

TUALATIN HILLS UNITED SOCCER CLUB

1999 - 2000 POLICY HANDBOOK

I.	INTRODUCTION.....	1
A.	What This Document Represents	1
II.	BOARD OF DIRECTORS	1
A.	Positions	1
B.	Organizational Chart.....	1
III.	PLAYER TRANSFERS AND LOANS.....	2
A.	Players Loaned & Borrowed	2
B.	Transfer of Players Between Two THUSC Teams	2
C.	Transfer of Players from Other Clubs to THUSC.....	3
D.	Transfers Out of THUSC.....	3
E.	Disputes	4
IV.	CONTINUING EDUCATION FOR COACHES AND PLAYERS	4
A.	Education Opportunities for THUSC Coaches	4
B.	Education Opportunities for THUSC Players	4
V.	COACHING EVALUATIONS	5
A.	Evaluation Procedure	5
VI.	COACHING EXPENSES	5
A.	Team Responsibility	5
B.	Approved Expenses	5
VII.	TRY-OUT PROCEDURES	6
A.	Competitive Soccer	6
B.	Tryout Process	6
C.	Playing "Up"	6

VIII.	TOURNAMENTS	6
A.	Development.....	6
B.	THUSC Invitational	7
C.	Classic Qualifying Tournament (CQT) / Premiere Qualifying Tournament (PQT)	7
D.	Tournament Fees.....	7
E.	Code of Conduct.....	7
IX.	TEAM MANAGERS	7
A.	Responsibilities	7
X.	PLAYING TIME.....	8
A.	THUSC Requirements.....	8
XI.	TEAM CONDUCT, SPECTATOR BEHAVIOR	8
A.	Code of Conduct.....	8
B.	Breaches in Conduct.....	9
XII.	PLAYER/TEAM/CLUB EXPECTATIONS AND COMMITMENTS	9
A.	THUSC's Goals	9
B.	Expectations	9
XIII.	FINANCIAL REPORTING.....	9
A.	Publishing of Financial Statements.....	9
XIV.	THUSC PUBLICATIONS	9
A.	Quarterly Newsletter.....	9
B.	Website	10

I. Introduction

A. What This Document Represents

1. In an effort to encourage consistency in decision-making throughout the Tualatin Hills United Soccer Club (THUSC), we, the THUSC Board of Directors, have created these policies and procedures to help our team managers and coaches with the intricacies of a season of OYSA Classic Soccer. This is an evolving document, and we welcome suggestions for additions or modifications to the text herein.

II. Board of Directors

A. Positions

1. The THUSC Board of Directors consists of nine elected positions and one appointed position. Elections are held each year at the club's Annual General Meeting in January. The following are the various Board of Directors positions:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Registrar
 - f. Head Coach (appointed position)
 - g. Club Manager
 - h. Club Representative
 - i. Fields Representative
 - j. Communications

B. Organizational Chart



III. Player Transfers and Loans

A. *Players Loaned & Borrowed*

1. On some occasions, one team may need to borrow players from another team in order to participate in a tournament or other event. In these cases where a player is being loaned to another team, the coach borrowing the player(s) will fill out "loan papers" for this temporary transfer and gather the signature of the parents of the player being borrowed. A copy will be submitted to the Club Registrar and kept on file. The parents of the player being borrowed will be given a copy of these papers as well. The loan papers will clearly outline the temporary position of the player and period over which the player will be borrowed. Once the loan period expires, the borrowing team shall have no additional obligation to the player borrowed. The signatures of both coaches will be required on loan or transfer papers.
2. In the event that a player is being loaned from a "B" team to an "A" team, it is crucial that this loan procedure be followed in order to prevent misunderstandings about the position of players on the "A" team, as well as the players on the "B" team.

B. *Transfer of Players Between Two THUSC Teams*

1. On many occasions, it is necessary to transfer a player from one THUSC team to another. In most cases, this is because an "A" team requires additional players and is filling its roster from players on the "B" team. At THUSC, we encourage movement of players from "B" to "A" teams. THUSC recognizes that when a "B" team player is promoted to the "A" team, the transfer must be handled with fairness and extreme grace. Remember: everyone wants to move to the "A" team. The following specific procedures are designed to provide a fair transfer process and, if followed, should eliminate most of the misunderstandings and controversy associated with player promotions:
 - a. The minimum number of players that a THUSC team may roster is fourteen (14). If a transfer would reduce the number of rostered players to less than fourteen (14), then the transfer must not take place until such time as the openings on the "B" team can be filled.
 - b. Coaches from both the "A" team and "B" team shall meet to discuss transfer candidates.
 - c. After determining the likely candidates for promotion to the "A" team, the coaches will evaluate the candidates in practice and game-type situations. All players identified in III.B.1.b will be evaluated. The coaches must notify the parents of the players being evaluated before speaking regarding the evaluation.
 - d. After completion of the evaluations, the coaches will meet in-person with the THUSC Head Coach to discuss the issues surrounding the transfer and the impact the transfer will have on both teams as well as THUSC as a club. In the event that the THUSC Head Coach is unable to participate in this transfer decision as a disinterested party, a designate will be named by the THUSC President.
 - e. No transfers will be approved until the transferring player has cleared up all debts to his/her current team. The THUSC Registrar will verify this status by contacting the manager of the team from which the player is transferring.
 - f. THUSC transfer papers must be filled out and signed by both coaches and the parents of the player being transferred. Copies will be given to the coaches, parents of the player being transferred, and will be kept on file. The THUSC Registrar will not process a transfer without these papers.

- g. All parties involved in the transfer will be informed that once the transfer is completed, it is permanent and shall not be reversed except under extraordinary circumstances approved by the THUSC Board of Directors.
- h. Once all of the above have been completed, the THUSC Registrar will then process the transfer and file appropriate paperwork with OYSA. THUSC reserves the right to assess transfer processing fees.

C. Transfer of Players from Other Clubs to THUSC

1. When it becomes necessary to transfer players from another club into THUSC, there are several different cases, which require special handling. All cases require approval by the THUSC Head Coach, or the THUSC designate (in the event that the Head Coach is not a disinterested party). The following are the potential cases and their appropriate THUSC procedure:
 - a. Outside club "A" team transferring to THUSC "A" team
 - i. Consultation with the THUSC Head Coach or the THUSC designate is required.
 - b. Outside club "B" (or indeterminate) team transferring to THUSC "A" team
 - i. Consultation with the THUSC Head Coach or the THUSC designate is required.
 - ii. The procedures outlined in *III.B Transfer of Players Between Two THUSC Teams* be followed to ensure fairness to THUSC "B" team players.
 - c. Outside club "B" (or indeterminate) team transferring to THUSC "B" team
 - i. Consultation with the THUSC Head Coach or the THUSC designate is required.
 - ii. The "A" team coach should be given the opportunity to review the talents of the player in order to ensure that the player is best suited to play on a "B" team. If the "A" team coach is interested in the player then the procedures outlined in *III.C.1.d* should be followed.
 - d. Out of area / recreational player transferring to THUSC "A" team
 - i. Consultation with the THUSC Head Coach or the THUSC designate is required.
 - ii. The procedures outlined in *III.B Transfer of Players Between Two THUSC Teams* be followed to ensure fairness to THUSC "B" team players.
 - e. Out of area / recreational player transferring to THUSC "B" team
 - i. Consultation with the THUSC Head Coach or the THUSC designate is required.
 - ii. The "A" team coach should be given the opportunity to review the talents of the player in order to ensure that the player is best suited to play on a "B" team. If the "A" team coach is interested in the player then the procedures outlined in *III.C.1.d* should be followed.

D. Transfers Out of THUSC

1. When a player requests a transfer out of THUSC, the THUSC Head Coach must be informed and will investigate the matter to ensure that no improper recruiting took place to secure the transfer of the player.
2. No transfers will be approved until the transferring player has cleared up all debts to his/her current team. The THUSC Registrar will verify this status by contacting the manager of the team from which the player is transferring.

3. Players transferring out of THUSC may be requested to fill out an "exit survey" regarding their experiences in THUSC.

E. Disputes

1. In the event that a dispute exists regarding the transfer of a player, the associated parties should attempt to resolve the dispute amongst themselves with the assistance of the THUSC Head Coach or THUSC designate.
2. If the THUSC Head Coach or THUSC designate is unable to resolve the dispute, an additional THUSC Board Member will be named to mediate the dispute and will work with the THUSC Head Coach or THUSC designate to come to a mutually agreeable resolution.
3. If the THUSC mediator is not able to resolve the dispute, then a full hearing of the THUSC Board of Directors will be called (quorum required) to listen to the evidence and vote on a resolution to the dispute. This decision will be binding upon all parties involved and will be final, with no additional appeals possible.

IV. Continuing Education for Coaches and Players

A. Education Opportunities for THUSC Coaches

1. THUSC encourages all coaches to continue their training and certification through USSF and other organizations. THUSC will reimburse coaches up to \$100 for costs associated with the USSF D, USSF E, and USSF F licensing courses. For USSF C license courses and higher, THUSC will reimburse a coach at least \$100, up to the full amount of the coaching clinic (reimbursement amount is dependent upon THUSC financial considerations) with the requirement that the coach remain a THUSC coach for a period of two (2) years following the clinic.
2. THUSC will provide and sponsor two (2) coaching clinics per year to provide THUSC coaches with additional training. One will occur during spring, while the other will take place during the late fall. The THUSC Head Coach will prepare and organize the clinics and will notify all THUSC coaches of the upcoming clinic.

B. Education Opportunities for THUSC Players

1. THUSC is committed to improving the level of play of all players in the club. To achieve this, THUSC encourages the use of local soccer trainers and soccer academies. THUSC will provide information about all of the available camps at the initial team formation night.
2. In many cases, individual THUSC teams will contract with a soccer trainer to hold a "team camp" so that all of the players on the team can benefit from the services of a highly experienced soccer professional.
3. THUSC strongly recommends that all teams participate in at least one of the various team camps available during the summer.
4. In addition to team camp options, THUSC offers training for its teams through the services of the THUSC Head Coach. The THUSC Head Coach will give clinics at particular team practices throughout the year to provide additional training to our teams.
5. For a broader view of the game, THUSC encourages its older players to take the USSF Grade 8 Referee Training Course. This course provides the 14 year old (and above) player with an excellent feel for the game through the learning of it's laws. The cost is minimal, and when complete, the player is certified to work games for pay.

V. Coaching Evaluations

A. Evaluation Procedure

1. THUSC realizes the importance of examining the performance of each coach to determine if they are meeting the club's goals. THUSC has determined that a "mail home" type survey does not provide enough of the proper feedback about a coach's performance. As such, THUSC has developed the following evaluation procedure:
 - a. Each team manager will be given a set of evaluation forms for the parents of their team. At a team meeting or other event, the managers will give all of the parents present an evaluation form that will be filled out at that time. The team's coach should not be present during this process. Once the forms are complete, the manager will collect the forms and mail them to THUSC.
 - b. At one of the team's practices, the team manager will provide each of the players with an evaluation form that they must complete during practice and return to the manager. The team's coach should not be present during this process.
 - c. The Club's Head Coach will observe each coach during both a game and practice situation and make a written evaluation.
 - d. Once all of the above are complete, the Club's Head Coach will compile all of the information and meet with the coach individually to discuss the evaluations.

VI. Coaching Expenses

A. Team Responsibility

1. In addition to the fees THUSC pays to the coaches, teams must reimburse their coaches for expenses related to travel to all team events (such as tournaments, regular away games, etc.). Each THUSC team should reimburse their coach on a monthly basis or more frequently, if necessary. The team manager should handle the administrative details of this reimbursement.
2. Each coach will submit an expense report to his/her team manager, detailing the expenses incurred during travel. The manager will then provide an invoice to each of the team members for payment. In many cases, the expenses involved with travel are predictable and the team manager may elect to pre-invoice each team member for coaches expenses.

B. Approved Expenses

1. The following are the expenses determined by the THUSC Board of Directors to be reimbursable travel expenses:
 - a. Hotel
 - b. Transportation
 - i. Airfare
 - ii. Rental car (when necessary)
 - iii. Gas/fuel
 - iv. Parking
 - c. Meals

- i. Actual costs or per diem (\$25 per day)

VII. Try-Out Procedures

A. *Competitive Soccer*

1. THUSC is a competitive "Classic" and "Premiere" level soccer club. Tryouts are held in the month of May to select the highest level players available for the club in the U11-U14 age groups. Tryouts for U15-U18 are held in December. Each player that wants to play on a THUSC team needs to go through the tryout process in order to be selected to a team. If a player is unable to try out, that player may only be placed on a team with the approval of THUSC's Head Coach.

B. *Tryout Process*

1. At each tryout session, evaluators selected by THUSC (including coaches) will observe and rate all players trying out. Each evaluator will give each player a rating based upon the player's performance at the tryout. These scores will be utilized by the THUSC coaching staff to determine the players who are then offered positions on THUSC teams.
2. It is recommended that all players attend as many tryouts as possible to ensure that they are properly evaluated.
3. Tryouts will consist of the following:
 - a. Warm-up
 - b. Small Sided Games
 - c. Full Sided Game
 - d. Coach's Option
 - e. Cool Down

C. *Playing "Up"*

1. Each year, THUSC receives requests from several players asking to play at an age group older than their own. The reasons for this are varied, but in almost all cases, the request is denied. Because THUSC's "A" teams generally play at the Classic I or Premiere level, if a player is selected to an "A" team, he or she will be playing at a very high level. In certain extraordinary cases, a player may have enough skill to be selected to an "A" team of a higher age group. Generally, this is the only situation where the THUSC Head Coach will approve a player's request to play at a higher age group.

VIII. Tournaments

A. *Development*

1. A large part of the development of THUSC teams is accomplished during the summer months by training and travelling to tournaments. Each coach selects the tournaments that his/her will be attending. In some cases, the coach may ask for input from the parents of his/her team when making tournament decisions. The coach, however, should make the final decision as to the tournament schedule best for his/her team.
2. In addition to the CQT/PQT (see VIII.C below) THUSC requires each team to attend at least two (2) other tournaments during the summer. This is primarily to ensure that teams are getting enough experience prior to the start of the regular fall season.

3. Tournaments are optional for players due to other commitments (i.e., vacation, etc.).

B. THUSC Invitational

1. Each year during June, THUSC is the host of the THUSC Invitational Soccer Tournament. It is geared towards a high level of competition and provides excellent experience for THUSC's higher level teams. Also, this tournament serves as the club's primary fundraising event.
2. The primary goal of the THUSC Invitational is to provide THUSC teams with a diverse and competitive atmosphere in which to play soccer.
3. All THUSC "A" Teams should attend the THUSC Invitational. The level of play will be very high and the tournament will feature teams from Oregon, Washington, and California. This tournament may be one of the rare opportunities that our players will get to experience a variety of styles of play at one location!
4. Because the THUSC Invitational is a club event, each THUSC team will be required to provide staffing and other assistance during the tournament weekend.

C. Classic Qualifying Tournament (CQT) / Premiere Qualifying Tournament (PQT)

1. Because of the tremendous amount of participation in Oregon Soccer, all Classic teams must go through a qualifying process and be placed into skill-appropriate groups. This is the purpose of the CQT and PQT. If a team performs well at CQT, they will be invited to the PQT where they will have the opportunity to qualify into the Premiere level. The teams that qualify below Premiere are seeded based upon the results at CQT and may play in Classic 1, Classic 2, or Classic 3 levels, Classic 1 being the highest non-Premiere level.
2. THUSC requires all of its teams to participate in the qualifying process!

D. Tournament Fees

1. Tournament fees are a team obligation and all members of the team will pay tournament fees whether or not they will be attending a tournament.
2. Only the players actually attending a tournament need pay a portion of the coaching expenses.

E. Code of Conduct

1. Whenever a team travels to an overnight tournament, it is a good idea to have a standard set of rules (including curfew, conduct, lights out times, etc.). Each team's rules may vary, but each coach is expected to set up these rules in advance and make each player aware of their responsibility to follow these rules.

IX. Team Managers

A. Responsibilities

1. The team manager's primary job is to provide the coach with administrative support so that the coach may focus on actually coaching the team. A few of the things that a team manager can expect handle are:
 - a. Finances / fundraisers
 - b. Travel arrangements for tournaments, etc.
 - c. Parties / team functions
 - d. Team communication

- e. Uniform / equipment liaison
 - f. Communication with club's manager
2. The team manager will need to attend monthly manager meetings to discuss club events, gather information, and to discuss any problems they are having with their team. These meetings will be held by THUSC's Club Manager (a member of the THUSC Board of Directors) at a time and place to be determined.

X. Playing Time

A. THUSC Requirements

1. It is THUSC's philosophy that if a player is not playing then he or she may not be learning the game as quickly or effectively as possible. Based upon this idea, THUSC has certain requirements to encourage players to learn the game, whether they have the highest skill level on the team or the lowest. The following are the guidelines for playing time in THUSC:
 - a. Each player must play at least a minimum of 33% of the regular season games for which the player is in attendance. This means that if a player attends three games and does not play at all in the first two games, but plays the entire third game, then that player has played the minimum amount required by THUSC, and the requirement has been satisfied. THUSC recommends to its coaches that each player be given the opportunity to play in each game as much as possible, and generally coaches follow this recommendation. State Cup games are not included in the 33% rule.
 - b. THUSC also believes that it is necessary to expose young players to a wide variety of pressurized soccer situations. A player's primary experience under pressure occurs at the summer tournaments that each team attends. As such, THUSC requires that each player be given the opportunity to play (no minimum time) in each and every tournament game during the summer (CQT/PQT and State Cup excluded).
 - c. In all cases, the THUSC play time requirements can be superceded by a coach's decision not to play a player because of disciplinary reasons (i.e. violation of team rules, attendance, insubordination, etc.). In this situation, the coach should clearly outline the problem with the player and his/her parents.

XI. Team Conduct, Spectator Behavior

A. Code of Conduct

1. Soccer's Code of Conduct (FIFA, 1997)
 - a. For the good of the Game, always...
 - ... play to win.
 - ... play fair.
 - ... observe the Laws of the Game.
 - ... respect opponents, teammates, referees, officials and spectators.
 - ... accept defeat with dignity.
 - ... promote the interests of soccer.
 - ... reject corruption, drugs, racism, violence and other dangers to our sport.
 - ... help others to resist corrupting pressures.
 - ... denounce those who attempt to discredit our sport.
 - ... honor those who defend soccer's good reputation.

B. Breaches in Conduct

1. In the event that a team or certain individuals within a team are found to have breached THUSC's Code of Conduct, a disciplinary hearing will be held by the THUSC's Disciplinary Committee and appropriate action will be taken based upon the evidence submitted to the committee by the parties involved.
2. The THUSC Head Coach will review OYSA's penalty point report on a weekly basis.
3. In the event that THUSC is fined by OYSA or any other governing body because of a team's misconduct, that fine will be paid by the offending team.

XII. Player/Team/Club Expectations and Commitments

A. THUSC's Goals

1. It is THUSC's goal to provide a positive, productive environment to train our teams in a year-round THUSC-managed program.

B. Expectations

1. To play at the high level that Classic soccer demands, players must work to improve their skills and conditioning outside of soccer practice or games. This work should be done with the guidance and recommendation of the team's coach.
2. Players must be prepared to attend $\frac{3}{4}$ of the team's practices throughout the year.
3. Players must follow team guidelines set by their coach.
4. During the height of the summer and fall seasons, players can expect to attend four hours of practice and as many as five games during a tournament weekend.

XIII. Financial Reporting

A. Publishing of Financial Statements

1. Each year, the THUSC Treasurer will publish a financial statement of the club's operations to the membership.
2. On a bimonthly basis, the THUSC Treasurer will present the THUSC Board of Directors with an accounting of all club financial activity.
3. At any time, any club member may request an accounting of the club's finances by providing a written request to the THUSC Board of Directors. The THUSC Treasurer will provide the accounting to the club member no more than seven days after the next regularly scheduled THUSC Board of Directors meeting.

XIV. THUSC Publications

A. Quarterly Newsletter

1. THUSC will publish a newsletter to the THUSC membership a minimum of four times per year.

B. Website

1. On an ongoing basis, the THUSC website at <http://www.thusc.org> will provide news updates, feature articles, registration materials, and other information to THUSC's membership. Individual teams may submit information for publication on the team's own page.