

# ***ANTHONY WAYNE SOCCER CLUB***



## ***2007-2008 Handbook***

***Players***



***Parents***

# *2007-2008 Handbook*

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## **WELCOME**

The Anthony Wayne Soccer Club (AWSC) founded in the early 1980s as the Whitehouse Soccer Club. The primary purpose of the AWSC has been to promote youth soccer throughout the district. The AWSC voted to adopt the name **UNITED** to represent the unified name under which all teams will play at the competitive level.

The future success of soccer in our area depends on our ability to foster enthusiasm and a competitive spirit for the sport itself, while enjoying a high level of volunteer commitment from our parents, families, and community.

The AWSC participates in league play, primarily through the Northwest Ohio Youth Soccer League (NWOYSL). NWOYSL coordinates games in Northwest Ohio and is a member of the Ohio Youth Soccer Association - North (OYSAN). OYSAN sanctions tournaments in Northern Ohio and is affiliated with the United States Soccer Federation (USSF). USSF is the governing body for league play in the United States and is a member organization of the Federation de Football Association (FIFA). FIFA is the international body which establishes the rules of play for soccer.

The AWSC strives to develop a close, working relationship with the Anthony Wayne Youth Soccer recreational league in an effort to provide an environment for athletes of all abilities to enjoy. The AWSC also strives to build a closer relationship with the Anthony Wayne High School (AWHS) Soccer Program, enabling AWSC coaches to interact with AWHS coaches to develop a standardized protocol for tactical and technical training.

The AWSC is proud of its reputation and the quality of play of AWSC teams. We all stand **UNITED!**

## **MISSION STATEMENT**

The goal of the Anthony Wayne Soccer Club is to bring committed players, coaches, and parents together to improve soccer skills, knowledge, teamwork, sportsmanship, and competition. This personal commitment and effort leads to a greater understanding of soccer and allows players to develop superior individual and team skills.

The AWSC will accomplish its goal by fostering a spirit of volunteer commitment from parents/guardians and players to promote youth soccer throughout the Anthony Wayne community and its surrounding areas.

## **CLUB TENETS**

The Anthony Wayne Soccer Club is committed maintaining reasonable and affordable cost while providing a high quality product. All parents or guardian are expected to support a responsible fiscal plan by volunteering in some capacity.

The Anthony Wayne Soccer Club is committed to player development. The most fundamental skill in soccer is individual mastery of the ball and the creativity that comes with it. AWSC considers this should be a priority in training and games. As this skill is mastered, the rest of the game becomes easier to both teach and learn.

The club strives to place experienced coaches who have a clear understanding of the value of teaching technique at youth levels.

Player Development takes precedent to Team Development. Therefore the players will be set up in situation where they can learn by playing. Making mistakes at these early ages is a very important part of the player's learning and development. The AWSC recognizes at younger ages, when the technical skills of the players are not fully developed, teams that are attempting to play soccer seem to spend a lot of time in their own end of the field. Passing and thinking is often a losing proposition at first.

To support Player Development the club will have weekly skill training sessions with compensated and qualified coaches independent of the team practices.

### ***Playing Time***

For the U12 age groups and below, the expectation is a healthy and fit player will participate in field play for a minimum of 50% of the game duration. Obviously injury, late arrival or early departure could detrimentally impact the participation distribution, however the spirit of the rule is passion for development is not instilled in young kids sitting on the bench.

For age groups U13 and above, the playing time distribution is the prerogative of the coaching staff.

### ***Positional Development***

For the U10 age groups and below, players should obtain experience in as many facets of the game as feasible to encourage development. While personality may dictate a preferential position, early specialization should be minimized. Variations should include attacking/defending/goalkeeping as well as right, left and central.

For U11 and above, specialization is not encouraged but it is recognized personality and maturity may dictate a preferential position.

## **EXECUTIVE BOARD & CLUB MEETINGS**

<b><u>OFFICE</u></b>	<b><u>NAME</u></b>	<b><u>PHONE</u></b>
President	Bill Negrini	419-861-2904
Vice President	Steve Sutton	419-867-1761
Treasurer	Shawna Gebhart	419-877-9455
Secretary	Charlene Hansen	419-878-0954
Club Manager	Rick Yokum	419-878-3735
Equipment Manager	Kent Adams	419-861-1614
Publicity Manager	Todd Frenndt	419-825-3060
Parent Advisor	Lori Adams	419-861-1614
Club Advisor	Lori Williams	419-206-7869
Club Advisor	Scot Morehouse	419-878-0157

### AWSC Meetings:

- Club Meetings are scheduled for the third Monday of each month at 8:00 pm at The Village of Whitehouse Admin building. These meetings are open to the public. All parents/guardians, coaches, and board members are voting members of the AWSC. Club business, policies, and procedures may be voted upon at each meeting. A minimum of one voting member representing each team must be present at each meeting.
- The Executive Board meets prior to each club meeting at 7:00 pm. Visitor or guests must contact the Vice President for incorporation on the meeting agenda and schedule attendance.

Voting members elect the Executive Board for a term of one year. Board members may be re-elected for an indefinite number of terms. Election of board members is held in April of each year, with terms commencing on July 1. Nominations for Executive Board shall be presented at the March AWSC meeting.

### **Description of the Anthony Wayne Executive Board.**

For General Questions or concerns regarding the Anthony Wayne Soccer Club the primary contacts would be the **President, Vice President, Club Manager** or the **Parent Advisor**.

The **President** is the Chairman of the Executive Board, General Manager and Chief Executive Officer of the corporation. The proposed duties are as follows:

1. Preside at the Club Meeting
2. Appoint chairman of all committees, standing and ad hoc
3. Direct the operations and business of the club subject to the direction of the Executive Board.
4. Represent AWSC in an official capacity or designate the representative.
5. Oversee all communications to the general public

The **Vice-President's** proposed duties are as follows

1. Preside at the meetings of the Executive Board and, in the absence of the President, General Meeting of the membership
2. Serve as an ex officio member to all standing committees
3. Serve as chair all discipline related issues

The **Club Manager** shall serve as coordinator for the execution of game and practice conduct.

1. Coordinate Try-outs including establishing date and providing guidelines for execution.
2. Recruitment of prospective coaches.
3. Coordination of field usage including
  - Allocation of practice space
  - Provide of field availability for game scheduling
  - Coordinate field usage and layout with AWYSL or any other 'tenants'.
4. Coordination of equipment procurement and maintenance including
  - Arrange procurement of field supplies including goals, nets, flags, striper paint, etc)
  - Coordinate portable bathroom facilities
  - Establish goal safety policy.
  - Arrange field mowing as required.

The **Parent Advisor** specific role is to represent the concerns and interests of parents within the Anthony Wayne Soccer Club. The Parent Advisor offers a direct contact with the executive board for issues or concerns at a club level or an associated with a specific team, coach or individual associated with the AWSC.

The Executive Board considered the most desirable avenue for resolution of concerns to be direct dialogue internal to team community. The Head Coach is considered the ultimate or principle team authority. However it is recognized all concerns cannot necessarily be effectively resolved internally. In the event external mediation or review is desired, the AWSC policy is for the concerned individuals to contact the Parent Advisor. The Parent Advisor will then either address the issue to the board directly or contact the appropriate board member for resolution.

Additional board position and responsibilities:

The **Secretary's** proposed duties are as follows:

1. Keep or cause to be kept a book of minutes and agendas at the principal office or other such place as The Executive Board may order, of all meetings of Executive Boards and members of this corporation, with the time and place of holding, whether regular or special, and if special, how authorized and notice thereof given, the names of those present at Executive Boards meetings, and proceedings thereof.
2. Give required notice of all the meetings of the members of this corporation, and of the Executive Board. The Secretary shall keep the seal of the corporation in safe custody and shall have such other powers and perform such other duties may be prescribed by the Executive Board or the by-laws.
3. Keep a book or books containing true and correct copies of all documents submitted to the Secretary by each of the designated officers in this Article, as required by these by-laws to be kept in the official records of this corporation, and maintain these records in a current and up-to-date status at all times.
4. The Secretary shall tender all corporate documents and records to the successor Secretary immediately following the next meeting.

The **Treasurer** manages the clubs financial affairs.

The **Club Advisors** champion soccer development and ensure the club's direction supports soccer development within the mission statements goal.

The **Club Manager** controls the fields' usage and management.

The **Equipment Manager** procures and distributes to support the club equipment needs.

The **Publicity Director of Communications** shall be responsible for

1. Administration of the club's website.
2. Coordination of the club's public relation efforts including serve as the primary contact for media outlets,
3. Primary contact for media outlets: Newspaper, TV, Radio
4. Create club promotional materials including mail pick-up and distribution,
5. Serve as the principle contact for sponsorship and marketing

The **Director of Player Development** specific responsibilities and scope will be delineated in the Position Description approved by the AWSC Executive Board.

At a minimum the Director of Player Development is responsible for the following:

- 1) The training program for players within the AWSC
  - 2) Recommendations to the coaches and Club Manager regarding player allocation during club tryouts particularly in regard to team formations, playing outside one's designated age level and cuts.
- All recommendations are subject to Executive Board approval and approved policies.

## **FEES**

Club fees make up approximately half of the income the club receives each year and pays for approximately half of the expenses incurred by the club. The remainder of the balance is obtained from various fundraising programs including, but not limited to **AWSC's participation in area tournaments by providing fields and tournament workers.**

Each Fall and Spring constitutes a separate season for soccer. Club Fees are due each Fall and Spring prior to the start of the season. The AWSC Executive Board strives to keep club fees as low as possible and still provide a superior program for the players. To accomplish this goal, the AWSC relies on volunteers at all levels of play for support throughout each season.

### **Team Budget**

Each team will develop a separate budget based upon the number of players and the projected activity for the season. Each player and parent/guardian will be given the budget prior to the start of the season. These budgetary expenditures may include:

- 1) Club Fees
- 2) Uniform and Equipment Fees
- 3) Tournament Fees which can include:
  - Registration Fees
  - Travel Permits
  - Guest Players
  - Hotel/travel expenses for coaching staff
- 4) Coaching or Training Fees
- 5) Team Fines

### **Club Fees**

Club Fees cover the various club expenditures including:

- League Team, Player and Coach Registration Fees
- Referee Fees
- Field Maintenance and Upkeep
- Equipment Procurement and Maintenance
- Club Administration Fees
- Skill Instruction or Player Development

## **GENERAL VOLUNTEER COMMITMENT**

All parents/guardians are expected to volunteer during the season. Coaches and/or team managers will communicate AWSC and individual team volunteer needs on a regular basis. Individuals wishing to volunteer on a regular basis should contact the AWSC President.

Volunteer jobs can include, but are not limited to:

- Coach
- Assistant coach
- General field clean-up and/or maintenance
- Publicity Tournaments Activities at Blue Creek
- Community Soccer Day
- Team Manager
- Field lining
- Parties
- Transportation

### **VOLUNTEER COMMITMENT FOR LOCAL TOURNAMENTS**

A key reason the AWSC has kept basic fees so low is that it participates in fundraising activities involving local tournaments. **This involvement requires each AWSC team to provide volunteers to fulfill specific functions related to that tournament.**

Volunteer involvement takes only a few hours per season. Volunteers will be paired when possible with "veteran" volunteers and activities are scheduled well in advance for your convenience.

Tournament volunteer jobs will include but not be limited to:

U9 & U10 Girls	Parking
U9 & U10 Boys	Cleanup
U11 & U12 Girls	Painting field lines & setting nets** Erecting/taking down goal nets
U11 & U12 Boys	Team registration
U13 Boys & Girls	Concessions/Referee Hospitality
U14 Boys & Girls	Field marshals
As Needed	Statistics

Each Team – be prepared to provide Field Marshals for one field for the entire tournament.

\* Most jobs are self explanatory or have instructions provided on site or in tournament manual.

## **COACHES AND MANAGERS DUTIES**

Every team will have a coach who was approved for the position by the Executive Board of the Club. The Executive Board also approves the makeup of the team prior to registration. This ensures viable teams with responsible coaches are established within the AWSC.

The coach is responsible for team training, game management, game scheduling, referee payment, player assessment and administrative duties.

It is recommended each Coach solicit a volunteer(s) to manage the team administration and the finances. These administrative and financial responsibilities may include Team Registration (including player/coach registration), Cards, Equipment Procurement, Game Administration, Tournament Registration, Fee Collection and Reimbursement to Club.

Below is a more detailed list of the responsibilities:

### *Team Registration*

*In order to play in NWOYSL the team, player and coaches are registered and carded. Players and coaches can be added and dropped however an additional fee is imposed. Once a player is registered with a team, they may only play in NWOYSL with the team they have registered with unless a transfer is consented. They may play in other leagues or as guest players.*

#### Notes

\* Turned in to NWOYSL

\*\* Requires Notary

Player \* Player Registration Form

Registration - Requires Social Security Number

- Team Number will be completed by NWOYSL

\* Birth Certificate (Copy) *required for new players*

\*\* Medical Releases

Coach \* Coach Registration Form

Registration OYSAN Coaches Registration Form (Can be completed online)

Team Form NWOYSL Team Registration: This form requires the desired playing level, number of players and coaches.

Payment form is not required. Anthony Wayne pays registration.

Team Calendar including no play dates (the league reschedules canceled games)

League Fees League Fees will be paid by the club. Except for late registration fees or fines.

### ***Player and Coaches Passes or Cards***

*Following team registration NWOYSL will prepare the team package. This includes the players and coaches passes*

- Players and coaches must sign the cards

- Pictures are affixed to the cards

- Cards are returned to NWOYSL office for approval and lamination.

### *Regular Season*

*There is the mandatory schedule meeting in which the games with teams in the Division will be scheduled. There are usually 10–12 games in a season.*

Remember home team is responsible for changing colors for conflicts.

Provide Schedule and Maps to parents

#### ***Pre-Game***

- Cards
- Game report listing players, teams, game time and guest players
- Referee fees payment. The teams split the cost
- Game ball (Home)

#### ***Post Game***

- Collect the cards from the referee (The referee holds them during games and may confiscate red carded players cards)
- Sign game report accepting the score and mail
- Winner or home team for ties must report score to NWOYSL for standings

### ***Tournaments***

#### ***Tournament Registration***

The club usually picks a fall and spring club tournament. While the club picks tournament team participation is optional.

Team Registration is significantly more complicated and expensive if traveling outside of NWOYSL.

In addition to team registration requirement, depending on the distance hotel arrangement are required. Group rates can be obtained and a number of tournament reserve blocks of rooms with local hotels.

Note: The tournament will have a tournament permit which should be reviewed to determine if the game format is compatible with the team's format.

#### ***Preliminary Registration***

- Complete the Tournament Application prior to the application deadline.
- Pay Tournament Entry Fee. The application will not be considered unless tournament fees are included.

#### ***Travel Permit***

Complete and submit to OYSAN, the team travel permission:

- Copy of Tournament Sanctioning form
- Copy of Team Roster (with player not participating lined out if exceeding the maximum player total with guest players included)
- Guest Player form
- Team Travel Permit Form
- Associated fees

***Tournament Registration***

This is conducted the night before the tournament. The list may vary from tournament to tournament but this list is a representative of most tournaments

Notes

\* required if traveling out of OYSAN

\*\* OYSAN approved required if traveling out of OYSAN

- Player and Coaches Card
- \*\*Copy of Team Roster with player numbers.
- \* Travel Permit
- \*\* Guest Players
- Team Contact Information
- Tournament Waiver signed by parents of players
- Player List for Trophies

***Volunteer Coordination***

In order to minimize cost the club relies upon volunteers to support a myriad of activities

- Fall Festival in August, each team will support Field Marshalling and another activity
- Field lining and garbage cleanup. During the season field maintenance is require. A team a week will be task with relining the field and garbage collection. The garbage is collected Sunday and field lining should be done during the week.

***Meetings***

- Uniform Ordering Night in the June
- Parent meeting before Fall season to introduce players and parents
- Monthly board meeting (3<sup>rd</sup> Monday of the Month), a team representative is required. Non-attendance will result in not refund 10.00 per player for that season to the team.
- League Game Scheduling Meeting (prior to each season).

***Additional Coaching Duties***

- Tryouts
- Practice Schedule
- Player, Assistant Coach and Manager Recruitment.

## **Player Code of Conduct**

The AWSC exists to promote competitive soccer and provide training and leadership to committed players. The goals of AWSC and the participating players can only be achieved if all players understand and adhere to the following Code of Conduct.

1. **I play soccer because I enjoy soccer** and I am willing to put forth the effort necessary to reach my full potential as a player.
2. **I make my own decisions.** I will not be pressured to take actions that are not appropriate and I will maintain the highest level of respect for myself, my teammates, and my coaches.
3. **I will accept guidance from my coaches** and I will consistently challenge myself to improve my skills.
4. **I will learn from my mistakes** and realize that my potential for greatness can only be achieved by not placing limitations on myself. Failure is only possible if I am not willing to overcome obstacles.
5. **I will respect the property of the AWSC,** my teammates, coaches, and other clubs. I will not destroy, remove or allow the property of others to be disrespected.
6. **I will respect my body** and I will not use drugs, alcohol or tobacco. I realize that an athlete requires his/her body to perform at the highest level and I will maintain a healthy lifestyle through proper nutrition and exercise.
7. **I will speak in a respectful manner at all times.** I will not use foul or obscene language.
8. **I will act at all times in a manner that will bring respect** to myself, my teammates, my coaches, the AWSC, the USYSA and other teams we may play.
9. **I will communicate openly with my coach(s) and parent(s)** regarding my ability to attend scheduled practice and/or games.
10. **If I choose to ignore this Code of Conduct or portions of it, I will be subject to discipline.** This discipline may result in a loss of playing time or dismissal from the AWSC subject to AWSC executive board approval.

## **AWSC Parent/Guardian Code**

The AWSC is an organization of committed volunteers. It is important for all parents/guardians to invest time and effort in the development of their child. This development can be advanced only if every parent/guardian understands and adheres to the following Parent/Guardian Code.

1. **I will remember at all times that my child plays soccer for the enjoyment of the game.** It is important that they remain children and are allowed to develop to their individual potential.
2. **I will monitor my child's commitment** and will ensure their adherence to the AWSC Player Code of Conduct.
3. **I will respect the coach** and will always communicate directly with them regarding any questions I may have about my child. I will do this in an adult atmosphere and not in the presence of my child and his/her teammates.
4. **I will encourage my child** by challenging him/her to be their best. This challenge will focus on accomplishments and will always be a positive message.
5. **I will remember at all times that the goal of playing soccer at the youth level is to learn.** It is important that the focus remain on skill acquisition, development and mastery.
6. **I will teach my child to maintain a proper perspective on soccer** and will help him/her establish realistic expectations and goals. I will not respond in anger or frustration to my child's performance.
7. **I will avoid comparisons of skill level** and will realize that all children develop differently. I will encourage my child to compete against himself or herself not other teammates or opposing players.
8. **I will make myself available whenever possible to my child** when they invite me to practice with them at home.
9. **I will make myself available for volunteer activities for my team and the AWSC.** AWSC relies on parent/guardian involvement to help my child succeed.
10. **I will give my child the gifts of encouragement and failure,** because it is only through positive effort that growth can occur.
11. **I will respect all officials during, and after every game.** I understand that my actions could result in the coach, and/or myself being ejected from the game, or the forfeiture of the game by our team.

## **Coach's Code of Commitment**

The AWSC succeeds when it has committed coaches. Coaching is a responsibility that will be undertaken with a great deal of respect and enthusiasm. All AWSC coaches are expected to adhere to the following Code of Commitment.

1. **I will treat players, parents opposing coaches and officials with the utmost of respect** and will at all times encourage my players to perform to the best of their ability.
2. **I will do my best to learn the fundamental skills** of soccer and before I start my second year of coaching I will acquire the USSF "9/10" Coaching Certificate or the equivalent. I will continue to upgrade my skills and will obtain an "11/12" Certificate or equivalent before the start of my third year of coaching.
3. **I will fairly enforce the AWSC Player Code of Conduct** and encourage parental involvement by communicating openly about the behavior of players.
4. **I will be consistent and impartial in my decisions**, recognizing that any decision may set a precedent for the future.
5. **I will refrain from expressions of anger** and I will remember that the main objective of the AWSC is education. Anger and intimidation are contrary to a healthy environment for learning.
6. **I will observe my players in practice and competition** and will create practice situations where strengths are nurtured and weaknesses are approached with a positive attitude.
7. **I will provide written evaluations** to every player at a minimum of once per season.
8. **I will conduct practices and games in an atmosphere that gives all players an opportunity to improve** their level of skill and succeed to the best of their ability.
9. **I will uphold the authority of the officials** assigned to the matches that I coach and will assist them in every way to conduct fair and impartial contests.
10. **I will establish clear, realistic goals for my team** that gives them an opportunity for success.
11. **I will make soccer fun for the players on my team.**
12. **I will adhere to the By-laws and rules** of the AWSC and any tournaments or leagues in which the team participates.

## *Statements of Commitment*

**I am a proud PLAYER for the Anthony Wayne Soccer Club and I will control my own actions and accept the responsibility to conduct myself at all times in a manner consistent with the AWSC Player Code of Conduct.**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**I am a proud PARENT of an Anthony Wayne Soccer Club player and will help my child succeed in soccer through my commitment to their development and conducting myself at all times in a manner consistent with the AWSC Parent/Guardian Code.**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**I am a proud COACH of the Anthony Wayne Soccer Club and I agree to create an environment of learning and respect for my players, parents, fellow coaches and referees. In addition I will conduct myself in a manner consistent with the AWSC Coach's Code of Commitment**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

*Player, Parent (Guardian) and Head Coach must sign this form and it must be presented to the Executive Board.*

Team Name \_\_\_\_\_

Coach \_\_\_\_\_