

**Rohnert Park Soccer League
Policy Manual
November 2006**

For reference only – being updated

POLICY MANUAL DEFINITION AND CHANGES

These policies are guidelines for running the Rohnert Park Soccer League. Changes may be made to the Policy Manual at any sanctioned RPSL board meeting by a majority vote with a quorum present.

REGISTRATION

Any Rohnert Park, Cotati or Penngrove resident who registers during any of the regular scheduled registration sessions will receive equal opportunity to be selected for a team. Anyone registering after regular registration will have to wait for teams to be formed unless there is a need for more players to fill an age group or unless a parent is willing to coach and there is a need at that age group for coaches. Scheduled registration dates and times will be decided on by the RPSL Soccer Board when the annual calendar is set.

REFUNDS

Refund requests must be made by July 1st. Those refund checks will be sent to the address of record no later than August 15th. Exceptions to this will be considered on a case-by-case basis. The treasurer and the registrar will review requests received after July 1st on a monthly basis and depending on the circumstances, a partial refund might be given.

FORMATION OF TEAMS

Division 3 Tryouts and Team Selection

Division 3 will hold competitive tryouts each spring at times and locations established by the Division 3 coordinator and approved by the Board. These tryouts will be open to residents and non-residents. Publication of the dates and times of tryouts will receive the widest dissemination possible.

A signed medical release will be completed by the parent/guardian of every player trying out for a Division 3 team.

An RPSL board member will attend every Division 3 tryout

The RPSL Board of Directors must approve all Division 3 rosters.

Rosters will be approved by the Board before any player is informed whether or not they made the team.

Unless a Board member requests a name-by-name approval, Division 3 team rosters will be approved or rejected based on roster numbers, number of playups, and number of out-of-town players.

Playups – Player must tryout at both their age group and play up age group. Additionally, the “releasing” coach must explain his/her opinion on the release of the playup player and the reasons for that opinion. The coach requesting the playup must justify why he/she wants that player, and why it would be the best decision for the player and the league. The parents must submit a request to the Board for their child to playup, and explain why they want it. The board will consider the written documents, the impact on the teams that the player would leave and join, and players who will not make the playup team. Making a team does not mean the player will playup. It is a board decision if the playup is permitted.

Out of town players – Open boundaries make the presence of out-of-town players permissible, especially on the older (u14+) teams. One consideration will be if there are returning RPSL Division 3 players that do not make the team. Favorable consideration will generally be

given to a returning out of town player. The board must approve all out of town players but, a generally accepted guideline is:

U10-12: no more than 2

U14: no more than 4 (or 33%, whichever is lower)

U16: no more than 6 (or 40%, whichever is lower)

U19: no more than 8 (or 45%, whichever is lower)

Alternates - Alternates on a Division 3 team roster may practice with the team until their Division 4 team forms. It is in everyone's best interests for the alternate players to be allowed to join the Division 3 team ASAP; they must know if they will be a fully-rostered player before the Division 4 draft takes place. Alternates should not purchase uniforms until they are rostered on a team. Once an alternates Division 4 season begins (8/1 for U10 & U12, 7/1 for U14+) they are no longer considered an alternate.

Adding Players to a Division 3 Team

A Division 3 coach must hold a tryout for any player to be added. An RPSL board member who is not the coach of that team must be present at one Division 3 tryout for each player. The Division 3 Coordinator must be informed before the tryout is held.

If a coach wants to add a player after the roster has been approved, and the following criteria are met then the Division 3 Coordinator may approve an add and report it to the board. If the following criteria are not all met, then board approval is required.

1. The player attended a tryout witnessed by a Board-member (who is not a coach, trainer or parent associated with that team)
2. The Board member observing the tryout has no objections
3. The player is not a playup, is not an out-of town player and is not rostered on another Rohnert Park Soccer League team OR they are an approved alternate that has not been drafted / selected for another team

Remember there is an eight day waiting period after the paper work is completed before the player may play and the board meets only twice a month.

Division 4 Playup Requests

If a parent wants their child to play-up, play down or to have a daughter play on a boys' team then they need to present their request in writing to the Board of Directors at a board meeting. The parent and/or child need not be present for the request to be considered but, in the case of play-ups onto a U6 team, the presence of the child can assist in making this decision. A three year old on August 1st must request to play-up into U6.

General guidelines (all assume that teams have not yet been formed and a player in the older age group will not be bumped to accommodate a play-up).

If the player's birthday is within one month of the cut off then it will generally be approved.

If the parent is volunteering to coach and we are in need of coaches at this age level then it will generally be approved.

If the parent is trying to get siblings on a team and a coach has agreed to select the siblings then it will generally be approved.

Other situations may be approved.

Play downs are extremely rare and should be handled on a case by case basis. The registrar may require a medical form to be completed.

A girl applying to play on a boy's team when the parent is willing to coach and is trying to get siblings on a team will generally be approved if the age group is the same. Consideration will also be give to allowing a player of a different gender play on a team where there is a need to have sufficient players in order to form a team and the player is willing to play under those conditions.

Division 4 Play-down Requests

The registrar may approve a play-down for a medical reason with a note from a medical doctor, no board approval is required. All other play-downs need to be approved by the board. Playdowns may only be approved for teams that are playing within our own playing league (U6-U12 Division 4 or U14 with the additional approval of the teams that we will be playing).

Division 4 Draft Policies / Add Policies

If there are more players than can play because of a limited number of coaches or teams, out of town players will be eliminated from draft (Rohnert Park, Cotati and Penngrove are considered in town) then draft is held. Those on the draft list that were not selected will have the first chance at filling a spot for a drop.

Adds from late registration will be on a rotating basis based on the coach that has the least players and would have the next draft choice. They may select amongst the available players, then the next coach may select until all available players have been placed or all teams need no more players.

Transferring Players – All Divisions

If a coach wants to transfer a player after that player's regular season is completed they must simply receive approval from the releasing coach and complete the appropriate paperwork. The registrar will inform the board of any transfers.

Dropping Players – All Divisions

A player may choose to drop from any team at any time. If a player is continually absent from practice or exhibits inappropriate behavior, a coach may discipline the player by taking appropriate action to include not allowing the player to participate in games, or dropping the player from the team. Before a player may be removed from the team, the coach must begin by speaking with the parents and player to explain what the expectations for attendance and/or behavior are (this must be in writing, signed by all parties and passed to the appropriate Coaches Coordinator, if the parents refuse to sign, this shall be noted in lieu of a signature). The coach must keep records of attendance/behavior for an agreed upon period. If the player has still not changed their attendance/behavior, then a final contact with the coach and an RPSL board member will take place and the player may be dropped from the team. The RPSL President must send all documentation to the CYSA and report to the board.

PAID TRAINERS

Division 3 teams may charge parents training fees when all of the following criteria are met. The training fees, training schedule and trainer must be approved by a 2/3 majority of the team families. No player will be excluded from training or treated in any other way differently than all other players for lack of ability to pay training fees.

Paid trainers will be registered as team assistant for that team with CYSA and may not be the coach or assistant coach (though they may be a coach or assistant coach for a different team which they are not paid for training).

Parents will pay the trainers directly (the coach may facilitate this process).

Fundraising and donations will be permitted to cover some or all of a team's training costs.

A simple majority of parents may rescind a trainer agreement.

Division 4 teams may not use a paid trainer.

PLAYING SEASON

Practices may start as follows as long as the coach has the medical releases and required paperwork submitted to the Registrar:

Division 3 – May 1

Division 4 – U14, U16, U19 - July 1

Division 4 – U6, U8, U10, U12 – August 1

SPONSORSHIPS, FUND-RAISERS AND DONATIONS

Division 1 and 3 teams may raise funds for tournament or training expenses. All fundraisers must be consistent with CYSA guidelines and be either on RPSL's approved list of fundraisers or approved by the RPSL Board of Directors. All fundraised funds must be turned over to the RPSL Treasurer to be ear marked for team expenses. Funds may not be kept in a separate account to protect the league's non profit status. The team may request checks to vendors or for reimbursement for training or tournament expenses by turning in receipts. Funds or fundraisers from or involving businesses that market alcohol, tobacco, gambling or any other product or service deemed illegal to minors will be reviewed by the RPSL board on a case by case basis. Raffles are only approved after it is clear that 90% of the profits will be used and they have acquired a permit from the Attorney Generals Office and paid the \$20 fee (60 days in advance of the raffle).

Approved Fundraisers include-

Food / candy sales

T-shirt, small soccer related items sale

Fireworks sales

Car wash

Restaurant sponsor day

Direct solicitation (except as noted above)

Human Race

Division 4 teams may request board approval to raise funds for a specific event such as a tournament. All other fundraising guidelines will apply.

AWARDS

The league will provide the following trophies for Division 4 teams

Under 6 & Under 8 no trophies

Under 10, 12 and 14 (ranked within RPSL teams)

1-4 teams per age division - 1st place trophies

5-6 teams per age division - 1st & 2nd place trophies

7 or more teams per age division - 1st, 2nd, and 3rd place trophies

Parents and/or coaches have the discretion to purchase individual or team trophies that are not sanctioned by the League.

TOURNAMENTS

The league will pay for any first place team in their flight (Division 3 U12+ and Division 4 U16 and U19) or in our league (Division 4 U12 or U14) to go to the appropriate state wide tournament (Tide American Cup or Association Cup).

PICTURES

Picture day will be the first Saturday after Labor Day and makeup day will be the following Sunday

The league will provide a free package including a team and individual picture at the minimum.

Parents may purchase additional pictures at their own expense.

Coaches and Assistant Coaches will receive buddy packages at no charge.

Any vendor may request to have a booth at picture day. The fee will be \$50 or a donation valued at \$50 or more. Vendors that have a relationship with the league such as our trophy vendor and the local indoor non profit soccer league shall receive booths at no charge. Any Division 1 or 3 team may have a booth at no charge. Every group with a booth must provide their own table, signage and equipment.

PAID ADVERTISING POLICY

All paid advertising must be approved on a case by case basis by the board. This shall include the donation of equipment that predominately displays the company information of any company other than the product manufacturer.

UNIFORMS

Official RPSL uniforms must be worn for all league games and tournaments unless an alternate uniform is specifically approved by the board for a particular event.

FIELDS AND MAINTENANCE

Division 1 & 3 – 3 practices per week (may add an additional practice if available after all other teams have signed up).

Division 4 – 2 practices per week (may add an additional practice if available after all other teams have signed up). Scheduled practices on fields only through August except U14 and older.

Coaches should make every effort to protect the condition of the goal box by using other parts of the field for at least half of the practice or the full practice when the goal box is wet. Failure to stay off wet / damaged sections of a field or failure to report damaged field conditions may result in loss of use of fields for practice and may result in not being considered as a coach candidate for the following year. Teams are expected to provide assistance with maintenance of fields as needed. The field coordinator will be responsible for determining if a coach will lose the use of fields for practices and shall report it to the board.

Division 4 teams should consider the following guidelines for practice length

U6	45 mins – 1 hour
U8	1 hour
U10	1 hour – 1 ½ hours
U12	1 ½ hours
U14+	1 ½ hours – 2 hours

Lining Fees-	Ongoing	First time
U10 fields (B1, B3, Ladybug, La Fiesta, Collegio)	\$25	\$50
U8 fields (G1, G2, G3, B2, Caterpillar)	\$15	\$30
U6 fields	\$40	n/a

All other fields should be lined by the city but, if not, they will be paid at the U10 rate.

PROTOCOL FOR GAME CANCELATION

Check the RPSL web site field status.

If the field is considered open then the game will be played (even if there are a few showers), unless the referee or both coaches agree prior to the start of the game, that the field is "unplayable". (a wet field is not considered unplayable. When the field becomes soaked in many areas, then it's considered unplayable).

Once the game has started, then it's the sole responsibility (without coach or parental influence) of the referee to cancel a game.

If a game is cancelled, in most cases it will not be rescheduled.

If for some reason a parent doesn't want their child playing in the rain, that is a personal decision and they should not have to play. However, the game can and should be played if each team

can field at least seven players. If one or both teams do not have seven players, the game will be considered a forfeit.

In the case of Division 3 games that are not played when the fields are open, the team may be assessed a fine.

REFEREES

All Division 3 and all Division 4 U14 and older teams are expected to fill six referee slots during the season. Referees will be assigned preferentially to teams fulfilling this requirement.

Current Referee fees are listed here

	Center	AR
Division 3		
U10	\$ 18	\$ 14
U12	\$ 22	\$ 17
U14	\$ 26	\$ 20
U16	\$ 30	\$ 23
U19	\$ 34	\$ 26
Division 4		
U8	\$ 10	
U10	\$ 15	\$ 10
U12	\$ 20	\$ 14
U14	\$ 24	\$ 16
U16	\$ 28	\$ 18
U19	\$ 32	\$ 20

COACHES

Coaches (with the exception of paid coaches) will be reimbursed for CYSA coaching course registration fees

Parental feedback and coaching courses taken will be factors in selecting coaches.

Coaches will have an opportunity to respond to negative parental feedback.

COMPLAINTS ABOUT COACHES / REFEREES

Any complaint about a coach or referee should be made in writing and given to the appropriate Coach Coordinator or Referee Coordinator.

The PAD committee will be made up of the four Coaching Coordinators, the Referee Coordinator and optionally one additional board member. The PAD Committee will review complaints regularly (at least every two weeks if a serious complaint is submitted) and take appropriate action. A coach or referee may be counseled, warned or put on probation by the PAD committee. The committee may also recommend to the board that the coach be put in "bad standing".

A coach in "bad standing" may come to the Board of Directors with a suggestion as to how they can return to "good standing". The Board of Directors will refer back to the original incidents and make a decision based upon that.

DIVISION 3 COACH SELECTION

Each coach applicant will complete the current Division 3 coaching application form and turn it in to the board or the Division 3 coordinator by the advertised date.

All candidates that apply by the cutoff shall be interviewed by the Division 3 coaches committee, composed as prescribed in the bylaws.

The Division 3 coaches committee shall make recommendations to the board for each coaching position and answer any questions from the board on the selections.

The board shall vote on the coaching positions one at a time rather than as a slate.

VIOLATION OF POLICIES

Any violations of policy should go through the appropriate board member first (i.e. coaching coordinator for a coach or referee coordinator for a referee). That board member shall determine whether they just wish to individually address the concern or bring it to the PAD Committee. If it is brought to the PAD Committee, they will decide whether a full PAD review needs to be undertaken. As always if so, the individual in question will have an opportunity to address the committee and any consequences will be approved by the full board.

COACHING CODE

1. Coaches should be understanding volunteers who are willing to make sacrifices of their time, energy, and (sometime) money, for the positive development of young players in the game of soccer. They should also be willing to familiarize the parents; of their team with the game so that all persons involved with a team will have an understanding of it.
2. Coaches should strive to make themselves as knowledgeable of the game as needed for their age group and competition level, so that they can make their team's participation both enjoyable and rewarding.
3. Besides teaching teamwork, skills, methods of play, and rules, all coaches should be stressing good sportsmanship.
4. Coaches should conduct themselves, at practices as well as games, in such a manner as to set an example that, if followed, would enable every player to be a credit to the game.
5. Coaches should approach the game in a mature manner, so that they may resist frustration, face stress with logic, and accept failure intelligently.
6. Coaches should never physically, verbally or mentally abuse their players.
7. Coaches are responsible for their own actions, and for the control of their players, parents, and spectators of the team.
8. It is the coach's duty to see that his/her team plays in a safe, fair, positive, and sportsmanlike manner, where the only advantage sought is superior skill.
9. Coaches should view winning as desirable, but winning at any cost defeats the purpose of game. For even in losing there are positive lessons to be learned.
10. Coaches shall strive to adhere to this coaching code, and in addition they will abide by the laws of the game as published by FIFA; the rules and regulations as published by CYSA; and the Rules and Bylaws of the RPSL.
11. Coaches shall give up their practice time to games (league or practice) when asked by the Field Rep.
12. Coaches are responsible for providing a team roster and game schedule to all team parents.
13. On coming coaches and coaches who have completed games should be mutually supportive in removing/setting up nets and flags for the next game.
14. No alcohol or drugs will be allowed on the playing field. RPSL would also appreciate it, if coaches would refrain from using tobacco.

PLAYERS' CODE

1. All players should participate in practices, as well as games, so that he or she can learn the game, improve individual abilities, and be an asset to the team and League.
2. All players should play the game fairly, safely, and in a SPORTSMANLIKE manner.
3. Use of alcohol or drugs by players will not be permitted before, during, or after games or practices.

PARENTS' CODE

1. All parents should support the game in a positive manner, so that they may aid the team in having an enjoyable and rewarding season.
2. All parents should remember that the players are only youths, and that the coaches, referees, and Board members are only volunteers;
3. All parents should help set an example of sportsmanship.
4. All parents should help the League in any way they can.
5. No alcohol or drugs will be allowed on the playing field. RPSL would also appreciate it, if parents would refrain from smoking.
6. All parents shall make sure their players are on time for practices and games. If unable to comply, please notify the coach so that he/she can adjust for the situation.