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# Ephrata Youth Soccer Club

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Bylaws

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2020

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# **Ephrata Youth Soccer Club By Laws**

## I. Name/Address

The name of the club shall be the Ephrata Youth Soccer Club (EYSC).

The address is amended to Ephrata Youth Soccer Club (EYSC), P.O. Box 7, Ephrata, PA 17522.

## II. Purpose

To provide non-profit, public educational soccer competition for youth of the surrounding Ephrata area. To use the sport of soccer to develop young people in the areas of physical skills, sportsmanship, and lifelong values while having fun learning to play the game.

## III. Boundaries

- A. Recreational and Intramural leagues-membership is open to players residing or schooling (public, private, or home) within the limits of the Ephrata Area School District. Players who started in the Ephrata Club may continue with the Ephrata Club, should they move out of the area or stop schooling in the area. Players from other communities may participate when roster positions need to be filled.
- B. Competitive leagues-membership is available by tryout to players from the surrounding Ephrata Area not in direct conflict with other clubs.

Travel membership will be open to all after notification to the public.

## IV. Organization

EYSC board and members shall perform all business and operate pursuant to the law of the state of PA and the U.S.

## V. Affiliation

EYSC is affiliated with the United States Soccer Federation (USSF), the Eastern Pennsylvania Youth Soccer Association (EPYSA), and shall comply with their authority.

## VI. Administration/Government

The governing body, referred to as the Board, shall be a Board of Directors that will collectively govern the club. All actions, activities, by-laws, amendments to the constitution, rules and policies of the club will be enacted only through the Board.

Except where specifically stated otherwise in this constitution, parliamentary procedures as detailed in Robert's Rules of Order will be in effect at all meetings.

- A. The Board will be composed by the following members. Responsibilities and authority will be outlined in the By-laws.

### **Executive Board:**

1. President
2. Vice President
3. Treasurer
4. Secretary

**Board Positions:**

1. Includes Executive Board
2. Travel Team Director
3. Recreational Teams Director
4. Risk Management Director

**Committee Leaders/Chairs**

1. Registrar
2. Field Commissioner
3. Equipment Manager
4. Teams Commissioner
5. Uniform Coordinator
6. Fundraiser Director
7. Webmaster
8. Promotions/Fundraiser Coordinator

Additional members will be determined on an annual basis. The complete slate of board members will be presented at the Annual General Meeting. For ratification; no line item votes will be permitted for Executive and General Board positions. The Board will consist of no less than 7 members.

On the resignation or removal of a board member, the board may determine if the position needs to be filled before the annual meeting. Replacements will be approved as defined by the bylaws. The board may also vote to add, eliminate, and temporarily assign, for no longer than 3 months, to an existing board member or combined board duties with those of an existing board member.

- B. The Board will meet Committees will meet at the discretion of their respective chairperson.

The day of the monthly meeting will be flexible to avoid conflicts with school games, member attendance problems and meeting room availability.

- C. The Annual General Meeting for EYSC will be required to take place in November after the completion of the fall season. The agenda must be determined and available at least 30 days prior to the meeting. Notification of this meeting will be published on club's website.
- D. Executive Board members compiled of the board officers (Chair, Vice-Chair, Secretary, Treasure) will meet prior to the general board meeting in order review recommendations presented by the committees. They will also create an agenda for the upcoming board meeting.
- E. A **Quorum** will be 75% of the board that must be present. Board members present may be in person or via conference call. If no quorum is present, the meeting can only do a very limited number of things such as set the time and place for another meeting. Any other decisions are invalid. If there is a motion and a second within the board meeting, then a roll call via email will be completed.
- a. Board Terms and Limits: A board member will serve no more than 2 consecutive terms. After 2 consecutive terms, the board member must rotate off the board for one full year. After rotating off, they may still serve as a volunteer and active member.
- i. One board term is defined as 3 consecutive years.

## VII. Annual General Meeting

At a minimum the agenda will include:

- A. Minutes read/accepted
- B. Annual reports
- C. Treasurer report
- D. Elections (see VI. Administration and Government; section A)
- E. Other Business

## VIII. Amendments

Amendments may be presented to the Board by any qualified member (see Section I. Membership) at any time. Proposals must be submitted in writing to the President who will present them to the Board with at least a 30 day advance notice of any vote. Passage of amendments requires an affirmative vote of  $\frac{3}{4}$  of the Board for approval. Amendments shall become part of the Constitution immediately upon its adoption by the Board unless otherwise stipulated in the amendment.

1. Changes to Policy and Procedures may be done by simple majority at monthly meetings.
2. Requests for new additions or amendments must be proposed via written request with a 90 day grace period for the proper education and voting to be conducted.

## IX. Dissolution

In the event that EYSC dissolves, any remaining assets after all obligations are met will be distributed to a non-profit youth organization selected by the Board. This organization must qualify under the provisions of section 501 (c) (3) of the Internal Revenue Code.

## Ephrata Youth Soccer Club Bylaws

### I. Membership

- A. Membership is open to residents of the Ephrata Area School District and those schooled within its geographic boundaries. Players who started in the Ephrata Club may continue with the Ephrata Club, should they move out of the area or stop schooling in the area. Special consideration for membership will be allowed for individuals outside the school district if:
1. a club does not have teams in age groups we have
  2. individuals are involved in an open tryout
  3. any special circumstances will be reviewed for approval by the Board.
- B. Youth membership will be accorded to youth who register during the membership year and pay any applicable fees.
- C. An active member is anyone who is an active volunteer whose participation is acknowledged by entrance of their name into club records as a member of the Board, a coach, an assistant coach, a referee, a member of any club committee or anyone else that the Board recognizes as a volunteer to the club. Each member will be entitled to one vote and will be permitted to vote in the election of board members and on all resolutions presented at the Annual General Meeting. **Paid Position(s); referee, Director of Coaching, etc... will be considered members, and required to follow clearance requirements, stated herein, but shall NOT have voting rights at the Annual General Meeting.**
- D. All active members **MUST** have their clearances (defined herein), on file to be cleared by the Ephrata Youth Soccer Club Risk Manager by August 1<sup>st</sup> (of each year), to be considered "in good standing." Any individual 14 years of age, or older, in a paid position or an individual 18 years of age or older in an unpaid position who has regular contact and supervision of minors, must be compliant with Commonwealth of Pennsylvania background checks.

Members will not be permitted, under any circumstances, to engage in any (youth) participant activity until such time that the Risk Manager "clears" the member. If a Member seeks to become a member mid-soccer year the Member must be cleared, following the same annual protocol, by the Risk Manager, before any Member activity may commence.

1. Pennsylvania State Police Criminal History
2. Department of Human Services Child Abuse History
3. Federal Bureau of Investigations Fingerprint check:
  - a. For all paid positions, an FBI fingerprint check must be completed\*
  - b. For unpaid positions, where Pennsylvania resident of 10 years or more, an Affidavit of Compliance must be completed
  - c. For unpaid position, where Individual has not been a resident of Pennsylvania for more than 10 years, an FBI fingerprint check must be completed

\*FBI fingerprint check will be waived for any paid youth, age 14-17, position and an Affidavit of Compliance will be accepted.

It is a member's responsibility to ensure that timely renewal of each of the applicable background checks (1-3 above) occurs timely, by August 1<sup>st</sup> (of each year). If the PSP Criminal History report & (PA) Department of Human Services Child Abuse History are both current, i.e. within the acceptable expiration period as stated by the Commonwealth of Pennsylvania, resubmission is not required but a Affidavit of Compliance will be submitted annually to demonstrate continued compliance with the

CPSL, Child Protective Services Law, in the Commonwealth of Pennsylvania.

## II. Meetings

- A. Parliamentary procedures as detailed in Roberts Rules of Order will be in effect at all meetings.
- B. The regular Board meeting will convene on the second Tuesday of every month called to order by the President. Members will be notified of this meeting through the website calendar. Special or emergency Board meetings can be called by the President to efficiently govern the club. The quorum necessary for all votes will be 75% of the Board members.

The day of the monthly meeting will be flexible to avoid conflicts with school games, member attendance problems and meeting room availability.

- C. Committee meetings will convene at the discretion of their respective chairperson who will notify necessary members of meeting details.
- D. All meetings will be open to active members.

## III. Board Members, Directors, Commissioners, Chairs

### A. Duties of the Executive Board, Board, and committee chairs:

In order to allow for ongoing change, hereafter checks signatures, countersignature and amounts will be based on Board Approval and stated in the Policy and Procedures of the Treasurer. All Executive board members have check signature authority.

#### Executive Board:

1. The President shall preside at all general meetings and Board meetings: enforce the provisions of the constitution, and any rules, policies or by-laws duly enacted by the Board: call special meetings as needed: supervise and help manage the general affairs of the club, appoint chair persons of ad hoc committees; represent the club in dealings with other soccer clubs, leagues or organizations where the duty to do so is not elsewhere specifically given to another member; and perform all other duties which are commonly incumbent upon the President of a volunteer organization .
2. The Vice President (VP) shall perform the duties and exercise all powers of the President in the event of the Presidents absence or unavailability. Upon the request of the President, the VP will otherwise assist in the performance of the Presidents duties. The VP supervises and helps manage the general affairs of the club. The VP will be responsible for maintaining the club's library, and for planning and implementing activities, which develop coaching skills and player development. The Director of Coaching and Player Development will report to the Vice President unless the board assigns voting privileges to the Director of Coaching.

3. The Secretary shall keep a written record of the proceedings of the general, Board or any special meetings convened; copies as such minutes will be made available at the next meeting of the Board for review and acceptance. The meeting minutes will be available to the board within a week of the meeting, those who were not in attendance will have the opportunity to view. The Secretary shall notify appropriate members of all upcoming meetings; send official correspondence as necessary; maintain the list of voting members; and coordinate all public relations for the club. The Secretary will co-sign with the President all duly authorized contracts or documents.
4. The Treasurer shall safeguard all monies held in the name of the club; maintain a record of all such monies, income, expenses, and report on the state of the finances at all meetings of the Board. The Treasurer will pay all bills with the dual signature of an executive board member and or a board member in an amount exceeding \$1000.  
Depending on the needs of the club, a Director of Fund Raising can be elected and carry full board member status or in the absence of this position, the President will appoint a Chair(s) to fulfill these duties on a specific basis.

### **Board Members:**

5. The Travel Teams Director shall organize all travel teams; line up the coaching staff; organize the selection process for travel teams; assist the individual coaches with the necessary paperwork; organize the LANCO/EPYSA registration process and see that required fees are paid; inform travel team coaches of game schedules, potential tournaments and other opportunities available to travel teams or to travel team players; report results of games, game write-ups etc. to the travel team coaches. The commissioner will be the primary representative of the club at LANCO meetings and will report the actions and business of the LANCO league club. Organize the spring tryouts and secure evaluators and volunteers.

At board approval, one or more people will hold this position. Hereafter the position will be known as the Travel Director(s)

6. Recreational Teams Director will each be responsible for the following in their respective age groups; Organize their players into teams of approximately equal abilities; recruit coaches; ensure the team are resided in their respective leagues; notify coaches of the game schedules and possible tournaments; report results of game and game write-ups, etc. to the Secretary for publication; assist the coaches in their divisions.

Non-travel teams, management and administration will be split into Intramural and Recreational. One or more people will be board approved to hold these positions.

Intramural Coordinator(s) will administer and manage the in-house player program based on board approved policy and procedures, recruit and manage coaches, assign teams and coordinate fields, schedule games, practice nights, handle first line player or parent concerns, assist in equipment distribution and assignment and handle team placement. Make sure coaches have the appropriate fees to pay the referees at all games in correct change.

Recreational Coordinator(s) will administer and manage the Recreational player program based on participating league requirements (Lancaster Area Girls, Lancaster County Boys), board approved policy and procedures, recruit and manage coaches, assign teams and coordinate fields, practice nights, handle first line player or parent concerns, assist in equipment distribution and assignment and handle team placement. Make sure all coaches have the appropriate fees to pay the referees for each game in the correct change.

7. The Risk Management Coordinator will compile required information and background checks on all adult participation in the club. All guidelines established by EPYSA will be followed to insure compliance.
8. The Registrar shall be responsible for the entire registration process including—publicizing registration; arranging the time, place and method of registration; development of club registration forms; procurement of EPYSA forms needed for registration; organizing and chairing the Registration Committee to assist the completed registration forms and appropriate fees; enforcement of all rules and policies of the club pertinent to registration; maintenance of waiting lists of registration as appropriate; maintenance of a record of all youth members; registration of the club and all intramural and recreational players with EPYSA. The Registrar is also responsible for registration pertinent to soccer camps sponsored by the club.

### **Chairs and Committees**

9. The Fields Commissioner shall establish field availability prior to each season, organize fields for practice and games; ensure goals, lines and corner flags are installed for all home games; perform minor maintenance to help ensure playability of the fields; organize and chair the Fields Committee to assist the commissioner in his duties. Submit permits to the Task Force.
10. The Equipment Commissioner shall maintain, inventory, and coordinate storage of all club equipment; procure such equipment as approved by the Board; distribute equipment to coaches and the Fields Commissioner and collect such equipment at the end of each season.
11. The Referee Commissioner will be responsible for all matters pertaining to referees needed by the club. This includes recruiting and training youth referees; scheduling and seeing to the payment of the referees for all intramural home games, and all tournaments sponsored by the club; recommending a referee fee schedule to the Board prior to each season; informing referees of club and league rules; and otherwise assisting referees and the club with matters pertaining to referees.
12. The Promotion/Communications Coordinator shall seek out ways to promote the advancement of EYSC throughout the community, work with other committees as needed to help organize the volunteers that have indicated an interest in helping and will serve on the fund-raising committee.
13. The Webmaster duties are to make sure the site is operational and running properly both on a front end (publicly viewable) and back end (non-publicly viewable) basis, adding of imagery as necessary, documentation as necessary, sponsorship link info and graphics as necessary, player training info as necessary, handling the database administration and management of site users, assigning logins and resets for users, helping with registration of payers as needed. Updating information as needed.
  1. The Social Media Coordinator will develop and implement a social media strategy to increase overall reach and brand awareness which is in the best interest of the organization. He/she will use social media outlets to promote active EYSC campaigns, engage the public and increase online presence.
14. The Uniform Coordinator is responsible for replenishing and maintaining intramural and recreational uniforms. Distributing uniforms to recreation U10 up to U15 coordinators, U15 has the choice to do a t-shirt to assist in raising monies for board approved charities. Will also distribute intramural uniforms to their coordinators. Also responsible for maintaining accurate inventory for recreational and intramural uniforms.



## B. Election of Board Members

1. The election of the Board will be conducted at the Annual General Meeting with the members taking office at the next monthly meeting.

The Board will appoint a Nominating Committee composed of any three Board Members. This committee will prepare a proposed slate of candidates with at least one person for each board position. It should be confirmed that each candidate is willing to serve in the proposed position if they are so elected. This slate is to be presented at the board meeting and will be opened to any additional nominations for all Board positions. Nominations cannot be made in absentia; the nominees need not be present if a written and signed statement by the President received 30 days prior to the election indicating their willingness to serve in the position if elected.

The Vice President will Chair the Nominating Committee assisted by 2 or more board members. In the absence of a VP, the President can assign a chair. Should a nomination be submitted in absentia, the Chair of the Nominating Committee must speak directly with the candidate to confirm his willingness to serve. Should this not be possible, an email or written affirmation will be required.

2. In all cases where there is only a single candidate for a position, election will be open affirmation. In all other cases, election will be by secret ballot.
3. Any eligible member may be nominated to a position on the Board.
4. No one person will hold more than one position on the Board.

## C. Dismissal/Resignation from the Board

Should any member of the Board be absent for more than three meetings that member may be dismissed from the Board.

Should any Board member voluntarily resign their position before completion of the term, the board will fill that position with another candidate who will begin a new term.

## IV. Member Misconduct

- A. Member misconduct is defined as any action(s) and/or behaviors in which the member isn't conducting his/her actions in the best interest of the organization. Examples of actions/behaviors listed but are not limited to: Theft, misappropriations of assets, misstatements (intentional or not) on behalf of the organization, wrongdoing, forgery, fraud or unlawful acts.
- B. In the case there has been member misconduct, the executive board must immediately suspend the person in violation until further investigation is completed.

## V. Committees

All committees, standing or ad hoc, are directly responsible to the Board. They will recommend but not implement actions and policies without the expressed approval of the Board.

**Travel Committee-** Consisting of the Travel Teams Director, Vice President, and the Director of Player and Coaching Development, if the club does not have a D.O.C. then the president will fill the in. The committee will discuss travel tryouts and discuss the formation of travel teams.

VI. Records and Reports

Are available upon request to the secretary who shall respond or distribute request as soon as administratively possible.

VII. Amendments

3. Any qualified active member may present amendments to by-laws to the Board at any time. Proposals must be submitted in writing to the President who will present them to the Board with at least a 30-day advance notice of any vote. Passage of amendments requires an affirmative vote of  $\frac{3}{4}$  of the Board for approval. Amendments shall become part of the Bylaws immediately upon its adaptation by the Board unless otherwise stipulated in the amendment.
4. Changes to Policy and Procedures may be done by simple majority at monthly meetings.

### **Registration Policy and Procedures**

**Scholarships** - Ephrata Youth Soccer Club does not want to exclude any player from playing due to financial hardship. The registrar may waive the registration fee based on personal knowledge or request of the member or through recommendation of a board member.

**Refunds** - Request for refunds should be made in a timely manner. Refunds will be granted based on a approval of a board member.

**Special Requests** - Players with special requests for placement must be made in writing at the time of registration. Requests should be on a separate piece of paper from the registration form. We cannot guarantee a request but will refund your money if the placement is not acceptable.

**Playing Up or Down** - Normally the parent would initiate a request to play up or down at the Intramural or Recreational level. For travel this may be at the written request of the parent or by the club based on skills assessment. Due to the many variables that need to be considered, requests to play up or down, must be considered on a case-by-case basis. Special requests for intramural or recreational should be initiated in writing to the registrar who depending on the situation may consult with the appropriate Director, Coach, Parent and or the Executive Board. Travel requests need to be directed to the Director or Travel.

Normally we discourage players from playing up, particularly at younger ages. Travel players may play up based on skill. Recreational or Intramural Players may play down, based on skill, physical or emotional needs. Players may not play down, if their size would intimate teammates or if doing so would result in a team having an unfair advantage. Travel players may never play down. Players will be required to sign a waiver when playing up, unless the placement is for a traditional multiple age teams (Example U-10 recreational which normally has U-9 and U-10 players).

In an effort to confirm with US Soccer guidelines with regards to assigning players to teams under each of our leagues, Ephrata Youth Soccer Club follows the Birth Year Matrix provided by US Soccer and assigns players based on their "u year". We are forced to honor the rules, assigned by the leagues we participate in with regards to "playing up" or "playing down" a birth year, we try to ensure players are match by birth year and skill sets to ensure a positive learning experience for each player.

At this time, Ephrata Youth Soccer Club, does not field a u4 division; our youngest division is a Coed Intramural Division, which is considered u6 and would have players assigned to that group based on the US Soccer matrix. Ephrata Youth Soccer Club is unable to accommodate younger players, falling below the Birth Year Matrix assignments, by US Soccer for several reasons, first and foremost of which is player safety.

### **Intramural Policy and Procedures (U6-U8)**

**Coaches** – Coaches are selected by the Director(s) of Intramural Activity. Coaches must pass the Risk Management Screen and Concussion Protocol. Coaches must be committed to making the game fun. Coaches should be prepared to teach basic skills and sportsmanship. Coaches are encouraged to obtain club paid youth modules.

**Awards** – The Director(s) may purchase awards or metals without ongoing board approval. Should cost substantially deviate from historical expenditures, the Director should seek board approval.

Since not all coaches can do individual awards, coaches are discouraged from providing team awards.

**Uniforms** - The Uniform coordinator may purchase jersey and socks without ongoing board approval. Should cost substantially deviate from historical expenditures, the Coordinator should seek board approval.

**Equipment** - The Director(s) may request equipment replacement or upgrades as needed to effectively run their programs. Should cost substantially deviate from historical expenditures, the Director should seek board approval.

**Placements** - The Director(s) are authorized to make team assignments based on trying to balance teams. No guarantees will be made for special request.

**Ref Fees** – Paid by the club

**Patches** - NA

**Tournament Fees** – NA.

**Playing Time** – At least ½ a game per player. When possible based on team numbers, reluctant goalies should be compensated with some additional field time.

## **Recreational Policy and Procedures (U9-U19)**

**Coaches** – Coaches are selected by the Director(s) of Recreations. Coaches must pass Risk Management Screen and Concussion Protocol. Coaches must be committed to making the game fun. Coaches should be prepared to teach basic skills, progressively advanced skills, tactics and sportsmanship. Coaches are encouraged to obtain club paid youth modules or license.

**Awards** – Awards are not provided by the club.

Since not all coaches can do individual awards, coaches are discouraged from providing team awards.

**Uniforms** – Uniforms will be handled by the Uniform Coordinator.

**Equipment** - The Director(s) may request equipment replacement or upgrades as needed to effectively run their programs. Should cost substantially deviate from historical expenditures, the Director should seek board approval.

**Placements** - The Director(s) are authorized to make team assignments based on trying to balance teams. No guarantees will be made for special request.

**Ref Fees** – Paid by the club

**Patches** – Not provided by the club.

**Tournament Fees** – Paid for by the team.

**League Play** – The Director(s) are responsible for monitoring compliance with league rules as defined by Lancaster County Boys and Lancaster Area Girls.

**Playing Time** – At least ½ a game per player.

## **Travel Policy and Procedures**

**Coaches** – Coaches must pass Risk Management Screen and Concussion Protocol. Coaches must be committed to making the game fun. Coaches should be prepared to teach fundamentals and well as progressively advanced skills, tactics, physical and physiological development and sportsmanship. Coaches are expected to obtain club paid youth modules or license and/or

demonstrate a high degree of knowledge of the game from experience and or playing. All coaches must meet the league and affiliation requirements for experience and conduct.

In order to coach at the travel level, a new coach must complete an application to coach. All applications will be reviewed by the coaching committee, which is comprised of the Vice President, Director of Travel, The Director of Coaching and Player Development (If active) and others as assigned by the President.

In the instance of a single candidate the committee will approve or disapprove the candidate, based on past history, coaching skill, experience with children, team parents wishes, and commitment to work on meeting deficiencies as may be determined by the committee.

In the event of multiple applicants the committee will endeavor to select the best candidate for the assigned team based on the coaching application, past history, coaching skill, experience with children, team parents wishes, and commitment to work on meeting deficiencies as may be determined by the committee.

Once a coach is selected for a team, he or she will be given right of first refusal for future years provided parents show ongoing support of the coach, the team is deemed to be showing positive development, and or

**Awards** – Awards are not provided by the club.

Since not all coaches can do individual awards, coaches are discouraged from providing team awards.

**Equipment** - The Director(s) may request equipment replacement or upgrades as needed to effectively run their programs. Should cost substantially deviate from historical expenditures, the Director should seek board approval.

**Uniforms** – The uniforms will be ordered by each coach from a board approved supplier. The uniform will consist of a home jersey and an away jersey, shorts, and socks approved by the board. Uniforms costs are paid for by the players on that team.

**Travel Tryout Guidelines** -Travel select teams are formed with the purpose of grouping players with similar skills, speed, agility and age, in order to promote individual player and team development. Normally tryouts will be held in the spring to place players on teams for the following soccer year. A soccer year consists of a fall, winter and spring season of a school year. Additional tryouts may be scheduled at any time, at the discretion of the Travel Director and Travel committee with the Executive Board's approval. Playing on a team for one year does not guarantee placement in subsequent years.

**Tryout Schedule** - The tryout schedule must be approved by the Executive Board and should be published at least 15 days in advance. Tryouts will be planned and coordinated by the Travel director and the Travel committee. All Players must register for tryouts before they can participate. Late registrants and players who do not attend tryouts will be placed on teams as space permits.

**Forming Select Travel Teams** - Players are encouraged to tryout and play in their current age group, based on the year they were born. However, players are permitted to tryout and to play-up one age group. Players are encouraged to attend tryouts for both age groups. Every player's skill level, athletic development, and the enjoyment of the game will be considered when forming teams. In order to form balanced and competitive teams, the Travel committee may combine age groups if necessary.

**Player Selection** - Players will be selected by the Travel Committee and the coach when possible. Other assessors may be included for guidance. After the preliminary rosters are finalized, the club will extend player invitations. Players will have 96 hours to respond to invitations. Failure to respond to an invitation will be considered a rejection.

**Player Tryout Excused Absence** - If a player wishes to be excused from tryouts, due to an injury, illness, or any other unexpected life event that would prevent the player from attending tryouts, a parent or guardian of the player may request an excused absence. The Travel director should be notified in writing as soon as possible, and the request should be reviewed and approved by the Travel Committee. In the event of sudden injury or illness, a parent or guardian should attempt to contact the Travel Coordinator prior to tryouts. In case of an unforeseen emergency or event, the Travel Director should be contacted as soon as possible, following tryouts. When reviewing a request for an excused absence, the Travel Committee will review and consider the request on a case-by-case basis in order to serve the player and the select travel teams in the best way possible.

**Secondary Players** - Secondary players must be carded and registered under EPYSA. Secondary players must be approved by the Travel committee, the Executive board and the league in which the team is participating. The purpose of Secondary Players is to ensure teams have an adequate number of players on game day. Playing time should be given to EYSC rostered players with secondary players utilized as substitutes.

**Ref Fees** – Paid by the club

**Patches** – Provided for one tournament a season.

**Tournament Fees** – Tournaments are the responsibility of the team.

**League Play** – The Director(s) are responsible for monitoring compliance with league rules as defined by EPYSA, LANCO, CPYSL or others. Most teams are expected to play in LANCO or CPYSL. In all other cases, the parents of the team, the director and the board should be in agreement to the team's placement.

**Playing Time** – There is no prescribed playing time. A basic guide, if players are not routinely getting at least 1/3 of a game, there should be a concern for player placement. The coach and or parent should contact the Director of Travel for a review of the situation. A plan of action will be developed offering how time can be increased or other options discussed. In the event of a disagreement between the parents and the coach, the situation will be brought to the board for review.

# EPHRATA YOUTH SOCCER CLUB COACHING APPLICATION

## Basic Information

Name:

Street Address:

Town: PA Zip

## Contact Information

Phone:

Email Address:

## Soccer Playing Experience

Intramural/ Recreational  Travel  High School  College  Adult

Years Playing

Describe Playing Experience:

## Coaching Experience

Number of Year: Describe Coaching Experience:

Coaching License(s) A  B  C  D  E  Youth Module

Date highest license received:

Other Soccer Experience:

Other Experience working with children:

## REFERENCES: (Give 2)

Name	Position	Phone
Name	Position	Phone

Age you want to coach: U-6  U-7/8  U-9/10  U-11/-12  U-13/14  U-16/19

Gender: M  F  Specific Team Request:

Level you want to coach: Intramural/Recreational  Travel  Premier

**Describe your Coaching philosophy: Next Page**

**Coaching Philospby**



## **Uniforms Policy and Procedures**

Club policy is to treat Travel, Recreational and Tournament teams equally and all will be required to wear the same EYSC crest and uniform kit based on their division. Players may also elect to wear the club uniform throughout their years with the club. A recreational team at U15 and above will be supplied t-shirts instead of uniforms or the entire team may purchase their uniforms in place of the club assigned t-shirt.

The uniform coordinator will supply the Recreation Coordinators the uniforms for the NEW players from U10-U12. They will also supply the required uniform (jersey, and socks) to the intramural coordinator for their teams. The Director (s) of intramural teams must notify the uniform coordinator how many teams they will have prior to ordering uniforms, they will receive a new uniform per season, the recreation uniforms will be ordered by the registration of new players and their sizes (jersey, shorts and socks).

Uniforms are the responsibility of the players and will be sold at or near cost.

Recreational teams will be supplied contrasting vest, should an alternative shirt be required.

Travel teams will be required to purchase an alternate color kit.

## **Tournament Team Policy and Procedures**

1. A potential coach for a tournament team must submit a request for tournament team tryout from June 1<sup>st</sup> to September 1<sup>st</sup> to the travel committee. The written request must include coaching staff and a list of potential players for the future team.



2. Players will play in their appropriate age group. Age cut-off will be December 31 to follow EPYSA guidelines
3. Secondary players will not be permitted to take playing time away from qualified age appropriate players. Secondary players should be primarily used as substitutes for absent players.
4. Any player injured and not able to try out, must register at the tryout and pay the registration fee to be counted as having tried out with a score of zero (0). Must have Travel Committee approval and be counted as one of the two coaches' picks.
5. The tournament team will consist of the highest scorers during the tryout. On an 11v11 team the coach will have three (3) "Coach's picks". Maximum roster of 22 and a minimum roster of 14. See Rule 3. The coaches' pick has to be a travel worthy player and attended the tryout. Coaches' picks must be accepted by Travel Committee.
6. If possible the same evaluators need to evaluate the same age brackets on both nights of tryouts.
7. The tryouts will consist of 90 minutes each and will take place in the fall after school soccer season is completed (may not be every fall). Tryouts will be held on two (2) separate weeks. (One a day session and one (1) weeknight session) The player will only have to be present at one (1) tryout but EYSC will offer multiple dates to accommodate busy schedules
8. Coaches and parents will be out of the evaluation process. Coaches can view from the sideline and take his or her own notes.
9. Once the teams are confirmed by the Travel Committee and Coach of EYSC. There will be NO adjustments to the teams without the approval of the EYSC Board.
10. The travel committee will meet and review tryout results. Within 2 weeks of the last tryout date the committee will have results to the coaches of the tournament team.
11. All teams will submit a roster to the travel committee the week prior to any tournament the team is involved in. The roster will include all players included guest and secondary players. It will also include all EPYSA player pass numbers.
12. The teams are responsible for their uniforms, which must include the EYSC shield and use an approved EYSC uniform kit.
13. Ephrata Youth Soccer Club will provide a practice field whenever humanly possible at a location that is available.
14. Team management agrees to be transparent about fees collected and expenditures to Ephrata Youth Soccer Club at the end of every season.
15. Tournament teams will register every season through Ephrata Youth Soccer Club via the club's website and pay \$8.50 per player.
16. Tournament teams will pay \$50 to the Eastern Pennsylvania Youth Soccer Association to register as a tournament team and \$15 for player passes. The team manager will turn birth certificates, pictures and RG6s into EPYSA. Team will collect and maintain an EPYSA medical release on each player.
17. Tournament teams will be allowed to play in tournaments from the day the team is approved by the travel committee until August 31<sup>st</sup> the following year.

*The Travel Committee (which consist of the Club President, Travel Coordinator, and Director Of Coaching (or the Vice President if we do not have a DOC) will vote on any exceptions listed in the guidelines. The subject matter and their votes will be documented in the minutes during the club's next monthly board meeting.*

*Final details of the tryout process will be adjusted as needed by the Travel Committee based on the availability of volunteers, number of evaluators, field access, weather conditions, etc.*

### **Coaching Philosophy:**

## **Ephrata Youth Soccer Club**



Team management agrees to be transparent about fees collected and expenditures to Ephrata Youth Soccer Club at the end of every season.

## **Glossary**

**Active Member:** An Active member is anyone in good standings according to the club bylaws.

**Intramural Soccer (U6-U8)** - Intramural Soccer is organized in a way for people of the same league to be involved in athletic competition with and against each other, basically our U6 and u8 program.

**Recreational Soccer (U10-U19)** - Recreational Soccer is the activity where the primary purpose of the activity is participation, with the related goals of improved physical fitness, fun, and social involvement often prominent.

**Travel Soccer** - As players from the club become more skilled, desire a more competitive soccer environment, and become willing to commit greater time to training, the Travel program exists for them as a higher level athletic experience. Tryouts are required for this division which are held in the spring.

**Tournament Teams:** Tournament Teams allow players to play outside of the school soccer season to stay in shape and stay focused on the sport. These teams typically play throughout the summer in numerous tournaments.

**Playing Up:** In our intramural league, we do not encourage players to play at a higher level than their age permits. At the recreational and travel level the leagues we play in dictate this option in their rules.