

Select Soccer Bylaws
Eureka Youth Soccer League
Approved 10/4/99, amended 3/22/04, 11/8/04, 3/23/05, 11/6/05 and 9/27/07

Purpose: To propose a process to the Board of the Eureka Youth Soccer Club (E.Y.S.C.) for the selection of Select Coaches and the identification and handling of problems with incumbent Select Coaches.

This recommendation is composed of two parts. Part I deals with the goals of the Select Program and the Select Committee structure and will be incorporated into the Club bylaws. Part II represents the policy decisions of the Select Committee concerning the selection and discipline of coaches and selection of teams. Bylaws are only changed by the Board, whereas Select policies are changed by the Select Steering Committee.

Part I

Goals of Select Steering Committee and Select Program:

1. Provide a positive experience for all players so that they may develop to the maximum extent of their talent
2. Maintain the highest level of sportsmanship and fair play on the soccer field
3. Support the spirit of EYSC as a community-based Club by keeping groups of kids together as much as possible over the course of their career in the Club
4. Encourage our kids to play in their community by providing consistently high coaching talent and the opportunity to play for all kids who are qualified to do so
5. Establish a coach selection process that results in the best candidate chosen as coach, is fair to all applicants and recognizes past coaching contributions
6. Identify coaching problems early and create a process for handling them which is fair and includes all interested parties: team, coaches, parents, and the Club

Select Steering Committee Composition:

- Purpose: to choose all Select Coaches, handle problems with incumbent coaches, approve the formation of Select teams, and set policies for the Select Program
- Who: made up of 5 persons:
 - At least 3 coaches who are or have been Select Coaches or Assistant Coaches in E.Y.S.C., one of whom will be elected by the committee to serve as Select Chairperson. Each Select Coach committee member shall be the Age Group Coordinator for an age group where there is no conflict of interest (i.e., child in the age group or an age group that he/she coaches in)
 - At least 1 non-Select Coach appointed by the E.Y.S.C. Board as Select Liaison
- Term: typically two years which may be extended to three years to
 - Insure there are staggered terms, that is, at least 2 members should have served in the prior year
 - Complete a major project in progress
- How selected:
 - The initial group has been selected by the Board
 - Future volunteers will be recruited by the outgoing committee member and approved by the Select Committee

Part II

Coach Selection Process:

- 1) Select Steering Committee will communicate to the soccer community the Select Coach application process, including
 - a) How to apply
 - b) Timetable for application and selection (Attachment A)
 - c) Criteria for selection (see below)
- 2) Application should include
 - a) Application form (Attachment B)
 - b) 3 references from past parents and Club officials for applicants who have not previously coached select with E.Y.S.C.
 - c) Copies of necessary certificates (as required by League rules)
- 3) Applications will be accepted for all ages, girls and boys, and are required of all new and returning coaches each year
- 4) Applications will be collected by the Select Steering Committee
- 5) Incumbent head coaches receive priority in returning to coach their team when the following criteria are met:
 - a) previous year parent surveys were administered and returned before the deadline set by the Select Committee, with 75% of surveys completed
 - b) previous year parent survey results averaged a composite score of 8.5 or higher
 - c) coaching application is submitted by the deadline set by the Select Committee
 - d) HABO tournament received sufficient support and participation from coach's teamIf a head coach does not meet the criteria above, the head coach forfeits incumbent status and will be interviewed by the Select Committee on equal footing with other candidates. If a returning head coach applies after another applicant has been chosen and notified, the incumbent head coach's application will be rejected for that age group.
- 6) Select Steering Committee will meet; review applications; interview candidates and select coaches, including backups based on the criteria in this recommendation; and notify all applicants
- 7) All decisions will be documented (Attachment B), including the decision and the rationale

Coach Selection Criteria:

- All Select teams must have a coach selected via the process of completing applications and approval of the AGC and Select Committee. This allows the Club to maintain the highest quality talent and provides a fair opportunity to all interested coaches
- All Select Coaches will abide by the Coaches conduct. (Attachment E)
- Coaches will be parents of prospective players on that team – exceptions to be approved by the committee, but only upon good cause and if a qualified parent is not available.
- Multiple coaches may be needed for a particular age group and should be selected before tryouts, particularly in younger ages. It is not obvious until tryouts how many teams there may be and coaches who are selected sometimes change their minds if their child does not play
- Coaches for each age group will be ranked A, B, C, etc. at the time of their selection. Coach A has first choice of players, Coach B second choice, etc. until teams have been provided for all qualified players

- Coaches will be notified of their ranking before tryouts
- all coaches will be required to participate in tryouts so teams may be formed during the tryouts
- The Select Committee will approve the formation of B and C teams during the tryout process consistent with the Club goals of providing a chance to play for all kids who are qualified to do so
- Rankings will be based on the previous year status, coaching experience, application, and parent surveys (Attachment C)
 - Returning coaches with positive parent surveys and no other issues identified by the Select Committee will retain their prior ranking (A, B, etc.) even as they move up in age brackets
 - There can be only one "A" coach, one "B" coach, etc.
 - To aid with decisions and for coaches with no Select coaching experience or no experience with our Club (i.e., no prior ranking), the committee will rely on the coach interview and references
- Each team will have only one head coach responsible to the Club
 - Each head coach may select assistant coaches, trainers, etc. as appropriate
 - If a head coach elects to have a co-coach, that does not relieve that coach of responsibility and accountability to the Club for that team, to insure clarity of communication and accountability

Team Formation Criteria:

- EYSC Select teams will consist of teams playing in the Select Metro league during the regular season, and competing in tournaments as chosen by the team coach.
- Team formation will be dependent on availability of talent and kept "age pure" as much as possible. Each player chosen for a roster should play 50% of each Select-level game, within reasonable expectations of a coach's ability to track play time and substitute players.
- AGC's must be present at all tryout sessions for their assigned age group. If they cannot make a session, they must get another AGC to stand in their place. There must be a debriefing afterwards between the two AGC's in this case as to the outcome of the tryout session in which the assigned AGC was absent.
- Each coach will provide information on team expectations for players trying out in their age group. Team expectations may include level of play, number of tournaments, required travel, player expenses and number of practices.
- Talent: There must be sufficient Select-level talent for the AGC to approve the formation of teams
- Age Purity: Teams will be formed and coaches will be selected for each age, not just the age bracket (e.g., U-10 1st year, U-10 2nd year)
 - The Select Committee will attempt to keep teams "age pure" as much as possible to keep the players together as long as possible. This will result in a better program by keeping teams together longer
 - U10-U16: Two exceptions may be made by the highest ranked coach, (1st year player play up to 2nd year team, 2nd year player play down to 1st year team) or exceptions as agreed upon by both coaches
 - U19: As U19 is the final age group, and incorporates three years, coaches shall endeavor to keep long-standing teams together, but age-purity is not an overriding concern

- Acceptable reasons for exceptions to the age-purity goal for all age brackets:
 - Keep same-grade players together
 - Exceptional talent
 - Siblings
 - Parent's hardship/carpool, etc.
 - Parent request
- The AGC should evaluate if the younger players have exceptional talent to warrant playing up. The definition of "exceptional talent" is being ranked in the top half of the older age group talent pool. Each age group will be evaluated when making these decisions, but no athlete with exceptional talent will be forced to play in their age group within the guidelines outlined above.
- Disagreements
 - It is hoped that any disagreements can be worked out between affected coaches
 - The Select Committee will resolve any disputes where the coaches cannot agree
- Combination teams (e.g. U-10 1st and 2nd year) will only be formed after 1st and 2nd year teams have been selected or there are not enough players to do other than form a combination team
- Coaches for combination teams in age brackets where there are "age pure" teams are obviously ranked below (i.e., B, C, etc.) their "age pure" counterparts since their team formed last

Process:

- The top players should fill the A team first, and only then can the B teams be filled. The "A" roster is finalized first, and then teams are finalized in rank order. Good communication between coaches is critical to insure that each team has sufficient players and talent to be successful for a complete season.
- "A" coaches will offer positions on their team first by calling their first choices Parents (or players) obviously may accept or reject the offer
- A parent (or player) rejecting an offer (for example, from the A team) may then be offered a place to play for a lower team (that is, B or C team) with the agreement of all affected coaches. In the event that all affected coaches cannot agree, then the Age Group Coordinator will make the final determination.
- B coaches may make any offers after the A coach has completed their recruiting and notified the players on their roster. This should be completed on the last day of tryouts to avoid holding up the next team formation. The B coach recruits his/her team in the same manner
- The process is repeated until we have exhausted available coaches or there is no longer talent available to complete a team
- Coaches will make sure that all players will be notified of their status by phone or in person before the Friday after the last day of tryouts. The A coach will contact his/her list of A players. Once that roster is filled, the A coach will communicate to the B coach which players remain available. The B coach will contact his/her list of B players. Once the rosters are filled, if there aren't enough players to form another team, the coaches will make sure that the remaining players are contacted. Good communication between all coaches and the AGC is encouraged and very important.

- No coach, parent or anyone else affiliated with a particular team may recruit players within EYSC during the tryout process window. This window starts the first day of tryouts and ends on the Friday after the last tryout day. If a coach or parent is found to be recruiting in this manner, the coach will be reviewed by the committee and may be replaced as coach.

Select Teams and the Hot August Blast-off (HABO) Tournament

EYSC hosts the HABO tournament during the month of August. The tournament is organized by the parents of the club. Each Select team is required to provide volunteers to aid in this undertaking.

The Select Committee will make sure that this responsibility is communicated to potential coaches during the interview process and to all coaches during the annual coaches meeting. Additionally, each AGC should strive to remind coaches of their commitment for the following year, during the end-of-the-year review.

Things to be communicated to each coach include:

- The coach is responsible for finding a lead representative for their team. The representative will attend HABO planning meetings as required and be responsible for recruiting the required number of additional volunteers from the team to fulfill the team's assigned duties. The representative will also take responsibility to make sure that those volunteers fulfill their duties. The Select Coach will aid in this.
- The coach is responsible for informing ALL parents about their team's requirement to provide volunteers before they make the commitment to have their child play Select soccer.
- If the coach can't find a representative then the coach is required to be their team's representative.
- Non-participation could result in loss of incumbent coach status during the following year's application process.

Select Team Sponsorships

It is required that each Select team secures a sponsor to help defray the operating costs of the Club. This sponsorship amount will be determined by the Club and a portion of that sponsorship money will be returned to the Select team. It is ultimately the responsibility of the coach to make sure a sponsor is secured for their team.

Parent Survey (Attachment C):

- Parent surveys are an important input to both coach selection and problem identification
- Surveys will be distributed to parents after mid-season, to allow time to catch problems during the season
- Select Liaison will distribute via Team Parents and notify coaches of this process and ask them to encourage Teams Parents to get maximum response from the parents
- Select Liaison will review results looking for problems; and provide summary results to AGCs. AGCs will contact each coach to provide feedback.
- Select Liaison will insure survey results are available at the time of coach selection (in summary form and in detail as necessary)
- Survey will state our privacy policy and encourage parents to identify themselves on the survey, however, it will be optional to do so

- Privacy Policy: No individual surveys will be shown to the coach or trainer being evaluated. Coaches and trainers may, however, see summaries of responses.
- The survey will include performance of assistant coaches and trainers

Procedure for Handling Complaints Regarding Coaches:

- AGC will communicate with the coach directly for his/her perspective and determine next course of action.
- AGC may discuss the issue with those complaining in a confidential and individual basis.
- If all parties find resolution, then it should be documented and AGC to notify concerned parties.
- If no resolution is reached, the Select Committee will meet to discuss course of action and appropriate parties to be notified once there is agreement.
- AGC to monitor the situation and adapt changes if necessary during the season.
- Documentation of the process is mandatory and this will include the parent surveys. This will be part of next year's application.

Attachment A

Suggested Timetable for Implementation of Recommendations

October 31 st	Parent Surveys due back to Select Committee
October	Schedule fields for tryouts
December	Announce application deadline and post application and deadline on website.
January 31 st	Applications due to Select Committee
February 1 st	Select Committee publishes tryout schedule and explanation of process to community
March 1 st	Select Committee finalizes coaching decisions
March 5 th	Select Committee notifies all applicants
Mar/April	U10-U14 Select Tryouts
April/May	U16/U19 Select Tryouts

Attachment B

**Eureka Youth Soccer Club
Select Coach Application
(Submit by February 2, 2007)**

Returning EYSC Select Coaches from last season need only complete sections A, B, and C.

This application is confidential and for the use of Eureka Youth Soccer Club only. New applicants will be contacted for a personal interview before spring Select tryouts.



A) I am applying to coach: Team _____ Head: ___ Assistant: ___ Trainer: ___ Manager: ___

Level: U ___ Boys ___ Girls ___ Year: 1st ___ 2nd ___ Combination ___

B) Last Name: _____ **First:** _____ **Init:** _____

Address: _____ **City:** _____

State: CA **Zip:** _____ **Phone:** (916) _____ (home)

FAX: (___) _____ **Phone:** (___) _____ (office) (___) _____ (cell)

E-mail address: _____ **Birth date:** ___/___/___ **Sex:** ()

Driver's License # _____ **S.S # or I.D. #** _____

C) Emergency Information:

Person to Notify in Emergency _____ **Phone (916)** _____

Doctor to Notify in Emergency _____ **Phone (916)** _____

D) Coaching History: (list in Chronological order and use additional paper if necessary)

Current Coaching License Level: _____ **Year Received:** _____ **Location:** _____
(Attach Copy)

Latest Coaching Clinics or Workshops	Location	Year

Practice Times: (List the time and location of your practices, complete at coaches meeting)

Location	Times

(Please submit 3 references from past parents and Club officials for applicants who have not previously coached select with EYSC)

E) Coaching Philosophy (use additional paper if necessary).

In forming a team, what is your philosophy and expectations for individuals players, team and parents? *(Explain briefly)*

F) Soccer Experience:

As a *Player*: Years Played _____ Highest Level _____ Association _____

As A parent: (list for each child)

Years in Soccer __Boy _____ Girl _____ Highest Level

Years in Soccer __Boy _____ Girl _____ Highest Level

As A *Referee*: Highest Certification _____ Year Certified _____ Experience _____ (games)

PERSONAL INFORMATION

G) Have you ever been convicted of a criminal offense? Yes_____ No ___ If yes, please explain under comments.

H) Do you use illegal drugs? Yes_____ No

I) Does a report accusing you of child abuse appear on the Child Abuse Index maintained by the California Department of Justice? Yes_____ No

J) Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance and care of young people? Yes___ No ___ If yes, explain under comments below.

NOTE: A yes answer to one of the above questions will not necessarily disqualify you as a volunteer coach. A league representative may request additional information.

K) I have read the Coaches Conduct and agree to uphold the rules and philosophy of Place Youth Soccer League (PYSL).

Coaches Conduct

The conduct of EYSC coaches both on the practice and game field establishes how players, parents and the soccer community perceive EYSC. Parents who entrust their children to EYSC should feel confident that standards being taught are consistent with their own. Therefore, it is vital that coaches demonstrate and teach the highest standards of sportsmanship. In accordance with this philosophy, every coach will be required to adhere to the following:

1. All new and beginning coaches will be required to attend the basic Positive Coaching Alliance (PCA) course. This is a mandatory requirement and coaches not in compliance will not be able to coach either at the recreational (Div 4) or select (Div 3) levels.
2. Coaches are encouraged to attend continued courses through PCA on a yearly and seasonal basis to gain further knowledge and coaching expertise. Although not mandatory, these continued courses are highly encouraged and recommended for coaching development and supports EYSC's goal of fostering a culture of continued sportsmanship excellence.
3. Coaches will not dispute the ruling of any referee or assistant referee during a game and will instruct their team and spectators to refrain from doing so as well. Although discouraged, clarification of a ruling may take place only with the referee's approval during the half or at the end of the game. This can only be done by a coach and then only in a manner that is professional and courteous and should not be regarded as an opportunity to berate, belittle or harass an official.
4. EYSC maintains a "zero tolerance" policy for any incident involving a coach, player or parent that results in harassment of any referee official. Coaches that violate this policy will be sanctioned by the following:
 - Referees under the guidelines of PYSL and CYSA are able to "send off" a coach during a game for either their conduct or the conduct of one of their parents or spectators. Coaches that are "sent off" for conduct will be sanctioned in accordance with the PAD committee of PYSL.
 - Coaches that are "sent off" more than once during a season will be suspended for the duration of the season and will be required to go before the Review Committee in order to be deemed eligible to coach again for EYSC teams.
 - Coaches also may be sanctioned without a "send off" for conduct that is perceived unbecoming of a coach and not in the best interests of EYSC. Violations of this policy will require an investigative interview by the Review Committee and can result in suspension and or dismissal from coaching in EYSC.

Parent and spectator conduct- Parents and spectators are expected to maintain their conduct in a manner which promotes a positive environment for our players and is in line with EYSC's goal of good sportsmanship. Parents or spectators that violate this policy are subject to the following sanctions:

- Coaches are ultimately responsible for the conduct of their parents or spectator from their team. If a parent or spectator is asked to leave the field due to improper conduct by a referee, they must appear at a hearing before Review Committee with their coach in order to be allowed to attend any further games or practices.
- The Review Committee will review each incident and determine the action plan to resolve or appropriate course of action. Possible actions may include appearance before the Review Committee to explain behavior, completion of PCA certification, suspension of games and practices and possible expulsion from the league if multiple incidents have occurred.
- Coaches and their teams are encouraged to take a proactive approach to conduct and

behavior. In line with this, coaches are required to have each parent or guardian and player sign a "Player/Parent Contract" in which the rules for conduct are clearly communicated and understood prior to the beginning of the season. It also required that at least two parents on the team attend the PCA Parent Certification and be the mentor and monitor for the rest of the team.

L) I agree to pursue PYSL Coaching Certification Guidelines (as listed) to the best of my ability.

- F License Mandatory for all coaches
- E License Mandatory for all Class III and higher coaches
- GK License Mandatory for all Class III and higher coaches
- E/D License Mandatory for all third year Class III and second year Class II coaches
- D License Recommended for all Class III and higher coaches. Mandatory for all third year Class II coaches
- C License Recommended for all Class II U-13 and higher coaches

Select Coaches are required to attain an E license, Assistant Coaches an F license and Coach or Assistant must have current Referee certification. Positive Coaching Alliance is also mandatory.

M) I agree to allow an authorized EYSC representative to contact any personal references I have listed.

N) I agree to allow an authorized EYSC representative to conduct any background checks deemed necessary to verify the information I have given on this application. In signing this application, I certify that the information I have given is true and correct.

COMMENTS:

APPLICANT'S SIGNATURE

DATE

Email completed application to: kgronner@eysc.com

If unable to email, mail completed application to: **Select Steering Committee EYSC**
P.O. Box 2221
Granite Bay, CA 95746

FOR EYSC SELECT STEERING COMMITTEE USE

1. Committee Decision: _____
2. Rationale: _____
3. _____
4. Date: _____
5. Applicant Notified by (*committee member*) _____ Date _____

Attachment C



Parent Survey for Select Teams Eureka Youth Soccer Club



Our Eureka Coaches spend many hours with our players and many hours off the field earning licenses and attending Positive Coaching classes to help the players have a great soccer experience. It is the goal of the Club to provide a positive experience for all players so that they may develop to the maximum extent of their talent. Your evaluation of coaches and trainers is one way to evaluate how we are progressing toward our goal. Please complete this evaluation and return it to your Parent Coordinator as soon as possible. Thank you for your input. (Evaluations are confidential; coaches only receive overall composite scores.)

Team Name _____
 Asst-Coach 1 Name (AC1) _____
 Trainer Name _____

Coach Name _____
 Asst-Coach 2 Name (AC2) _____

Please evaluate each of the above individuals on the following criteria on a 1 to 10 scale (10 is highest score).

1 = strongly disagree

10 = strongly agree

Coach AC 1 AC2 Trainer

1. Knowledge: Has a good understanding of soccer.
2. Preparation: Is well organized and comes prepared to practice and matches.
3. Effort: Has worked hard to develop my child's soccer abilities.
4. Appropriate Communication: Communicates in a positive manner both with my child and myself, whether praise or constructive feedback.
5. Appropriate Behavior: Is patient and does not lose temper with my child. Is a good role model.
6. Overall Performance: Would want my child to play for this coach again.

	Coach	AC 1	AC2	Trainer

Please indicate any other comments you feel the Select Committee should be aware of. Use the back of this form if necessary. If you have concerns, we encourage you to contact the appropriate Select Committee Age Group Coordinator as well:

Katy Vivaldi, U19 vivjk@surewest.net
 Pat Reilly, U16 patcra@surewest.net

Ken Prager, U12/U14 prager@ieee.org
 Cary Greisen, U10 cgreisen@gps.net

Name _____

Date _____

Check this box if you are interested in volunteering to help the EYSC Select Committee. Thanks.

Attachment E

Coaches conduct

The conduct of EYSC coaches both on the practice and game field establishes how players, parents and the soccer community perceive EYSC. Parents who entrust their children to EYSC should feel confident that standards being taught are consistent with their own.

Therefore, it is vital that coaches demonstrate and teach the highest standards of sportsmanship. In accordance with this philosophy, every coach will be required to adhere to the following:

1. All new and beginning coaches will be required to attend the basic Positive Coaching Alliance (PCA) course. This is a mandatory requirement and coaches not in compliance will not be able to coach either at the recreational (Div 4) or select (Div 3) levels.
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- The Review Committee will review each incident and determine the action plan to resolve or appropriate course of action. Possible actions may include appearance before the Review Committee to explain behavior, completion of PCA certification, suspension of games and practices and possible expulsion from the league if multiple incidents have occurred.
- Coaches and their teams are encouraged to take a proactive approach to conduct and behavior. In line with this, coaches are required to have each parent or guardian and player sign a “Player/Parent Contract” in which the rules for conduct are clearly communicated and understood prior to the beginning of the season. It also required that at least one parent on the team attend the PCA Parent Certification and be the mentor and monitor for the rest of the team.

Player conduct

A player’s conduct and perception of sportsmanship is mostly gleaned from their parents or coaches. Therefore it is essential that both the coaches and parents maintain a positive approach and model the type of behavior they desire from their children. Most of the player sanctions for poor sportsmanship and conduct on the field are governed by the rules of the game and enforced by the referee. Players that repeatedly receive multiple red cards or demonstrate inappropriate conduct either during play or in practice, can be dismissed by the team and /or result in expulsion from the league. This kind of action would be the result of a Review Committee hearing in which the player, parent and coach would be in attendance.