for every team less than six that does not exist in the league. For example: if there are three U19B teams during the regular season, not six, then a regular season coach coaching All-Stars can roster a maximum of 10 players (7 allowed + 1 each for each team less than six that does not exist during the regular season) from their regular season team without requesting a waiver from the All-Stars Tournament Director.
- l. The final roster will be submitted to the All-Star Program Director/Registrar for review by the Monday that follows the seventh regularly scheduled game. Only after the final roster has been reviewed and approved, will the All-Star coach notify players who were selected.

### **PWSI's Standard Method For Selecting All-Stars Team Members:**

- (1) Allow the "A" team to pick one-half of their maximum rostered players first.
- (2) Allow the "B" team to pick one-half of their maximum rostered players next.
- (3) The "A" and "B" team will then pick two players at a time from the "A" and "B" player lists until their roster is full or a coach declines to accept more than a given number of players on their team. If a coach declines to accept more players then the other team can complete their roster selection.
- (4) The "C" list players are off limits to the "A" and "B" coaches unless the "C" coach is allowed to participate in the same fashion as to the "A" and "B" coaches in selecting their team: picking one-half of their maximum rostered players and then selecting players two at a time. The "C" coach would select their one-half roster before the "A" and "B" begin their two at a time selection. If the "C" coach is allowed to use this method then they can also select from the "A" and "B" lists. Otherwise the "C" coach begins team player selection once the "A" and "B" have completed their rosters and can pick from any category of unselected player.
- (5) Where there are more than two teams in the same A, B or C category then a coin toss determines who begins selection within the category and who follows next.

Age Group U8 U9 U10 U11 U12 U13 U14 U15 U16 U19

1<sup>st</sup> Round Selectable Players 5 6 6 7 7 9 9 9 9

Max Players/Roster 10 12 12 14 14 18 18 18 18 18

m. Once a roster has been approved by the All-Star Program Director, no changes will be made without the program director's approval.

n. **Alternates.** The All-Stars Tournament Director will maintain a list of players desiring or nominated to play. Should a team lose a player then it should look to the players on the List of Alternates for a possible replacement. Should a suitable player not be available from the List of Alternates then a coach may recruit an eligible player from other House teams. The List of Alternates will be provided to the Recreational Soccer Coordinator, to the House Commissioner, to League Directors, and to all All-Stars coaches so that they know who is available should a player dropout or withdraw due to injury.

#### 9. **Player Participation.**

a. All players selected for the All-Star program are to be treated fairly and equally. While it is recognized that the level of play is more competitive than regular house play, it is also recognized that participation in the All-Star program is a significant investment of time and money for each family. All players will receive field play time equal to a minimum of one half of the duration per each tournament game.

b. Players and their families are responsible for sharing in the cost of the team's tournament fee and the cost of purchase or replacement of the All-Stars Tournament uniform. Should a player withdraw for any reason other than injury then there should be no expectation of a refund of these monies. However, it may be possible that some or all of the monies paid can be refunded if the player is replaced and/or if the All-Stars uniform has not been worn or damaged.

c. If it is necessary to reduce the playing time for a player, the All-Star coach will consult with the parent(s) of the child involved and explain the reasons for reduction. When playing time is curtailed, this will be reported in the coach's After Action Report. Curtailment of playing time is limited to the following circumstances:

(1) Player injury

(2) Issuance of yellow or red card to a player. Yellow carded players are to be taken off the field at the next opportunity and another player played in their place. Red carded players are to be removed from the field immediately and will not be replaced for that game (unless tournament rules state otherwise) and are not to play in the next game.

(3) Failure to attend practices or scrimmages.

(4) Disruptive conduct.

**IMPORTANT:** Failure of an All-Stars coach to play all players a minimum of one half per game, without cause, will result in the relief of that coach and may disqualify them from coaching All-Stars in the following season.

10. **All-Star Uniforms.** The PWSI All-Star team uniform policy is as follows:

a. All PWSI All-Star players will wear the Nike All-Stars uniform (jersey/shorts/socks) at all tournaments.

b. All-Stars uniforms are meant to be worn for many seasons so players should be encouraged to get a slightly larger uniform than they would normally wear if they are in their peak growth years. PWSI will work to minimize the need to change uniforms; only one uniform style change has occurred since 2000, and older uniforms continued in use and some players still wear the older version even today.

c. Sweatshirts or sweatpants may be worn for cool weather play. The jersey must be worn on the outside of sweatshirts or coldweather undergarments. Sweatpants, if permitted, must be worn under the shorts. All cool weather clothes must match the color of the jersey and/or shorts.

d. Headgear, to include bandanas or "doo rags", are prohibited.

e. Deviations from the above stated policy must be approved by the All-Stars Program Director.

11. **Publicity.** All-Star coaches will collect game statistics. The tournament results for each team will be submitted to the All-Stars Program Director for publication. Coaches, or their designated representative, should ensure that each team member is mentioned in at least one of the write-ups. Teams are encouraged to take photos of their teams and of them receiving any award. Please provide copies with the team After-Action Report.

12. **Injury Report.** If a player is injured during a practice for All-Stars or in an All-Star game then an injury report form must be filled out and turned in to the All-Stars Program Director or to the clubhouse. If a player is hurt to a degree that requires medical attention during a tournament game then notify the All-Stars Program Director immediately.

13. **After Action.** After Action Reports are required from each coach, not later than one week following the

completion of the tournament. These reports should outline the results of all games, list the name of any player receiving a yellow or red card and the cause for the carding, and include general observations and suggestions about how PWSI's preparation for the tournament, or the tournament was conducted, could have been better.

Kirby Thomas William Golden

VP, Operations All-Stars Program Director, Prince William Soccer Incorporated, September 20, 2007