



Whitpain Recreation Association
P.O. Box 64 Blue Bell, PA 19422

Travel Soccer Guidelines

1. Objectives of the Program
 - a. To play soccer at a more competitive level and be able to successfully compete at this higher level
 - b. To develop your child's technical & tactical soccer skills
 - c. To improve your child's understanding of the rules and fundamentals of the game
 - d. To provide your child a more advanced level of coaching & training
 - e. To develop your child's personal confidence within the game and their love of the game
 - f. To provide your child the opportunity to be part of a team and develop a sense of teamwork
 - g. To have fun in the spirit of competition
 - h. To implant the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority

2. Organizational Structure - Travel Soccer Committee
Volunteers that facilitate the business of the Program are nominated by the Travel Soccer Club Coordinator and confirmed by the WRA VP of Operations in accordance with the WRA Bylaws. Generally, new Committee members are installed at the beginning of the calendar year in preparation for the season.

Individuals interested in taking on a roll within the Program are encouraged to speak with a current Committee member or WRA Board Member for consideration.

The current Travel Soccer Committee is as follows (as of March 2016):

Patrick Bailey – Club Coordinator, Grievance Committee Member & WRA Board Member
Scott Greenberg - Boys Coordinator, Grievance Committee Member & WRA Board VP of Equipment
Brendan Hill – Girls Coordinator & Grievance Committee Member
Jen Wetzel – Registrar
George Crowley – Field Coordinator
Ryan Major – Uniform Coordinator
Open – Equipment Coordinator
Kristin Baird – Communications Coordinator

3. Club Operation
 - a. WRA
 - i. Travel Soccer operates under the currently approved WRA Bylaws and Guidelines
 - ii. The Club's budget is approved annually by the WRA Board

- iii. The Committee meets approximately monthly during the season and as needed outside of the fall. Coaches meetings are held as needed during the course of the year to ensure the Club and teams are administered properly.
 - iv. All program volunteers and paid coaches/trainers are subject to a thorough annual WRA background check before being allowed to work with the youth of the program.
 - v. All program volunteers and paid coaches/trainers are also subject to recently enacted legislation requiring FBI, Pennsylvania Department of Welfare and Pennsylvania State Police background certifications before being allowed to work with our youth.
 - vi. Grievances against any Program volunteer are to be forwarded in writing to the Committee and are handled in alignment with the current WRA published guidelines
 - b. League Affiliation
 - i. Travel Soccer teams are required to follow the bylaws, regulations and guidelines of the leagues in which they choose to participate. Typically, our teams participate in one or more of the following:
 1. Intercounty Soccer League (ICSL)
 2. Philadelphia Area Girls Soccer (PAGS)
 3. Atlantic Premier League (APL)
 4. Delaware County Soccer League (DELCO)
 5. National Premier Leagues – Eastern Developmental Program (EDP)
 - c. EPYSA
 - i. WRA Travel Soccer is a member club of the Eastern Pennsylvania Youth Soccer Association (EPYSA)
 - ii. The Club observes all of the requirements and bylaws of EPYSA
 - iii. All players, coaches and team officials are registered with the EPYSA annually
 - iv. Exception may be made for some teams that compete in regional premier leagues (i.e. APL or EDP). Teams that compete in these leagues will follow the requirements of those leagues.
 - d. US Youth Soccer
 - i. Unless specified by the EPYSA or leagues in which the Club participates, the Travel Soccer program will follow the guidance and laws of the game for US Youth Soccer in making decisions within the club.
- 4. Tryouts – Team Formation
 - a. General
 - i. Teams are formed using annual tryouts.
 - ii. All tryouts are OPEN tryouts. There are no pre-selected or pre-determined players selected prior to having the completed tryouts.
 - iii. The tryouts shall be run in a manner in which each individual player is evaluated fairly and equally.
 - iv. Independent evaluators (individuals with sufficient soccer knowledge and without direct relationship with children being evaluated) will provide input on the capabilities of all children who attend.
 - v. The criteria for evaluation will be established to fairly evaluate the skills of the age being evaluated. The criteria will be determined by the Travel Soccer Coordinators.
 - b. Tryout Notice
 - i. A list of the scheduled dates, times and locations of each tryout is published in the WRA newsletter (approximately early March), the WRA website and via any other public announcement process determined by the Travel Soccer Committee
 - ii. For U16 ages and above, a rolling tryout may be used. This means that interested players may be added by contacting the Head Coach and attending a tryout held by the Coach. At these age groups, many teams are playing a Junior or Tournament-only schedule (shortened winter/spring and some tournaments). This means that the season is abbreviated due to High School playing schedules.
 - c. Tryout Ages
 - i. Teams are based on their calendar year age as defined by US Soccer.

- ii. You can determine what age group your child is in by understanding two key things. First, the Seasonal Year is defined to start Sept 1st and end Aug 31st of the following year (example: 2016-17 season starts September 1, 2016 and ends August 31, 2017). Lastly, registration is based on the age of the player at season end.

Age Group determination example:

Player Birthdate = 2004

Seasonal Year = 2016-**2017**

Age Group Designation = **2017**-2004 = 13 and add the “U” → U13

- iii. All players should try out at the age appropriate division
- iv. If a player has previously played up an age, approval must be given each year to continue in that manner.
 - 1. A request is provided by the parent to the Travel Soccer Committee and must include or come through the +1 Head Coach.

For example, for the 2016-17 season

2016-17 Age Group	Born in....	2016-17 Age Group	Born in....
U-8	2009	U-14	2003
U-9	2008	U-15	2002
U-10	2007	U-16	2001
U-11	2006	U-17	2000
U-12	2005	U-18	1999
U-13	2004	U-19	1998

- d. Tryout Dates/Times/Locations
 - i. Tryouts will take place in April each year (target only)
 - ii. Pre-registration for tryouts takes place in March (target only)
 - iii. The dates and times of each of the tryouts are selected by the Travel Soccer Committee in collaboration with the Head Coach of the respective age group.
 - iv. These dates and times can NOT be changed without the approval of the Travel Soccer Coordinators
 - v. This time of year experiences various types of weather. In the case of inclement weather, everyone registered will be contacted via email from the “lead” coach assessing the players of the respective age division
 - vi. Locations of the tryouts are limited to the fields and space available. These locations are generally: Shady Grove Elementary School, Wentz Run Park or Centre Square Park in Whitpain Township, PA.
- e. Tryout Attendance
 - i. Tryouts will be held in either 2 or 3 sessions as determined by the Travel Soccer Committee in collaboration with the coaches of the respective age group.
 - ii. A minimum number of tryout must be fully attended to be considered for selection. (For tryouts with 2 night, attend 1; for tryouts with 3 nights, attend 2)
 - 1. Attendance at all tryouts is strongly recommended
 - 2. A player must be present for a majority of the scheduled time to be considered as attending (e.g. not arriving late or leaving early)
 - iii. If there are sufficient number of travel-ready registrants to have a team entered for the given age group, tryouts will be held as scheduled.
 - 1. If the only registrants for tryouts at an age group are returning WRA Travel Soccer players as of 24hrs before the first scheduled tryout, the lead coach may cancel tryouts and form/register the team without a formal tryout.

- iv. If an insufficient number of registrants have completed registration 48hrs prior to the first scheduled tryout date, the lead coach may cancel tryouts after consult with the Travel Coordinators.
 1. Notice will be posted via WRA website that a team could not be fielded for the age group.
 2. As teams are registered with the WRA and leagues in the region, teams cannot be formed (late add) after the registration process that begins with tryouts is underway.
 - f. Tryout Evaluators
 - i. It is expected that tryouts are a collaborative effort when more than one head coach is responsible for selecting players (e.g. two or more teams).
 - ii. Each tryout will use independent evaluators who are not associated with the respective age group. These evaluators may be provided by the club or may be recommended by the Coaches of the age group.
 - iii. Head Coach [es] making the selections must make every effort to attend the tryouts. Head Coaches will NOT complete assessment forms at the tryout as this is the role of the independent evaluators.
 - iv. It is recommended that each Head Coach have qualified assistants aid with the tryout execution but no returning coach should have evaluation sheets for the purpose of gathering evaluation data.
 - g. Tryout Evaluation Criteria
 - i. Tryouts will be executed using standard evaluation criteria for technical, tactical and physical skills appropriate for the age group being evaluated.
 - ii. Independent evaluator rankings will be obtained for all participants with the standard criteria
 - iii. Tryouts should include a substantial amount of small-sided and game play to evaluate a player's total ability.
 - iv. Past performance, commitment to the team and player development may become considerations if it is in the best interest of the player or team. For example, a player who has otherwise proven to be top-caliber will likely not suffer extreme consequences from an unusually poor tryout. The same approach works the other way, however, when considering the player who has talent but offers little or no commitment to soccer development, team training or team aspirations. It is important to understand that no talent supersedes the player (or player's parent) who may be a negative influence, one who consciously or not impedes the progress of the team or player development.
 - v. Where the potential for a counterproductive situation exists, the Club's Travel Coordinators and Coach can make a collective decision based on what is in the best interests of the team. It is expected that the Coach will provide direct feedback to the player and/or parent if a counterproductive situation exists in advance of any decision to exclude a player is taken for the purpose of allowing time to change behaviors.
5. Team Selections
- a. Coaches
 - i. A soccer resume and letter of philosophies must be submitted to be considered as a Travel team head coach. The Travel Committee (comprised of the Coordinators and an independent evaluator) will review all candidates who volunteered and will approve coaching candidates pursuant to satisfactory background check completion.
 - ii. A returning head coach needs to update his/her credentials if applicable and to submit notice of intent to return
 - iii. A coach's selection is up for review on an annual basis – coaches must uphold the mission of the WRA and demonstrate appropriate conduct to continue.
 - iv. Any gross misconduct, unfair play, behavior tangent from that of the WRA philosophies or consistent non-compliance with the WRA, Travel Committee or League rules and guidelines subjects the coach for review by the WRA Vice President of Operations and Travel Committee for possible dismissal or non-approval
 - v. Participation in prior year teams does not guarantee a Coach will return to that team if the Coach or the Coaches child does not demonstrate the capability to continue with that

team. In other words, if the A team coaches child doesn't demonstrate skill consistent with their peers and commensurate with the level of play of the team, that child and coach may be selected to the B squad after review by the Travel Coordinators (see roster selection process below). Conversely, if a B or C team coach has developed his/her team and child to the point where the child belongs playing at the next level up, that Coach may be appointed for that team after review by the Travel Coordinators. These are very challenging situations for all of the volunteers involved but a decision will be taken based on what is best for the kids in the program.

b. Teams

- i. Each male and female age division shall have at least one team if a minimum roster can be selected for a travel team of the same sex and age group
- ii. The core age groups are: male U-08 through U-15, female U-08 through U-15, but not limited to these groups
- iii. All core age groups, male and female, will be formed through the tryout process; it is possible that a team may not be registered due to insufficient player interest or lack of a qualified coach
- iv. Decisions to have or not to have a team or teams will be made by the Travel Coordinators with input from the coach[es] for that age division. All efforts will be made to have at least one team per age division male and female
- v. Each age division, male and female, with more than one team shall be referred to as "A", "B", etc. for the sake of identification only.

c. Players

Players will be selected after the tryouts are completed as follows:

- i. Annual tryout evaluations.
 1. All registrants from the tryout will have a documented evaluation.
 2. Player ranking should be based on the accumulation of all the evaluators' ratings sheets for each of the tryout dates.
 3. The independent evaluator will tally all ratings and provide this to the Travel Soccer Coordinators (target +2 days) for distribution to the Head Coaches of the age group.
 4. No ratings will be communicated outside of the Travel Soccer Coordinators and Head Coaches. Should the Head Coaches wish to confer with assistants about players as they construct a team roster, this will be done without distribution of the player rankings.
 - a. Distribution of the player rankings outside of the Head Coaches will be considered a violation of the Code of Conduct and subject the Coach/Coordinator to sanctions handled through the Grievance Policy of WRA. This information is to be considered sensitive and should be handled as such.
- ii. Selection Process
 1. After receiving the annual tryout evaluations from the Travel Soccer Coordinators, the Head Coach of the 'A' team will select players
 - a. In considering selections, it is **HIGHLY** recommended that all coaches of the age group collaborate on the construction of the rosters of each team to ensure that player selections are based on all available information (i.e. team needs/construct, etc...)
 - b. A target of 80% of the team selected should be based on the highest ratings from the tryout evaluators (11 of 14 for 8v8 rosters, 14 of 18 for 11v11 rosters)
 - c. A target of 20% of the team selected can be based on the head coach's discretion (3 of 14 for 8v8 and 4 of 18 for 11v11)
 - d. Injured players, at time of tryouts, who played for a team the prior year will be considered eligible for selections or provided an opportunity to tryout when healthy. These players should register for tryouts and written explanation should be provided to the Travel Soccer Coordinators by the family or Head Coach.

- e. "A" Team head coach will select a full rostered team first with three alternates
 - i. If there aren't sufficient travel-ready players to select multiple teams but there are more players than one team can roster, the Head Coach will identify players to be 'cut'
2. A list of the remaining players will be turned over to the "B" Team Head Coach, if applicable, who will notify selections.
3. The remaining selections will be provided to the 'C' Team Head Coach, if applicable.
4. Where the collection of evaluation input for the players and the previous season's team, not player, performance (C team won division and is moving up to the same division as B team) determines the talent to be difficult to differentiate, the 'B' and 'C' Head Coaches will consider an even split of talent amongst the two teams.
5. All coach selections will be submitted and reviewed by the Travel Soccer Coordinators FOR APPROVAL prior to communication to the player, family or other team officials (target +7 days from the last tryout)
6. When selections are approved, the 'A' team Head Coach will notify each player via telephone call or other appropriate form of communication in a timely manner as to whether that player has been selected or not. When all 'A' selections are made, the head coach of any remaining team will make notifications.
7. The complete roster must be selected at the time of tryouts. No space can be held intentionally for possible add-ons at a later time. If a roster is completed with less than the maximum number of spaces full, the team is expected to carry that lesser number through the fall season on its primary league roster.
8. The "A" team head coach has one week (target) to finalize their roster in order for the "B" team to begin finalizing their roster
9. All documentation of the tryout evaluation including roll call sheets will be submitted with the roster selection sheets to the Travel Coordinators.
- d. Player Decisions – Accept or Decline Invite
 - i. A decision is expected in short period of time from the player/family. This ensures all players receive timely communication. Families should ask all questions prior to making their decision.
 - ii. A player selected to play on a particular team has the right to accept or decline the offer from the Head Coach
 - iii. If a player does not accept their invitation, the coach should contact an alternate
 - iv. If the player does not accept their invitation to the "A" team, they would then be considered for the "B" team and so on.
- e. Playing Up

The club encourages all players to play in their age appropriate group. However, the club recognizes that in some cases playing up may be warranted and best for the players' development. In the case where a player's skills, soccer playing knowledge, emotional and physical maturity warrant the possibility of playing up in an older age group certain criteria must be met:

 - i. The player must have travel experience (exception is the lowest age division for the current year)
 - ii. The Travel Program Coordinators give approval
 - iii. The Player **MUST** tryout at the age appropriate level
 - iv. Players trying out for an older age group can be selected for a team at the older age group if:
 1. They attended the tryouts for their age appropriate team
AND
 2. They project to be a starter for team at the older age and are in the top 50% of the tryout evaluation

- a. U9-U10 – 7v7 roster size estimated at 12 – TOP 5
- b. U11-U12 – 9v9 roster of 15 – TOP 7
- c. U13+ - 11v11 roster of 18 – TOP 9

OR

- 3. They are physically capable of competing at the older age group AND the Club/Coaches invite the player to play up to sustain the age group or teams.

Examples:

- a. There is a single team at the older age group and multiple teams at the age below – players may be asked to play up to ensure a full single team or even a second team can be formed at the older age group
- b. There are multiple teams at adjacent ages – players may be asked to play up to provide an opportunity for the most number of Travel-capable players to play.
- v. The coaches involved must agree that the player should play up
- vi. This process must take place during the tryout selection time period. Once the players are registered with WRA and/or ICSL, no player may play up as a primary rostered player. The player must continue to play at his/her age team.
- vii. The player may play as a secondary player with the approval of the present age coach, the age +1 coach, the Travel Program Coordinators and the parents. If there is not a consensus among the two coaches, the information and circumstances will be brought before the Travel Club Coordinator for a final decision
- viii. Players wishing to play up should consider the physical nature of the game. Playing up more than one age group is strongly discouraged to ensure player safety.
- f. Roster Changes After Tryouts - Add-on/Dropped Players

Any player added to a team roster after tryouts are held is considered an add-on

 - i. If adding a player to complete a roster due to extenuating circumstances, the space should be filled first with “B” team players that are determined to be “A” level ready. Determination is made by the Head Coaches of the “A” and “B” teams.
 - ii. An add-on player can only be added to the team roster if:
 - 1. Authorized by the Travel Coordinators
 - 2. Due to extenuating circumstances (e.g. injuries, family relocation, etc.)
 - 3. The player has registered with WRA and all registration fees are paid
- g. Roster Changes After Tryouts – “Call-up” Players
 - i. To promote a long term vision of developing the largest number of kids, it may serve team and players interest to use secondary roster positions for league play and guest players for tournament play. These players can be considered “call-up” players.
 - ii. “Call-up” - Secondary player. Rules for adding a secondary player to the official team roster will follow the current version of the league rules that the teams participate in. Typically, this will be ICSL. Secondary Players:
 - 1. Must have a separate secondary pass and form must be completed and submitted to the Travel Coordinator for approval and submission to the EPYSA
 - 2. Must fulfill their duties to their primary team prior to participation with the secondary team (in accordance with league rules)
 - 3. A team must have a minimum of 14 players (11 for ages U-12 and younger) to carry a secondary player
 - 4. Secondary players should be selected from the ‘B’ team (or lower division team) wherever possible.
 - 5. Secondary players must be registered with WRA in order to be added to the roster.
 - iii. “Call-up” - Guest players. These players can typically be used for tournaments.
 - 1. These players must be registered with EPYSA, have a valid player pass and/or appropriately included on the team roster according to the specific tournament rules.

2. As these are players used for a short duration or specific event, there are no limitations on the selection of these players. They do not need to be registered with WRA. These players are expected to uphold the standards of conduct of WRA. A player who does not conduct themselves appropriately can be disqualified from participation in future events.
- iv. After completion of the Fall season, roster management is required through EPYSA and ICSL for teams that play in spring leagues or EPYSA Cup play. As these activities are not sanctioned by the WRA Travel Soccer Program, roster changes can be made by Head Coaches in accordance with league or EPYSA rules. Coaches who continue to organize the team are HIGHLY encouraged to be inclusive of the players on the fall roster in spring or Cup play.
- h. Coaches
 - i. Training
 1. All coaches should obtain a US Soccer National F License – it is an online course.
 2. Within one year's time of selection, the "A Team" head coach must have attained at least a US Soccer National E License or equivalent to remain as a coach, if the coach is not certified at the time of his/her appointment
 3. All further licensing and certification by all coaches is welcome and supported by the WRA.
 - ii. Conduct
 1. All coaches must show sporting behavior before, during and after all games and practices
 2. Non-compliance to any of the WRA by-laws, WRA soccer guidelines, EPYSA rules or League rules subjects the coach to disciplinary action by the WRA, EPYSA and/or League
 3. Any coach displaying unsporting behavior is subject to disciplinary action by the League and WRA. Unsporting behavior shall include, but not all inclusive of:
 - a. Physical contact of any kind
 - b. Spitting
 - c. Abusive language
 - d. Any violations of the Laws of the Game as defined by US Youth Soccer.
 4. The referee, the players and the opponent must all be treated with respect
 5. Coaches are responsible for their team and its spectators. Coaches are expected to control the sidelines and to put an end to any detrimental behavior.
 6. Coaches are expected to instill sportsmanship by having the entire team shake hands at the completion of games as is customary. Failure to do so, can be considered unsporting behavior.
 7. The field must be left clean after each game
 8. Any fine[s] handed down by the League (ICSL) for any of the above infractions or forfeited games will be paid by the coach[es] or the responsible parties
 9. Scheduled practice fields and times must be adhered to unless the involved teams reach an agreement prior to the practice
 - iii. Assistant Coaches
 1. All teams must have at least one (1) assistant coach, selected by the head coach (except for a new team where coaches will be selected by the Travel Coordinators), who will be registered with the League, identified and submitted to the Travel Coordinator prior to registration
 2. Only one assistant coach can register with the League along with the Head Coach and players
 3. A team may have more than one assistant coach to help with the team. All assistant coaches will be selected by the Head Coach.
 4. Assistant coaches must work within the team framework established by the head coach.

5. All Assistants will be registered and pass background checks as required by the WRA and EPYSA.
 - iv. Team Managers
 1. Team coaches often request assistance with logistics. A team manager may be selected for this purpose.
 2. Team Managers will not coach on the sidelines during game play. They will not provide instruction on the practice field without passing a background check.
 - v. 3rd Party Trainers
 1. Teams often wish to supplement training with a 3rd party trainer. These individuals will be selected by the team coaches
 2. Trainers are required to register with WRA and pass the background check prior to participating in practices and events with the team.
6. Playing Time
- a. All primary roster players present for a game must play approximately 25% of the time allotted for that game. Final decisions are up to the coach's discretion to allow for exceptions such as injury, disciplinary action or missing substantial team practice activities
 - b. Guest players who are added for tournament play are not subject to a minimum requirement
 - c. Equity in playing time is always strongly encouraged by the Club.
 - d. Clear communication of the coaches intention for "Call-up" players is strongly encouraged to ensure all parties understand, in advance, what to expect.
7. Playing Rules
- a. WRA teams will follow the Laws of the Game as published by US Youth Soccer, EPYSA and the leagues that they participate in unless otherwise specified.
 - b. Equipment – all players must wear the following
 - i. Team Uniform consisting of matching shirt, shorts and socks
 1. Shirts must contain a unique number for each team member
 - ii. Shin guards; completely covered by the socks
 - iii. No jewelry of any kind (only exception is a medical alert bracelet if properly taped)
 - c. Field – the home team is responsible for the field being properly lined, corner flags being posted and the goals being secured and safe
 - i. The field must be left clean after each game, regardless of whether home or away
 - ii. Coaches are to instruct families and spectators regarding restrictions for field locations (home and away)
 - iii. Pets, smoking and alcoholic beverages are strictly prohibited at field locations where WRA teams are participating.
 - d. Substitutes
 - i. An unlimited number of substitutes and substitutions is permissible
 - ii. All substitutions must be made with the referee's consent
 - e. Referee
 - i. The referee is 'never wrong' and are to be treated with respect
 - ii. No coach, player, fan or spectator shall confront, abuse or comment on the referee
 - iii. No calls made by the referee shall be questioned, except by the coach in an appropriate manner
 - iv. Any team or league imposed suspension, fine or banishment due to disrespectful behavior directed toward the referee will be the responsibility of the Coach and/or Parent, not the Club.
 - f. Rain-outs
 - i. Home Team responsibility
 1. Only the Travel Coordinator (in conjunction with the Township) can cancel the games prior to the first scheduled game of the day in accordance with the League rules. The Travel Coordinator or Field Coordinator will contact each of the coaches scheduled to play that day if a cancellation occurs. The coach then must call the coach of the opposing team in a timely manner
 2. Only the referee can cancel, declare a forfeit, terminate or postpone a game once the first scheduled game of the day has been started.
 - ii. Away Team responsibility

1. The team must show unless the opposing team's coach or travel Coordinator notifies you of a cancellation and the reason. The coach must notify WRA's Travel Coordinator or Field Coordinator immediately to confirm and to report any agreed upon dates for rescheduling
 - iii. Rescheduled Games
 1. If the game is not played because of rain or any other reason that requires a rescheduling, the coaches of the two clubs involved may agree on a mutual date to reschedule. This agreed upon date and time must be reported to the Travel Coordinator or Field Coordinator no later than the Sunday prior to the game date.
8. Conduct
- a. Non-compliance of the WRA by-laws, WRA (Club) soccer rules, EPYSA (Region) rules or ICSL (League) rules can result in disciplinary action by the Club, Region or League.
 - b. Each player is responsible for following the direction of the coach.
 - i. Any consistent non-compliant behavior can warrant disciplinary action by the coach.
 - ii. Coaches have an obligation to provide the Parents and Player clear expectations and feedback should non-compliant behavior require disciplinary action.
 - iii. Significant disciplinary actions taken by a Coach should be communicated to the Travel Soccer Coordinators as soon as possible.
 - c. All players must show sporting behavior before, during and after all games and all practices
 - d. Any player displaying unsporting behavior is subject to disciplinary action by the League and the WRA. Unsporting behavior shall include, but not all inclusive of
 - i. Physical contact of any kind
 - ii. Spitting
 - iii. Abusive language
 - iv. Any of the penal and/or technical fouls of the game
 - e. The referee, the coach and the opponent must all be treated with respect
 - f. Players are responsible for their own actions. This includes the lineup and shaking of hands at the completion of each game
 - g. The Head Coach has the responsibility to control the fans and players of any WRA team.
 - i. Disruptions before/during/after practice or games must be dealt with swiftly by the Head Coach.
 - ii. Persistent non-conformance of a coach, parent, player or spectator can be subject to exclusion from team activities for an appropriate amount of time.
 - iii. The Head Coach should inform the Travel Soccer Coordinators of any persistent issues involving the team so that appropriate oversight can be provided to ensure the players experience and environment are consistent with the mission of WRA.
9. Administration
- a. Paperwork
 - i. This is a big part of the coach position (e.g. registration, player passes, communications between parents, players and WRA, tournament applications, etc.) The paperwork must be kept up for the Program to stay organized and compliant.
 - b. Team Fees
 - i. The Head Coach, or designated Team Manager, may collect fees from families for costs borne by the team that are not covered by the Club.
 - ii. The Head Coach is responsible to ensure an accounting is made of all fees collected and expenses paid on behalf of the team including 3rd party trainers.
 - iii. As coaches and team officials are volunteers, no payment may be made to these individuals except as reimbursement for expenses incurred on behalf of the team.
 - iv. Team fees that remain at the end of the season should be returned to the families that contributed such fees unless agreement is provided to credit future events (i.e. spring league play, Cup or training)
 - v. WRA offers assistance for financial hardship. Requests can be made through the Head Coach or Travel Coordinators. All requests will be handled discreetly by Club officials.
10. League Fees

- a. League Registration/Insurance Fees: The WRA will make payment directly to the respective League for team registrations that includes the appropriate insurance
- b. Referee Monies – the WRA will provide the referee fees required for each game played during the currently registered fall season only. These fees will be supplied to the coach prior to the start of the season
- c. Fundraising
 - i. No fundraising in the name of WRA may be solicited without the express authorization of the Travel Soccer Coordinator via the currently published Fundraising Guideline.
 - ii. Fundraising solicitations may be subject to additional approvals by the WRA Board (VP of Operations, VP of Administration or Board President)

11. Grievances

- a. The volunteer administrators, coaches and team officials involved in WRA give their time to provide a positive experience for the youth of the program. Should differences arise a complaint should be submitted in writing to the Head Coach.
- b. WRA written grievances that cannot be handled by the Head Coach (or where a Head Coach is the subject) should follow the currently published guidelines for WRA using higher levels of the administration for resolution.
- c. League Game or Referee Grievances
 - i. Not all grievances can be exclusively resolved by WRA. Should a grievance require followup with another Club, team, individual, referee, etc... a written summary should be provided through the Head Coach of the WRA team.
 - ii. All grievances (game, referee, etc.) are to be coordinated with the Travel Coordinator – Coaches, Managers and Families are to avoid direct communication with the league offices.
 - iii. The Travel Club Coordinator in conjunction with the person filing the grievance must put a grievance in writing and file with the appropriate person[s] within the timing allowed by the league.
- d. Travel soccer Coaches, Managers and Administrators are volunteers who give enormous amounts of their time for the betterment of the players, teams and the Club. Disagreements may arise but should be handled between the parents and team officials or Club administrators, not in the court of public opinion. Parents may be asked to review and sign a Code of Conduct indicating that they will maintain a positive environment for the kids and avoid disparagement of team and Club officials.