

Haverford Soccer Club



Travel Team Manual

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1. Introduction

Thank you for supporting Haverford Soccer Club (HSC).

At HSC we strive to provide the best possible environment for your children. Within this manual we have set forward several expectations and guidelines for players, parents and coaches. By achieving a core standard within the club, we guarantee you and your child will truly enjoy your HSC soccer experience.

Please take the time to read and understand the concepts in the handbook, as well as consistently taking the time to consider the topics, when you wear the HSC uniform or support your child.

We hope you have a great soccer season, education and overall positive impression of the club and its coaches.

HSC Positions relative to Travel Players

Monica Durfee - President

Bob Burd – VP Travel

Bob Burd – VP for Fields and Facilities

Greg Wiedeman – VP Administration

Jessica McKenzie- Travel Administrator/ Fields and Facilities Coordinator

Jim Dorn- Director of Coaching

2. Haverford Soccer Club Mission Statement and Philosophy

The Haverford Soccer Club exists to promote youth soccer and the sport of soccer generally. The club is committed to increasing participation in and exposure to the game by providing a variety of organized activities in a positive environment. The precepts of fair play, sportsmanship, teamwork and the development of character serve as the foundation for all programs offered by HSC. It is the underlying goal of the organization that the game of soccer provides an excellent forum in which these values can be instilled in our youth. Every HSC member desire to enjoy the game, have fun and make lasting friendships.

The club aims to follow the guidelines below:

- Winning is a competitive benchmark to measure progress but it is not the sole determiner of success.
- Our benchmark of success comes from developing soccer players into well-rounded, young adults of character who reach their full potential and can excel in a team environment.
- Our goal is to help every player achieve the self-confidence necessary to achieve their goals both on and off the field.

- Our goal is to provide a soccer environment that provides opportunity within a challenging, well-defined coaching set up.
- Our goal is to form competitive teams that can represent the club on all levels. We firmly believe that the environment both on and off the field will lead to teams that are successful on an annual basis.
- Our goal is to maintain a complete and professional approach that delivers a quality soccer education to all our committed members.

All coaches, players and parents are to be cognizant of the Haverford Soccer Club codes of conduct and strictly adhere to those listed on the club website!

3. Child Protection Laws and Clearances for Eastern Pennsylvania Youth Soccer

All Coaches and Team Managers must follow the guidelines below to follow State protocol:

- a) Pennsylvania State Police record <https://epatch.state.pa.us/Home.jsp>
- b) PA Child Abuse clearance <https://www.compass.state.pa.us/cwis/public/home>
- c) FBI background check (if you haven't resided in Pennsylvania for the last 10 years) https://www.pa.coqentid.com/index_dpw.htm
- d) Complete EPSYA Safe Sport/ CDC Training
- e) <https://www.epysa.org/mandatory-coach-compliance/>

You will not be allowed to be placed on a roster until these steps have been completed. Eastern Pennsylvania Youth Soccer reserves the right to ask for additional information from an individual and perform additional investigations.

For additional information, please contact your organization representatives or log onto www.keepkidssafe.pa.gov

4. Online Concussion Training

All coaches and team managers are to take the online concussion training annually and email the certificate as a pdf to the **Club Administrator. You will upload your own completed certification on Got Sport. **Gotsport will take you to this training directly**

5. Player Development

Long-term player development is the number one goal at HSC. The goal of any program is to develop players to be able to go on to the next level. We have a progressive structure that allows teams and players to compete at a level at which they are capable of being successful.

Stage 1	Ages U9-U10 Years	DEVELOPMENTAL
Stage 2	Ages U11-U12 Years	PROGRESSIVE
Stage 3	Ages U13-U14 Years	COMPETITIVE

We have a commitment to our players to put them in an environment that is challenging and will continually motivate, develop and enable them to improve. As players mature, we feel it is important to constantly test them at their level, but also at levels beyond their current ability. Technical, tactical, psychological and physical components of the game will all be taught within the structure of the curriculum.

6. Organizational Structure for Boys and Girls Travel Teams

**All teams are now selected from the calendar year and not birth or school year!
January 1- December 31.**

Age	Game Structure	Max Roster Size	Ball Size	Game Time
U9	7v7	12 Players	4	2 x 25 Minutes
U10	7v7	12 Players	4	2 x 25 Minutes
U11	9v9	16 Players	4	2 x 30 Minutes
U12	9v9	16 Players	4	2 x 30 Minutes
U13	11v11	18 Players	5	2 x 35 Minutes
U14	11v11	18 Players	5	2 x 35 Minutes
U15	11v11	22 Players	5	2 x 40 Minutes
U16	11v11	22 Players	5	2 x 40 Minutes
U17/U18	11v11	22 Players	5	2 x 45 Minutes

NB. For U15-19 teams can roster 22 players but only 18 can dress for the game!

Local Leagues

Central League www.CentralLeague.org

U9 to U15 Boys and Girls

Local league based in the area between Route 476, Routes 30 and Route 1

Boys play Saturday, Girls play Sunday *Fall

U15 to U18 (Winter)

League based in Eastern Pennsylvania, Delaware and Northern Maryland

Boys play at the weekend over the winter

EDP League www.edpsoccer.com

Only recommended very good A Teams

U9-U19 Girls and Boys (U9 – EDP Futures)

League based in NJ/Eastern & Central PA/Delaware/ and Northern Maryland
Games can be scheduled for Saturday or Sunday

Other options for teams to consider.

Intercounty League

Rock League

Acela League

7. Travel Team Player Registration Fees and Uniform Costs

Registration costs are as follows and cover the listed items below

1st Child \$325
Fee covers:
Player's pass for the upcoming year – 1st August – 31st July
Team registration fee covers – current Fall League only
Referee's fee – All current year Fall League
10 Hours of Fall team training
Training Shirt for practices
Team Snap registration

The club offers financial aid to parents. Please email traveladministrator@haverfordsoccer.org
for more information.

NB Teams playing in Tournaments, Leagues (Indoor or Outdoor) outside of the Fall season,
State Cups and any other training must pay for these events!

Uniforms

They are to be purchased as needs arise and initial cost for the basic package for a player
starting in travel is approx.. \$110. Parents may also buy other items such as warm up gear and
a Bag

The basic Adidas package includes the following:

2 x Team Shirts (home/ away jersey)

1 x Team Shorts

1 x Team Socks

Travel Teams- will need to order Red Jersey only; unless they want a new White Jersey/ Black
Adidas Shirt/ Sock. (Soccer Post will send links)

8. The Role of the Head Coach

The head coach is responsible for the overall development of the team and the players. He/she will prepare and conduct weekly training sessions and games. If the head coach is unable to attend due to conflicts with his/her schedule, the head coach will utilize the assistant coach to run the practices.

The head coach will be a positive role model for all members of the club; in particular, to all players. This includes, but is not limited to, timeliness, appropriate attire, professional attitude and demeanor, positive communication and a high level of sportsmanship.

The head coach or manager should contact the club scheduler to request fields for practices and games. All league and State Cup games will be scheduled by the club.

The head coach must also conduct at least two team meetings throughout the year, make suggestions for team structure, provide a season plan including expectations and goals, as well as provide essential information prior to annual tryouts.

Ideally, all teams should have a head coach, an assistant coach and a team manager. Teams may have more than one assistant coach but only two coaches (head and assistant) should be present on the sideline during games. The head coach's responsibility is the coaching of the game and the assistant's is to offer directions to players, time management regarding substitutions etc.

All head coaches are reimbursed the club registration fee as a thank you for the time and commitment they put into the running of the team.

9. The Role of the Assistant Coach

The assistant coach is responsible for helping with the overall development of the team and the players. He/she will assist the head coach with the weekly training sessions and games. If the assistant coach is unable to attend games or practices due to conflicts with his/her schedule, the assistant coach is to inform the head coach.

The assistant coach will be a positive role model for all members of the club, to all players. This includes, but is not limited to, timeliness, appropriate attire, professional attitude and demeanor, positive communication and a high level of sportsmanship.

10. The Role of the Team Manager

The team manager is responsible for the overall administration of the team and the players. He/she will assist the head coach with notifying the players of the weekly training sessions and games. The manager is responsible for all the player's registration cards and for filling out the weekly roster based on player availability. The manager is responsible for contacting the opposing team's manager and liaising with the game time and field location. The manager is in control of the finances of the team and collecting dues for teams entering tournaments and State Cups. The manager is responsible for collecting referee's fees from the club and paying officials before the games.

The team manager is responsible for collecting, keeping and maintaining the team folder that should include the following elements that is to be available at all games

- Roster Sheets (on GotSport)
- Player cards (access to GotSport)

Team managers should update the Team Snap page to confirm training and playing schedules, game times, Tournaments and meeting schedules, etc.

All team managers are reimbursed club registration fees as a thank you for the time and commitment they put into the administration of the team.

11. Tryouts – Spring 2024**

Tryouts are conducted annually in the spring for the upcoming fall season. The club hires independent evaluators who give constructive feedback to the relevant HSC coaches.

All players interested in attending tryouts must register via the HSC website registration process.

All team players must attend at least one club tryout—if players cannot attend their own age group, they should attend the age group above and let the tryout administrators know. If players cannot attend any of their age-groups tryouts, due to illness, injury etc., they must contact the Director of Coaching and Training who will liaise with the head coach for that age group and ascertain the team that the player will join for the upcoming fall season.

Players that would like to “play up” in an older age group should email the President and VP Travel requesting permission and stating the reasons for the club to allow this to happen. In extenuating circumstances, the club may grant this opportunity.

Coaching assignments for teams will be made by the VP of Travel and the Director of Coaching. Players will be notified of the results within two weeks of the final tryout date in each age group. Players will be given 48 hours to accept a place on each team.

12. Team Commitments

After each player accepts then he/she must be aware of all the calendar commitments for their team. Team practices will generally commence annually in June.

An initial team meeting will be conducted in May/June. At that time, information covering the upcoming season will be provided to all families.

The information will include:

- An introduction to the head coach, assistant coach and team manager

- Uniform costs and ordering instructions (this may be coordinated before the meeting due to ordering timelines)
- Fee schedule
- Training schedule
- League structure
- Initial tournament schedule
- Team roster and contact information for TeamSnap.com

In addition to the administrative information received the family will be expected to complete and their Got Sport registration, upload birth certificates for proof of age; and photo for their player cards.

13. Training and Player Commitment

The days and times of training are determined by the VP Travel, Club Scheduler and the Director of Coaching. This determination is made by field availability and considers the other teams in the club. All club teams ages U9-U18 practice twice a week in the fall season, once a week during the winter, and teams playing in the spring at least once per week. Each age group and level of team has specific variations that are listed below.

Players should make every effort to attend all training sessions, as we feel that if a player misses a training session they are missing an opportunity to develop. We also believe in a balanced life and understand that there may be situations where a player may have to miss practice. If a player must miss a practice, they should inform the head coach and team manager by following the club guidelines—utilization of TeamSnap.com and phone call/email to the respective parties concerned.

There is an understanding that a commitment to a team is a commitment to attend and train at as many sessions as possible. Below are the guidelines for the relevant teams and ages in the club.

Fall Season (Suggested)

All Teams—U9 to U15 Boys and Girls

- Pre-Season Team Week **any week during summer
- 3 x Tournaments—Pre-Season (August), Mid-Season (October) and Post Season (Welsh Cup)
- 20 practices—2 practices per week over 10-week season
- League play (7-10 game season – September to November)

Winter Season (Optional*)

'Teams–U9 to U14 Boys and Girls

- Training 1 x per week as a team or as part of an individual program
- Indoor League–Futsal or small-sided play Intramural/ YSC

Spring Season (Suggested)

'B' and 'C' Teams–U9 to U18 Boys and Girls

- Training 1 x per week as a team
- Tournaments–Dependent on team
- Spring League (CLS/ EDP/ State Cup; depends on team level; each team can discuss with the Director of Coaching

Paid Professional Head Coaches (optional if no volunteer head coach)

All teams in the fall receive 10 hours of free professional training provided by the club and paid for by individual player registration fees.

Teams interested in having a paid professional coach for the fall (August to November) or the year (August to May) should contact the Director of Coaches and Training to discuss their needs and requirements.

14. Playing Time

U9/U10

At least 50% in each game. If a player plays a complete half in goal, that player must be given the opportunity to play at least 25% of the total game time on the field.

U11/U12

At least 25% in each game. If a player plays a complete half in goal, that player must be given the opportunity to play at least 25% of the total game time on the field: provided that, in these age groups, the coach alone will determine playing time (i) on First Division and Cup teams, and (ii) in league playoff games, and (iii) in clearly designated semifinal and final of tournaments.

U13 to U19

*Updated since Fall 2023- each player should play 1/3 of the game. Disciplinary actions or injury are the only reason a player should sit the sideline.

15. Referee Fees

Referee fees are **only** covered during the Fall season by the club and will be given out before the Fall season starts. All other referee fees for games are paid by the individual team. Each team only pays half of the match fees – it doesn't matter whether you are home or away! Local leagues do not allocate assistant referees for any U9/U10/U11 games. For all other events (except tournaments and indoor leagues) the team is responsible for splitting the referee and assistant referee fees with the opposing team, eg. Spring league, friendly scrimmages and State Cup games.

<https://www.epysa.org/referee-fees/>

16. Communication Protocol

Your coach will only discuss the performance of your child and we encourage you to do the same. Each player no matter the level will always have areas to improve upon—that should be the focus of your discussions. Challenging everyone will always have a positive impact on each team. Coaches should be approachable and willing to discuss your son or daughter.

All coaches should give verbal feedback throughout the season and the year and written feedback at the end of the fall season.

24-Hour Rule—All parents are to be instructed that there is to be no communication between parents and coaches regarding contentious game situations within 24 hours of the end of the game. This “cooling off period” will allow all concerned parties to reflect on the situation and then make considered decisions.

All coaches that are looking to use guest players (for tournaments or games) from other HSC teams or other club teams should, as a common courtesy, ask the player's current coach to make sure there are not any scheduling conflicts before confirming with the player.

All coaches should use the relevant HSC league or state representative to liaise with the respective governing body and should not communicate directly with the league or governing body personally.

Team Snap 24 Hour Game Rule – Parents are asked to contact the Head Coach if they change their child's availability within 24 hours of a game or Tournament – please let the Coach know rather than just changing Team Snap availability!

17. Tournaments

Tournament information including dates and costs can be found on the following websites:

WWW.EPYSA.org

WWW.GotSoccer.com

Welsh Cup

Haverford Soccer Club organizes and runs the Welsh Cup, a one-day tournament for boys and girls ages U9-U16 year, it is always the weekend before Thanksgiving.
2023 November 18 and 19.

All HSC teams at these ages are expected to attend this local event.
Each team must provide volunteers to assist in the running of this annual event as it is the major fundraiser for the club.

All Tournament Fees are paid for by the Individual HSC Team and not by the club.

18. State Cups

- National Challenge Series for U12–U19 Boys and Girls
Single elimination–Top 20 teams in EPYSA
- Presidents Cup Series for U13–U17 Boys and Girls
two or three game league and then single elimination
Teams ranked approximately number 20-40 in EPYSA
- Turkey Hill Challenge for U9–U17 Boys and Girls
A and B Division–two or three game league and then single elimination
- No roster changes can be made during State Cups
- No secondary players are permitted to play for their secondary team in a state cup game.

All State Cup registration fees are paid for by the HSC team and not by the club.

19. Use of Players from the Club or Secondary Players

Guest play- is not allowed for league play. If you are not on that requesting teams' official roster and not in the same club, you are not allowed to guest play on another team. The only way it is permissible is within the same club, and/ or playing up an age group.

Courtesy Rule – All teams considering using secondary players from HSC and/or another club for a Tournament or game should contact the head coach from the relevant team to ask about utilizing their players, so the Head Coach can make sure it does not conflict with any of their planned events. Coaches should not just contact players or their parents!

20. Travel Team Meetings

Travel team meetings are held twice per year and all teams are asked to provide least one representative to each meeting and they are traditionally held on the following dates