



Mission, Structure, Rules,
Policies and Guidelines of the
Port Washington Soccer Club



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I. Mission Statement; Core Values; Vision; Success

A. Mission Statement.

The Port Washington Soccer Club (the “PWSC”) was established in 1975 as a nonprofit community soccer club. It is a volunteer-run organization whose mission is to provide the Port Washington, New York community with a soccer experience that allows each player to maximize their own individual potential.

The PWSC’s mission is to positively impact the development of youth in our community by providing the soccer and life-enriching opportunities to young players of all ages and playing abilities, to create lifelong passion for the sport of soccer, and to help raise the level of soccer in our community. The PWSC strives to play an active role in the leadership, development and personal growth of our players and staff by being an active member of the community through service, partnerships and programs.

The ultimate goal of the PWSC is to encourage, inspire and empower each player to be able to reach the highest level possible within not just the game of soccer, but in life as well, while helping to promote sportsmanship, kindness, social development and leadership qualities among our players, teams and adult staff members.

B. Core Principles

- All community players welcome, regardless of socioeconomic situation.
- The team is greater than the individual.
- The club is greater than the team.
- The community is greater than the club.

C. Core Values

- Fun! Fun! Fun!
- Positive energy.
- Commitment.
- Sportsmanship.
- Passion for both soccer and youth sports generally.
- Leadership – good leaders will inspire themselves; great leaders will inspire others!
- Perseverance – keep working hard no matter what!
- Friendship and social development.
- Empathy, community and inclusivity

D. Vision

The PWSC will forge its own path through youth soccer, and will hold strong to principles of youth soccer development, while implementing programs and

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structures that the PWSC believes will have the greatest benefit on the greatest number of youth soccer players in the community. The PWSC endorses the US Soccer youth soccer guidelines, and intends to structure its programs in close accordance with any such mandates from the US Soccer federation.

E. Defining Success

Success as a youth sports organization is not measured by the number of trophies, medals and 1st place finishes. Youth sports development is a long-term process towards each player finding their best potential (or “finding their amazing”), both on and off the field. We recognize and acknowledge that all players (and teams) develop at a unique pace, and our goal is to support those players and teams along the way to maximize their potential, while valuing team camaraderie and support over wins and personal awards. Our success is demonstrated not when our players are on the field during their relatively short youth sports careers, but in the years following, when they #goproinlife. From the club’s perspective, team success is when we are able to continue to field travel teams through an age group’s senior year, which would mark the end of a 10+ year journey for those players. It is at that point that so many players realize how much youth soccer added to their lives, both on and off the field, and they take those bonds with teammates, coaches, and parents well into the future.



II. Club Structure

A. Individuals and Staff.

- i. Nonprofit. The PWSC is a 501(c)(3) registered nonprofit organization, primarily operated by volunteers. The club's Board of Directors (the "Board") determines the overall program structures and makes various determinations as to club management and operations. The club also has various officers (whom are also members of the Board), including a president, executive vice president, vice president – travel, vice president – intramural, registrar, treasurer and secretary. The board also forms committees for designated events, programs, initiatives and tasks. The use of the term "Board" herein may refer to the entire Board, a majority of the Board, a committee of the Board, or an authorized officer of the Board, as the context requires.
- ii. Director of Coaching. The club contracts with either an individual or an organization to provide Director of Coaching ("DOC") services to the club, which include development of curriculums for the club's programs, assignment and oversight of training staff to programs and teams, management of tryouts, evaluations and team formation, and as the primary decision-maker when it comes to soccer-related determinations.
- iii. Training Staff. The club also contracts with an organization (who may also provide the DOC services) to provide training services and support to all programs and teams, and to manage schedules and staffing of all programs. The training organization works with the DOC to implement the DOC's and the Board's directives, and ensures all staff is properly licensed and/or carded for the specific program roles. The club does not directly employ any training staff, and all staff is provided through the contract with the training organization.

B. Soccer Programs

i. Intramural Soccer

1. U4-U8 Intramural Soccer. Our introductory developmental program begins at the U4 age group. The program is designed to provide professional training in small groups, on a curriculum developed by the Director of Coaching and the Board.
2. Diamond League. Certain age groups may also include a "Diamond League" in-house league option, organized and operated by the DOC and the club. In addition,

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playing in this program are provided options to participate in

3. Intramural Plus+. For players U9 and older wishing to continue playing soccer, but not on a travel soccer team, the club offers the Intramural Plus+ program, which is a continuation of the U4-U8 Intramural program, providing professional training and scrimmages organized by the DOC and training staff.
4. Pre-Travel Soccer (U8). The DOC selects a small group of players to participate in a pre-travel soccer program each year, in preparation of U9 travel soccer. The program is by invitation only, and does not include any tryouts. The goal of keeping it small is to avoid placing players into situations that may hinder their development or confidence at a young age, so the PWSC is mindful of placing players into this situation unless the DOC determines it is appropriate. Players not selected participate in the U8 Diamond League program.
5. Travel Soccer (U9-U19). Every spring, the club runs tryouts for all U9+ travel soccer teams. Teams participate in regional leagues and tournaments throughout the year. The travel program requires an annual commitment, which includes training starting in late August, the fall season running from September to November, an indoor winter training program from January to March, and a spring season from March to June. All teams are formed by the DOC and the training staff, with volunteer parent managers assigned to teams for administrative functions (but not coaching). Teams typically practice twice a week during the fall and spring seasons, with a league game on weekends, and sometimes additional games for league cup matches. See our *Travel Team Policies and Guidelines* for more details on the Travel Soccer program.



III. Behaviors; Zero Tolerance Policy; Anti-Bullying Policy

- A. The PWSC is committed to providing an environment in which all individuals or organizations involved with PWSC are treated with respect. Membership and registration with the PWSC, as well as participation in its activities, bring many benefits and privileges. At the same time, registrants and or organizations are expected to fulfill certain responsibilities and obligations including but not limited to complying with the PWSC Zero Tolerance Policy & Anti-Bullying Policy (each outlined below). Irresponsible behavior by players, parents, volunteers, board members, and spectators can result in severe damage to the integrity of the PWSC. Conduct that violates these values may be subject to sanctions (including expulsion from the club) pursuant to this policy.
- B. **Zero Tolerance Policy.** The PWSC recognizes the Eastern New York Youth Soccer Association's Zero Tolerance Policy (<https://www.enysoccer.com/about-enyysa/zero-tolerance-policy/>). According to the policy, the ultimate responsibility for the actions of coaches, players, parents, and/or spectators resides with member clubs. Following are some key points of the Zero Tolerance Policy.

i. **Parents & Spectators.**

No parent or spectator shall persistently address the referee or assistant referees at any time.

This includes, but is not limited to:

1. Parents and spectators shall not dispute calls during or after the game.
2. Parents and spectators shall not make remarks to the referee(s) or advise the referee(s) to watch certain players or attend to rough play.
3. Parents and spectators shall never yell at the referee(s), including criticism, sarcasm, harassment, intimidation or feedback of any kind before, during or after the game.

The only allowable exceptions to the above are:

1. Parents and spectators may respond to a referee who has initiated a conversation, until such time as the referee terminates the conversation.
2. Parents and spectators may point out an emergency or safety issue, such as a player apparently injured on the field or observed fighting.



Additionally, parents and spectators shall not make derogatory comments to players, coaches or coordinators of either team.

ii. **Penalties (Parents & Spectators)**

In the opinion of the referee, depending on the severity of the offense, the referee may take any of the following actions:

1. The referee may issue a verbal warning to the coach of the offending party's team.
2. The referee may stop the game and instruct the coaches to direct the parent/spectator to leave the field.
3. The referee may abandon the game if the parent/spectator does not leave the field.
4. The referee may abandon the game if a credible threat is made to any member of the referee team.

In addition to the foregoing on-field penalties, the PWSC will evaluate any on-field incidents and determine whether any further disciplinary action is appropriate, which may include, without limitation, suspension of the offending parent from attending future games.

iii. **Players**

The conduct of the players is governed by the Laws of the Game as stated by FIFA and USSF. The Laws themselves describe penalties associated with violating the Laws of the Game. Additional penalties for players who engage in misconduct may be established by the club and/or league but may in no case be less severe than penalties established by FIFA, USSF, or ENYUSA.

iv. **Coaches, Assistant Coaches & Bench Personnel**

It is the responsibility of all coaches to maintain the highest standards of conduct for themselves, their players, and supporters in all matches. Failure to do so undermines the referee's authority and the integrity of the game resulting in a hostile environment for players, the referee(s), coaches, assistant coaches, bench personnel, and spectators. As role models for all of the participants and spectators, coaches participating in a PWSC or an Eastern New York Youth Soccer Association-sanctioned event are expected to be supportive of and to acknowledge the effort, good play, and sportsmanship on the part of ALL players from either team in a contest. For example, coaches, assistant coaches, and bench personnel are expected to show that although they are competing in a game, they have respect for their opponent, referees, and spectators at all times. The PWSC and the

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Eastern New York Youth Soccer Association will not tolerate negative behavior exhibited either by demonstrative actions and gestures or by ill-intentioned remarks, including those addressed toward the referees or members of an opposing team. Coaches exhibiting hostile, negative, sarcastic, or otherwise ill-intended behavior toward referees, opposing players, or coaches will be subject to sanction by the match official. Additional sanctions may be imposed by the PWSC or other club that the coach or assistant coach represents, the league that the match is being played under, or as allowed by Eastern New York State Soccer Association policies after a review of the match report.

- Coaches shall not interact directly or indirectly with the coaches or players of the opposing team during the game in any manner that may be construed as negative, hostile, or sarcastic either by way of demonstrative actions and gestures or by ill-intentioned remarks.
- Coaches shall not offer dissent to any call made by the referee(s) at any time.
- Coaches are not to address the Referee(s) during the game except to:
 1. Respond to a referee who has initiated a conversation.
 2. Point out emergency or safety issues.
 3. Make substitutions.
 4. Ask the referee, "What is the proper restart (i.e. direction and Indirect Free Kick or Direct Free Kick)?"
 5. Ask for the time remaining in the half.
- Coaches are allowed to ask a referee after a game or during the halftime interval, in a polite and constructive way, to explain a law or foul, but not judgment calls made in the game. a. Polite and friendly concern can be exchanged with the referee. If the polite tone of the conversation changes, the referee may abandon the exchange at any time. b. Absolutely no sarcasm, harassment, or intimidation is allowed.

NOTE: *It is recommended that coaches or other team members do not engage in any conversation with the match official once the match has concluded.*

v. **Penalties (Coaches, Assistant Coaches & Bench Personnel)**

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In the opinion of the referee, depending on the severity of the offense, the referee may take any of the following actions:

1. The referee may issue a verbal warning to the offending coach, assistant coach, or bench personnel.
2. The referee may eject the offending coach, assistant coach, or bench personnel. Once ejected, the individual will be required to leave the field immediately. NOTE: Referees are allowed to issue cards for misconduct to coaches and team officials.
3. The referee should abandon the game, if the coach, assistant coach, or bench personnel do not leave the field or any immediate adjoining area after having been instructed to do so.

Additional penalties associated with the ejection of a coach, assistant coach or bench personnel may be assessed by the local club or league which sanctioned the match in accordance with their documented policy. These penalties may be no less stringent than sanctions as may be imposed by ENYYSA following their review, if conducted, of the incident.

All cases of alleged abuse or assault of a referee shall be reported to the ENYYSA State Office and State Referee Administrator within 48 hours of the match that engendered said behavior. ENYYSA will then conduct a verification of the complaint and subsequent actions as required by applicable sections of USSF Policy in effect at the time of the incident. Although ENYYSA is continually bound by USSF Policy and its various revisions, the definition of referee abuse and referee assault found in USSF Policy 531-9 as of the creation date of this Zero Tolerance Policy is offered by way of information as follows:

vi. **Referee Abuse**

(a) Referee abuse is a verbal statement or physical act not resulting in bodily contact which implies or threatens physical harm to a referee or the referee's property or equipment.

(b) Abuse includes but is not limited to the following acts committed upon a referee: using foul or abusive language toward a referee that implies or threatens physical harm; spewing any beverage on a referee's physical property; or spitting at (but not on) the referee.

vii. **Referee Assault**

- (a) (i) Referee Assault is an intentional act of physical violence on any individual and is a crime that could result in an arrest and is punishable by fine, imprisonment, and/or probation.

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(ii) For purposes of this Policy, “intentional act” shall mean an act intended to bring about a result which will invade the interests of another in a way that is socially unacceptable. Unintended consequences of the act are irrelevant.

- (b) Assault includes but is not limited to the following acts committed upon a referee: hitting, kicking, punching, choking, spitting on, grabbing or bodily running into a referee; head butting; the act of kicking or throwing any object at a referee that could inflict injury; damaging the referee’s uniform or personal property, i.e., car, equipment, etc. as well as menacing or stalking.

C. Anti-Bullying Policy

A. Objectives of the PWSC Anti-Bullying Policy:

- a. Bullying will not be tolerated.
- b. All players, coaches and managers, and parents of the PWSC should understand what bullying is.
- c. All managers and coaching staff should know what the club policy is on bullying and follow it when bullying is reported.
- d. All players should know what the club policy is on bullying and what they should do if bullying occurs or is suspected.
- e. As a club we take bullying seriously. Players and parents should be assured that they will be supported when bullying is reported.

B. Definition of “bullying”: Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying consists of three basic types of abuse – emotional, verbal, and physical. Bullying can be and does include:

- a. Verbal bullying including derogatory comments, lies, false rumors, teasing, ridicule, and bad names.
- b. Emotional bullying includes being unfriendly and sending hurtful or tormenting messages via social media forms.
- c. Bullying through social exclusion or isolation, being ignored and or left out.
- d. Physical bullying includes pushing, kicking, hitting, punching, or any other use of violence.

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- e. Being attacked because of their religion, race or color, gender or sexuality including but not limited to taunts, graffiti, gestures, etc.
- f. Sexually unwanted physical contact or sexually abusive comments.
- g. Misuse of associated technology such as unwanted camera and video usage and social networking exposure

C. Signs and indicators of bullying:

- i. A player may indicate he or she is being bullied by signs or behavior, adults should be aware of these possible signs and should investigate if a player:
 - 1. Says he or she is being bullied
 - 2. Is afraid or unwilling to go to training, practice, or games
 - 3. Becomes withdrawn anxious, or lacking in confidence
 - 4. Feels ill before training sessions
 - 5. Is nervous and /or jumpy when a message is received (e.g. text, IM, phone, social network)
 - 6. Comes home with clothes torn or training equipment damaged
 - 7. Asks for money or starts stealing money (to pay the bully)
 - 8. Has unexplained cuts or bruises
 - 9. Is frightened to say what's wrong
 - 10. Gives improbable excuses for any of the above
- ii. In some more severe situations, other indicators can include:
 - 1. Cry themselves to sleep at night or has nightmares
 - 2. Becomes aggressive, disruptive, or unreasonable
 - 3. Is bullying other children or siblings
 - 4. Stops eating
 - 5. Attempts suicide, runs away or hurts themselves deliberately (self-harm)
- iii. Directions for coaches/managers who noticed that a player is being bullied:
 - 1. Ask the player directly

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2. Take any incidents of bullying that they tell you about seriously
3. Talk calmly with the player about their experiences
4. Make note of what the player says
5. Reassure the player that they have done the right thing by telling you
6. Understand that your player may need to change aspects of their behavior
7. Never approach another parent directly
8. Do not encourage your player to retaliate
9. Contact the PWSC and/or SafeSport (if appropriate) immediately

D. Procedures:

- i. Immediately report the bullying incidents/behavior to the PWSC. A complaint can be communicated verbally, initially, to the PWSC but must be followed up in writing (letter and/or email).
- ii. The PWSC will take every concern seriously, investigate the issue and report back to you in a timely manner.
- iii. In serious cases, parents may be asked to come in to discuss the problem.
- iv. If necessary and appropriate, the police will be consulted.
- v. If bullying is found, it will be stopped immediately by removal of the player (s) who is bullying from the PWSC until a suitable process has been met through club policy.
- vi. A record will be kept on the incident(s), investigation and any action(s) taken.
- vii. The bully (bullies) will be placed on a probationary period with the club of no less than six (6) months.

E. The Zero Tolerance Policy and Anti-Bullying Policy each apply to:

- i. All members of the PWSC Board of Directors
- ii. All coaches
- iii. All managers

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- iv. All players
- v. All parents/family members/guardians/caregivers
- vi. All referees
- vii. All volunteers

All elected Club officials, volunteers, PWSC staff, coaches, managers, and referees must sign a form acknowledging their understanding and acceptance of the Zero Tolerance Policy.

This Zero Tolerance Policy shall be posted on the PWSC's website always and communicated to parents and players at the beginning of every program cycle.

Ignorance of the Zero Tolerance Policy shall not be considered a valid defense against a complaint.



IV. Travel Team Policies and Guidelines

A. Residency Requirements

Port Washington Soccer Club (“PWSC”) travel team rosters shall be open to all candidates meeting age and gender guidelines, regardless of hometown or school district affiliation. The club recognizes that in order to remain competitive and/or viable, some teams will need to reach outside Port Washington for players. The PWSC takes no formal position on accepting/accommodating out-of-town players over local players.

B. Age Groups

The PWSC shall form one or more teams in the boys and girls U9-U19 divisions in regional leagues, in each case subject to minimum roster sizes, and subject to the determinations of the DOC and the Board as to viability of teams in any specific division.

C. Minimum and Maximum Roster Sizes

The DOC and Board shall determine minimum and maximum roster sizes for each team, which determinations may vary from age to age and based on commitment and competitive level of specific teams.

D. Eligibility

All players must meet age eligibility criteria proscribed by ENYYSA and the respective member leagues, which is currently based on birth year. No players may play “down” to a younger age group, per ENYYSA and league rules. Players may play “up” to one or two age groups as guest players, and may only be rostered to teams in older divisions with the permission (and in the sole discretion) of the DOC and the Board. As a rule of thumb, the PWSC’s desire is for all players to play on a team in their birth year age group, but certain circumstances, including smaller rosters for older teams, may cause the DOC to approve rostering players to older age group teams. Players seeking to play “up” should discuss directly with the DOC prior to any tryouts.

Female players seeking to play on boys teams must discuss any such requests with the DOC, and any such determinations will be in the sole discretion of the DOC and the Board.

E. Annual Travel Program

The PWSC travel soccer program is a single program running the length of the school year, with a fall league season, a winter training season, and a spring league season. Fees are determined prior to registration, and are intended to cover the “base package”, as determined by the Board for such year (and as outlined on the Travel Soccer page of the club’s web site). The annual travel program requires a commitment for the full year, and is not meant to be a season-by-season commitment.

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Thus, all players are required to pay a deposit, and to pay the entire program fee in full or in installments. Refunds will not be provided, and all payments are required to be made, even if a player decides to leave the program before the end of the program year. Any adjustments to program fees are at the sole discretion of the Board. Players joining teams mid-year may be permitted to pay a reduced or pro-rated amount, as determined by the Board.

F. Parent and Player Agreement

As part of the travel soccer registration process, all parents are required to review and accept the terms (on behalf of themselves and their child) of the Parent and Player Agreement with the club.

G. Tryouts

i. *Rising U9 Tryouts*

1. The PWSC will conduct formal tryouts each spring, for players wishing to join U9 teams the following fall season. Such tryouts shall be coordinated by the DOC and the travel program coordinators, with a schedule to be posted publicly on the club's web site with the dates, times and locations of such tryouts, at least one week prior to the first such tryout.
2. There shall be at least two scheduled tryout sessions of 60-90 minutes each for both rising boys and girls U9 teams. There shall also be a scheduled make-up date, in the event of a cancellation of a prior U9 tryout session, it being understood that, in the event of cancellation of the make-up session, evaluations may be based on one session.
3. The DOC shall coordinate an appropriate number of trainers to attend each U9 tryout session. The club currently uses a system called TeamGenius to record player scores / rankings / observations. The data entered into TeamGenius (or any successor platform utilized by the club) is confidential, proprietary and not subject to review by any parties other than the DOC and the Board, nor shall it be disseminated in any manner, including to ranked players. All trainers shall record scores and observations of players, subject to criteria developed by the DOC. The goal is to have all trainers observe all players, with player rankings based on the aggregate of all trainer feedback (including the DOC's feedback on players, and any adjustments to rankings deemed appropriate by the DOC and the Board). No parents non-trainers shall be permitted to provide input to the player rankings, either through score entry or manipulation of rankings.
4. At the conclusion of tryouts, the DOC and the travel coordinator(s) shall review all rankings results, and determine the appropriate number of teams in the boys and girls U9 groups for the upcoming fall

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season. Such determinations may include information and assumptions about the number of player anticipated to accept team invitations. Teams shall be formed using a like-kind methodology, meaning players will be grouped generally by ability and ranking, with the expectation that teams will be placed into appropriate divisions in the leagues based on the level of each team. In the DOC's discretion, players indicating a desire and ability to play goalie may be considered for team placement above or below their ranking within the age group.

5. While the goal of the PWSC is to accept all willing players into the U9 travel program, there are circumstances that may result in the PWSC not extending invitations to certain players, including determinations based on ability, attitude/behavior, and lack of roster space based on desired minimum and maximum roster sizes. In such instances, players may be invited to the club's Intramural Plus+ program, with opportunities to join travel teams in future seasons, depending on roster space and other factors.
6. Team invitations shall be delivered to all invited players, with instructions on how to register and accept invitations to the assigned team. Players not accepting such invitations and paying the required deposit within the time proscribed by the DOC and the travel coordinators may lose the potential roster spot on the assigned team, and a player assigned to a lower-division team may receive an invitation to join such team. Once such invitations are accepted, players may not be moved to lower-division teams unless otherwise agreed by such players, except as set forth in #7 below. Players may not request placement on alternate teams, and may only accept or decline invitations to the team assigned by the DOC and the travel coordinators.
7. In the event less players than anticipated by the DOC and the travel coordinators accept invitations to U9 travel teams, the DOC and the travel coordinators may adjust the numbers of teams and shift players to different teams (based on player rankings) to balance out the revised number of teams. In such cases, if there are no longer available roster spots for players on a removed team, the DOC and/or travel coordinator will discuss such circumstance and potential options (including Intramural Plus+) with such player.
8. After completion of the fall season, the DOC and the Board will review the performance of the U9 travel teams, and determine if any teams need to be added or eliminated, and will also determine if any players should be moved to different rosters, based on the performance from the fall season. Such determinations shall be made in the sole discretion of the DOC and the Board. Players do not have the right to

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refuse such roster adjustments, as they may be necessary for the well-being of the entire age group.

ii. U10 and Older Tryouts

1. The DOC and the travel coordinators shall determine the appropriate nature of tryouts for U10 and older age groups, in part based on the number of existing teams.
2. Generally, age group tryouts for U10+ teams will be held at one or more regularly scheduled practices of a U10+ team. Depending on the number of existing teams, players may be required to attend a different practice session for their tryouts. Such sessions may be run by one or more trainers of teams in the age group, and the DOC may (but is not required to) attend all such tryout sessions.
3. Existing PWSC players will not need to register for any tryouts, and will automatically be evaluated. Any players not intending to return for the following year should advise their team manager, trainer and the DOC prior to tryouts, to enable the DOC and travel coordinators to make any necessary adjustments.
4. Player ranking and rostering decisions will be made based on both tryouts and the ongoing evaluations by team trainers and the DOC during the course of the year. Thus, if a player does not attend their designated tryout, the DOC and travel coordinators may rely on the evaluations conducted throughout the year by the DOC and team trainer. Such determinations as to balancing tryouts results and ongoing evaluations shall be in the sole discretion of the DOC and the travel coordinators.
5. Existing team managers may elect to provide input to the team trainer and the DOC, which input shall be put in writing to both the trainer, the DOC and the travel coordinators. Such input may relate to player ability (to the extent such manager is able to make such evaluations), commitment, attitude, availability, etc. Any such input must be delivered in writing prior to the first tryout session for such age group; any input received after the first tryout session will not be considered. The club will keep any such input confidential, unless otherwise agreed by such manager. The DOC, the trainers and the travel coordinators may elect to consider (or not consider) such input in any manner the deem appropriate.
6. If there is only one team in an age group, the tryouts will be two designated practices for such team, at which new players may attend for consideration and evaluation by the existing trainer.

H. Team Trainers

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- i. Every travel team shall be assigned a professional trainer; such assignments shall be made by the club's existing DOC and training organization, in their discretion based on various factors. The DOC shall consult with the Board on such assignments, but the DOC shall have the discretion to make such appointments without Board approval.
- ii. All team soccer activities (including practices, games, tournaments, mini-camps, etc.) shall be run by a professional trainer assigned by the DOC. The preference is for the team's primary trainer to attend and run all such events, it being understood that conflict can and will arise, for various reasons.
- iii. In the event of a trainer absence or a conflict in schedules, the DOC shall assign a substitute trainer for such event. The DOC shall advise the team managers of such substitution, and the substitute trainer shall, to the extent possible, obtain any details about the team that may be relevant to the event in question.
- iv. Absent extenuating circumstances, team managers shall not run any soccer events or provide coaching functions to their team. In no event shall a team manager (or group of parents and players from a PWSC team) schedule a team soccer event or enter the team into any game, scrimmage, tournament or league without the presence of a professional trainer assigned by the DOC.

I. Team Managers

- i. Upon formation of travel soccer teams, the DOC and the Board shall solicit volunteers to act as team managers for their children's teams. Generally, a team manager should be a parent of a player on a team. The DOC and the Board will interview and consider any applicants for the team manager position, and shall appoint one or more team managers and/or assistant team managers to each team.
- ii. For U10+ teams, existing team managers may be asked to return, or the DOC and the Board may elect to solicit new or additional team managers for such teams. Such determinations are in the sole discretion of the DOC and the Board.
- iii. All team managers must obtain cards from an ENYYSA-sanctioned league, and must fulfill all requirements not later than 3 weeks prior to the start of the season. Such requirements may include background checks, SafeSport online course completion, Heads-Up course completion, AED training, and coaching education courses. Any team managers who have not fulfilled all carding requirements by such date may be replaced at the discretion of the DOC and the Board.

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- iv. Team managers are responsible for non-soccer team administration functions, including communications with teams, distributing and inputting schedules into team apps, ensuring adequate players are available for games, distribution and management of team gear, team check-in at games, assisting team trainers at games and practices, and generally coordinating team activities.
- v. Team managers are required to attend regular club meetings, where information is provided to managers, some of which is to be relayed to their respective teams. In the event a team manager is unavailable for a meeting, such manager shall ensure another team manager or a team parent representative attends such meeting, as important club information is provided at meetings.
- vi. Team managers are not to provide soccer instruction or coaching; such functions are reserved solely for team trainers.
- vii. Team managers must ensure appropriate rosters and referee fees are brought to each league game.
- viii. Team managers must have all player medical forms available at all team events, in case of emergency.
- ix. Team managers are responsible for coordinating setup and breakdown of fields for home games, including placing proper sized goals into their designated positions, setting up corner flags and returning and locking goals as required by the club after games. Team managers are responsible to ensure no club equipment or trash is left on any fields upon leaving such fields.
- x. In the event a team manager misses more than 3 meetings during a soccer year, or at the determination of the DOC and the Board, a team manager may be removed from their team and a new team manager may be assigned to such team. Such determinations are in the sole discretion of the DOC and the Board.
- xi. Team managers are required to abide by all club rules and policies, and are also required to report incidents that would require reporting to the club and/or authorities, depending on the nature of the incident.
- xii. Team managers shall ensure any players that have been entered into a concussion protocol have received medical clearance before permitting such players to return to team activities.

J. Travel Team Players & Parents

- i. All travel soccer players are required to be carded through an ENYYSA sanctioned league. Players will need to provide the necessary information and documentation (including photos and proof of birth) for the club to

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obtain such cards. Failure to provide any information in a timely manner may result in players not being eligible to participate in games, and potentially removal from the team and program.

- ii. All players and parents must accept the Player/Parent Contract as part of their registration. Both players and parents should review and understand the details of that agreement.
- iii. Players may be guest players for other travel teams in their age group and up to 2 years older (playing “up” requires approval of the DOC). Generally, players are expected to prioritize their primary team’s games, unless the DOC advises otherwise (such as a situation where two teams play at the same time but one is shorthanded). The goal is to have at least 2-3 subs at all games, and if a team is shorthanded, managers will coordinate having guest players from other age-eligible teams play in games. Guest players are expected to play a normal amount, and, at the trainer’s discretion, may play more than the primary players on the team.
- iv. Players are expected to commit to the PWSC’s travel teams as their primary sports activity, prioritizing their PWSC travel team over other sports or teams. This commitment is crucial for the long-term success of teams and age groups. Players are expected to attend all practices and games, absent illness, injury or other reasonable circumstances.
- v. Players (or their parents) should RSVP to all games at least one week prior to the date of such game, so that team managers are alerted to any potential need for guest players and have time to coordinate guest player participation.
- vi. Communications from players and parents to their teams should be cordial and considerate of the volunteer role of their team managers. Any concerns should be addressed initially to the team trainer or team manager, to provide an opportunity for the concern to be addressed. Should the matter require elevation, the next contact should be the DOC and travel coordinator.
- vii. 24-Hour Rule – the club asks all parents to observe a 24-hour cooling period before contacting trainers and/or managers with any concerns. Sometimes the emotion of a game can cause parents to overreact, and a bit of time may avoid an unnecessarily stressful situation for all involved. The exception to this rule is if the matter involves player safety or well-being.