

Hollywood Soccer Club

Team Formation Policy

Adopted July, 2005

Mission Statement

Hollywood Soccer Club's mission is to provide a positive and healthy environment for young people to learn how to play soccer – and for their parents to coach, volunteer, and watch them – all while having fun and making friends

Team Formation Overview

The Hollywood Soccer Club (HWSC), a member club of the Portland Youth Soccer Association (PYSA) and the Oregon Youth Soccer Association (OYSA), currently consists of primarily recreational teams, it currently also has classic teams operated through the HWSC Wy'East Classic Soccer Program that is headed by Reggie Robertson.

Though there are no restrictions on where in the city limits players on HWSC teams may live, HWSC's recreational teams generally consist of players who live or go to school in the greater Hollywood neighborhood area of northeast Portland, Oregon.

While the classic teams are not limited to HWSC members and generally consist of players who live on the inner east side of Portland, there are no restrictions on where in the greater Portland metro area players may live.

Player registration and team formation for the upcoming Soccer Year, which runs from June 1st through May 31st, begins May 1st – or at such date in the spring of each year as designated by the HWSC Board – and ends, for recreational teams, one week after the first officially scheduled Portland Youth Soccer Association (PYSA) games in early September and no later than August 1st for classic teams.

HWSC Recreational Team Formation Goals

Recreational teams cannot be formed with the goal of placing the more skilled players at the same age level on a single team. The use of tryouts, invitations, recruiting or any like process to selectively form a team on the basis of talent or ability is strictly prohibited.

When there are enough players to form more than one team at the U-7 Level or above, the goal is to have the teams be as balanced as possible with regard to the players' skills and abilities by:

- Allowing as many eligible youth to participate as possible.
- Forming as many teams as possible with the minimum number of players.
- Forming recreational teams that each include all levels of skills and abilities.
- Having players stay on the same team from year-to-year, beginning at the U-7 Level.

HWSC Classic Team Formation Goals

The HWSC Board will ensure that all players and their families are informed every year about the Wy'East Classic Soccer Program and how and when the club's classic teams are formed. The Board will also ensure that written notification about the classic team tryouts is sent to all HWSC registered players who will be at the age level of the classic teams to be formed for the upcoming soccer.

The HWSC Head Coach is responsible for ensuring that the HWSC Wy'East Classic Teams are formed in accordance with the Oregon Youth Soccer Association (OYSA) rules for Classic League Play and this HWSC *Team Formation Policy*, as follows:

- Teams are to be formed as a result of tryouts that are open to the general.
- The Head Classic Coach determines the age level, number, and gender of the teams to be formed.
- Player assessments and team assignments will be fairly and objectively made by a minimum of three Club Officials, monitored by the club's Head Coach and led by the Head Classic Coach.

Persons Responsible for Team Formation

The HWSC Registrar has final responsibility for all team formation, both recreational and classic. Though the Club can also designate other people to assist the Registrar with team formation, such as the Head Coach, the Head Classic Coach, the club President and/or Vice President, the Registrar is officially charged with task of ensuring that teams are formed in accordance with this *Team Formation Policy*.

Age / Grade Levels

Recreational players will be assigned to play on teams at their grade level, from U6 – Kindergarten through U14 – 8th Grade, even if they are old enough to play at the next age level up. Players may also play at one age level up if they so request and the Coach of the team they are assigned to agrees to have the player on their team.

Classic players may only play on U11 and above teams at their designated age level, with birthdates being set according to the OYSA Classic League Rules as between 8/1 and 7/31. For example, players born between 8/1/1994 and 7/31/1995 will be assigned to a U11 team for the 2005 – 2006 soccer year. Classic players may play up on age level at the Head Classic Coach's discretion, but may not play down an age level.

Gender

The HWSC U6 – Kick'n'Chase (Kindergarten) program is co-ed. While gender based *Recreational* teams are formed beginning at the U7 level, individual teams may have players of both genders at the coach's discretion. Since PYSA does not currently offer co-ed leagues, mixed gender teams must play in the boys leagues.

Classic teams are gender-based and OYSA does not allow mixed gender teams.

Roster Size

In order to allow as many recreational players as possible to participate, the Registrar will ensure that as many *Recreational* teams as possible will be formed at the U-7 and above levels, with each team having as close to the required minimum number of players as possible. Neither *Recreational* or *Classic* teams can have less than the minimum nor more than the maximum number of players, per the PYSA and OYSA Rules, for U7 – U9 *Recreational Teams* and U14 *Classic Teams*, and per the HWSC team formation guidelines for U10 and U11 – U14 for *Recreational Teams*, as follows:

<u>Age / Grade Level</u>	<u>Min</u>	<u>Ideal</u>	<u>Max</u>	<u># of Players on the Field at One Time</u>
U-6 / Kick'n'Chase (Kindergarten)	*	*	*	N/A
U-7 (1 st Grade)	8	10	12	6 (Two simultaneous 3 v 3 games)
U-8 (2 nd Grade)	10	12	14	8 (Two simultaneous 4 v 4 games)
U-9 (3 rd Grade)	8	10	12	6 (One 6 v 6 game)
U-10 (4 th Grade)	10	12	14**	8 (One 8 v 8 game)
U-11 thru U-14 (5 th -8 th Grade) – <i>Rec.</i>	13	15	16**	11 (One 11 v 11 game)
U-11 thru U-14 (5 th -8 th Grade) – <i>Classic</i>	13	15	18	11 (One 11 v 11 game)

Notes:

* Teams are not formed for the U-6 / Kick'n'Chase program.

** The PYSA maximum for U-10 teams is 16 players, and for U-11 thru U-14 is 18 players. HWSC teams at these age levels may have the maximum number of players on their rosters at the team Head Coach's discretion.

Coaches

Every HWSC team, both *Recreational* and *Classic*, will have a head Coach and at least one Assistant Coach, each of whom HWSC will register with both PYSA and OYSA.

- Head Coaches are encouraged to recruit as many additional Assistant Coaches and Associate Coaches as possible.
- All Coaches must complete and submit to the HWSC Registrar a PYSA *Coaches Pledge* form and an OYSA *Background Check* form before participating as a coach. The Registrar will send the *Background Check* originals to OYSA, a copy to PYSA, and keep a copy of each form on file along with the *Coaches Pledge* forms.

- All coaches are strongly encouraged to get as much class / clinic / seminar / etc. coach training as possible. At the very least, coaches should complete at least one Youth Module License class sponsored by PYSA, OYSA, or equivalent officially sanctioned and reputable domestic or international youth soccer organization sometime during their first year of coaching for HWSC. Subject to prior approval, HWSC will reimburse *Recreational* coaches for the cost of all such coach training.
- As soon as the Head Coach of an established team anticipates that s/he will not be continuing as Head Coach of that team, for whatever reason, the Coach must notify the HWSC President, Registrar, Head Coach, and if applicable, Head Classic Coach, so that they can work with the Coach to recruit a new Head Coach for that team and ensure the team will have enough players on its roster to in order to continue as a viable team.

Team Formation Process

The *Recreational* Team Formation Process is slightly different for each of the following 3 types of teams:

- U-6 / Kick'n'Chase One large group with players of both genders, divided periodically as needed into small teams, with rotating rosters of 3-6 players, during practices and for games
- U-7 1st official team formation into gender-based teams
- U-8 thru U-14 Established teams (returning players who register by July 15th (or other such date as designated by the HWSC Board) are guaranteed a spot on the roster of their previous year's team – open roster spots after this date are filled by the Registrar on a 1st come / 1st served basis.

The Classic Team Formation Process must include the following:

- The club's Head Coach is responsible for overseeing the organization and conducting by the Head Classic Coach of tryouts, player assessments, and team formation & player assignments and also the recruitment, team assignment, and supervision of classic team coaches, assistant coaches, team managers, and other team and *Classic Program* volunteers and also for ensuring that all these duties, activities, and actions are carried out in accordance with this *HWSC Team Formation Policy*, the *PYSA Rules and Regulations*, and the *OYSA Rules for Classic League Play*.
- The Head Classic Coach will possess at least a *D License* from OYSA or be determined by the PYSA Head Coach to have equivalent background and experience.
- The Head Classic Coach will determine the age level, number, and gender of the teams to be formed every year.
- Teams are to be formed as a result of tryouts that are open and publicized to the general public and cannot be restricted to HWSC players.
- Written notification about the classic team tryouts is sent to all HWSC registered players who will be at the age level of the classic teams to be formed for the upcoming soccer year no later than thirty days before the first scheduled tryout date
- Player assessments and team assignments will be fairly and objectively made by a minimum of three Club Officials, monitored by the club's Head Coach and led by the Head Classic Coach assisted, as selected by the Head Classic Coach, by the classic team coaches and assistant coaches.
- Classic players must attend at least one complete tryout session each year, unless there are extenuating circumstance approved by the HWSC Board, and are not guaranteed a spot on their previous year's team.
- New players may be added, after a tryout that is open and publicized to the general public, only if a team's roster drops below 15 players.

General Guidelines – Recreational Players and Teams

Special Requests

Special Requests noted on a recreational player's *Registration Form*, such as to be on the same team with a particular friend or a specific coach, will be honored whenever roster size and number balance between multiple same gender teams at an Age Level allows. If the number of such requests cannot be accommodated for a particular team, they will be honored on a 1st come / 1st served basis per the same order of precedence as described in the Opening Existing Team Rosters to New Players section below.

Initial Team Registration with Minimum Roster Size

As of the July 1st PYSA *Team Registration Deadline*, teams with at least the minimum required number of players will be registered with PYSA. This allows for recreational players to be added as the season approaches until the roster maximum has been reached. Teams cannot have more than the HWSC maximum number of players allowed without the club Head Coach's approval.

Procedure for Assisting Players in Finding a Team When There Are No Open Roster Spots

If there are no open roster spots on the same gender team at new player's requested Age Level, or if a returning player has requested to change teams, the Registrar will present the following options to the player's parent / guardian:

- If there are open roster spots on the applicable teams, offer to assign the player to:
 - A same gender team one Age Level up
 - If a female, a different gender team at the requested Age Level
- Refer the player to the Registrars of the neighboring Clubs

Registration Fee Refunds

If a player withdraws their registration at any time before the first official practice of the Fall Season (after Labor Day) and for any reason other than injury, moving out of the area, or not being able to be assigned to an HWSC team due to lack of open roster spots, HWSC will refund the *Registration Fee* minus \$10.00 to cover the cost of having registered the player with PYSA & OYSA.

Full *Registration Fee* refunds will be given only for the following reasons before the Sept. 14th HWSC deadline for adding players, if a player:

- Cannot be assigned to a HWSC team due to lack of open roster spots
- Moves out of the area
- Incurs a season-ending injury

Note that *Late Fees* are not part of the official *Registration Fee* and will not be refunded.

U-6 / Kick & Chase

All children age 6 years old and under, living or going to school in the greater Hollywood neighborhood and who register for the HWSC U6 / Kick'n'Chase program, will be accepted.

Since the *Kick'n'Chase* program is the first opportunity for not only kids to play organized soccer but also the first experience that most parents have with HWSC and sometimes even with youth sports, the HWSC Head Coach is responsible for ensuring that both a Coordinating U-6 Head Coach and a sufficient number of Assistant Coaches are recruited, properly trained, and supported in order to conduct a successful program for all involved.

U-7

At the U-7 level, the Registrar will assign players randomly to teams that are organized by gender, taking into account the following provisions, in order of precedence:

- Parents who coach will automatically have their child(ren) placed on their team
- If they wish, *all* the Head Coaches of the same gender teams can agree *together* on which teams to assign the players to and provide these recommended rosters to the Registrar before Registration begins. If any *Special Requests* conflict with these roster assignments, the Registrar will ask the Head Coaches of the affected teams to help resolve the conflict.

Established Teams (U-8 thru U-14)

Returning Players Requesting to Change Teams

If a returning player requests to change teams, the Registrar will first contact the player's parent / guardian to find out the reasons for the request. The Registrar will then consult with the Head Coach of the player's previous year's team and, if necessary, the HWSC President to see if it is possible to resolve the situation without the player changing teams. If it is not possible, and there is an open roster spot on another team at the same Age Level, then the request to change teams will be honored.

Late Fee for Returning Players Registering After June 15th

Returning players whose registrations are received after June 15th will need to pay a *Late Fee*. Note that new players who did not register with HWSC at any time during the previous Fall or Spring seasons are not required to pay the *Late Fee*.

Adding New Teams

If, at any time before July 15th, there are enough new players of the same gender registering to justify forming a new team at an Age Level that already has at least one team, the Registrar will notify the HWSC Head Coach and the Head Coach(es) of the established team(s) at that age level so they can work together to recruit a Head Coach for the new team and, if appropriate, agree on a fair and reasonable plan for assigning one or more returning players to the new team.

Deadline for Returning Players to Guarantee a Spot on Previous Team – Opening Rosters to New Players

In order to further the Team Formation Goal of players staying on the same team from year-to-year while also offering new players the opportunity to play, all returning players whose registrations are received by the Registrar no later than July 15th will be assigned to the team they played on the previous Fall.

Returning players whose *Registration* has not been received by July 15th cannot be guaranteed a spot on their previous team and team rosters will be opened up to both these late returning players and new players, with open roster spots being assigned on a *1st come / 1st served* basis.

1st come / 1st served is determined as follows, in order of precedence:

1. Date & time the *Registration Form* and payment is received by the Registrar
2. The postmark, if any, on the envelope used to submit the Registration
3. Date the Parent or Guardian signed the *Consent* sections of the *Registration Form*
4. Alphabetically, by the player's last name

Adding New Players to Established Teams

When new players have not requested to be placed on a specific team, and there is more than one established same gender team at their Age Level, the Registrar will consult with the Head Coaches of these teams *together* to ensure that they use a fair and appropriate process to take into account both the experience and level of play of the new players and the established team roster sizes in order to determine which team(s) they should be assigned to.

While every possible effort will be made to balance the skill level of teams when adding new players to established teams, it is important that coaches, parents, and players understand that teams within the same gender and age group may or may not have equivalent talent levels from year-to-year. Indeed, the variance in a team's talent level can be caused over the years not only by the addition of new players but also by the natural maturation and development of players as well as players leaving the team.

Established Teams With Less than the Minimum Number of Players

If by June 15th, an established team has the minimum number of players, or less, registered and assigned to it, the Registrar will notify that team's Head Coach. If the Registrar and Head Coach together believe that the team will be not able to register enough players to field a viable team, the Registrar will notify both the HWSC President and Head Coach. The Registrar will also assist the team's Head Coach in contacting the Registrar's of neighboring Clubs to determine if they may have registered players of the same gender and Age Level who are not assigned to a team or if they may have same gender & Age Level teams that are also under the minimum number of players and therefore may be interested in a possible merger with the HWSC team.

General Guidelines – Classic Players and Teams

Players with current OYSA classic registration may not be assigned to or play on Recreational Teams as either a regular or guest player at any time, including all tournaments whether or not they are OYSA or PYSA sponsored or sanctioned.

Classic players are strongly discouraged from and are expected to not drop their classic registration in order to register as a recreational player so they can play on a recreational team during the "off season" and then switch back to play on a classic team for the next Soccer Year.

Once a classic team has been formed, it must play at the classic level. If a team decides to not play classic, all the players on that team must, for the duration of the current season, return to the last recreational team they played on or, if applicable, be assigned to another recreational team by the Registrar.

Registration Schedule

Following is a sample *Registration Schedule* – actual dates will vary slightly from year to year.

<i>Week of April 24th</i>	Notice about Registration for the upcoming Soccer Year distributed to Parent(s) / Guardian(s) of all Returning Players.
<i>May 1st</i>	Registration for the upcoming Soccer Year begins.
<i>June 1st – June 15th</i>	Notice about Registration for the upcoming Soccer Year distributed to Parent(s) / Guardian(s) of all prospective Kindergarten students at Hollyrood Elementary School..
<i>June 15th</i>	Deadline for Returning Players to register without incurring a <i>Late Fee</i> . <i>Classic Teams register with OYSA.</i>
<i>July 1st</i>	Club registers with OYSA. Recreational & Classic Teams register with PYSA. Preliminary Rosters distributed to Coaches
<i>July 15th</i>	Deadline for Returning Recreational Players to register to guaranteed being assigned to their previous season's Team. Open roster spots are filled on 1 st come / 1 st served basis.
<i>August 1st</i>	PYSA "drop team without penalty" deadline. Deadline to register new Teams with PYSA & OYSA. Updated Recreational Rosters distributed to Coaches,
<i>Sept. 1st</i>	OYSA ID Cards & updated Recreational Rosters distributed to Coaches. Deadline to register new Classic Players with PYSA & OYSA..
<i>Sept. 7th</i>	1 st officially scheduled PYSA games for Recreational Teams.
<i>Sept. 14th</i>	1 st officially scheduled OYSA games for Classic Teams. Deadline for adding new players to Recreational Teams. Final Rosters sent to PYSA & distributed to Coaches.