



Travel Program Guidelines

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## Table of Contents

1.0	Welcome to Warwick Travel!	Page 3 of 18
1.1	General	Page 3 of 18
1.2	Philosophy	Page 3 of 18
1.3	Measuring Success	Page 3 of 18
1.4	Maintaining High Standards	Page 4 of 18
2.0	Travel Soccer Guidelines	Page 5 of 18
2.1	General	Page 5 of 18
2.2	Roles and Responsibilities	Page 5 of 18
2.2.1	Team Manager	Page 5 of 18
2.2.2	Co-Team Manager	Page 7 of 18
2.2.3	Treasurer	Page 7 of 18
2.2.4	Trainer(s)	Page 8 of 18
2.2.5	Coach	Page 8 of 18
2.2.6	Assistant Coach	Page 8 of 18
2.2.7	Parents	Page 8 of 18
2.3	Tryouts	Page 8 of 18
2.4	Registration Process	Page 9 of 18
2.5	Typical Soccer Season Schedule	Page 9 of 18
2.6	Estimated Tuition Costs	Page 10 of 18
2.7	Other Miscellaneous Costs	Page 13 of 18
2.7.1	Registration	Page 13 of 18
2.7.2	Cost of Uniforms	Page 13 of 18
2.8	Team Names	Page 14 of 18
2.9	Fundraising	Page 15 of 18
2.10	Financial Management	Page 15 of 18
3.0	Attachments	
3.1	WSC Travel Soccer Commitment	Page 16 of 18
3.2	EHYSL Consent Agreement	Page 17 of 18
1.0	Welcome to Warwick Travel!	

## 1.1 General

The Warwick Soccer Club (“WSC”) was formed over 20 years ago to provide a way for the youth of Warwick to learn the fundamentals of soccer and sportsmanship in a fun and family oriented atmosphere. The success over the years of the recreational soccer club inevitably led to a need for a place for motivated and more competitive players to play. The result was the formation of the Travel Division of the WSC.

## 1.2 Philosophy

The Travel Division of the WSC is rooted in the philosophy that the mastery of the fundamentals of soccer and the continued emphasis on good sportsmanship can still be maintained while playing at a more competitive level. These teams are comprised of motivated players who have gone through a tryout with coaches evaluating their play. The players, and their families, make a commitment to play nearly year round including practices 2-3 times per week. Teams in this division routinely travel between 1-1.5 hours away for an away game during the soccer season. Some teams, as they advance in skill and maturity, attend large, multi-day tournaments throughout New York State as well as out-of-state venues. Travel soccer players, their coaches and parents are dedicated to maintaining a higher level of play through several hours of professional training per week for 9-10 months per year. Furthermore, there is a financial commitment made by travel team players that is greater than when these children played recreational soccer. There are league and referee fees, coaching fees, tournament fees and travel expenses. Travel team players, their coaches and parents spend time fundraising as a means to offset some of these financial.

## 1.3 Measuring Success

How is the success of the Travel Division of the WSC measured? Surprisingly, not through its wins or losses. Very often it is through the length of time that a player stays on a team. Players as young as 8-9 years of age will comprise a team that will, at its core, still be together when they are teenagers and playing Varsity or Junior Varsity soccer for their own high schools. These players learn a great deal about staying together as a team, celebrating the wins, working harder after the losses and dealing with the inevitable adversity that comes with having 15 to 18 players spending a great deal of time together. And yet, even as the success of WSC and the team is measured by its cohesiveness, there is also a certain amount of satisfaction in watching players move on. Many players that began their travel career in the Travel Division of the WSC have moved on to other opportunities including Select and Premier teams, Olympic Development Program and in college.

## 1.4 Maintaining High Standards

The Travel Division of the Warwick Soccer Club provides an opportunity for the motivated, competitive player to work hard, master the fundamentals of soccer as well as grow in his or her understanding of the game at a higher level. These players excel in their abilities and promote the true meaning of sportsmanship as they represent our community throughout the region, and indeed the country. In

this way, the youth of Warwick, while playing travel soccer, learn and grow in themselves setting a standard for others to attain.

In order to maintain high standards, the Warwick Soccer Club routinely re-evaluates its guidelines for the Travel Division in order to improve the program.

## 2.0 Travel Soccer Guidelines

### 2.1 General

WSC travel teams are part of a developmental program run in cooperation by the WSC and a professional training/coaching staff (“Trainer”), contracted by WSC. We only contract out for the WSC sponsored teams, each team can choose their subsequent trainers as long as the Trainer is aware of and follows the WSC guidelines. The Trainer provides the required staff to train and coach, with a strong focus on improving skills, learning the game, and of course, having FUN!

Each fall and spring sessions runs for approximately 10-12 weeks, with practices 2 times per week for 90 minutes. At the beginning of the Fall/Spring session the Team Manager can canvass the players’ families to see if a coach, with the age-appropriate United States Soccer Federation (USSF) license, is available to train at the practice sessions during the week and then coach the team at their league games. **In addition to the age-appropriate USSF license, the credentials for the coach must be reviewed and accepted by WSC on an annual basis.** Proceeding in this manner is an opportunity for a team to reduce its expenses and cost to the players’ families. If not, then the Trainer will coach the remaining weekly practice and the league games at additional cost.

In between Fall and Spring sessions is an optional Winter session which runs for approximately 12-14 weeks, with practices held once a week for 60 minutes at an indoor facility approved by WSC. The main focus in deciding locale is to provide players a reliable training facility. Such facility may be located outside of Warwick.

### 2.2 Roles and Responsibilities

#### 2.2.1 Team Manager

A Team Manager represents Warwick Soccer Club at all times, and serves as the liaison between the parents and WSC Travel Program Office, as applicable. In many cases the Team Manager is the first line of communication. The Team Manager role is vital to the team and the program’s overall success and the ability to communicate all required information throughout the organization to all parties involved in a timely and accurate manner is key to our overall success.

The Team Manager must be a well-organized, strong communicator who influences the team’s operational efficiency. A Team Manager must carry out his/her responsibilities in a diligent manner in order to set the tone for

a positive experience for all persons involved. A well-organized Team Manager will streamline the operation, minimize changes/confusion, contribute to overall efficiency and set forth the proper organizational image and perception.

This is a volunteer position which must be held by a player's parent to serve all members of the team equally. Team Managers must ensure all players are treated equally with no special treatment. The Team Manager is responsible for day-to-day overall operations, and takes direction from the WSC Travel Program committee.

The activities include, but are not limited to the following:

#### Tasks:

- Serve as the liaison between WSC Travel Program Committee and the team, along with the Trainer(s) and coaching staff.
- Communicate all program and/or team information/news, including practices, games, field directions etc., using verbal, written, email, handouts, etc., as appropriate.
- Provide 12-month high-level activities outlook to players/parents/coaches, with detailed three-month activities outlook for coming/active session (Fall/Winter/Spring).
- Serve as the focal point and WSC team representative for opponent's Team Manager and/or coaching staff.
- Channel team news/game results (including Ejections or Inappropriate behaviors), etc to WSC Travel Program Committee and/or league the team is participating in.

#### Organize:

- Player availability
- Keep coaching staff informed (encourage lead time)
- Player attendance
- Uniform / Equipment needs (including first aid kit)

#### Maintain:

- Player attendance
- Contact list for players and opponents
- Coaching staff book
- Rules
- Roster
- Player passes
- Medical kit well stocked
- Uniform spares

#### Game Day:

- Player availability to the coaching staff prior to game day

- Coaches book available
- Line up cards complete
- Referee funds
- Water/Ice availability
- Field needs; corner flags, goals anchored

#### Tournaments:

- Administer application process
- Follow up on acceptance progress

#### League representation:

- Attend league meetings, as required

#### Finances:

- Attain permission to fundraise from WSC Travel Program Committee.
- At times distribute invoices, collect funds and submit to WSC Treasurer for accounting and financial management thereof.
- Create required check requests for debit allocations to WSC Travel Program Committee.
- Keep track of Trainer travel expenses.
- Maintain required financial tracking to reconcile team expenses versus revenue collected, all under the direction and oversight of the WSC Treasurer and Board of Directors.
- If team chooses to use a Trainer that will be paid directly, the manager is responsible for obtaining the individual's full contact information including their Social Security number. Checks will not be issued until all information is collected.

#### 2.2.2 Co-Team Manager

At the discretion of the Team Manager, this is a volunteer position which must be held by a player's parent to assist the Team Manager with those activities and responsibilities, as assigned.

#### 2.2.3 Treasurer

At the discretion of the Team Manager, this is a volunteer position which must be held by a player's parent to assist with the financial responsibilities of the team including, but not limited to the following:

- Request and collect all fees/revenue and submit to WSC Treasurer.
- Request check requests for team financial obligations/liability.
- Track all revenue and expenses and provide financial report to Team Manager on request along with WSC Treasurer.

#### 2.2.4 Trainer(s)

WSC will provide a listing of approved Trainers for the each soccer season.

#### 2.2.5 Coach

If available to the team, a volunteer coach with class F or E licensing, as reviewed and approved by WSC at the beginning of the soccer season, may coach the team at their league games. The Coach must also be available and participate at a minimum of one weekly practice to coordinate with the Trainer(s) for the game.

#### 2.2.6 Assistant Coach

At the discretion of the Coach, this volunteer position is to assist the Coach with those activities and responsibilities, as assigned. The Assistant Coach must have the required licensing, same as the Coach.

#### 2.2.7 Parents

The role of parents is vital in the overall success of their individual child and the team as a whole. That role is one of support and encouragement, whether at practice, a league game, or a tournament. It is also one which allows the Trainer(s) and/or Coach(s) to do their jobs. Support from the sidelines at any of the above referenced venues should be in the form of cheering for the team and at no time the coaching of any team member. While this may be difficult at times as parents, it only leads to conflicting direction that is being provided by the Trainer(s) and/or Coach(s). A "Parent Code of Conduct" is included herein in Attachment 3.2, EHYSL Consent Agreement.

### 2.3 Tryouts

Soccer players who demonstrate potential and desire are to attend formal tryouts held each spring during the May/June timeframe, which will be conducted by WSC Travel Program Committee. Spring tryouts enable WSC to form and register teams to start the following soccer season which commences that August starting with the fall session. It is anticipated that the vast majority of players and teams from the previous year will continue on, but there is no guarantee to individual players. If there is interest for participation following the formal tryouts and space is available, potential players will be invited to team training sessions for their respective age group for an individual tryout but these individual tryouts must be approved by the WSC.

Following tryouts, player candidates' performance will be evaluated by WSC travel Program committee and the Coaches, and invitations to join a team will be extended. Those that accept invitations are then to register either on-line or in person as directed. It is important to note that when there are not enough places on an existing team roster for the number of players trying out, that players residing in the Town of Warwick (Warwick, Pine Island, Greenwood Lake,

Florida) have priority as part of the goal of the WSC is to feed the Warwick School System Soccer teams.

## 2.4 Registration Process

If your child has received an invitation to join a travel team you must go to the WSC website (<http://www.warwicksoccer.com/>) and move your pointer over the "Travel" button in the navigation bar. An additional dropdown menu will appear and click on "Registration". Follow the directions therein to complete the registration process. A fee is required at that time to complete the registration process.

## 2.5 Typical Soccer Season Schedule

WSC Travel Program is registered with East Hudson Youth Soccer League (EHYSL), and participates in both their fall and Spring Outdoor Leagues.

The Fall season and Spring season are each approximately 10-12 weeks in duration, dependent on holiday bye weekends scheduled by EHYSL. Practices are held twice weekly for 90 minutes in length each with the Trainer. This equates to 22 practices, on average. League games are played on Sundays. 8-10 games are typically played during each season.

In the event of inclement weather, practices and/or games may be canceled due to field conditions or concerns for the safety of the players. For practices, the Trainer and/or Team Manager(s) will notify parents a minimum of one hour prior to the start of the scheduled practice. Similarly for games, parents will be notified one hour prior for home games and for away games every attempt will be made to notify one hour prior the having to depart and travel to the game. Every attempt will be made to reschedule any game missed due to inclement weather and/or field conditions, and will be coordinated/scheduled by the respective Team Managers for each team.

During the Winter Session there are no league games played. Instead, participation in two indoor soccer tournaments is recommended.

## 2.6 Estimated Tuition Costs

Depending on the decisions made by the team regarding professional training, and assuming the team is consistent for the entire soccer season, there are 4 estimated cost alternatives. In the event the team decides to change the number of Trainer sessions (typically \$100-\$150/90 minutes) and who coaches games and/or tournaments during the Fall, Winter and Spring sessions, multiple combinations of estimated costs are created. The four basic alternatives are listed herein, and are as follows:

- Alternate 1 - Trainer for 2 weekly practices and league games.
- Alternate 2 - Trainer for 2 weekly practices and Coach(s) for 1 weekly practices and league games.



- Alternate 3 - Trainer for 1 weekly practice and Coach(s) for 2 weekly practices and league games. Winter Session trained by coach in High School Gym.
- Alternate 4 - Qualified Coach for 2 weekly practices and league games.

## 2.7 Other Miscellaneous Costs

### 2.7.1 Registration Fees

A registration fee is an annual cost payable to WSC at time of registration which is used for club administration, operating expenses, equipment, etc.

### 2.7.2 Cost of uniforms – see web site

## 2.8 Fundraising

Fundraising efforts are way of reducing yearly fees. WSC has the following requirements with respect to fundraising:

- With any fundraising effort, the club asks to be informed of the fundraising activity simply to help avoid multiple clubs competing to raise funds using the same method during the same dates.
- With respect to purchasing items for sale in order to raise funds, the club will support the fundraising by purchasing the items with a tax exempt status, but in order to do so, the materials must be ordered using the WSC's tax exemption id and paid for by the club. Simply put, the items must be purchased from the travel team's account by the WSC.

Fundraising efforts can include the following, but are only limited by the imagination of the team. Past successful fundraising has included:

- Applefest booth
- ShopRite can-shake
- Cake/pie sales

In addition, WSC holds an annual "Kick-In-To-Win" raffle. All travel families are offered the opportunity to sell raffles tickets in order to reduce the cost of tuition for their individual player up to the full amount of tuition.

## 2.9 Financial Management

In order to maintain the required strict accounting practices of the WSC, all tuition revenue and payment of invoices must be through the WSC Treasurer. The tuition payments required will be broken down by sessions and due at the beginning of each session. The total amount of the payment schedule will be

reflective of expected and actual fundraising results. In the event the required fundraising amounts are not attained, additional payment will be required to cover incurred expenses. All checks should be made payable to "Warwick Soccer Club Travel Program".

Similarly, all payments to Trainers, facilities, etc., based on invoices received by WSC will be reviewed and validated with documented approval by the Team Manager, Co-Team Manager and/or Treasurer, will then be made by the WSC Treasurer. Check requests for other costs incurred by the team, are to be initiated by the Team Manager, Co-Team Manager, and/or Treasurer, as applicable and cosigned, are to be submitted to the WSC Treasurer for review and payment thereof.

Attachment 3.1

WSC Travel Soccer Commitment

Travel soccer is a major sporting commitment over the course of a year. Travel teams are effectively town “select” teams that compete against the best players from other towns. Thus, Warwick Soccer Club (“WSC”) requires a high level of commitment consistent with playing at a travel “select” level. It is expected that travel players will compete in all three sessions (Fall, Winter and Spring). Lack of participation in any of the three sessions will impact team placement for the following year. The commitment levels required are outlined below.

If your child is invited to join a WSC travel soccer team and agrees to play, they are accepting a 100% commitment to soccer for the year (August 1, 2008-June 30, 2009). Less than a 100% commitment is not fair to fellow teammates or coaches. Your child is welcome to play other sports in the fall, spring and winter provided it does not interfere with the practice or game schedules of soccer. The WSC obviously understands absences due to family commitments or sickness. We do ask that you communicate problems/conflicts to your Coach and Team Manager as far in advance as possible. However, absences due to other sporting commitments are not acceptable. If your initial intentions are good, but fade away during the Fall session through unexcused absences, coaches will address this lack of commitment through reduced playing time. In addition, excessive absences will impact future team selection.

If a player or family is not able or willing to make this level of commitment they should strongly consider participating in the Recreational league, which offers an opportunity to play soccer with a lower level of commitment.

\_\_\_\_\_  
Signature of Player                                      Date

\_\_\_\_\_  
Signature of Parent                                     Date

\_\_\_\_\_  
Signature of Team Manager                         Date

*(Signed copy to be provided to WSC Travel Program office and kept on file)*

## Parent Code of Conduct

- I will never ridicule or yell at my child or another participant for making a mistake or losing a competition.
- I will teach my child that doing one's best is more important than winning, so that my child will not be defeated by the outcome of any game.
- I will respect and show appreciation for the volunteer coaches, who give their time for the benefit of my child.
- I will make sure that my child arrives for scheduled games and practices at the time designated by the coach.
- I will understand team objectives and goals as it relates to development.
- I will encourage open communication (Player-Coach-Parent).
- I realize that the team or club can be penalized for my misconduct. If required, I and any of my guests must obey a request by an official or coach to leave the vicinity of the field.
- I realize any misconduct on my part (or a guest of mine) may result in a hearing and possible disciplinary action and can result in immediate lost of club eligibility for my child and myself.
- I will not interrupt a coach during a game or practice to resolve troublesome issues. I will discuss these issues privately and discreetly with the coach and if this is not prudent or satisfactory I will contact the appropriate official in the Club.
- I will inform the coach of any injury or physical disability that may affect the safety of my child or other children.
- I will learn the rules of the game and policies of my club and league.
- At all times I will support all players on the team.
- I will remember that children learn best by example. I will applaud good plays by my child's team and their opponents.
- I will never question the officials' judgment or honesty.
- I will support all efforts to eliminate verbal and physical abuse from the game of soccer.
- I will not give instructions to players - that is the coach's role.
- I will help maintain a positive environment.
- I will make my child feel like a winner by offering praise for competing fairly and doing their best.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility, intimidation or violence.