



# PORTSMOUTH YOUTH SOCCER ASSOCIATION

Standard Operating Procedures (SOP)

VERSION 5.0

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# Revisions

Version	Primary Author(s)	Description of Version	Date Completed
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
4.0	Russ Costa and Patrick Sutton	Revised Team tryouts, Player Placement Policy, and Election Process sections. Added new sections for "Playing-up Policy", "Pirates Club Pass Policy", "Tournament and Team Placement Policy", and "Age-Level Coordinator Responsibility and Authority". Removed "Use of Referees for Scrimmages".	6/11/19
5.0	Patrick Sutton	Added Conflict Resolution Procedures under the new sections "Maintaining a Positive Work Environment" and "Code of Conduct Agreement"	1/11/20

# **STANDARD OPERATION PROCEDURES**

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

## **1. PLAYER AND TEAM PLACEMENT PROCEDURES**

### **1.1 Team Tryouts**

All players need to be registered and have a signed medical waiver in order to participate in team tryouts. If you register the day of tryouts, you need to print out the "Proof of Registration" page and show it to the Age-Level Coordinator. If the player is not registered or does not have a signed medical waiver they will not be allowed to participate in team tryouts.

If a player is attempting to play up, based on age, they need follow the Playing-Up Policy under Section 1.2, below. If there are any questions, please contact your age group coordinator.

### **1.2 Playing-Up Policy**

Requests to play up in age must be made to the president at least three days before the first tryout has been held. Players must attend at least one tryout in each age group: their natural age group and the age group they are interested in playing-up in. Age-Level Coordinators will evaluate independently and then consult on a recommendation to the parents. If there is not room on the proper team for the player in the higher age group, the applicable Age-Level Coordinator can refuse the request. The Competitive Coordinator should be consulted in the event of a dispute. In any case where there is an unresolved dispute, the president will resolve the dispute.

### **1.3 Player Placement Policy**

The Pirates Club always wants to bring the game of soccer to every child if possible. The following Player Placement Policy is intended to ensure players are grouped together based on the Age-Level Coordinator's evaluation of their skill and ability during the tryout sessions.

Players need to attend the tryout or makeup tryout sessions for their respective age-level group to be evaluated by the Age-Level Coordinator and placed on a team. If a player does not attend the tryout sessions, they will be placed on the lowest competitive-level team in their age-level group if room is available. However, if a player could not attend tryout sessions because they just moved to the area or had a medical condition/injury and was granted a medical waiver by the PYSA President, then the Age-Level Coordinator will arrange a player evaluation to place them on the appropriate competitive-level team.

If a player is a returning player that didn't participate the prior season (and therefore missed tryouts), an exemption from the Player Placement Policy described above can be requested and voted upon at a PYSA Board meeting. The purpose of this Player Placement Policy is not to dissuade player participation, but to ensure players are being properly placed according to their skill and ability.

#### **1.4 Pirates Club Pass Policy**

Club pass is to be used for addressing roster depth issues on game-day, or for player development purposes. Club pass players should fit the level of play of the team they are playing for. All coaches are responsible for knowing the rules governing Club Pass for Rhode Island Youth Soccer League, Soccer Rhode Island, or any other competitive league or tournament in which their team is placed.

All club pass requests must be agreed upon by **BOTH** coaches **BEFORE** any parent/player is approached. All communications of Club Pass among coaches require final approval from the Competitive Coordinator. Penalties for violation of league rules, or internal policies will be executed by the league or the Competitive Coordinator acting in concert with PYSA President, Vice President, and Director of Coaches.

#### **1.5 Tournament Rosters and Team Placement Policy**

Pirates coaches must consult with their Age-Level Coordinator and Competitive Coordinator to determine the proper competitive-level to place their teams in a tournament or Soccer Rhode Island event. Competitive Coordinator approval is required before registration. Guest players must be approved by the Age-Level Coordinators before being added to a tournament roster. Disputes will first be handled by the Competitive Coordinator. If not resolved to the coach's satisfaction, coaches can appeal to the PYSA Board to dispute an unfavorable ruling.

## **2. AGE-LEVEL COORDINATOR PROCEDURES**

### **2.1 Age-Level Coordinator Election Process**

An Age-Level Coordinator will be elected for each gender and even age-level group ranging between U8 and U16 (e.g., BU8, GU8, BU10, GU10, etc.). Each age-level group will span two calendar years by including the preceding odd age-level year (e.g., the GU10 group includes both the GU9 and GU10 age levels). There will be one Age-Level Coordinator elected for the coed U6 group. Above the U16 age level, coordinators will be selected, as needed, for any specific age and gender groups formed (e.g., GU19).

The PYSA President will request that all applications for Age-Level Coordinators be submitted for review around early May. The President will then review all applications and prepare a summary for the Board to review prior to voting the Age-Level Coordinators into their respective positions during the next Board meeting.

#### **Board Voting Procedures:**

The PYSA Board will first vote to approve all unopposed Age-Level Coordinators into their respective positions. For positions that are contested at a certain age level and gender, the following procedures should be followed:

- Each candidate, or a representative of their choosing, will be allowed to talk up to 5 minutes about their qualifications to implement the roles and responsibilities of the contested Age-Level Coordinator position. No other discussions or questions from other members shall be allowed during this time.
- Following the 5-minute presentations from each candidate, the President will open up the discussion to allow members to ask the candidates questions regarding their qualifications, past experiences, and/or other related information. If members have constructive criticism or concerns related to a specific candidate that they would like to share, they are encouraged to pose their feedback in the form of a question so that the candidate(s) may reply and clarify their position, if needed.
- If the candidates prefer not to participate in the open discussion process, they may leave the meeting any time after making their 5-minute presentation.
- The President shall moderate the open discussion to ensure that candidates and members are being respectful, and may end the open discussion process at their discretion.
- Paper ballots shall be used to place all votes. Board members who have the authority to vote will receive their ballot prior to the start of the vote. Note that the ballot should be performed in such a way as to provide anonymity and privacy during the voting process.

- After collecting the ballots, the votes shall be promptly tallied and the winners announced. Margin of victory should be announced as is done in any election process.

Note: We will use similar procedures for any other Pirate position that is contested.

## **2.2 Age-Level Coordinator Responsibilities and Authority**

The Age-Level Coordinators primary responsibility is to build balanced teams with players grouped together based on their level-of-play. Age-Level Coordinators responsibilities include the following:

- Organizing and overseeing tryouts to evaluate players in their age group.
- Building team rosters based on the player evaluations.
- Determining the number of teams in their age group.
- Evaluating and placing new players who missed tryouts on the proper team, if adequate room is available.
- Working with other Age-Level Coordinators and the Competitive Coordinator to determine if a player should move up an age level (See Section 1.2 *Playing-Up Policy*).
- Working with coaches, the Competitive Coordinator, and other Age-Level Coordinators (as applicable) to make roster adjustments due to player turnover. Final decisions are made by the Age-Level Coordinator.

### **3. CONFLICT RESOLUTION PROCEDURES**

#### **3.1 Maintaining a Positive Working Environment**

PYSA seeks to support a positive working environment for all of our volunteers. In the event of a conflict between two or more volunteers, the President and Vice President will make a reasonable good faith effort to resolve the conflict in a respectful manner. If a conflict cannot be resolved after a reasonable good faith effort, the President and Vice President may make a recommendation(s) to the Executive Officers at a special meeting to resolve the conflict via other means, such as removing a volunteer from their position or denying a future application to volunteer. The recommended measure(s) shall only be implemented if approved by a simple majority vote from the Executive Officers.

#### **3.2 Code of Conduct Agreements**

All players, coaches, and parents/guardians must confirm during registration that they have read and agree to comply with the PYSA Code of Conduct when attending a PYSA game, practice, or event. Copies of the PYSA Code of Conduct will be maintained and readily available for review on the PYSA website and registration database. Failure of a player or parent/guardian to abide by the PYSA Code of Conduct could result in any of the following disciplinary actions:

- Verbal or written warnings
- Reduced playing time
- Required parental attendance during training activities or games
- Suspension from a practice and/or game by the President of PYSA
- Suspension for the season by the President of PYSA

In the event that a player is suspended for the remainder of a season, the player registration fee will be partially reimbursed based on the portion of remaining games (excluding playoffs and tournaments) in the season.