

North Whidbey Soccer Club

**OPERATING PROCEDURES FOR
ADMINISTRATORS, COACHES, PARENTS
AND PLAYERS**



Established January 9, 2023



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1.0 GENERAL INFORMATION

1.1 Mission Statement

Provide the children of our community the opportunity to learn about soccer, improve their capabilities as players, experience friendships, and understand the value of commitment, teamwork and healthy competition.

1.2 Organizational Chart



1.3 Executive Board

The Executive Board is composed of elected Officers whose primary concern is the smooth operation of the club. The Executive Board attends all meetings and is charged with the responsibility of ensuring all Club matters are addressed and handled in a timely manner. Details concerning the elections for positions on the Executive Board are contained in the NWSC Bylaws. The following positions comprise the Executive Board:

- A. President
- B. Vice President
- C. Treasurer
- D. Registrar
- E. Secretary

1.4 Board of Directors

A. The Board of Directors is comprised of the Executive Board and the following positions:

1. Director of Recreational Soccer
2. Director of Competition
3. Director of Academy
4. Director of Coaching
5. Director of Fields/Equipment
6. Director of Uniforms
7. Director of Public Relations
8. Webmaster
9. Referee Liaison

B. The Board of Directors is responsible for the enforcement of the Articles, Bylaws, Operating Procedures and the decisions of the Board of Directors including, but not limited to, such matters as the following:

1. Proposed changes or amendments to the NWSC Bylaws
2. Proposed changes or amendments to the NWSC Operating Procedures
3. Filling of vacancies on the Board
4. Removal of Officers or Directors based on detrimental actions or neglect of duties and responsibilities
5. Approval or removal of Committee Directors
6. Budget and finance
7. NWSC player registration fees
8. Requests for membership
9. Formation of recreational and competitive soccer teams and the sanctioning of coaches and players
10. Appeals to the Board of Directors by members of NWSC

1.5 Annual General Meeting

The purpose of the Annual General Meeting is to hold elections for Officers, Directors, and Board Members whose term of office has expired and to approve the next year's annual financial budget. The Annual General Meeting shall be conducted in accordance with NWSC Bylaws.

1.6 NWSC Monthly Meetings

NWSC shall conduct monthly meetings for the purpose of addressing Club business and receiving team updates in accordance with the NWSC Bylaws.

1.7 Administrative Authority

- A. The governing authority of North Whidbey Soccer Club shall be vested with the program Board of Directors. The Board of Directors shall be governed by the NWSC Bylaws and the NWSC Operating Procedures.
- B. The Board of Directors shall have the authority from time to time to issue policies or instructions necessary to interpret, clarify or further define the Operating Procedures.
- C. NWSC specifically disclaims financial responsibility from and shall not assume nor be held liable for, the debts or the financial obligations, either expressed or implied, of any affiliated team or any of their coaches, managers, or officers beyond commitments authorized by the governing body.

2.0 RECREATIONAL SOCCER

2.1 Coaches

Serving as a coach is a unique opportunity to help mold and grow the future of our youth, of soccer, and of our organizations through example. Coaches are therefore expected to accept the implicit responsibilities of this role-responsibilities to the players, their families and to the NWSC. NWSC requests that recreational coaches receive their age-appropriate Coaching Certification. Coaches are required to take the introduction to Grassroots Coaching course. Additionally, NWSC requires that all coaches apply for the Risk Management Assessment (RMA) card discussed in Chapter 6 of this manual. They must also take 3 courses: Sudden cardiac arrest, concussion course & safesport. The responsibilities of the team coaches shall include, but not be limited to, the following:

- A. Primarily responsible for training and preparation of the team to compete at the highest level attainable.
- B. Primarily responsible for guiding individual athletes to establish developmental goals and providing support and advice on how to achieve these goals.
- C. Primary coach at all matches (league and tournaments).

- D. Communicates and reports directly to NWSC Director of Recreation, regarding team/individual development.
- E. Encourages and supports fair play, a healthy lifestyle, athletic excellence and academic excellence.
- F. Players must be on your roster, given to you by the club Registrar, to be able to play or practice with your team. This ensures that they are properly registered and covered by insurance.
- G. Have medical release forms with you at all times. In the event that a player gets hurt at practice and you cannot reach the parents, you will need to provide a medical release form at the hospital.
- H. Always inform parents of injuries players may have obtained during practice or games, even if the injury seems minor.
- I. Know the special needs of all players.
- J. Communicate with parents regarding practices and game times.
- K. Supervise players, prohibiting unacceptable activities or behaviors. Coaches should never tolerate inappropriate behaviors from players.
- L. Make safety a top priority. Never place the value of winning over the safety and welfare of players.
- M. Make "FUN" your number one goal.
- N. Do not seek unfair advantage by teaching deliberate unsportsmanlike behavior.
- O. Demands on players' time should never be so extensive as to interfere with academic goals or progress.
- P. Coaches should direct players to seek proper medical attention for injuries and to follow the physician's instructions regarding treatment and recovery.
- Q. Coaches should have the basic understanding of the fundamentals of soccer and be able to teach the team in a positive and fun environment.
- R. Coaches are responsible for showing up to their game on time, ensuring that all their players are properly dressed and with all the equipment they need to play their game.
- S. You must have a clear cut idea of what you want to achieve as a coach. Assistance will be provided by the NWSC Director of Coaching. Consider ideas like:
 1. Winning vs Losing- skill development is what is important, not wins.
 2. Teaching skills even though you are likely to lose games to teams that rely on playing physically. The skilled players will be better off in the long run.
 3. Total development vs single position improvement.
 4. Relations of parents and spectators to players, referees and opponents.
 5. Play SOCCER vs "Kick and Run".
 6. Development of all players on your team.
- T. If you are going to put some time into the development of young soccer players, you're going to have to put some time into developing yourself. You'll have to gain insight into teaching methods, dealing with children, coaching developments, etc. The following are some suggestions:
 1. Attend a coaching clinic put on by the NWSC Academy Director.
 2. Read Soccer books, the more opinions and methods you come across, the better coach you will be.
 3. Ask and take advice from experienced coaches with the NWSC and WIYSA. Realize that we don't teach 17 year olds the same as 14 year olds, or 12 year olds the same as 6 year olds, BUT there are similar principles.
- U. Protect our players from sexual, emotional and physical abuse or harassment.
- V. Provide our coaches with guidelines designed to keep them from being put into a compromising position.
 1. Coaches will not provide individual players with transportation to/from NWSC practices, matches or tournaments unless accompanied by a chaperone, and only then with the permission of the player's

parent or guardian. In the case of organized group travel to a team or club function, the coach may be the driver of the vehicle without a chaperone provided there are two or more players in the vehicle with the coach.

2. Coaches are advised to keep conversations on a professional level, and be sure the player's parents or guardians are always aware of the communication. NWSC requests that at least one parent or guardian be present at every practice. Ideally, the parent or guardian will be the opposite sex of the team coach.
 3. Parents and guardians should make every effort to pick up their children from practice at the scheduled end time for that practice. If a player's parent or guardian is late, the parent/guardian covering that practice should remain at the field, with the player and the coach, until the player's parent/guardian arrives. If a parent/guardian is habitually late, the matter is to be reported to the NWSC Director of Recreation.
 4. Coaches should not meet one-on-one with players. Another adult should be present at all individual coach/player meetings.
 5. Any observed or suspected abuse or harassment, or violation of these policies should be reported to the NWSC Executive Board immediately.
- W. Coach's Equipment: All coaches will receive in their "Coaching Kit" the following: a Coaching Handbook, practice and game balls, pinnies, cones and a ball bag. Coaches will be responsible for turning in the "Coaching Kit" at the conclusion of the season. NWSC reserves the opportunity to organize a "Season Finale" party for all teams that celebrate the end of the season upon the conclusion of the NWSC Recreational Tournament.

2.2 Coach's Handbook

- A. In most cases, although not all, recreational coaches are parents who have volunteered to help their child's team and may not have a lot of experience coaching soccer, if any at all. We have all been there! You've volunteered for this position because there was a vacancy, and now what do you do?
- B. NWSC has made this transition into coaching easy for you. The Director of Coaching with NWSC has developed Coaching Handbooks for all recreational coaches, which include a full season practice plan. These practice plans were designed for each age group to focus on a certain skill to develop at that age group.

2.3 Player Participation

Every player must participate in a minimum of one half of each game unless the player is injured, must sit out due to a referee decision, does not want to play, or in the case that the coach's opinion is that the player is exhibiting unsportsmanlike behavior.

2.4 Player Responsibilities

- A. Attend all practices and games. Be on time. If you can't be there, notify your coach ahead of time.
- B. Wear proper gear. No Jewelry or watches. Bring extra clothes during practices, water bottles, ball... etc.
- C. Do your fair share. Help your team and your coach.
- D. Display sportsmanship at all times. Learn from your mistakes and from others.
- E. Play like winners. A winner never quits and a quitter never wins.
- F. Learn the rules of soccer. Soccer is easy to play when you know the rules.
- G. When watching the game, be courteous. Do not interfere with the game.

- H. Be an example to younger soccer players.
- I. Encourage your teammates.
- J. Have FUN! Oh by the way, did we mention HAVE FUN!

2.5 Parent's Role

- A. Register your child with NWSC in a timely manner, providing the necessary forms, birth certificate and fees. Make sure you know what program you are signing your child up for. There are opportunities for early fee and late fees; the choice is up to you. Registration times will be advised in several ways for your convenience.
- B. Provide transportation to and from all practices and games ensuring that the player is prompt not only in arriving, but also their departure from practice.
- C. Attend all practices, as well as games and lend the players support in a positive manner. DO NOT point out mistakes, leave that up to the coach but dwell on their accomplishments as well as their effort.
- D. Make FUN your first priority.
- E. Allow your child to be a CHILD. Each child will have a different approach to soccer. Allow them to enjoy the game "just for fun".
- F. In competition, someone always loses. Encourage sportsmanship and winning gracefully. If you lose, do not allow your child to become negative.
- G. Your child's coach will need all the support and help you can offer. Please, make yourself available and volunteer all the time you can spare. If you intend to volunteer on the pitch or directly with the players, you need to submit a volunteer application, to include the required training.
- H. Disagreements with the coach or officials DO NOT belong on the public soccer field or social media. Questions, inputs and positive suggestions should be voiced to the coaching staff, in an adult atmosphere. (Children should not be present).
- I. The overall purpose is to enjoy the game and opportunity to be with your child.

2.6 Practice Scheduling

The number of practices will be determined by the coach, but should be a minimum of two practices a week. The Coaching staff will work in conjunction with the Director of Recreation and Director of Coaching to coordinate field time and use.

2.7 Game Scheduling

Upon conclusion of registrations for each season and once teams are formed, a game schedule will be sent to coaching staff and posted on NWSC website(www.nwsc-soccer.com). All games will be played on Saturdays at Fort Nugent fields, or South Whidbey Sport Complex. Game times will vary throughout the day starting at 9am with the last game starting at 4pm.

2.8 Games Ending in a Tie

Regular season games are allowed to end in ties, and there will not be an overtime. Playoff and tournament games are not allowed to end in a tie (FIFA rules of competition will be in effect).

2.9 Postponed Games

The Referee will make the determination if a game is to be postponed. For all age groups, every effort will be made to reschedule postponed games. The NWSC Director of Recreation and Director of Coaching will schedule any make-up games by notifying both coaches involved and the NWSC Referee Assignor

2.10 Interclub/Association Play

No NWSC team shall play games outside the North Whidbey Soccer Club Or the Whidbey Island Youth Soccer Association. Games scheduled by the NWSC Director of Recreation are the only authorized games. Practices, exhibitions, or “friendly” games among NWSC, CWSC and SWYSC are permissible. Any team wishing to scrimmage against a Club or Association Select or Premier Team, not associated with NWSC, must have prior approval of the NWSC Director of Recreational Soccer in writing. These games shall be scheduled by the coach upon notification of approval by the Director of Recreation.

2.11 Player Infractions

When the Referee shows a red card to send a player off the field, or asks a coach to leave the field, that person must leave the field immediately and may not be present at the team’s next game. Three cautionable offenses (yellow cards) in one season equal one red card, and three red cards requires expulsion from the NWSC for the rest of the current season. Yellow and red card offenses are covered in FIFA Law 12.

2.12 Non-NWSC Registered Players

No non-NWSC player is allowed to play in games or practices with any NWSC teams. Only players who are properly registered with the Club and have turned in to their coach a completed medical release form and signed Parent and Player Code of Conducts are eligible to participate in Club-related events.

2.13 U6 – U17 Teams

- A. U6 Teams: U6-eligible players must not have reached their 6th birthday before December 31st. The primary focus in coaching this age group is teaching the players to dribble the ball with both the inside and outside of their foot. No Goalkeepers.
- B. U7 Teams: U7-eligible players must not have reached their 7th birthday before December 31st. With dribbling the ball introduced and covered in U6, the primary focus in coaching this age group is teaching the players to accurately pass and receive the ball from player to player. Emphasis on two-touch passing is encouraged. No Goalkeepers.
- C. U8 Teams: U8-eligible players must not have reached their 8th birthday before December 31st. With dribbling the ball, passing and receiving the ball introduced at U6 and U8, the primary focus in coaching this age group is teaching the players the different styles of trapping the ball and to focus on shooting with the top instep of BOTH feet. No more toe punches. Players should be able to recognize positions, and stay within those boundaries. No more mob soccer.
- D. U9 Teams: U9-eligible players must not have reached their 9th birthday before December 31st. With dribbling, passing, receiving, trapping, and shooting introduced and covered in U6-U8, the primary focus in coaching this age group is teaching how to attack the goal, setting up triangles and diamonds, and working the ball around for a shot. Introduction of overlapping passes and drop-back passes is strongly encouraged. We also want to introduce the concept of playing defense, specifically delay and supporting defense.
- E. U10-U17 Teams: U10 through U17-eligible players must not have reached their 10th through 17th birthday respectively before December 31st. With the U6-U9 primary coaching focuses covered, it is essential

that U10-U17 focus on movement of the ball and player positioning on the field. Learning to work together as a team and communicate on the field, instead of focusing on individual skills is paramount.

F. Number of players:

Age Group	Players on the Field	Roster Size
U-5/6	3	6
U-7/8	4	8
U-9/10	6	12
U-11/U-12	9	14
U-13/U-17	11	16

G. Game Duration and Ball Size:

Age Group	Game Duration	Ball Size
U-5/6	32 Min (Four 8 min periods)	#3
U-7/8	50 Min (Two 25 min periods)	#3
U-9/10	50 Min (Two 25 min periods)	#4
U-11/U-12	60 Min (Two 30 min periods)	#4
U-13/U-17	70 Min (Two 35 min periods)	#5

H. Field Size and Goal Size

Age Group	Field Size	Center Circle	Goal Size
U-5/6	60' x 90'	12'	6' x 6'
U-7/8	80' x 120'	20'	6' x 12'
U-9/10	100' x 180'	24'	6' x 18'
U-11/U-12	140' x 210'	24'	8' x 24'
U-13/U-17	180' x 310'	30'	8' x 24'

I. Team/Player Selection: The NWSC Director of Recreation, in conjunction with the NWSC Registrar, will make every effort to evenly match soccer skills and abilities amongst all league teams. Coaches will receive team rosters approximately one week after the registration deadline. Space will be left on each team roster for late player registration. Players are placed on teams based on the following:

1. The number of seasons the player has played soccer.
2. NWSC Director of Recreation's knowledge of the player's soccer skills.
3. For each season, every league team will have a core group of players (25% minimum) who will remain on the same team. The core group will be dependent upon the number of roster players for each age group, and will not be determined on skill level.
4. NWSC will consider a parent's request for their child to be on a friend's or relative's team only if the team will be balanced as stated above.

2.14 Uniforms

Each player will be issued a uniform set to include one jersey, one pair of shorts and one pair of socks. Players are responsible for purchasing their own shin guards and soccer cleats. Players will not be allowed to participate in any club events without shin guards.

2.15 Awards

At the conclusion of each season, all players will be given awards in the form of a trophy, medal, or something of equal value. These awards will be handed out at the “Season Finale Party,” following the NWSC Recreational Tournament.

2.16 Recreational Tournament

An inter-club tournament for all age groups will be conducted at the conclusion of each season. The tournament is designed to promote camaraderie within NWSC and to give the players a chance to see what it is like to play in this format. Following this tournament, team awards will be handed out by the coaches and all coaching kits will be turned in.

3.0 SELECT SOCCER

3.0 Coaches

- A. For coaches who have been offered a position in the “Select” league, the same guiding principles listed in the recreational coaching section (2.1) apply with the following exceptions:
1. Select coaches will contact the NWSC Director of Competition.
 2. Coaches must receive at a minimum the WYS grassroots Coaching License, or upon approval of the NWSC Board of Directors, be in the process of obtaining the grassroots license. Partial
 3. NWSC will reimburse 100% of the USSF fees for coaches to obtain their in person 9v9, 11v11 and “D” Coaching License if the coach signs a three-year contract with NWSC. If the course is not successfully completed, the coach will repay NWSC in full. NWSC will not provide advance travel scholarships that are available for the WYS grassroots and “D” Coaching License. costs, but reimbursement will be paid at a rate of 33% at the end of each year within the contract.
 4. Coaches will attend all training sessions as directed by the NWSC Director of Competition and the NWSC Director of Coaching.
 - 5.
 6. Coaches should clearly and concisely communicate with players and parents regarding team rules and training sessions, which will lay the foundation for a smooth season.
 7. Coaches will coach their team in a manner consistent with the standards of the NWSC program and participate in an ongoing coach’s evaluation process. Coaches will work closely with the NWSC Director of Select, Director of Coaching, and the NWSC Board of Directors to provide the best opportunities for the players’ and team’s growth and development.
 8. All aspects of team management, training, and discipline are the responsibility of the coach, including playing time and position assignments.
 9. Coaches will attend all coaches meetings and when possible, NWSC monthly meetings.
- B. The following guidelines are designed to keep coaches from being put into a compromising position.
1. Coaches will not provide individual players with transportation to or from NWSC practices, matches or tournaments unless accompanied by a chaperone, and only then with the permission of the player’s parent or guardian. In the case of organized group travel to a team or Club function, the coach may be the driver of the vehicle without a chaperone provided there are two or more players in the vehicle with the coach.
 2. Coaches should not meet one-on-one with players. Another adult should be present at all individual coach/player meetings. If communication must take place and another adult is unavailable, coaches are advised to keep conversations on a professional level, and to be sure that

the player's parent or guardian is aware of the communication. NWSC recommends that the team manager be copied on all direct email correspondence between a coach and a player.

3. NWSC requests that at least one parent or guardian remain for every practice. Ideally, the parent or guardian will be the opposite sex of the team coach.
4. Parents and guardians should make every effort to pick their children up from practice at the scheduled end time for that practice. If a player's parent or guardian is late, the designated parent/guardian for that practice should remain at the field, with the player and the coach, until the player's parent/guardian arrives. If the parent/guardian is habitually late, the matter is to be reported to the NWSC Director of Competition.
5. A coach will not date a NWSC player or a former NWSC player who is under the age of 18.
6. A coach will not socialize with a NWSC player unless the activity is properly chaperoned.
7. Any observed or suspected abuse or harassment, or violation of this policy, should be reported to the NWSC Director of Coaching immediately.

3.1 Coaching Selection

- A. Prospective Head Coaches and Assistants must submit a completed application to the NWSC Director of Competition And Director of Coaching by April 1st of each year.
- B. Decisions regarding coaching positions will be made and posted to the NWSC website prior to Select Tryouts.
- C. Prospective Coaches must have completed an application for or have a current WYS Risk Management Assessment card.
- D. Applicants must be willing to participate in the NWSC evaluation process and to comply with the coaches' duties set forth in the NWSC Operating Procedures.

3.2 Player Selection

- A. NWSC Tryouts are held in February or May. . Tryout dates will be communicated at least one month in advance. Players will be selected in a fair and impartial manner based on demonstration of skill, talent, and ability in the game of soccer, without regard to creed, race, or economic status.
- B. It is the intention of NWSC to field the strongest teams possible at the "Select" level age groups U10 to U18,. All players are to try out and play within their own age group. Age groups are divided by birth year as defined by WYS
- C. During tryouts, NWSC will have at least two evaluators for each age group, one of whom will be the coach. The NWSC Academy Director will run the Tryout process and assist the evaluators in selecting teams. However, the coach of each team has the "final say" and will determine which players will be on the final team roster.
- D. When there are two players of equal caliber and only one player can be rostered, the following may apply:
 1. If one of the players is a NWSC player or returning NWSC player and the other is not, the NWSC player will have the priority.
 2. If one player is from Whidbey Island and the other player is not, the player from Whidbey Island will have the priority.
- E. If a player is unable to attend Tryouts and wishes to try out for a Select soccer team, the player must complete a registration form and send it in along with the registration fee. Notification of the NWSC Director of Competition is also encouraged. Arrangements will be made for the player to try out with the coach of the appropriate team.

3.5 Player Development

- A. U-10 to U-12: Development of individual skill
 1. Reinforcement of the basic understanding of the offside rule
 2. Emphasis on individual possession
 3. Emphasis on individual defending
 4. Emphasis on basic combination play (wall passes and takeovers)
 5. High concentration on basic skills in cooperative play (passing, control, shooting and heading)
 6. Training in the role of the Goalkeeper, but without specialization in this position
 7. Continued emphasis on the principles of play and roles of players when attacking and defending
 8. Continued use of 4v4 during training to focus on individual technical development and simple tactical decisions.
- B. U13 to U14: Development of individual skill, development of individual and small group tactics.
 1. The importance of possession
 2. All practices to challenge the player in competition (1v1, 1v2, etc...), not just individual skill sets
 3. Understanding of combination play
 - a. Support
 - b. Takeovers
 - c. Wall passes
 4. Individual and small group defense with one session in every three devoted to 1v1s, 2v2s, 3v3s
 5. Develop an understanding of the following:
 - a. Delay
 - b. Tracking Back
 - c. Depth
 - d. Balance of field
 6. Introduce Functional Plays, Team Plays and Set Plays
- C. U-15 to U-16: Development of group skills/tactics
 1. The importance of possession
 2. Focusing on combination play
 - a. Support
 - b. Takeovers
 - c. Wall passes
 - d. Third man running
 - e. Overlap
 3. Defense with one session in every three devoted to 3v3s, 4v4s, 5v5s
 - a. Depth- role of the strong side defenders
 - b. Balance- role of the weak-side defenders
 - c. Concentration during TRANSITION
 - d. Communication
 4. Crossing (development of plays, runs, scoring opportunity and control of the ball)
 - a. Crossing angle
 - b. Characteristics of a quality cross
 - c. Near post and far post runs
 5. Continued development of Functional Plays, Team Plays, and Set Plays: offensive and defensive responsibilities during corner kicks, free kicks and throw-ins
- D. U-17 to U-18L Development of positional play and understanding of team play.
 1. Functional play (offensive and defense with one session in every three devoted to defensive roles)
 2. Match-related practice: offense vs defense
 3. Team play: complete understanding of crosses, overlaps and near/far post runs

4. Complete understanding of Set Plays: offensive and defensive responsibilities at corners and free kicks, and possession from throw-ins in the defensive third, middle third and final third of the field.

3.6 Coach Development and Evaluation

- A. In our continuing effort to assist our coaches, and in addition to the previously mentioned assistance in attaining coaching license, NWSC Director of Coaching also offers coaching clinics throughout the season. This is a great opportunity to learn new techniques to advance team development and performance.
- B. Periodic evaluation of a team during games will be offered as a set of “second eyes” on how your team is playing. This is by no means to be intrusive to your coaching ability or style, but to assist you in areas that you might not see down on the field of plays, and assist you in coaching focuses for future training sessions.

3.7 Team Representatives

- A. Team Manager: The “Team Manager” is appointed by the Head Coach and is a vital link between the coaching staff and parents of players. The volunteer in this position must complete the WYS Risk Management Assessment forms. The Manager’s term is one year. The Manager works directly with the Coach and Team Representative to resolve team disputes or problems that arise during the soccer year. The Manager is there to assist the coach in managing the team, which means performing and/or delegating all of the administration duties necessary for the functioning of the team including, but not limited to, the following:
 1. Work with NWSC Registrar to register the team for the league and tournament play
 2. Organizing and conducting team meetings to discuss and communicate all information necessary for the administration of the team

2.8 Team Outfitting

- A. Upon team selection, each team will be outfitted by NWSC with the following equipment:
 1. One ball/equipment bag
 2. Ten practice balls (models may change from year to year)
 3. Three match balls (models may change from year to year)
 4. Thirty disc-style practice cones (Wazzies)
 5. Twelve practice pinnies
 6. One 6-seat Insta Bench
 7. One canopy
- B. All team outfitting equipment is intended to follow the team as it progresses in age. Equipment will be replaced as needed by NWSC. This equipment is the property of NWSC and, if a team is disbanded for any reason, will be returned to NWSC.
- C. Additional training equipment is available to Select upon request to the Director of Competition.

2.9 Play-up Policy

- A. Much thought and research has gone into the formation of this policy. NWSC policy is based upon several sources including experienced Coaches and Administrators, other Club and Association policies, and the USSF Position Paper.
- B. It is the intention of NWSC to field the strongest and most competitive teams in each age group. It is also our intention to allow players to develop as children and as soccer players with their peers.
- C. According to the USSF, “playing up” must be made available for “exceptionally talented” players. They use Pele, Mia Hamm, and Freddy Adu as examples of exceptionally talented players.
- D. All players wishing to play up must be evaluated yearly. Players may play up to only two years in age. If there is no team at a player’s age group, they may play up to the next available team without special evaluation provided the Head Coach chooses them for the team. In this circumstance, this is not considered “playing up”, but considered as the only available team for the player to compete with.

3.10 Parent and Player Code of Conduct

Upon selection to a team, each player and parent will sign a NWSC Player and Parent Code of Conduct.. This covers all soccer activities for the entire soccer year and lists the responsibilities of both the player and the parent.

3.11 Uniforms

All NWSC Select teams will wear the same uniform. Although from year to year styles and manufacturers may change, NWSC will make every effort to keep players in the same uniforms for a period of two years. At that time most players will outgrow or be in need of new uniforms.

3.12 Tournaments

All NWSC Select teams will participate in three summer tournaments and may opt to play in the State Cup. Additional tournaments can be requested and paid for by individual teams at the discretion of parents, coaches, and the Director of Competition.

4.0 North Whidbey SC Academy

North Whidbey SC Academy serves the needs of local players with regard to individualized development for every element of play. The goal is to inspire success by introducing players and parents to the game while teaching basic skills from ages 3 to 19.

- A It serves as the official academy program of North Whidbey Soccer Club (NWSC, North Whidbey SC).
- B Academy programming encourages consistent player development by offering a series of classes and courses with a proprietary curriculum to help all work toward the progress that each desire.
- C Academy programming separates players by age group based on Washington Youth Soccer and U.S. Soccer current standards. Those ages are then used to qualify players into the following courses, camps, or classes.

1.1 First Kicks

This program is an introduction to the game of soccer in a fun setting. This program is for players who are three or four years old. Players participate in age-appropriate activities that emphasize fun with a soccer ball. Each player must always have an adult available at the field to accommodate physical needs and emotional well-being.

1.2 U6 Program (Including Intermediate)

Academy programming offers play-practice-play-inspired instruction at this age group to encourage the early fundamentals of passing, dribbling, and shooting in a fun environment. It is a first chance to learn how to play soccer while creating year-round opportunities to remain active, play with friends, and learn initial team-based concepts. Classes are available year-round.

1.3 U8 Program (Including Intermediate)

Academy programming provides play-practice-play instruction to teach fundamental skills and tactics training. Monthly blocks offer two sessions per week to encourage individual development and teamwork concepts outside of a club or rec team environment. Classes are available year-round.

1.4 U10/U12 Program (Including Intermediate)

Academy programming is designed to develop individual players within the age group as each child transitions from the Recreational program to Competitive soccer while providing an

enjoyable learning environment. The curriculum emphasizes a preparatory program to develop players' interest in future game development. The program is offered on a first-come, first-served basis, with up to 25 players allowed per session. Classes are available year-round.

1.5 U13+ Program (Including Advanced)

Academy programming delivers advanced learning opportunities through classes, camps, and programs that offer older players the chance to develop specific game areas. These elements include all the skills taught at each previous group level, along with creativity on all parts of the foot, game tactics, passing accuracy, pitch positioning, off-the-ball awareness, and other individualized needs. Classes happen year-round.

1.6 Goalkeeper Training

Goalkeepers starting at the U8 age receive an opportunity to develop their skills within the intermediate or advanced portion of their current age group. These sessions ensure that each player develops fundamental physical skills and techniques in an age-appropriate manner with their peers. This course is available year-round.

1.7 Academy Camps and One-Off Classes

Academy programming offers various courses to encourage learning and development opportunities for players of all ages. Each camp and class focus on skills or physical development, from footwork to fitness. A complete description is available for each session. Academy camps and one-off courses are typically offered during the Summer, Winter Break, and Spring Break.

1.8 Individualized Instruction

Academy programming provides one-on-one and small group coaching sessions based on parent and player needs. All one-on-one sessions must have the parent remain at the field or practice location. Any practices that do not occur at North Whidbey SC's designated practice areas must receive written permission from the Academy Director to proceed.

1.9 Competitive Team Tryouts

The Academy Director will administer tryouts for Competitive teams within North Whidbey SC's programming.

1.10 Special Needs Soccer Programming

Academy programming partners with numerous community organizations to provide opportunities to play soccer for individuals with developmental disabilities, illnesses, physical challenges, and players who require accommodations to be on the pitch. These classes are small group, close-contact sessions focusing on body movements and game learning while staying within the individual's treatment, educational, and vocational plans.

Services are provided in this area up to the age of 21 or as recommended by Washington Youth Soccer, U.S. Soccer, and members of the player's Interagency Development Team.

1.11 Scrimmage Sessions

Academy programming provides opportunities for players who age out of U17 Recreational Soccer within North Whidbey SC's programming to continue their development or do not have a team available for their age group. These supervised sessions are for all players in U16 to U19 age groups. All players must have a signed waiver and updated medical information to participate in this full-sided activity. Youth players may receive direct instruction from attending Academy coaches to encourage individualized learning.

1.12 Academy Costs & Coach Compensation

Academy players who do not participate in other North Whidbey SC programming must have a portion of their enrollment costs directed toward various fees, including park usage, equipment, lighting, and any additional charges that allow players to practice and play. Coaches who teach classes, camps, and courses within a curriculum-based setting receive 60% of the monthly registration money received by North Whidbey SC. If multiple coaches work in the same class, camp, or course, they split those funds equally. Coaches in small group settings and one-on-one sessions receive 80% of the money registration money received through Academy programming. Funds received from registrations that do not get paid as a stipend go into the Academy's general fund for equipment, costs, scholarships, and related needs. Any leftover funds not used for Academy operational needs can also transfer to the club's general fund for all programming needs.

1.13 Academy Team Formation

At the discretion of the Academy Director and the program's coaches, NWSC may choose to form U9-U12 gender-based teams, including nonbinary individuals, to compete in Washington Youth Soccer-sanctioned events. These registrations come at an added cost outside the regular Academy programming and are only available during the summer tournament season. The tournament fee is paid in equal amounts per player, and any required equipment (including a uniform kit) must be purchased as part of the registration process. Academy teams that compete in authorized tournaments are there for developmental purposes.

1.14 Academy Refund Policy

Players may request a full refund up to 48 hours before their first scheduled Academy session. No refunds, including prorated amounts, are permitted after this deadline for any reason, including injury. North Whidbey SC reserves the right to review refund requests on a case-by-case basis for exceptions to this policy at the discretion of the Board of Directors.

5.0 FINANCES

5.1 Recreational Fees

NWSC Recreational fees are paid for season of play and are subject to change from year to year. Current rates can be viewed at our website www.wys-nwsc.affinitysoccer.com. Recreational soccer has a spring and fall season. Registration fees shall be non-refundable once the season has begun, or after the first practice. Registration deadlines are as follows:

- A. Registration will close approximately 10 weeks prior to the first game of the season.
- B. Depending on space, late registration will open within one week of the close of regular registration and a \$10 late fee will be added to the registration fee.
- C. Late registration will close as spots are filled, but no later than 7 weeks prior to the start of the season.

5.2 Select Fees

- A. The cost of participation in the NWSC Select program is higher compared to the Recreational program. NWSC Select Club fees cover all associated costs of participating on a Club team, including three tournaments. Current Club fees go toward such things as WYS fees, field use, referees, player and coach development, scholarships, tryouts, team fees, uniforms, outfitting of teams, etc.
- B. The cost for one season of Select play generally ranges from \$650 to \$1,000.00, and is subject to change year to year. Current rates can be viewed at our website at www.wys-nwsc.affinitysoccer.com.

- C. NWSC Select program fees are subject to change annually, but the NWSC will make every effort to keep costs as low as possible for Club Members.
- D. Current Club fees include three spring/summer tournaments. Your team may choose and is encouraged to do more than that. Any additional tournaments will be funded by the team and not NWSC.
- E. Payment plans are available for all Club Members and may be modified by teams who choose to participate in more than what is covered by the Club fees.

5.3 Academy Fees

First Kicks Program: \$20 per player per month
 U6 Program: \$20 per player per month
 U8 Program: \$20 per player per month
 U10/U12 Program: \$30 per player per month
 U13+ Program: \$30 per player per month
 Goalkeeper Training: \$30 per player per month

5.5 Player Fee Reduction Due to Injury

- A. NWSC Club fees for Recreational soccer will only be refundable prior to the first practice of each season and are only refundable minus the cost of the jersey, unless another player is able to take their place. Players who suffer injuries during the season and are unable to complete the rest of the season will have their Club fees prorated at the rate of 10% per week of the season (normal season is 8 weeks long).
- B. NWSC Club fees for Select soccer will only be refundable on a prorated basis up until September 1st of the seasonal year for players with injuries. The NWSC fiscal year runs from March 1st to the end of February, so a player who receives a season-ending injury in August would receive a 50% refund.
- C. There are no refunds for players who quit for any reason other than injury or who are removed from a team for disciplinary reasons.

5.6 Coach Stipends

Recreational coaches will be paid the amount of one full player registration upon completion of a season of coaching. If they choose to receive a volunteer letter, they will not receive a stipend.

Select head coaches will receive a monthly stipend amount of \$30 per player. Assistant coaches will receive a monthly stipend of \$15 per player.

Select head coaches will also receive a travel stipend in the amount of \$75 per player in July and December of the seasonal year they are coaching.

6.0 RISK MANAGEMENT ASSESSMENT

6.1 Risk Management Assessment

- A. The Kid Safe program instituted by the National Risk Management Committee mandates that volunteers be screened and a background check performed prior to being accepted as a volunteer and every two years thereafter, as long as the volunteer is active in youth soccer. WYS requires that each elected official, employee, volunteer or parent that transports players of every soccer club or association to complete a WYSYSYA Employee/Volunteer Disclosure Statement.
- B. The form is available on the WYS website under "forms". It is set up so that it must be completed online prior to being printed. It is required to be submitted only initially when a volunteer first applies. After the initial application, the background check will be conducted automatically every two years. There will be no need to resubmit an application.

7.0 SEASONAL YEAR

7.1 7.2 Recreational Soccer

The NWSC Recreational season runs from September 1st to August 31st of the following year. Players move up age groups at the start of each seasonal year

7.3 Select Season

The NWSC Select program begins in May of each year with Tryouts and continues through March of the following year. This coincides with our fiscal year and affords teams the ability to prepare for the League Placement Tournament and additional spring and summer tournaments. Regular season play begins in September and runs to the middle of December.

8.0 REGISTRATION

8.1 Registration Program

NWSC currently uses the WYS sponsored Affinity registration program which offers online registration. Registration can be completed by going to the NWSC website at wys-nwsc.affinitysoccer.com.

8.2 Player Registration

- A. Players wishing to participate in either the Recreational or Select programs must register online at wys-nwsc.affinitysoccer.com.
- B. Players who have never played with NWSC before must submit a birth certificate copy to be verified by the club.
- C. The registration process is complete only when payment has been received and the player's birth certificate has been verified by the Club Registrar.

8.3 Injuries and Insurance Coverage

All NWSC registered players are covered by the WYS insurance plan. WYS insurance provides secondary coverage for medical expenses incurred in the course of a WYS sanctioned activity.

9.0 REFEREE ASSOCIATION

9.1 Referees

- A. NWSC utilizes referees serving as independent contractors as assigned from Skagit Refs, Whidbey Island Referee Association, and other Washington licensed referee assignors. Referees receive assignments posted by the club to state-certified assignors, who are responsible for filling the advertised openings.
- B. Referees assigned to District 1W (Island/Skagit Area) have a priority on NWSC game assignments. If none accept an open assignment, the next priority is for South Whidbey referees through North Chapter Soccer Referees. Any referee licensed and affiliated with an assignor can fulfill an open position after reviewing the first two priorities.
- C. The assignor through Skagit Refs is responsible for implementing this priority schedule with supervision from the NWSC Board of Directors or its designee.

- D. Licensed referees have taken the Washington Referees licensure course and exam and wear patches according to their level of refereeing ability. Once a referee crew arrives on the pitch, the Center Referee (CR) is responsible for implementing and following the laws of the game. Clubs and coaches can make recommendations, but the CR has the discretion to play or end a match based on the conditions they observe.
- E. If the CR ends a match because of inappropriate adult, coach, parent, or player conduct, NWSC will consider the game payable.

9.2 Absence of Referee

- A. If a referee crew assigned to a recreational match does not show by the scheduled game time, the Head Coaches may find a mutually agreed-upon substitute to referee the game. The score of the game shall be final. In the case that a shortage of referees is identified on the day of play, older age group leagues will have priority when referees are scheduled.
- B. If the CR does not show for a recreational match, but the assistant referees do, then AR1 will become the CR. The referee is responsible for noting this change when filing the match report for the game.
- C. If the referee does not show by game time for Deception Football Club (DFC) games, the rules and expectations of the North Puget Sound League, another authorized league, the tournament, or the organization overseeing the DFC team will be followed.
- D. Games above U10 typically work with one CR and two ARs. Some tournaments and leagues allow for a CR only through U12 matches. NWSC and DFC teams will defer to these rules when playing away. A CR, AR1, and AR2 are scheduled at home games for U11 teams and older.
- E. Opposing teams that forfeit a DFC game with less than 24 hours notice are still considered payable games to the assigned referee(s). NWSC will bill the appropriate club or league for the appropriate fees as indicated by the operating procedures from the tournament or league in question.
- F. All matches can be conducted with a CR only. The assignor, in conjunction with the Board of Directors or its designee, can choose to reschedule the game if the CR is uncomfortable calling the match alone. An adult must receive a background check verified by NWSC or a WA State referee assignor to function as a replacement AR, even if requested by the CR.
- G. The CR can request to have minors of any age function as an unpaid replacement AR if a full crew is unavailable with the approval of the Board of Directors or its designee.

10.0 CODE OF CONDUCT

10.1 Code of Conduct

- A. It is important to keep in mind that NWSC coaches and Board Members give many hours of their personal time to ensure that players have the best possible experience each season. There may be instances when a person has a disagreement with a coach and/or NWSC Board Members about playing time, positions, services, etc.

- B. There should never be an instance where any person is yelling at a coach, referee or player during a practice or game. No person shall speak negatively about a coach or referee in front of a player.
- C. All people associated with the NWSC will demonstrate respect for the referees whether you agree with the way the game is called. If a serious problem arises, the coach will manage any referee issues in a calm business-like fashion.
- D. In the appendix of this manual are Codes of Conducts for the Coach, Player and Parent, as well as the Player/Parent agreement. All forms must be signed and turned in to their Team Representative prior to any participation in NWSC events.

10.2 Unsporting Behavior

- A. Coaches' responsibility: Coaches are responsible for the sporting behavior and conduct of their sidelines. This includes players, coaches and spectators. Positive encouragement of players is expected, but foul or abusive language is not tolerated at any time, including practices. The referee shall caution players or coaches who are guilty of unsporting behavior and shall send off players or coaches guilty of foul or abusive language.
- B. Spectators who interfere with the play by unsporting behavior or foul, abusive language are the responsibility of the coach to control. If the coach cannot, or will not, control such behavior, the referee has the power to issue a caution or ejection to the coach, causing match abandonment if there is only one coach available for the match. If a match is abandoned, the NWSC Board of Directors will determine any winner in an abandoned recreational match following receipt of the referee's written report of the circumstances. Deception Football Club and tournament game winners are determined by the applicable rules of competition for the league, organization, or event.
- C. Player's behavior: Coaches may discipline a player because of unsporting behavior, conduct, disruptive, inappropriate behavior, and refusal to listen to the coach. The Coach shall use the following steps in situations where inappropriate behavior requires correction:
 1. Identify what the inappropriate behavior is and make recommendations to the player for positive changes in behavior.
 2. If the problem is not resolved, re-address the problem with the player and make recommendations to the player for positive changes in behavior.
 3. If the problem is not resolved, address the problem with the player's parents.
 4. If the problem is still not resolved, notify and inform the League Director of the situation. The League Director will call and notify the parents that if the behavioral problem is not resolved, the player may be suspended from NWSC events with refund of registration fees.
 5. If the player continues their inappropriate behavior, the League Director will bring the situation to the NWSC Executive Board for resolution.

10.3 Disciplinary Action

The NWSC Executive Board shall have the power to penalize any player, coach, parent, or member thereof, whose actions have willfully violated the Bylaws, Operating Procedures, or Standing Rules of NWSC, WIYSC or WYS. Penalties may consist of warnings, temporary or permanent exclusion from the activities of the NWSC.

11.0 FIELDS

11.1 Practice Fields

NWSC Practice fields are located at Oak Harbor Middle School, Oak Harbor Intermediate, Oak Harbor Elementary, Hillcrest Elementary, Broad View Elementary and City Beach Park. Practice schedules will be determined by each Coach, League Director and Director of Fields.

11.2 Game Fields

NWSC game fields are typically located at Fort Nugent Park. Most games are played on Saturdays and Sundays. Alternative venues include North Whidbey Middle School and Oak Harbor High School. In the event that games need to be rescheduled, coordination between the League Director and the Director of Fields is paramount.

11.3 Tobacco Use

For safety and sanitation reasons, please limit your tobacco use to your vehicle in the parking lot. Smoking is not allowed on Fort Nugent fields.

11.4 Pets

Pets shall not be allowed at NWSC games, even if on a leash or in a kennel, cage, or secure backpack. Service animals for the physically and/or visually impaired are permitted.

11.5 Alcohol

No alcoholic beverages will be consumed at NWSC practice or game fields. This is in accordance with Island County ordinance and WYS.

11.6 Parking

Park at your own risk. Anyone improperly parked, blocking roadways or obstructing traffic will be towed at the owner's expense. Vehicles may be damaged by soccer balls. Please drive slowly due to children running through the parking lot.

12.0 SPONSORSHIP

12.1 Corporate Partnership Guide

- A. NWSC's main form of revenue is through player's participation fees. This system, although sufficient to fund the basic operations of the club, creates a competitive disadvantage when measured against other clubs within the state. The primary difference between North Whidbey Soccer Club and the state's top clubs is financial support from the business community. In order to address this disparity, North Whidbey Soccer Club has developed long term marketing partnerships between the Club and the business community, with the goal of providing a powerful marketing opportunity that improves the quality of service offered back into the community.
- B. Creating multiple, positive, advertising impressions with a corporation's core audience is a key advertising principle that is accomplished with ease through a relationship with the North Whidbey Soccer Club.
- C. This program gives businesses a way to help Oak Harbor children and families create a positive influence in the community, support your employees and customers, and market directly and consistently to a key sales demographic, all for a very small tax deductible investment.

13.0 APPEALS AND GRIEVANCES

13.1 Appeals and Grievances

- A. No player, parent of a player, coach, manager, team assistant, referee, Club member, or team who has a grievance involving NWSC shall engage the services of an attorney until all avenues of approach of the Judicial procedure are exhausted through the regular channels of organized soccer.
- B. Appeals or grievances from any aggrieved party must be in writing. All appeals and grievances shall be heard by the Executive Board at a meeting called for the purpose of hearing the appeal or grievance.
- C. Appeals or grievances which are to be heard by the Executive Board must be received within 72 hours of the date and time of the alleged incident forming the basis of the appeal or grievance. The Executive Board, by a majority vote, may elect to waive this requirement in the appropriate circumstance.

14.0 LAWS OF THE GAME

14.1 Laws of the Game

All games and competitions under the jurisdiction of the NWSC shall be conducted subject to the FIFA (Federation International de Futbol Association) "Laws of the Game " with those modifications published by WYS, WIYSA, NPSL, another authorized league, and North Whidbey Soccer Club. In all cases where a recreational game has been postponed or abandoned by a referee or league director due to inclement weather, the league director shall determine whether the game is to be replayed in its entirety or whether the score at the time of postponement or abandonment shall stand and the game be counted as a completed game. Deception Football Club games will follow the rules of the assigned league in case of postponement or abandonment.