



# **Portsmouth Pirates Soccer Club**

## Standard Operating Procedures (SOP)

**Version 3.0**

9 Nov 2011

**Revisions**

<b>Version</b>	<b>Primary Author(s)</b>	<b>Description of Version</b>	<b>Date Completed</b>
1.0	M. Grzechowiak	Initial version	07/09/09
2.0	L. Rabenold	Revision of Player Team Placement Policy per discussion at Officer’s meeting 4/15/10 to: allow players that could not tryout because of an injury to be evaluated and placed by the age level coordinator; and to clarify under what circumstances a player will be considered a previous Pirates player	06/18/10
3.0	M. Perras	Removed Admin info (Insurance and Non-Profit) to Administration section on web. Updated Age level Coord Process to add application date. Updated player team placement policy by allowing asst. coach to help evaluate, and adding a significant injury statement, as well as some dates. Removed past history for ref fees to clean up doc and put a statement about fees being passed in annual budget. Added U16 and U19 Tryout guidance.	11/9/11

**Abstract**

This document describes the Standard Operating Procedures (SOP) for the Portsmouth Pirates Soccer Club and should be used as an adjunct to the current Portsmouth Pirates By-Laws.

## Contents

<b>1</b>	<b>AGE LEVEL CORDINATORS SELECTON PROCESS</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>2</b>	<b>PLAYER TEAM PLACEMENT POLICY .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>3</b>	<b>USE OF REFEREES FOR SCRIMMAGES.....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>4</b>	<b>TRYOUT INFO .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>4.1</b>	<b>GENERAL .....</b>	<b>7</b>

# 1 Age Level Coordinators Selection Process

The following process will be used in the selection of Age Level Coordinators:

- Age Level Coordinator should submit application by 5 May.
- Coach Selection Committee consisting of VP, DOC, and a few other volunteers (preferably from each age group level) will be formed. In the past, we had VP, DOC, and 3-4 others participate. Committee will review all applications, make up a summary table, and provide a recommendation for each age level coordinator - girls, boys.

Sample table is shown below:

Coach	License	Experience	Key Comment from Application	Comments from Committee
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Voting:

- All unopposed Age Level Coordinators will be voted on first. Then contested Coordinators.
- For age levels with more than one coach vying for a position, the coach or a spokes-person will be allowed to talk up to 2 minutes about why the coach should be selected. No other discussions from other board members should be allowed. However, members will be allowed to ask questions to clarify a coach's qualifications or related information.
- Coaches will not be asked to leave the meeting during discussions or voting process since they should be allowed to be part of the process.
- Paper ballots shall be used to place all votes. Board Reps will receive their ballot prior to the start of the vote. This guarantees that the proper people receive ballots. Note that ballot should be done in such a way to provide anonymity and privacy during the voting process (ie, ballot placed in a folder or folded over, etc.).
- Ballots are collected, votes tallied and winners announced. Margin of victory should be announced as is done in any election process.

## 2 Player Team Placement Policy

The Pirates Club always wants to bring the game of soccer to every child if possible.

- Players need to attend Age Level Tryouts or tryout make-up sessions for that age level.
- A player that did not attend tryouts or make-ups will be evaluated by the Age Level Coordinator and if possible by other coaches for placement on a team if coach of receiving team agrees and:
  - The player has never been involved with Pirates soccer in the past year (fall and spring or vice versa).
  - The player misses tryouts (including make-up dates) due to a medical condition or injury and is granted a waiver by the Pirates President (documentation of the injury/condition by a physician may be asked for when requesting a waiver).
  - The player (previous or not) had a significant injury (to be approved by the Pres, VP, DOC, and Age Group Coordinator).
- A player that did not attend tryouts or make-ups, will be placed on the last team in that age level when:
  - The player is a previous Pirates player, who played or was registered with Pirates at any time during the previous September 1st to August 31st soccer season (year), who has decided to join the Club again unless they have just moved back into the area, had a significant injury, and could not attend the age level tryouts. (For example, a player who plays in either the Fall of '11 or the Spring of '12 will be considered a previous Pirates player for the entire Sept 2011 – Aug 2012 soccer season)
  - The player knowingly missed tryouts
  - Note that if there is no room on the last team, the player cannot be brought onto the last team unless the coach of that team agrees to move a player up to the next team and there is room to do so. In addition, the player and their parents need to agree as well.

### **3 Use of Referees for Scrimmages**

The use of referees in Pirates scrimmages and payment schedules for those referees has been a practice over the past years starting in 2005. Some options were:

- Board voted to pay referees 1/2 of the Superliga fee
- Paid full Superliga fee for U8 - U14 scrimmages, used only a center ref for U12/U14 games, did not pay "extra" amount for single ref
- Board voted to pay only the home half of the superliga fee, on JP's recommendation, feeling that the scrimmages are a good learning/training experience for the referee
- U8 refs received \$10 per field, and U10 refs received \$20 (only one center ref). U12/U14 used a 3-ref system.

The objective of using referees during scrimmages is two-fold: (1) provides basic refereeing for the scrimmaging teams, (2) more importantly, gives our refs the chance to practice and hone their skills with games that are not crucial to normal Superliga or tournament play. It is objective #2 that has always driven the Club to pay half the Superliga fees since it motivates the refs to get out on the field to gain experience without asking them to do it for free. It really comes down to the budget and should be dictated by the level of ref use – coordinated between President, Ref Coordinator, and Treasurer. Number of scrimmages with paid officials shall not exceed budget passed during that operating year.

## 4 Tryout Info

### 4.1 General

#### For those participating in tryouts:

All players need to be registered in order to participate in tryouts. If you register the day of tryouts, you need to print out the "Proof of Registration" page and show it to the tryout coordinator. If the player is not registered they will not be allowed to participate in tryouts - **NO EXCEPTIONS.**

Players will be allowed to tryout for one age group *only* and be placed within the Age Level they are trying out in. For example, if a player participates in the U12 process, they will be placed on a U12 team and would not be allowed to tryout for a U14 team. They cannot change Age Levels afterwards - **NO EXCEPTIONS.**

If a player is attempting to play up, based on age, they need to get the approval from both Age Level Coordinators. They need to contact the Pirates President to make such a request.

If there are any questions, please contact your age group coordinator.

**U8** - No formal tryout in fall. After fall season, coaches will place players based upon similar ability on teams and recommend which division for spring.

**U10, U12, and U14** – Tryouts in early summer for fall and spring seasons. See Age Level Tryout information on Web site for specifics.

**U16** – Tryouts in early November for spring season. See Age Level Tryout information on Web site for specifics.

**U19** – Invite to play.