

RED WING SOCCER CLUB POLICY MANUAL		Policy No.	203
<b>Team Formation</b>		Date	12/05/17
		Revision	3.0
Authorized By: RWSC Board of Directors	Date: 1/29/18	Page	1 of 7

### 1.0 Purpose

This policy establishes guidelines for the formation of teams.

### 2.0 Revision History

02/24/03	1.0	New policy.
11/09/07	2.0	Policy amended under Responsibility 6.3, Preliminary Roster 7.2 and 7.5; Team Formation Due Date 7.8
12/05/17	3.0	Policy overhauled.

### 3.0 Persons Affected

All members of the Soccer Club Board, coaches, players, and any other involved in team formation.

### 4.0 Policy

It is the policy of the Red Wing Soccer Club that:

- 4.1 The goal of the Soccer Club is to place as many players as possible on teams that are appropriate for the player's age and skill level.
- 4.2 The order of preference to place players on a team will be based on their birth year, seniority (number of seasons played with the club) and their skill level. This is intended to prioritize player retention as well as provide opportunities for both skilled and less skilled players.
- 4.3 The Soccer Club recognizes the value to player development and enjoyment of keeping teams intact from season to season. However, due to differences in age and/or skill level, and the number of new players who register each season, it may not always be possible to keep teams intact.

## 5.0 Definitions

- 5.1 Play Up – A player is “playing up” when he or she is eligible to be on a team with players of his or her own age and skill level, but instead is placed on a different team with older players.
- 5.2 Over-roster – The process of assigning additional players to a team above and beyond the maximum number that are permitted by MYSA to dress to play in a game.
- 5.3 Registration Date – The date and time a player is registered online to play for the Red Wing Soccer Club for a specific season. In order for a Player Registration to be considered complete, all of the information must be complete and full payment or a complete Application for Financial Assistance must be submitted.
- 5.4 Preliminary Roster – A roster created by the Team Formation Committee based on the information present from Player Registration.
- 5.5 Skill Level – Skill level will be determined using the Player Development Program.
- 5.6 Player Development Process -This process will track player progress throughout their career at Red Wing Soccer Club to help determine player goals, appropriate coaching needs, and placement on teams. Assessments will be undertaken prior to the creation of Preliminary Rosters at the start of the season and again at the end of the season where possible. Where a player does not have a Player Development skill level then an effort should be made prior to the team formation meeting to obtain this data. Where this is not possible a draft skill level should be provided by a coach or coaching director based on interaction with the player and parents.

## 6.0 Responsibility

- 6.1 Board of Directors –Recruit and appoint a Team Formation Committee for each soccer season for which the Soccer Club has player registration.
- 6.2 Team Formation Committee – Ensure the implementation of the policies and procedures for team formation.
- 6.3 Coaches – Attend the final team formation review meeting and provide input on potential changes to players on teams.
- 6.4 Coaching Director – Act in place of a coach if a coach has not yet been assigned to a team. Provide the final decision if a stalemate is present between two coaches. Provide oversight of the coaches to ensure that the decisions made are in the best interest of the players and the club.

## 7.0 Procedures

This policy will be implemented by using the following procedures:

### 7.1 Team Formation Committee—Follow MYSA Rostering Policies

Prior to the start of player registration the Board of Directors will recruit and appoint a Team Formation Committee with a minimum of three members. This committee may be composed of Board members and other Soccer Club members. The committee must include the Director of Coaching and be composed of an odd number of members for voting purposes. The Team Formation Committee will elect a chairperson at its first meeting.

### 7.2 Pre-Registration Close Meeting

The Team Formation Committee will meet to review anonymous Player Registrations (birth year and skill level only) that have been received. The meeting should take place around *two weeks* prior to the close of Registration. Based on a preliminary assessment of the Registration, the committee will determine if the club should actively pursue additional player numbers for specific age groups or skill levels. If this is deemed appropriate then they will engage the board to commandeer the necessary funds/resources to try to recruit further players. Options for this include advertising, registration discounts, referral fees, etc.

### 7.3 Preliminary Rosters

For Preliminary Rosters, all data will be anonymous to the team formation committee and each player will be identified by only a random player ID and the criteria stated below.

The Team Formation Committee will create preliminary rosters based on the following prioritized criteria:

1. The birth year of the player;
2. The number of seasons played at the Red Wing Soccer Club (Fall, Winter, and Spring all count as separate seasons).
3. The skill level of the player as determined by the 'Player Development Program'.

An effort will be made to create the following teams for both boys and girls: U9, U10, U11, U12, U14, U16, U18 or U19. This should be a team for each year up to U12 and a team for each two-year bracket above this age.

Where two teams can be formed for each of these age groups the following criteria should be used:

- Ages U9/U10: the teams should be split to provide two teams of equal skill level (roster size and depth).
- Ages U11 and up: teams should be split to create a more skilled team and a less skilled team based on skill levels from

the Player Development Program.

The purpose of trying to create two different skill levels teams in the older age brackets is to provide opportunities for as many players as possible to play but also to try to retain our more experienced talent. Every effort will be made to place as many players as possible on an appropriate team.

#### 7.4 Meeting with Coaches

The Team Formation Committee will obtain a list of active coaches from the Coaching Director. The Team Formation Committee will schedule a meeting with the Coaching Director and the coaches.

At this point, player names will be added into the Preliminary Roster. Where possible this roster should be provided to all coaches and the coaching director two-days ahead of the meeting to allow them time to assess the proposed teams. The coaches will review the roster as a group and make recommendations for changes to the rosters based on their knowledge of the player's level of skill, physical and mental maturity, playing positions (e.g. goalkeeper, defender, etc.) and dedication to becoming a better soccer player.

The coaches will decide on the following for their assigned teams:

- The competitive division that the team will play e.g. C1, C2, C3, etc.
- If it is desirable to Over Roster their team and if so whether the over-rostered players would be eligible to play games or not (see procedure below).
- Determine between the two team coaches whether a player should Play Up (see procedure below).
- Decide where to keep the team open for registration till the MYSA deadline or close the roster at this point (see procedure below).

The Coaching Director will provide advice during the procedures and will have the final vote where two coaches cannot agree on a Play Up decision.

The Team Formation Committee will accept the recommendations of the coaches where player changes do not change the proposed teams themselves (not the players on the teams). Where the recommendations would change the teams to be registered the Team Formation Committee should review the recommendations but ultimately hold the decision on whether these changes should be accepted based on voting amongst the Team Formation Committee members.

#### 7.5 Not Enough Players

All teams must have at least the minimum number of players on the roster that is required by MYSA. It is strongly preferred that they

have the maximum roster size allowed by MYSA.

In a situation where a roster does not have at least the MYSA minimum number of players, but the Team Formation Committee and the coaches feel that it may be possible to recruit more players for that age group and skill level, the Team Formation Committee will develop and implement a plan to recruit more players. The Team Formation Committee will set a deadline for recruiting new players for this team. The deadline must be prior to the date set by MYSA for the submission of teams and players.

If the roster for the team does not meet or exceed the MYSA required minimum number of players by the deadline, the team will be dropped. If possible, the players will be placed on other teams.

Each coach has the option to keep registration open for their team(s) if the team(s) has not reached the roster maximum. Each coach can also choose to close the team roster at this point. The team roster could be kept open till MYSA deadline assuming that players can be equipped correctly e.g. uniforms obtained, etc. Each year the club needs to set a final registration deadline for this procedure.

## 7.6 Too Many Players

In a situation where there are too many players at a certain age and skill level to place on one team, but not enough players to form two teams, a waiting list for the excess players will be created. Players seeking membership/registration after late fee registration date is closed, seniority is forfeited for team formation purposes.

Prioritization on who makes the team and who will be waitlisted will be primarily based on seasons played and then on skill level. If this does not separate players then a random drawing will be held to determine the player order for the roster and waitlist. The head coach for the team will decide along with the Coaching Director whether to Over Roster the team and how many Over Roster players will be allowed. The Coaching Director will make these decisions if a coach has not yet been assigned to the team or is not available for discussion.

The coach may provide an option for a player who is over-rostered to become a non-game playing player. This would mean that they would practice with the team but not take part in games. They would be eligible for a club 'non-game playing player' discount. A 'non-game playing player' could be added back to the roster at any time by the coach and pay a prorated game cost.

After all spaces on the roster have been filled, players who are still left on the waiting list may only join the team if another player withdraws from the team. If there is a large waiting list, the players will be encouraged to help recruit enough new players to form a second team. Any players still on a waiting list after the deadline to submit team rosters to MYSA will be eligible for a full refund.

## 7.7 Playing Up

Younger players who have a level of skill, and physical and mental maturity beyond most other players of their age may request, or be requested, to Play Up on a team of an older age group. This is consistent with the Soccer Club's policy to place players on teams that are appropriate for their level of skill. Coaches from both teams and player's parents must agree for the younger player to be placed on the older team. If the coaches cannot agree then the Coaching Director can make the final decision. If a parent does not agree to the Play Up the player cannot be forced to play up and would be placed on the team roster based on the standard prioritization criteria.

If a new player unknown to the club requests to Play Up, the coach (and Coaching Director if possible) must try to meet in person with the player and his/her parents to discuss the request. Where possible the player should participate in a Development Assessment to provide a comparative skill level to other club players. The player's previous playing experience and soccer training should also be discussed. If a coach is not available for the team in question, the Coaching Director may meet with player and parents and make a decision on the request.

## 7.8 Keeping Teams Intact

It can be very beneficial to player development to keep teams intact. Players also come to expect to play with the same group of players from season to season. The Team Formation Committee will always give strong consideration to keeping teams intact when making the team rosters. The Team Formation Committee will ensure that they have the rosters from previous seasons available at their meetings.

It will not always be possible to keep teams intact. Differences in age or skill level, along with the number of new players registering for the first time may make it impossible to keep a team intact. Preferences in keeping teams intact will be given to teams who earn a promotion to a higher competitive level of play within MYSA.

## 7.9 Team Formation Due Date

Team Formation due date will be set by the RWSC Board prior to opening registration for each season.

## 7.10 Final Rosters

The Team Formation Committee will produce a Final Roster directly after the Coaches Review Meeting (7.4). This Roster will be made available to players, parents, coaches, and managers. The Team Formation Committee will be disbanded and the coaches will adhere to all decisions made concerning open registration on teams. Any

changes to the agreed decisions must go through RWSC Board approval.