



# **Vienna Youth Soccer (VYS) Travel Program Policies and Procedures**

Vienna Youth Soccer  
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## Revision History

Date	Version	Author/Editor	Comments
5/2009	v 1	VYS	Initial version of completely revised document
6/2009	v1.1	VYS/Nick Klop	Amended section 3.2 and Appendix B
9/2009	v1.2	VYS/Nick Klop	Amended sections 2.1, 3.1.1, 3.2, 3.2.4 and inserted a new section 4.2 – Addition of a New Team to an Age Group

## 1 Program Description

The goal of the VYS travel program is to provide an opportunity for players to play soccer at a competitive level appropriate to their training, experience, and commitment, with a primary focus of player development, both at an individual and team level. Key components of the travel program are:

- Professional coaches/trainers selected by VYS providing weekly training to all teams in an age group, ensuring consistent player development and coach education.
- VYS-selected Age Group Coordinators for each age/gender group will oversee the activities of that age group.
- All travel players rostered to VYS rather than individual teams (when permitted), allowing more flexibility for movement of players between teams as team and individual skill levels change.

## 2 Roles and Responsibilities

This section outlines the individual roles that need to be addressed to adequately support the travel program. Note that more than one role may be satisfied by a single individual as circumstances require.

### 2.1 Travel Committee

The Travel Committee, chaired by the Vice President of Travel, is the overseeing body for VYS decision making, support and information with respect to travel team formation and ongoing management. The Travel Committee includes:

- VYS Vice President of Travel
- VYS Coaching Director
- Vice President of fields
- VYS Club Representatives for NCSL, ODSL and WAGS.

Regular meetings will be held as determined by the Vice President of Travel, with at least one meeting occurring prior to the start of each season and one scheduled approximately halfway through the season. Minutes will be taken at these meetings and all minutes forwarded to the VYS Board of Directors within a week of the meeting occurrence.

#### **Duties and Responsibilities:**

- Makes decisions regarding all travel team issues according to VYS policy and procedures.
- Ensure compliance with all VYS Travel policies and procedures.
- Make recommendations to the BOD on grievances as per the Grievance Policy

### 2.2 Vice President of Travel

The Vice President of Travel has primary responsibility for the travel program and all travel teams playing for VYS.

**Duties and Responsibilities:**

- Chair the Travel Committee.
- Chair the Grievance Committee for Travel Soccer league disputes. VP of Referees would still be responsible for referee grievances.
- Report to the BOD as to Travel Soccer issues that cannot be addressed by the Travel Committee.
- Work with the ODSL, WAGS, and NSCL commissioners, and appropriate VYS personnel to coordinate field use, equipment purchases, referees, website updates, and other similar administrative matters.
- Ensure that VYS Travel Soccer policies and procedures documents are maintained and updated as necessary.
- Work with the Coaching Director to plan specialized training clinics and events as needed.
- Maintain overall level of awareness and education regarding matters of VYS Travel Program for coaches, parents, and players.
- Other related activities as deemed appropriate by the Travel Committee.
- Make final selection of the Age Group Coordinator (“AGC”) for each group, taking into account recommendations from the Coaching Director.
- Make final selection of head coaches/trainers for each group, taking into account any recommendations from the Coaching Director and/or the AGC.
- Establish and enforce minimum requirements for travel coaches.
- Establish and enforce continuing education requirements for travel coaches.

**2.3 Coaching Director**

The Coaching Director has primary responsibility for development and performance of coaches and coaching education within VYS. The coaching director must have, at a minimum, a USSF C License, NSCAA Advanced National Diploma, or equivalent experience subject to approval by the VYS Travel Committee after reviewing the Coaching Director’s application.

**Duties and Responsibilities:**

- Plan player training and events, as needed.
- Select, oversee and pay club trainers.
- Meet regularly with the AGC to review performance of the trainers and training program, identifying any necessary adjustments.
- Work with the selected trainers to establish an appropriate training plan for each age group.
- Work with the pertinent AGC to review and approve the training plan.
- Deal with any training-related issues referred by the AGC.
- Plan specialized coaching training, licensing courses and events, as needed.
- Review coaches/trainers and their resumes and make recommendations for AGC and head coach selection to the Vice President of Travel.
- Deal with any coaching related issues referred by the AGC.
- Conduct training sessions.
- Evaluate coaches.

## **2.4 Age Group Coordinator**

The Age Group Coordinator serves as the primary coordinator for each age/gender group. Whenever possible there will be a separate AGC for the boys and girls divisions within an age group, but a single individual could serve both roles. It is the responsibility of the AGC to maintain an awareness of all the players within their division and be the central point of communication between the league, the trainers and the head coaches.

### **Duties and Responsibilities:**

- Serve as commissioner of the age/gender group.
- Identify potential travel coaches for VYS.
- Establish tryouts for all interested players, working with the trainers to gather feedback and recommendations for selections.
- Work with the Coaching Director and Vice President of Travel to make final travel team selections.
- Determine, in consultation with the Coaching Director and the Vice President of Travel, what tournament(s) their age group will attend during the season and how many teams VYS will send to the selected tournament(s).
- Be the primary point of contact between the trainers and coaches, dealing with any issues with trainers, players or coaches. Problems that cannot be resolved within the team should be referred to the AGC.
- Monitor performance of all players in the age group, soliciting ongoing feedback from coaches and trainers, to ensure that all players are correctly placed with a team appropriate to their emotional and physical development.
- Make ongoing decisions about transfers of players from one team to another.
- Communicate to the Coaching Director and/or Vice President of Travel any issues that cannot be handled by the AGC.

## **2.5 Training Staff (external, TBD)**

The professional training staff is responsible for planning and executing a training plan for all players in an age group to ensure consistent development of fundamental skills and capabilities.

### **Duties and Responsibilities:**

- All trainers employed by VYS Travel teams shall be approved by the Coaching Director, with consideration given to their level of training and experience.
- In coordination with, and subject to the approval of, the Coaching Director, establish a training plan for all players within an age group, to include:
  - Coverage of fundamental skills
  - Measurable goals for improvement on a season by season basis
- Execute the training plan.
- Observe games as determined by the overall training plan, and provide feedback to coaches on individual and team performance, as well as suggestions for both technical and tactical improvement.

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- Take feedback from coaches on team needs and adjust training accordingly when appropriate.
- Participate in travel tryouts, providing objective input to the AGC, Coaching Director and Vice President of Travel on recommendations for selection.
- Notify the AGC of any issues with players and/or coaches.

### **2.6 Club Representatives**

Club Representatives serve as the primary point of contact for their respective leagues (NCVSL/WAGS/ODSL) and act as liaison between VYS travel teams and leagues.

#### **Duties and Responsibilities:**

- Ensure that all VYS Travel teams are registered with their league.
- Ensure that all fees are collected from each VYS team within their league.
- Serve as the primary point of contact for each AGC and/or Team Manager for issues involving VYS or the travel league.
- Serve on committees established related to VYS Travel Soccer.

### **2.7 Head Coach**

The Head Coach is responsible for ongoing training and playing management of an individual team within and age group. Requirements for head coaches will vary depending on age group. Please see section 3.1 for detailed requirements.

#### **Duties and Responsibilities:**

- Manage all game activities for their team, including the conduct and behavior of all players, coaches and spectators on sidelines during the game.
- Participate in all practice sessions and execute practice activities for their team under the direction of the trainers. If the coach is qualified and is not using a trainer, then they are responsible for training plans and execution for their team.
- Identify specific team weaknesses for the trainer that may necessitate additional training focus.
- Work cooperatively with other head coaches, the AGC and trainers for the benefit of all players in the age group.
- Identify players to the AGC that should be considered for transfer to another team, due to, for example, continued play either above or below the level of the team.
- Notify the AGC of any issues with players, trainers or other coaches.
- Ensure Team Managers perform their duties.

### **2.8 Team Manager**

The Team Manager is responsible for logistical management of a team.

#### **Duties and Responsibilities:**

- Serve as liaison with VYS in coordination with the AGC to arrange field space for practices.

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- Monitor player registrations with the league for the whole team, ensuring that all materials are submitted correctly and in a timely manner.
- Maintain finances for the team (or delegate to another individual), including payment of all league, training and tournament costs, as applicable.
- Organize parent volunteers for all team-related activities.

### **2.9 Parents**

#### **Duties and Responsibilities:**

- Ensure that their children are properly registered with VYS and that all necessary information is provided.
- Pay all VYS defined costs for participation in the travel program.
- Cheer for the teams and players.
- Provide a volunteer Team Sportsmanship Liaison who is responsible for reminding spectators to only make positive comments to/about all players, coaches and referees.

## **3 Travel Team Operations**

### **3.1 Coaches**

All coaches wishing to be a head coach for a VYS travel team must meet a minimum set of requirements, which vary depending on the age group. The VYS Travel Committee may grant an exception for one or more requirements after reviewing the coach's application.

#### **3.1.1 Coach/Trainer Qualification Requirements**

The following requirements must be satisfied for anyone wishing to coach a VYS Travel team.

##### **U9 - U11 Coach/Trainer**

- Completion of USSF National Youth License course, or equivalent experience subject to approval by the VYS Travel Committee.
- Completion of USSF Grade 9 Referee or higher course, or VYS Referee Equivalence Course.
- VYS Foot Skill Training Certificate.
- VYS Travel Coaching Orientation.
- Completion of PCA Double Goal Coach 1 Course.

##### **U12-U14 Coach/Trainer**

- Completion of all requirements for U9-U11 coaches/trainers.
- Completion of USSF D License course, or equivalent experience subject to approval by the VYS Travel Committee.

##### **U15-U19 Coach/Trainer**

- Completion of all requirements for U12-U14 coaches/trainers.
- Completion of USSF C License course, NSCAA National Diploma course, or equivalent experience subject to approval by the VYS Travel Committee.

### **3.2 Teams**

VYS will form travel teams starting at the U9 level, forming the appropriate number of teams per gender depending on availability of qualified players, qualified coaches, available of fields and parent support. The VP of Travel should work with the commissioners of the U8 House leagues to identify potential Travel coaches as early as possible. The Travel Committee should make a request to the VYS Board of Directors no later than March 1 concerning the number of teams to be added for rising U9 players starting the following Fall season.

Players at a given age group/gender will be assigned to a club roster where permitted, rather than an individual team roster, thereby facilitating player movement between teams. Players will not be required to play on a specific team within an age group. However, there is no guarantee that players will be offered a slot on other teams within their age group.

#### **3.2.1 Team Obligations**

All teams, including coaches and parents participating in the VYS Travel Program, shall have the following obligations:

- Follow VYS by-laws, as applicable.
- Follow all VYS Travel policies and procedures, as outlined in the VYS Travel Program – Policies and VYS Travel Program – Procedures documents, as well as any additional requirements levied by the VYS Travel Committee.
- Follow the rules of their travel league.
- Follow the rules of Virginia Youth Soccer Association.
- Adhere to the VYS Code of Conduct.
- Reimburse VYS in a timely manner for league registration.
- Pay appropriate VYS registration fee.
- Pay any fines levied against the team by the league.
- Pay for all player uniforms and equipment.
- Pay for all expenses related to tournament participation.
- Establish a team bank account, subject to the following guidelines:
  - The account will be established at the VYS- approved institution
  - Each team will provide two signatories with access to the account, typically the team manager and the team treasurer
  - The account statements will be mailed to a different person than the primary check writer

#### **3.2.2 Team Benefits**

All teams playing as part of the VYS Travel Program shall receive the following benefits:

- Payment of league club fee (NCSL/WAGS/ODSL)
- Pre-payment of league team fee (NCSL/WAGS/ODSL)
- Support of a Club Representative for coordination between the team and the specific league (NCSL/WAGS/ODSL)
- Two game balls per season
- Tournament patches (up to 100 per season at no cost)
- Scheduling and use of practice fields for a minimum of two week-day practices per week

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- Use of game fields
- Use of equipment (goals, nets/corner flags, liners, etc.)

### **3.2.3 Tryouts**

Tryouts will be established by the Coaching Director and AGC (if one exists), and will be conducted for all interested players in an age/gender group, with the professional training staff (if one exists) participating to provide objective input to the player selection process.

- The Coaching Director and AGC will establish the selection criteria, time frame, and number of open teams/slots and communicate them to all interested players and parents at least 4 weeks in advance of the tryouts.
- Tryouts will be conducted over multiple days to afford maximum opportunity for all interested players to attend. Players may attend multiple tryout sessions to provide more exposure to the evaluators, but greater attendance does not guarantee, and may not improve, the chances of selection.
- The AGC will provide a list of estimated costs, as well as practice and game commitment requirements.
- Final selection of travel players will be made by the VP of Travel, Coaching Director and AGC, taking into account input from the coaches and training staff.
- Players will first be selected into a travel pool for their age/gender group and later assigned to individual teams with a head coach. Assignments will be made by the AGC in consultation with the individual coaches.

### **3.2.4 Team Names**

VYS recommends that all teams within an age/group gender select a common team base name and then use colors to distinguish individual teams (i.e. VYS Lightning Red, VYS Lightning White, VYS Lightning Black). The AGC will make the final determination on the base name, after consulting with all the affected coaches.

### **3.2.5 Team Fees**

Required team fees will be imposed on each travel team by VYS at the start of each season and shall include:

- Average of league fees for all teams in a given age/gender group.
- Cost of required training for the season.

Additional fees may be imposed to cover costs of optional training that a team may choose to take advantage of.

In the event that a head coach satisfies the requirements for coaching without a trainer and elects to not use a trainer, then the team fees shall be adjusted accordingly to reflect the reduced cost to the team.

### **3.2.6 Recruitment of House Players**

It can be extremely disruptive to the hard work of house league commissioners when players leave a team after rosters have been made. In the exceptional case that it is necessary for a

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Vienna travel team to pick up additional players, the following procedures must be followed with regard to Vienna house team players.

1. After August 15 (for the Fall season) and March 15 (for the Spring season), any coach of a Vienna travel team intending to offer a position on the team to a Vienna house league player must notify the appropriate house league and travel commissioners prior to making the offer.
2. The parents/guardians of any players electing to move from a Vienna house team to a Vienna travel team after the start of the house season must immediately inform the appropriate house league and travel commissioners in writing of their decision.
3. Should a player to whom an offer has been made wish to transfer to a travel team, the player shall be permitted to do so.

Carded travel players shall not play on any VYS House team or All Stars during the regular season of play or any House tournament, absent prior authorization from both the Vice President of House and the Vice President of Travel. This policy also holds true for recreational club leagues, including Suburban Friendship League (SFL), High School Girls House Soccer League (HSGHSL), and U14 Girls House Soccer League (U14GHSL).

## 4 VYS Travel Procedures

### 4.1 *New Travel Coach*

Coaches interested in being a head coach for a VYS travel team must comply with the following procedure:

- The coach must first verify that he/she meets the minimum requirements as outlined in this document, Section 3.1.
- The coach must submit a VYS Travel Coach Application, found on the VYS website
  - A copy of the application should be mailed to Vienna Youth Soccer, P.O. Box 993, Vienna, VA 22183.
  - Alternatively, a copy of the application may be emailed to the Vice President of Travel
  - Applications deadlines are:
    - December 1 for Spring season play
    - March 1 for Fall season play
  - Filling out an application does not guarantee selection as a travel coach
- After review of all applications, the coach will be asked to meet with the Travel Committee.
- If selected, the coach must complete a Kid Safe form and a background check will be conducted
- Final decisions on coach selection will be made by February 1 for Spring season play and May 1 for Fall Season play.

### 4.2 *Request for Creation of a New Team in an Age Group*

In the event that there is a request to add an additional team within an age group, the following procedure must be followed:

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- The individual or group wishing to form a new team must first notify the AGC for the age group in question. The proposed new team must have identified a candidate for head coach that meets the requirements of Section 4.1: New Travel Coach.
- The AGC will evaluate whether the addition of a new team is in the best interest of the age group and whether the proposed coach meets the requirements. Then the AGC will make a recommendation to the Travel Committee.
- The Travel Committee will review the request, taking into account factors including impact on the existing age group, training and field space availability, and make a final recommendation to the VYS Board of Directors.
- The VYS Board of Directors will vote on the addition of the new team at the earliest possible opportunity.
- Requests for addition of new teams must be made according to the schedule below i.e.:
  - December 1 for Spring season play
  - April 1 for Fall season play
- Final decisions about the addition of new teams will be made according to the schedule below i.e.:
  - February 1 for Spring season play
  - May 1 for Fall season play

### **4.3 Request for Existing Team to Join VYS**

If an existing team affiliated with another club is interested in joining VYS, they must comply with the following procedure:

- A representative of the team, either the head coach or team manager, should contact the Vice President of Travel and notify them of their desire to join VYS.
- The head coach must follow the guidelines in Section 4.1: New Travel Coach.
- The Travel Committee will make the recommendation to the BOD about admission of the requesting team to play in VYS.

### **4.4 Voluntary Replacement of Head Coach**

If a head coach desires to voluntarily leave an established VYS team, the following procedure must be followed:

- The departing coach should notify the AGC and the Vice President of Travel of their intent to leave their position.
- The AGC shall work with the team manager to identify potential new candidates for the head coach position and identify them to the Travel Committee.
- Any coaching appointment must follow the guidelines in Section 4.1: New Travel Coach
- A team has a grace period of the next playing season following the departure of the coach to find a qualified coach. If they cannot find a qualified coach, then the team may be disbanded.

### **4.5 Involuntary Release of a Coach (by VYS)**

In the event that a head coach consistently or grievously violates the VYS By-Laws, Code of Conduct, respective travel league policies or procedures, Virginia Youth Soccer Association rules, is deemed by the AGC to not be acting in the best interests of the Age Group or otherwise acts inappropriately, VYS may remove that coach pursuant to the following procedure:

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- The Vice President of Travel will notify the head coach of their intent and allow the coach at least 72 hours to respond. If the coach intends to appeal the decision, then the coach must notify the Travel Committee in writing.
- If the coach appeals, then the Travel Committee shall schedule a meeting time with the coach with at least 48 hours notice.
- The coach will have 15 minutes to address the parents and Travel Committee. The coach has the option to then leave the meeting if he/she wishes.
- At least three VYS Travel Committee members shall be present at the meeting, but may not be a parent/guardian of a team member.
- The AGC, if one exists, shall be present at the meeting.
- The Travel Committee will make the final decision on removal of a Travel coach.
- Any coaching appointment must follow the guidelines in Section 4.1: New Travel Coach
- A team has a grace period of the next playing season following the departure of the coach to find a qualified coach. If they cannot find a qualified coach, then the team may be disbanded.

### **4.6 Involuntary Release of a Coach (by Team)**

If a team desires a change of coach (paid or volunteer), but the existing coach and /or some team members do not concur, the issue will be resolved as follows:

- A team meeting must be called giving reasonable notice, (i.e. more than 48 hours) at a central location.
- Each player on the team may be represented at the meeting by one voting parent/guardian (others may attend).
- The coach will have 15 minutes to address the parents and Travel Committee. The coach has the option to leave if he/she wishes.
- Each parent/guardian will be given three minutes to address the Travel Committee. A closed vote to retain or remove a coach shall be by simple majority based on the number of rostered players at the time of the vote.
- If a parent/guardian is unable to attend the meeting, the player/guardian may provide written comments to the Travel Committee prior to the meeting.
- At least three VYS Travel Committee members shall be present at the meeting, but those members may not be a parent/guardian of a team member.
- The AGC, if one exists, shall be present at the meeting.
- If the parent/guardian vote results in the recommendation to remove the coach, the Travel Committee will make the final decision on removal.
- Any coaching appointment must follow the guidelines in Section 4.1: New Travel Coach
- A team has a grace period of the next playing season following the departure of the coach to find a qualified coach. If they cannot find a qualified coach, then the team may be disbanded.

### **4.7 Annual Timeline**

VYS will adhere to the following timeline throughout the year:

- February 1 - Selection deadline for new Travel coaches for the Spring season, provided sufficient candidates are available at that time.

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- March 1 - Application deadline for new Travel coaches for the Fall season.
- Early April – Notification email to all U8 parent about rising U9 travel tryouts.
- May 1 – Selection deadline for Travel coaches for the Fall season.
- Late May/Early June – Travel tryouts for the Fall season.
- Early September – Notification email to all U8 parents about the existence of a travel program.
- Late November/Early December - Travel tryouts for the Spring season (if necessary).
- December 1 – Application deadline for new Travel coaches for the Spring season.

## Appendix A Letter of Commitment

I, \_\_\_\_\_, affirm that I have read the VYS Travel Program Policies and Procedures document and agree to abide by and support all the guidelines and practices set forth therein. By signing this letter of commitment I acknowledge the fact that should I as a coach or team manager fail to provide continuing support for the policies and procedures as they are defined, then I may be asked by the VYS Travel Committee to relinquish my position with the team with which I am associated.

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Date

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Name

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Signature

## **Appendix B 2009-2010 Addendum**

As of the date of the initial rewrite of this document, VYS is attempting to substantially upgrade the Travel program, and as such, the changes outlined in this document are intended to apply to all VYS Travel teams. However, VYS also recognizes that many of the changes, particularly with respect to coach/trainer qualifications and the addition of an Age Group Coordinator, may not, and in the case of the AGC will not, be presently satisfied by existing teams. Therefore, VYS has established the following requirements with respect to these policies and procedures:

- For the Fall 2009 season all rising U9 travel teams, coaches, players and trainers will adhere to the policies and procedures as outlined in this document.
- Any new teams formed at any age group for the Fall 2009 and/or Spring 2010 seasons shall adhere to the policies and procedures as outlined in this document.
- It will be the responsibility of the VYS Travel Committee to identify those qualifications that each existing VYS Travel team must satisfy to be in compliance with these policies and procedures
- All existing VYS Travel teams will be required to be in complete compliance with these policies and procedures by no later than the start of the Fall 2010 season, with the exception of Sections 3.2.4 and 3.2.5.