



PENFIELD RANGERS CLUB POLICIES

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Mission Statement

The mission of the Penfield Rangers Soccer Club is to identify and develop soccer players aged 8-19 years old, who demonstrate the self-motivated enthusiasm and potential to play soccer at an advanced level. Emphasis is on developing players in a way that promotes fundamental soccer skill development, character development, teamwork, and good sportsmanship. The club shall also promote training and development for adults interested in coaching soccer at an advanced level.

Profit Status

The Penfield Rangers Soccer club is a non-profit organization.

Board of Directors

The Penfield Rangers Soccer Club shall be managed by a Board of Directors, which has the responsibility of planning and coordinating the implementation of all club activities. Refer to the club bylaws for details of the Board of Directors' roles & responsibilities.

The Team

The parents and coaches for each team are empowered to make decisions regarding the following items.

1. Which tournaments the team will enter.
2. Direct feedback to the club on the quality of coaching.

Each team shall consist of at least the following volunteers.

1. **Head Coach:** The coach shall make all decisions regarding team matters, including playing time, assignment of playing positions, roster size, etc (within Penfield Rangers Soccer Club By-laws and Rochester District Youth Soccer League guidelines). Each Head coach MUST have an assistant coach.
2. **Team Manager:** This person will manage all administrative functions for the team, including team registration for league play, tournament registration, filling out team rosters for games and paying referees, etc.

Membership

Being a community-based organization, player membership in the soccer club requires either residency within the town of Penfield or attending school within the town of Penfield. However, if we cannot fill a team roster within these guidelines, we will allow filling the roster with players from other towns, with approval from the Penfield Rangers Soccer Club Board of Directors. Active player and parent commitment to practices, games, and supporting roles within the club is a requirement for the continued success of the organization.

Governing Soccer Organizations

The Penfield Rangers Soccer Club participates in league play that is governed by the Rochester District Youth Soccer League (RDYSL). RDYSL is sanctioned by the New York State West Youth Soccer Association (NYSWYSA), which acts as the governing body for recreational, travel, and premier soccer programs throughout western New York State. Nationally, the United States Youth Soccer Association (USYSA) is the governing body for youth soccer.

Seasonal Commitment

September through March: Participation in Ranger practices, games, tournaments, and leagues is strongly recommended in order for the player and team to develop to its fullest potential.

April through End of Season: It is expected that each player will be able to commit to 3- 4 days per week (includes practices & games) plus at least 2 weekend tournaments.

Interscholastic sports take priority over club practice and games, but every effort must be made to avoid conflict.

Players are expected to be available for games and practices FOR THE FULL OUTDOOR SEASON. If a player expects to have conflicting sports or activities that may cause him to miss significant numbers of games and practices, then travel soccer may not be appropriate for him.

Tryouts

Tryouts for the Penfield Rangers are held each fall. Tryouts are mandatory each year.

Fairness

The Club has implemented policies to ensure as fair a tryout as possible for all players.

1. The prior season's Blue (A) team head coach for an age group will serve as the Age Group Coordinator for tryout for that age group for the next season. This does not ensure that person will be asked to return to be the head coach for the following season.
2. The prior season's White (B) team head coach will assist the Age Group Coordinator for the tryout for that age group for the next season.
3. Both the Age Group Coordinator and Assistant Age Group Coordinator may evaluate players.
4. Independent evaluators will be assigned by the Coaching Committee to assist the Age Group Coordinator in evaluating players. Assistant Coaches that have players on the team MAY NOT evaluate players in the age group for which their son is trying out.
5. The Age Group Coordinator is expected to follow the try out guidelines for his/her age group but may use alternate activities.
6. All evaluators will use a standard scoring sheet which emphasizes the "Four Pillars" of the soccer game -- Physical, Psychological, Technical, and Tactical.
7. The Age Group Coordinator is responsible for collating the scores and ranking the players.
8. After tryouts are completed, the Age Group Coordinator and Assistant Age Group Coordinator are expected to work together to form team rosters. It is expected that tryout scores are the primary factor but the Coordinators have some discretion to place players based on other factors.
9. A Roster Meeting is held with the Age Group Coordinator, Coaching Committee Chairperson, Tryout Coordinator, and one or more members of the Coaching Committee. Roster placements within the age group are reviewed and discussed.
10. Once all rosters are reviewed, the Coaching Committee Chairperson presents the rosters at the next Board Meeting for review and approval.

Notification

1. As soon as possible after tryouts, players will be notified by email whether or not they have been placed on a team roster.
2. Players that have been offered a roster spot will have at least a week to email a response back accepting or declining the roster spot. As stated elsewhere in the club policies, if a roster spot is declined the player is ineligible to play for another Rangers team for that season.

3. When a roster spot is declined, the Head Coach may choose to offer the now open spot to the highest ranked player that was cut. The Head Coach is not required to do so.

Extended Roster Policy

U8-U12

- Once the maximum roster size is reached for the age group as determined by RDYSL policy, at the coach's discretion, more players may be added as "tournament only" players. These players will train with the team throughout the season, but only be available to play with the team in non-RDYSL competitions. They will not be rostered with the team to play in RDYSL competitions. The fee for this player will be whatever the "tournament player" fee is as determined by the Penfield Rangers organization.
- If the coach wants to have additional players added to their roster above the RDYSL maximum roster size, the coach may also, at their discretion, complete the procedure outlined in the RDYSL policy for a roster variance. This will allow the player to train with the team throughout the season, and play in all RDYSL and non-RDYSL competitions. The coach has the discretion as to which players will be rostered for all RDYSL competitions adhering to the roster specifications as determined by the RDYSL. This player will be charged the full fee for the season.
- When using an extended RDYSL roster, the coach is required to clearly define the criteria as to how they make decisions regarding which players will be selected for game day rosters. These criteria are to be clearly explained to both the players and parents so there is no confusion.

U13 and up

- Up to the maximum extended roster size allowed by RDYSL policy, all players offered a spot on the team are considered fully rostered players and may participate in all RDYSL and non-RDYSL competitions. The coach has the discretion as to which players will be rostered for all RDYSL competitions adhering to the roster specifications as determined by the RDYSL. All players will be charged the full fee for the season.
- When using an extended RDYSL roster, the coach is required to clearly define the criteria as to how they make decisions regarding which players will be selected for game day rosters. These criteria are to be clearly explained to both the players and parents so there is no confusion.

Playing Up

The phrase “playing up” refers to players that are playing in an age group immediately above the one that they fall into according to the RDYSL age matrix. Play-Up is a sensitive issue to parents, players and clubs. Because of this it is important that everyone involved follows the play-up process exactly as stated. Our Club must follow a consistent and documented process.

There are two situations that may be considered for Penfield Rangers players who want to play up.

1. Grade Appropriate: Players born between August 1 and December 1 are in the same grade as players born between January 1 and July 31 of the same year.
2. Exceptional Player: Highly skilled player who may be more challenged at a higher level.

Guidelines for playing-up:

1. The Exceptional Player:
 - a. Only players U13 and up will be allowed to request to “play-up” in the exceptional player category.
 - b. Players can only play up a single year higher than their defined age group, and are eligible only for the A team at that higher age group.
 - c. The player will be registered for the age group in which they wish to play. For example, a U14 player wishing to play at U15 will register for U15 and indicate that this is a play-up request. This is all the notification required.
 - d. Players requesting to play-up will attend the first try-out session for the older team. This will allow the coach to evaluate the player’s ability to play at the A team level for the older age group. If the first try-out session is missed the player will not be considered for the older team.
 - e. If the player’s scores and field demeanor during the first try-out session demonstrate that he can likely play on the A team of the older age group, the player will be invited back for the second try-out session. By attending the second session for the older age group, the player gives up any consideration for placement on a roster at the younger age level. Also, there is no guarantee that the player will be placed on a roster in the older age group.

- f. If the player's scores or field demeanor during the first try-out session do not demonstrate that the player can play at the A team level of the older age group, the player can attend the second try-out session for his appropriate age level. The coach must notify the Try-out Coordinator and the Age Group coordinator for the lower age group and share the scores achieved by the player.
 - g. After the first try-out session, the player can opt to abandon the play-up request and continue the second try-out session for his appropriate age level. The player must notify the Try-out Coordinator before the second try-out session. The Try-out Coordinator will notify both Age Group Coordinators and scores from the first session will be shared.
 - h. After try-outs, the team rosters will be formed by the coaches in the older age level. The player may be placed on the A team within the older age level or placed on a waiting list based on scores, field demeanor, and the discretion of the head coaches for the age level. If the player is placed on a wait list or cut, the player can request a spot on a roster at the younger age level through the Try-out Coordinator. At the coach's discretion the player may be offered a roster spot on the age-appropriate team if there are open spots – another player may not be bumped to make way for this player.
 - i. If the player is rostered on the older team it only ensures that player a roster spot on that team for that season. The process must be followed each season.
2. The Grade Appropriate Player:
- a. The Penfield Rangers Soccer Club will utilize a modified age matrix that expands the age level to include players from the first half of the younger age level. For example, in 2011 the RDYSL age matrix defined U9 as players born between Aug1, 2001 and July 31, 2002. The modified age matrix will include players born between Aug 1, 2002 and November, 2002 in this group (i.e., 18 months). A player born in this period could choose to register for U8 or U9.
 - b. A player whose birth date falls in the first four months of the modified age range will be considered a "grade-appropriate play-up" and will indicate this when registering. This is all the notification that is required.
 - c. Players requesting to play-up will attend the first try-out session for the older team. This will allow the coach to evaluate the player's ability to

play at either A or B team level of the older age group. If the first try-out session is missed the player will not be considered for the older team.

- d. If the player's scores and field demeanor during the first try-out session demonstrate that he can play on the older level team (either A or B team), the player will be invited back for the second try-out session. By attending the second session for the older age group, the player gives up any consideration for placement on a roster at the younger age level. Also, there is no guarantee that the player will be placed on a roster in the older age group.
- e. If the player's scores or field demeanor in the first try-out session do not demonstrate that the player can play at the older level, the player can attend the second try-out session for his appropriate age level. The coach must notify the Try-out Coordinator and the Age Group coordinator for the lower age group and share the scores achieved by the player.
- f. After the first try-out session, the player can opt to abandon the play-up request and continue the second try-out session for his appropriate age level. The player must notify the Try-out Coordinator before the second try-out session. The Try-out Coordinator will notify both Age Group Coordinators and scores from the first session will be shared.
- g. After try-outs, the team rosters will be formed by the coaches in the age level. The player may be placed on any team within the age level or placed on a waiting list based on scores, field demeanor, and the discretion of the head coaches for the age level.
If the player is placed on a wait list or cut, the player can request a spot on a roster at the younger age level through the Try-out Coordinator and may be offered a roster spot if there are open spots – another player may not be bumped to make way for this player.
- h. If the player is rostered on the older team it only ensures that player a roster spot on that team for that season. The process must be followed each season.

NOTES: The Penfield Rangers Soccer Club reserves the right to move players when it will be in the best interest of developing a player and/or to maintain a team at a particular age group. This discretion is not bound by any guidelines and requirements of the Play Up policy. The Penfield Rangers understand that players under the age of 13 may want to be considered for the "Exceptional" player policy. The Rangers Board

believes that those players, if that talented, may be better served playing at a premier level and are encouraged to do so.

Offer of Position on Team after Tryouts

In the event that a player declines an offer to play on a Rangers team following tryouts, the player will not be permitted to play on another Rangers team during that season.

Dual Sport Players

The Penfield Rangers Soccer Club acknowledges that some soccer players may desire to play a different sport concurrently with the outdoor soccer season. If a player participates in dual sports, attendance requirements at games and practices, etc. shall be at the coach's discretion. Players are expected to be available for games and practices FOR THE FULL OUTDOOR SEASON. Please reference RDYSL rules for additional information on team sizes by age group and use of expanded rosters.

Coaching Assignments

Coaching assignments exist for 1-year terms. At the end of the season, each coach's performance shall be evaluated by the Penfield Rangers Coaching Committee. Assignments for the following year will be determined by the Coaching Committee.

All Penfield Rangers Soccer Club coaches are expected to have at least an E-license (or equivalent) certification before the start of the outdoor season. All new prospective coaches will be interviewed by the Coach Committee to ensure they have the qualifications to train our players. The Rangers encourage coaches to continue with their coach education and will reimburse coaches who pass the "D" license course as well as any local coach clinics offered by NY State West.

E-LICENSE and D-LICENSE REIMBURSEMENT: Upon successful completion of the E-license or D-License certification course, the Penfield Rangers Soccer Club will reimburse coaches for the cost of the course.

C-LICENSE REIMBURSEMENT: Interested coaches must petition the club's Board of Directors to request financial support for C-license certification. Prior to petitioning the board, the coach must have at least 2 years of coaching experience with the Penfield Rangers Soccer Club. Upon approval from the board, the club will pay 1/3 of the fee upfront, 1/3 after successful completion of the course and the final 1/3 a year following the successful completion of the course if the coach is still associated with the Club.

At the end of the season, the club will reimburse the equivalent of one full registration fee to each head coach, provided he/she met the following requirements:

- Successfully completed his current assignment as coach.
- Paid off any outstanding fines levied against him or his team during the season.
- Attained the minimum coaching license (E).
- Each head coach must ensure his/her team is properly registered with RDYSL.
- All club-owned equipment is returned to the club at the end of the season.

Tournament Play

Each team age U8-U17 will be allocated funds for the season to be used for entrance into tournaments. The amount of the funds will be determined by the Penfield Rangers Board of Directors by the January meeting that precedes the summer soccer season. If additional funds are needed by a team to enter tournaments, the cost will be at the team's expense.

Uniforms

A uniform shall be provided for each registered player. The uniforms become the property of the player. Each coach, assistant coach, non-coaching board member and team manager shall be provided a choice of apparel items with the Penfield Rangers logo.

Fees

1. No Rangers player may register for a new season that has a fine outstanding and unpaid from a prior season.
2. Any player that moves from the Town of Penfield after payment of registration fees, or is injured and not able to play for the remainder of the season, shall be eligible for reimbursement of a pro rata portion of the player's registration fee upon written request of the Registrar. Any player seeking reimbursement of registration fees due to injury shall submit to the Executive Committee adequate proof of injury and inability to play for the remainder of the season prior to reimbursement of fees.
3. Any player expelled from his team shall be ineligible for reimbursement of registration fees paid for the season.
4. Any player seeking to join a Penfield Rangers team after registration has been completed may do so with the consent of the coach of the team that the player seeks to join and of the Executive Committee. The Executive Committee shall determine the registration fee to be paid by the player based on the date that the player joins the Penfield Rangers and the portion of the soccer schedule remaining for the year.

Fundraising

Individual teams may engage in fundraising activities for their individual teams subject to the following requirements:

1. The Coach or Team Manager must submit to the Executive Committee a brief written proposal at least 14 days in advance of the activity describing: a. the nature of the proposed fundraising activity; b. the intended use of the monies raised; c. the names of the persons that will supervise the activity; and d. the name of the custodian of funds to be raised. Monies raised may only be used for soccer-related activities that fall within the purposes of the Penfield Rangers as defined in the By-laws. A majority of the Executive Committee shall have the right to reject any proposal for fundraising that fails to satisfy the requirements of this section.
2. Within 7 days following the event, the Coach or Team Manager shall advise the Treasurer in writing as to the sum raised through the fundraising activity and the person holding such funds raised.
3. Within 14 days after the expenditure of such funds, the Coach or Team Manager shall provide to the Treasurer a written accounting of all monies spent together with copies of all receipts.
4. Any monies raised by a team that are not spent by August 31st shall be retained by the Coach or Team Manager for use by the team in the following season. If the Coach or Team Manager does not return for the following season, such monies shall be forwarded to the new Coach or Team Manager for the following season. If there is no team in the following season, the monies shall be forwarded to the Treasurer of Penfield Rangers for placement in the general funds of the Penfield Rangers.
5. Any misuse of funds raised or non-compliance with these requirements may result in disciplinary action under the Penfield Rangers By-laws.

Goalie Reimbursement

Each team from ages 13 and up shall be provided a budget of \$75.00 for reimbursement to their goalkeeper for gloves and jerseys. Teams under 13 (U12 and under) shall be provided one goalie shirt and one pair of gloves.

David M. Elliot Scholarship

The Rangers are proud to offer a \$500 student/athlete college scholarship each year in memory of David M. Elliot, a former Penfield Ranger. The criteria, as defined by the Penfield Rangers, are that the recipient of the scholarship be an individual who exemplifies excellence in teamwork, sportsmanship, leadership and scholastic achievement. The recipient must be a senior, must be on the boys' varsity soccer team at Penfield High School, and must attend college the year after high school graduation.

The selection of the individual is solely by the Penfield High School administration and the varsity soccer coaches.

Olympic Development Program

The Penfield Rangers Soccer Club fully supports the Olympic Development Program. We respect the desire that qualified players may have to play at that level should the opportunity arise. Therefore, should a member of the Penfield Rangers be selected to play on an ODP team, every effort will be made by the player's Penfield Rangers coach and team to accommodate the ODP schedule, while still maintaining the player's position on his Rangers team. Likewise, it is expected that the Rangers player will make every effort to commit to active participation in Rangers games and practices when there are no conflicts with the ODP program.

Dual-Rostering Policy

It is the policy of the Penfield Rangers that players who play for both Penfield Rangers and a premier (non-RDYSL) club are to be SECONDARY players on the Penfield Rangers roster. The reasons for this policy are:

- RDYSL limits the number of premier players on rosters to prevent clubs from creating de facto premier teams within the league. Allowing Penfield Rangers players to be secondary to a premier team violates the spirit of RDYSL's limit on secondary players and should be discouraged.
- Premier teams generally want all primary players in order to qualify for State Cup competitions.

- Team cohesion may be adversely affected as players will have training conflicts between the premier team and the Penfield Rangers team. This is true with players who play other sports but the training conflicts may also manifest in differing coaching techniques and methods.

Seeking an Exception

At its discretion the Board may grant exceptions for a team to have primary players who are secondary to a premier club if all of the following conditions have been satisfied:

- The Head Coach of the team petitions the Board for such an exception;
- No players can be secondary to a premier team until all the allotted secondary players permitted by RDYSL are identified;
- The Head Coach will identify the players who are going to be secondary to his/her roster on the team roster submitted to the Board. The Head Coach must complete the NYSWYSA "Release to Secondary Team Form" and present them to the Penfield Ranger Registrar for signature;
- The Head Coach will identify the players who are going to be secondary to a premier team on the team roster is submitted to the Board. The Head Coach must obtain completed NYSWYSA "Release to Secondary Team Form" and present them to the Penfield Rangers Registrar;
- The Head Coach may not cut players that have demonstrated the skills to play on the team (i.e., whose tryout scores are in the acceptable range for the team) in favor of players who would be secondary to a premier team;
- All Penfield Rangers registration fees for a player are due as stipulated for all players. There will be no refund of membership fees if the primary/secondary roster relationship does not work out;
- As with NYSWYSA policy, the player's responsibility is foremost to the primary team in regards to games. It is also the policy of the Penfield Rangers that this extends to training sessions as well; and
- The parent/guardian's signature on the NYSWYSA "Release to Secondary Team Form" is construed as having read and understood the conditions for the exception.

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