

# Haverford Soccer Club Travel Team Manual 2017 -2018



**HAVERFORD**  
SOCCER CLUB



## **Table of contents**

1. Introduction
2. Haverford Soccer Club Mission and Philosophy
3. Child Protection Laws and Clearances for Eastern Pennsylvania Youth Soccer
4. Online Concussion Training
5. Player Development
6. Organizational Structure
7. Travel Team Player Registration Fee's and Uniform Costs
8. The Role of the Head Coach
9. The Role of the Assistant Coach
10. The Role of the Team Manager
11. Tryouts
12. Team Commitments
13. Training and Player Commitment
14. Playing Time
15. Referee Fees
16. Communication
17. Tournaments
18. State Cups
19. Use of Club and Secondary Players
20. Travel Team Meetings

## **1. Introduction**

Thank you for supporting Haverford Soccer Club (HSC).

At HSC we strive to provide the best possible environment for your children. Within this manual we have set forward a number of expectations and guidelines for players, parents and coaches. By achieving a core standard within the club we guarantee you and your child will truly enjoy your HSC soccer experience.

Please take the time to read and understand the concepts in the handbook, as well as consistently taking the time to consider the topics, when you wear the HSC uniform or support your child.

We hope you have a great soccer season, education and overall positive impression of the club and its coaches.

### ***HSC Positions relative to Travel Players***

***Monica Durfee - President***

***Mike Posencheg – VP Travel and Training Schedule***

***Bob Burd – VP for Fields and Facilities***

***Greg Wiedeman – VP Administration***

***Donna Milius – Club Administrator***

***Ben Davey - U7 / U8 Boys and Girls Academy***

***John Lehman – Referee’s Monies***

***Steve Roper – Director of Coaches and Training***

## **2. Haverford Soccer Club Mission Statement and Philosophy**

The Haverford Soccer Club exists to promote youth soccer and the sport of soccer generally. The club is committed to increasing participation in and exposure to the game by providing a variety of organized activities in a positive environment. The precepts of fair play, sportsmanship, teamwork and the development of character serve as the foundation for all programs offered by HSC. It is the underlying goal of the organization that the game of soccer provide an excellent forum in which these values can be instilled in our youth. Every HSC member desires to enjoy the game, have fun and make lasting friendships.

The club aims to follow the guidelines below:

- Winning is a competitive benchmark to measure progress but it is not the sole determiner of success.

- Our benchmark of success comes from developing soccer players into well-rounded, young adults of character who reach their full potential and are able to excel in a team environment.
- Our goal is to help every player achieve the self-confidence necessary to achieve their goals both on and off the field.
- Our goal is to provide a soccer environment that provides opportunity within a challenging, well-defined coaching set up.
- Our goal is to form competitive teams that can represent the club on all levels. We firmly believe that the environment both on and off the field will lead to teams that are successful on an annual basis.
- Our goal is to maintain a complete and professional approach that delivers a quality soccer education to all of our committed members.

**All coaches, players and parents are to be cognizant of the Haverford Soccer Club codes of conduct and strictly adhere to those listed on the club website!**

### **3. Child Protection Laws and Clearances for Eastern Pennsylvania Youth Soccer**

All Coaches and Team Managers must follow the guidelines below to follow State protocol:

Team Managers are responsible for collecting all of their coaching team's clearances and emailing them in a pdf to the **Club Administrator before September 1, 2017**

- a) Pennsylvania State Police record <https://epatch.state.pa.us/Home.jsp>
- b) PA Child Abuse clearance <https://www.compass.state.pa.us/cwis/public/home>
- c) FBI background check (if you haven't resided in Pennsylvania for the last 10 years) [https://www.pa.cogentid.com/index\\_dpw.htm](https://www.pa.cogentid.com/index_dpw.htm)

You will not be allowed to be placed on a roster until these steps have been completed. Eastern Pennsylvania Youth Soccer reserves the right to ask for additional information from an individual and perform additional investigations.

For additional information, please contact your organization representatives or log onto [www.keepkidssafe.pa.gov](http://www.keepkidssafe.pa.gov)

### **4. Online Concussion Training**

All coaches and team managers are to take the online concussion training annually and email the certificate as a pdf to the **Club Administrator before September 1, 2017**

CDC website address <http://www.cdc.gov/headsup/youthsports/training/index.html>

### **5. Player Development**

Long-term player development is the number one goal at HSC. The ultimate goal of any program is to develop players to be able to go on to the next level. We have a progressive

structure that allows teams and players to compete at a level at which they are capable of being successful.

Stage 1	Ages U9-U10 Years	DEVELOPMENTAL
Stage 2	Ages U11-U12 Years	PROGRESSIVE
Stage 3	Ages U13-U14 Years	COMPETITIVE
Stage 4	Ages U15-U18 Years	SHOWCASE / PLACEMENT

We have a commitment to our players to put them in an environment that is challenging and will continually motivate, develop and enable them to improve. As players mature, we feel it is important to constantly test them at their level, but also at levels beyond their current ability. Technical, tactical, psychological and physical components of the game will all be taught within the structure of the curriculum.

### **Haverford Elite Program – U13 and Above**

The Haverford Elite program has been added at U13 Boys and Girls at selected ages to provide high level soccer players a challenging environment that will offer them the opportunity to play in local, regional, national and International competitions. The goal is for these players to gain exposure and play competitively to further their development as student athletes at the high school and college level.

## **6. Organizational Structure for Boys and Girls Travel Teams**

**All teams are now selected from the calendar year and not birth or school year! For example player's born between January 1 and December 31, 2007 will now be listed as U11 in the upcoming Fall.**

<b>Age</b>	<b>Game Structure</b>	<b>Max Roster Size</b>	<b>Ball Size</b>	<b>Game Time</b>
U9	7v7	12 Players	4	2 x 25 Minutes
U10	7v7	12 Players	4	2 x 25 Minutes
U11	9v9	16 Players	4	2 x 30 Minutes
U12	9v9	16 Players	4	2 x 30 Minutes
U13	11v11	18 Players	5	2 x 35 Minutes
U14	11v11	18 Players	5	2 x 35 Minutes
U15	11v11	22 Players	5	2 x 40 Minutes
U16	11v11	22 Players	5	2 x 40 Minutes
U17	11v11	22 Players	5	2 x 45 Minutes
U19	11v11	22 Players	5	2 x 45 Minutes

NB. For U15-19 teams can roster 22 players but only 18 can dress for the game!

## **Local Leagues**

Central League [www.CentralLeague.org](http://www.CentralLeague.org)

U9 to U13 Boys and Girls

Local league based in the area between Route 476, Routes 30 and Route 1  
Boys play Saturday morning, girls play Sunday

U16 to U18 Boys (Winter)

League based in Eastern Pennsylvania, Delaware and Northern Maryland  
Boys play at the weekend over the winter

DELCO League [www.DELCO.org](http://www.DELCO.org)

U9 to U15 Boys (Fall)

League based in Eastern Pennsylvania, Delaware and Northern Maryland  
Boys play Saturday

PAGS League [www.PAGS.org](http://www.PAGS.org)

U9 to U16 Girls (Fall)

League based in Eastern Pennsylvania, Delaware and Northern Maryland  
Girls play Sundays

U17 to U18 Girls (End of Fall – short season)

League based in Eastern Pennsylvania, Delaware and Northern Maryland

Girls play at the weekend at the end of the fall – 3 games over 2 weekends

Recommended for all older girls teams looking to qualify for EPYSA State Cup

## **7. Travel Team Player Registration Fees and Uniform Costs**

Registration costs are as follows and cover the listed items below

1<sup>st</sup> Child                      \$235

Fee covers:

Player's pass for the upcoming year – 1<sup>st</sup> August, 2017 – 31<sup>st</sup> July, 2018

Team registration fee covers – 2017 Fall League only

Referee's fee – All 2017 Fall League

12 Hours of Fall team training

Team Snap registration

2<sup>nd</sup> Child or more            \$225 (\$10 Sibling Discount total per subsequent child)

As above

The club offers financial aid to parents and application is available on the club website

[www.HaverfordSoccer.org](http://www.HaverfordSoccer.org)

NB     Teams playing in Tournaments, Leagues (Indoor or Outdoor) outside of the Fall season, State Cups and any other training have to pay for these events!

## Uniforms

They are to be purchased as needs arise and initial cost for the basic package for a player starting in travel is \$100. Parents may also buy other items such as Sweatsuit and Bag!

The basic Adidas package includes the following:

2 x Team Shirts

1 x T-Shirt

1 x Team Shorts

1 x Team Socks

## **8. The Role of the Head Coach**

The head coach is responsible for the overall development of the team and the players. He/she will prepare and conduct weekly training sessions and games. If the head coach is unable to attend due to conflicts with his/her schedule, the head coach will utilize the assistant coach to run the practices.

The head coach will be a positive role model for all members of the club, in particular to all players. This includes, but is not limited to, timeliness, appropriate attire, professional attitude and demeanor, positive communication and a high level of sportsmanship.

The head coach or manager should contact the club scheduler to request fields for practices and games. All league and State Cup games will be scheduled by the club.

The head coach must also conduct at least two team meetings throughout the year, make suggestions for team structure, provide a season plan including expectations and goals, as well as provide essential information prior to annual tryouts.

Ideally, all teams should have a head coach, an assistant coach and a team manager. Teams may have more than one assistant coach but only two coaches (head and assistant) should be present on the sideline during games. The head coach's responsibility is the coaching of the game and the assistant's is to offer directions to players, time management regarding substitutions etc.

All head coaches are reimbursed the club registration fee as a thank you for the time and commitment they put into the running of the team.

## **9. The Role of the Assistant Coach**

The assistant coach is responsible for helping with the overall development of the team and the players. He/she will assist the head coach with the weekly training sessions and games. If the assistant coach is unable to attend games or practices due to conflicts with his/her schedule, the assistant coach is to inform the head coach.

The assistant coach will be a positive role model for all members of the club, in particular to all players. This includes, but is not limited to, timeliness, appropriate attire, professional attitude and demeanor, positive communication and a high level of sportsmanship.

## **10. The Role of the Team Manager**

The team manager is responsible for the overall administration of the team and the players. He/she will assist the head coach with notifying the players of the weekly training sessions and games. The manager is responsible for all of the player's registration cards and for filling out the weekly roster based on player availability. The manager is responsible for contacting the opposing team's manager and liaising with the game time and field location. The manager is in control of the finances of the team, and collecting dues for teams entering tournaments and State Cups. The manager is responsible for collecting referees fees from the club and paying officials before the games.

The team manager is responsible for collecting, keeping and maintaining the team folder that should include the following elements that is to be available at all games

- EPYSA registration forms
- Medical releases
- Stamped team roster sheets
- Player cards

Team managers should update the Team Snap page to confirm training and playing schedules, game times, Tournaments and meeting schedules, etc.

All team managers are reimbursed club registration fees as a thank you for the time and commitment they put into the administration of the team.

## **11. Tryouts**

Tryouts are conducted annually in the spring for the upcoming fall season. The club hires independent evaluators who give constructive feedback to the relevant HSC coaches. All players interested in attending tryouts must register via the HSC website registration process. All team players must attend at least one club tryout—if players cannot attend their own particular age group they should attend the age group above and let the tryout administrators know. If players cannot attend any of their age-groups tryouts, due to illness, injury etc., they must contact the Director of Coaching and Training who will liaise with the head coach for that age group and ascertain the team that the player will join for the upcoming fall season.

Players that would like to “play up” in an older age group should email the President and VP Travel requesting permission and stating the reasons for the club to allow this to happen. In extenuating circumstances the club may grant this opportunity.

Coaching assignments for teams will be made by the VP of Travel and the Director of Coaching. Players will be notified of the results within two weeks of the final tryout date in each age group. Players will be given 48 hours to accept a place on each team.



## **12. Team Commitments**

After each player accepts then he/she must be aware of all the calendar commitments for their team. Team practices will generally commence annually in June.

An initial team meeting will be conducted in May/June. At that time, information covering the upcoming season will be provided to all families.

The information will include:

- An introduction to the head coach, assistant coach and team manager
- Uniform costs and ordering instructions (this may be coordinated before the meeting due to ordering timelines)
- Fee schedule
- Training schedule
- League structure
- Initial tournament schedule
- Team roster and contact information for TeamSnap.com

In addition to the administrative information received the family will be expected to complete and sign:

- EPYSA membership form
- Medical release form

## **13. Training and Player Commitment**

The days and times of training are determined by the VP Travel, Club Scheduler and the Director of Coaching. This determination is made by field availability and considers the other teams in the club. All club teams ages U9-U18 practice twice a week in the fall season, once a week during the winter, and teams playing in the spring at least once per week. Each age group and level of team has specific variations that are listed below.

Players should make every effort to attend all training sessions, as we feel that if a player misses a training session they are missing an opportunity to develop. We also believe in a balanced life and understand that there may be situations where a player may have to miss practice. If a player has to miss a practice they should inform the head coach and team manager by following the club guidelines—utilization of TeamSnap.com and phone call/email to the respective parties concerned.

There is an understanding that a commitment to a team is a commitment to attend and train at as many sessions as possible. Below are the guidelines for the relevant teams and ages in the club.

## **Fall Season (Suggested)**

### All Teams–U9 to U14 Boys and Girls

- Pre-Season Team Week (August)
- 3 x Tournaments–Pre-Season (August), Mid-Season (October) and Post Season (Welsh Cup)
- 20 practices–2 practices per week over 10-week season
- League play (10 game season – September to November)

### U15 Boys and Girls

- Pre-Season Team Week (August) – Suggested
- 2 x Tournaments–Pre-Season (August), Mid-Season (October)
- 10 practices–1 practice per week over 10-week season
- League play (10 game season – September to November)

## **Winter Season (Suggested)**

### 'A' Teams–U9 to U14 Boys and Girls

- Training 1 x per week as a team
- Training 1 x per week as an individual as part of an individual program (PDP, Philly Futsal, YSC, etc.)
- Indoor League–Futsal or regular small-sided play
- Indoor State Cup–1 day event

### 'A' Teams–U15 to U18 Boys and Girls

- Training 1 x per week as a team
- Training 1 x per week as an individual as part of an individual program (PDP, Philly Futsal, YSC, etc.)
- Indoor League–Futsal or small-sided play
- Indoor State Cup–1 day event

### 'B' and 'C' Teams–U9 to U14 Boys and Girls

- Training 1 x per week as a team or as part of an individual program (PDP, Philly Futsal, YSC, etc.)
- Indoor League–Futsal or regular small-sided play

### 'B' Teams–U15 / U18 Boys and Girls

- Training 1 x per week as a team or as part of individual program (PDP, Philly Futsal, YSC, etc.)
- Indoor League–Futsal or regular small-sided play

## **Spring Season (Suggested)**

### 'A' Teams–U9 to U14 Boys and Girls

- Training a minimum 2 x per week as a team
- A State Cup–National, Presidents or Challenge dependent on team level
- League/Tournaments–Dependent on team
- Spring League (CLS or PAGS)

#### 'A' Teams–U15 / U18 Boys and Girls

- Training a minimum 1 x per week as a team
- A State Cup–National, Presidents or Challenge dependent on team level
- League/Tournaments–Dependent on team
- Spring League (CLS or PAGS)

#### 'B' and 'C' Teams–U9 to U18 Boys and Girls

- Training 1 x per week as a team
- League/Tournaments–Dependent on team

### **Paid Professional Head Coaches**

All teams in the fall receive 12 hours of free professional training provided for by the club and paid for by individual player registration fees.

Teams interested in having a paid professional coach for the fall (August to November) or the year (August to May) should contact the Director of Coaches and Training to discuss their needs and requirements.

NB All Haverford SC Elite teams have a full time paid professional coach.

### **14. Playing Time**

#### U9/U10

At least 50% in each game. If a player plays a complete half in goal, that player must be given the opportunity to play at least 25% of the total game time on the field.

#### U11/U12

At least 25% in each game. If a player plays a complete half in goal, that player must be given the opportunity to play at least 25% of the total game time on the field: provided that, in these age groups, the coach alone will determine playing time (i) on First Division and Cup teams, and (ii) in league playoff games, and (iii) in clearly designated semifinal and final of tournaments.

#### U14 to U19

The coach alone will determine playing time.

### **15. Referee Fees**

Referee fees are **only** covered during the Fall season by the club, and will be given out before the Fall season starts. All other referee fees for games are paid by the individual team.

Each team only pays half of the match fees – it doesn't matter whether you are home or away! Local leagues do not allocate assistant referees for any U9/U10/U11 games

For all other events (except tournaments and indoor leagues) the team is responsible for splitting the referee and assistant referee fees with the opposing team, eg. Spring league, friendly scrimmages and State Cup games.

Age	Referee	AR 1	AR2	Total
U9/U10	\$34			
U11/U12	\$43	\$31	\$31	\$105
U13/U14	\$49	\$35	\$35	\$119
U15/U16	\$57	\$39	\$39	\$135
U17/U18	\$64	\$45	\$45	\$154

## 16. Communication Protocol

Your coach will only discuss the performance of your child and we encourage you to do the same. Each player no matter the level will always have areas to improve upon—that should be the focus of your discussions. Challenging each individual will always have a positive impact on each team. Coaches should be approachable and willing to discuss your particular son or daughter.

All coaches should give verbal feedback throughout the season and the year and written feedback at the end of the fall season.

24-Hour Rule—All parents are to be instructed that there is to be no communication between parents and coaches regarding contentious game situations within 24 hours of the end of the game. This “cooling off period” will allow all concerned parties to reflect on the situation and then make considered decisions.

All coaches that are looking to use guest players (for tournaments or games) from other HSC teams or other club teams should, as a common courtesy, ask the player's current coach to make sure there are not any scheduling conflicts before confirming with the player.

All coaches should use the relevant HSC league or state representative to liaise with the respective governing body and should not communicate directly with the league or governing body personally.

Team Snap 24 Hour Game Rule – Parents are asked to contact the Head Coach if they change their child's availability within 24 hours of a game or Tournament – please let the Coach know rather than just changing Team Snap availability!

## 17. Tournaments

Tournament information including dates and costs can be found on the following websites:

[WWW.EPYSA.org](http://WWW.EPYSA.org)

[WWW.GotSoccer.com](http://WWW.GotSoccer.com)

### Welsh Cup

Haverford Soccer Club organizes and runs the Welsh Cup, a one-day tournament for boys and girls ages U8 to U14 year, it is always the weekend before Thanksgiving.

2017 Dates Girls Saturday 18<sup>th</sup> November, 2017

Boys Sunday 19<sup>th</sup> November, 2017

All HSC teams at these ages are expected to attend this local event. Each team must provide volunteers to assist in the running of this annual event as it is the major fundraiser for the club.

**All Tournament Fees are paid for by the Individual HSC Team and not by the club.**

### **18. State Cups**

- National Challenge Series for U12–U19 Boys and Girls  
Single elimination–Top 20 teams in EPYSA
- Presidents Cup Series for U13–U17 Boys and Girls  
two or three game league and then single elimination  
Teams ranked approximately number 20-40 in EPYSA
- Turkey Hill Challenge for U9–U17 Boys and Girls  
A and B Division–two or three game league and then single elimination
- No roster changes can be made during State Cups
- No secondary players are permitted to play for their secondary team in a state cup game.

All State Cup registration fees are paid for by the HSC team and not by the club.

### **19. Use of Players from the Club or Secondary Players**

#### **Central League Soccer**

The Central League allows the “Club Pass” rule which means players can play for a team in the same age group or for an age group above if that team is short of players. This is not designed for teams and clubs to utilize to win games but to make sure all teams have sufficient numbers to complete their season and be competitive. It is not there to be abused so that teams can win games!

#### **DELCO and PAGS Leagues**

A secondary player is a player who is carded for 2 teams – players are registered with their primary team and may be secondary carded for another team in extenuating circumstances. Below are the League rules for secondary carding and the section they are taken from.

**DELCO**–During the fall season, the league’s club pass policy allows for players within the same club to play with their player pass for another team within their club per the policy. This policy is only permissible for the regular season games and not for the playoffs.

Players are permitted to play up in age groups (using common sense) but not permitted to play down even if they are of the proper age. An example of this would be where a younger player is registered to play up for his club (i.e. U11 player on a U12 team). This player cannot not go down and play for the U11 teams within the club even though it is his proper age group.

It is also not permitted for players to play down in any division within the same age

group. They are only permitted to play up in divisions within the same age group. An example of this is a U11 first division rostered player can only play for any U12 and higher division team but cannot go down and play with his club's U11 second division or lower teams.

If a club has two teams in the same age group and division, players cannot play for the other team.

**PAGS - Section 3.07 - Use of Secondary Players:** U9 to U12 teams may have a maximum of 3 secondary players which count against the roster limit of 14. U13 teams may have a maximum of 3 secondary players which count against the roster limit of 18. U14 teams may have a maximum of 3 secondary players which count against the roster limit of 22. U15 to U19 teams may have a maximum of 5 secondary players which count against the roster limit of 22. Individual game line-up limits of 18 (U14 to U19) remain in effect. Secondary players may only play up, that is in a higher Division in the same Age Group or in a higher Age Group. Secondary players are eligible for PAGS playoffs, however a player may only participate for one team in the PAGS playoffs. None of above shall prohibit a primary player on a PAGS team from playing as a secondary player on a team in another League

Courtesy Rule – All teams considering using secondary players from HSC and/or another club for a Tournament or game should contact the head coach from the relevant team to ask about utilizing their players, so the Head Coach can make sure it does not conflict with any of their planned events. Coaches should not just contact players or their parents!

## **20. Travel Team Meetings**

Travel team meetings are held three times per year and all teams are asked to provide least one representative to each meeting and they are held on the following dates

Spring	1 <sup>st</sup> Sunday in March
Fall	1 <sup>st</sup> Wednesday in September
Winter	1 <sup>st</sup> Sunday in December