

# Pembroke Youth Soccer

## Coach and Player Selection Procedures

Last Updated: 2/24/2010

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# 1 Document Change History

Date	Change
9/22/2003	Combined "PYS Drafting Procedures.doc" and "Details Outlining The Evaluations.doc" to create this document. Added some of the obvious, previously undocumented procedures to make it more comprehensive. These changes incorporate the Evaluation Committee feedback from the summer of 2003 including revisions to mandatory playing time and process by which accommodations can be made for players not able to attend evaluations.
8/22/2004	Added section on pre-registration for players. References to selecting coaches at the October Board Meeting were changed to September. Updated sections on choosing select teams to reflect new goalkeeper requirements and to reflect the additional time the select coach now has to make discretionary selections. Updated Player Notification section to reflect new procedure. Updated Playing Time section regarding goalkeeper expectations. Updated references to U8 age group to reflect that there is now two distinct U7 and U8 age groups.
9/12/2006	Added verbiage so that select team coach candidates are asked about their child's ability. Added requirement that players be registered prior to the day of the evaluation. Added guidelines for resolving situations where there are too many coaches for an age group. Added section disallowing player trades. Revised goalkeepers field evaluation criteria. Top 50% of field players changed to minimum field player score of 3.25. Revised U10 Spring Draft procedure. No mandatory draft but re-draft still possible if conditions require it. Coach can force re-draft. Re-draft would be face down.
9/17/2006	Updated procedures for picking Select 1 and 2 teams to account for U12s playing 8 v 8 and having a smaller roster size.
9/19/2007	Corrected typo in the "Summary of Select 1 Team Composition" table to show it is the "Top" ranked keeper that makes the team, not the 2 <sup>nd</sup> ranked keeper.
8/17/2008	Revised U10 Fall and Spring Draft Procedure. Revised procedures for rating players and selecting teams. Revised sections regarding U12 and U14 select team composition regarding the coaches discretionary picks.
8/22/2009	Revised Fall Draft Procedure for U10, U12 and U14. Draft will be face up.
2/24/2010	<p>The following changes were made to the document:</p> <ul style="list-style-type: none"> <li>• Removed pre-registration and required all players to be registered prior to the evaluation.</li> <li>• Added a section regarding the timing of the evaluations. They will be the first Saturday after Labor Day.</li> <li>• Revised the section on evaluators suggesting the number of evaluators per field, timing of the evaluator recruitment process and having a pre-meeting on the evening before the evaluations.</li> <li>• Modified the number of coach's discretionary picks should the number of players for the team be modified by the board</li> <li>• Added average score for keepers and removed 'several weeks' for the time to consult other coaches in the selection of the 1 team.</li> <li>• Added section regarding the releasing of scores</li> </ul>

## **2 Becoming a Coach**

### **2.1 Non-Select Team Coaches**

Coaches should communicate their interest in coaching a fall or spring team by contacting the appropriate Division Coordinator or indicating their desire to coach on their child's registration form. The PYS Registrar will provide a list of coaching volunteers to the appropriate Division Coordinator. The Division Coordinators will select the coaches from the available candidates and recruit coaches as needed to fill vacancies. If there are too many coaches for any particular age division, the age group coordinator shall first try to resolve the situation by speaking with the coaches and asking if someone is willing to either co-coach a team or step down as a coach. If the coordinator is unable to resolve the issue, the executive board will choose coaches, taking into account the amount of soccer coaching experience, the level of coaching licenses, and the years of experience and level of commitment to PYS.

### **2.2 Select Team Coaches (U12s/U14s)**

During the spring season, PYS typically fields at least one select team in the Coastal Youth Soccer League (CYSL) Boys and Girls U12 and U14 divisions. This team usually competes in Division 1 against the top teams from other towns.

Coaches who are interested in becoming a Select Team coach need to submit a letter of intent and present it at the September PYS Board Meeting. The date, time, and location of this meeting should be posted on the PYS website along with information on the entire process. The U12 and U14 Division Coordinators should notify all their fall coaches of this process.

The letter of intent should detail the candidate's experience coaching or playing soccer, courses taken, what they can offer the players, and their team philosophy. The candidate presentations and selection process is usually the last order of business at the end of the board meeting. All prospective coaches should be asked if their son or daughter is capable of playing at a select team level prior to the board's vote. After all coaches for a particular position are heard, the candidates leave the room while the PYS Board of Directors (BOD) votes with the winner being determined by a simple majority. If a member of the PYS BOD is a candidate then they must also not be present when the voting takes place.

If a second Select Team is being fielded in a particular age group, then the Select 2 Coach will be chosen after the player evaluations at a special board meeting. This allows candidates to see if their children make the Select 1 Team.

### **2.3 Assistant Coaches**

The selection of an Assistant Coach at any level will be done at the discretion of the head coach. U12 and U14 Select Team Coaches should select assistant coaches after the evaluation process is completed.

## **3 Determining Teams**

The number of teams competing in the Fall and Spring seasons should be jointly determined by the Registrar and the respective Division Coordinator. The PYS BOD should be consulted if an agreement can not be reached. Factors determining the number of teams will include the number of currently registered players, anticipated late registrants (especially in younger age groups), quality of program (i.e. no over-crowding), field space, availability of coaches, and the MTOC roster limitations for spring play.

### **3.1 Determining if a Spring Select 2 Team will be Fielded (U12/U14)**

At the September PYS Board Meeting, it should be determined whether PYS will field a TRUE Select 2 Team for the U12/U14 division. This will be based on the talent pool available for that division and the total players enrolled for that division. The PYS BOD should take into consideration how fielding a Select 2 team will affect the remaining teams.

If a TRUE Select 2 Team is not fielded, the “2” team should be slightly stronger than the rest of the teams as this team will likely be seeded in a stronger division for the spring by the Coastal Youth Soccer League (CYSL).

## **4 Assigning Players to Teams**

### **4.1 Assigning Players - U6, U7, and U8**

In the U6, U7 and U8 divisions, players shall be assigned to teams solely by the Division Coordinator. Requests from parents to play with friends or to be on certain teams will be accepted and accommodated on a best effort basis. An effort needs to be made to keep teams as equal as possible so one-sided games are avoided. Factors that affect player distribution include the age/grade of the player and the girl/boy ratio of the division. In the U6, U7 and U8 divisions, the fall team/coach assignments typically carry over to the spring.

### **4.2 Player Draft – U10 Fall Season**

The goal of the Fall Season is for players to continue to learn the game, to improve their skills and to have fun playing soccer. Small-sided games where competition is equitable and the scores of the games are very close is the goal of the U10 Fall in-town league. It is strongly suggested that teams be right sized to a minimum of 10 and maximum of 13 players. Each Division Coordinator will schedule a draft with their coaches to determine team assignment. To help keep teams balanced, only parental requests for siblings to play together or extenuating circumstances will be considered (i.e. no requests for friends, coaches).

At the end of the previous season, the coaches at the U8 & U10 level will evaluate their players based upon the following criteria:

Players will be given a score for each category of 4 (always), 3 (most of the time), 2 (sometimes) or 1 (rarely). These rankings will be collected electronically by the previous year’s coordinator at the appropriate level (U10 boys, U10 girls, U8 coed) and passed on to the coordinator responsible for running the respective draft.

U9 (previous year U8)

- Displays the necessary skills for this level
- Has a positive impact on the game

U10 (previous year U9)

- Displays the necessary skills for this level
- Has a positive impact on the game
- Player understands the principles of attacking and defending, and the rules of the game.

Players will be ranked according to these scores, divided by age, ordered by score and separated into equal groups based upon the number of teams at this level (i.e. 120 players, 10 teams -> 10 groups of 12 cards). Each coach will select one child from each group to determine their players for the upcoming season. The draft should take place with the player cards FACE UP. The coach’s child will represent their selection for that age group / skill level combination. Should a coach and their assistant (who is identified prior to the draft) have children within the same grouping, that team would not select a player from the next grouping.

Players who are new to the program will be automatically categorized as ‘unknown’. An attempt to slot players who do not have a grade will be made by all of the coaches in attendance at the draft. If a consensus cannot be reached, the player will be categorized as ‘unknown’. Players with a ranking of ‘unknown’ will be evenly distributed across all of the teams in the level.

### **4.3 Player Draft –U12, U14 Fall Season**

The goal of the Fall Season is to have fun, small-sided games where the scores of the games are very close. Each Division Coordinator will schedule a draft with their coaches to determine team assignment. To help keep teams balanced, only parental requests for siblings to play together or extenuating circumstances will be considered (i.e. no requests for friends, coaches).

At the draft, the coaches first rank the players according to the guidelines below based on their prior experience with the players. Where possible, it may be helpful to rank players so the number of players in each group is evenly divisible by the number of teams.

#### **AA**

The top players (i.e. 1<sup>st</sup> round picks) will be identified based on the number of teams in the division.

For example, if there are 8 teams in the division, then the top 8 players for that division will be identified. This will help distribute the top players evenly. These players will be the first picks for each team.

#### **A**

These are the “select” players from the previous year or “club” caliber players

#### **B**

Somewhat skilled players, understand the rules and positioning

#### **C**

Players that still need development

#### **U**

These are the unknowns – new player to the league, etc

Once ranked, the draft takes place with player cards FACE UP. The coordinator should ensure that teams receive a fair distribution of older/younger players by grouping player cards by age/grade (reminder – FACE UP). The ranking of the coach’s and assistant coach’s players needs to be accounted for so this does not make the teams uneven. Assistant coaches must be identified prior to the draft and their child must be rated. There cannot be two AA players on a team to accommodate the assistant coach’s child.

### **4.4 Player Draft – U10 Spring Season**

The registrar and division coordinator will determine the number of Spring teams according to the guidelines previously set forth in this document. Additionally, because the U10 division plays 7v7 in both the fall and spring, the following benefits of re-drafting should be considered:

- Coaches will be better able to rate the players and ensure that level picked teams enter the spring CYSL season. This will ensure that players on weak fall teams are not discouraged and players on strong fall teams are appropriately challenged.
- It allows late registrants to enter the program which might otherwise be full.
- It allows PYS to “right size” our teams. In the fall there may have been an even number of teams created to facilitate scheduling of games. These teams may not have had the ideal roster size. There is no downside to having an odd number of teams in the spring CYSL season.

If it is determined that the same number of teams will be fielded in the spring, the coordinator will confidentially ask each coach if they want to re-draft or leave the teams as is. If any coach desires a re-draft, then all teams must be re-drafted.

If it is determined that a re-draft will take place, the spring U10 re-draft will be done face down according to the same protocol of the fall draft. The only exception will be all players will be evaluated by their coach from the fall season using the U10 guidelines state above.

## **4.5 Player Evaluations – U12 & U14 Select Teams Spring Season**

Player Evaluations is the tryout process PYS uses to determine which players will form its "Select Team" in the U12 and U14 age groups. These teams compete against other "Select" teams from other towns in Division 1 of the Coastal Youth Soccer League (CYSL).

The guidelines that show how field players are evaluated and scored is documented in a separate document called "*Select Team Field Player Evaluations*". The guidelines that show how goalkeepers are evaluated and scored is documented in the "*Select Team Goalkeeper Evaluations*" document. Detailed procedures on how the Division Coordinators tally the evaluation results are documented in the "*Guide for Properly Calculating Evaluation Scores*".

### **4.5.1 Player Registration**

All players who wish to try out must be registered with PYS prior to the day of the tryout. Registration with PYS on the day of the tryout will not be allowed.

### **4.5.2 Timing of the evaluations**

Tryouts should occur on the first Saturday after Labor Day. Both the boys and girls tryouts should occur on the same day. The group with the smaller number of combined registered players (U12 & U14 girls versus the U12 & U14 boys) should have their tryout in the morning with the other group in the afternoon, after the completion of joint keeper evaluations.

### **4.5.3 Who is Evaluating**

There should be at least 10-15 people evaluating each age group. It is suggested that each field have at least 3 evaluators. Coordinators should contact all board members and coaches (U10 and above) at least 2 weeks prior to the tryout to arrange for evaluators. The coordinators for each tryout should conduct a pre-evaluation meeting (two meetings: one for the boys tryout and one for the girls tryout) for evaluators on the evening before the tryout. The coordinators should review the scoring process and logistics for the next day.

Ideally evaluators will not have children in that particular age group but if enough evaluators cannot be found, they can participate. When evaluating their own child, they should indicate this on their form and no score should be entered. The coach for the select team may attend the evaluation but no scores from the coach may be used in the evaluation process.

### **4.5.4 Number of Players on Select Teams**

The standard number of players on a Select Team roster shall be 18 for teams that play 11 v 11 and 15 for teams that play 8 v 8. Situations may arise where it may be necessary to carry more or less players on the team. The PYS BOD must approve any changes to the size of the Select Team(s). If the size of a Select Team is changed and the number of players is increased, the additional players added will be at the discretion of the coach. If the number of players is reduced, the number of players automatically making the team will be reduced by the same number.

### **4.5.5 Choosing The Select 1 Team – U12 & U14**

The Select Team composition differs slightly depending on whether it is a U12 team that plays 8 v 8 or a U14 team that plays 11 v 11. Please see the table below.

After the evaluations, the Division Coordinator will notify the Select 1 coach of the players who automatically qualified for the team based on the evaluation scores. The highest scoring goalkeeper will make the team provided they received a score of 20 or higher on the keeper evaluations and an average score of 3.25 or higher as a field player. If no goalkeepers qualify, the next highest ranked field player will make the team instead. The coach will then have time to consult with other coaches and watch games to make their remaining discretionary selections.

<b>Summary of Select 1 Team Composition</b>		
	<b>U12 (8 v 8)</b>	<b>U14 11 v 11</b>
Field Player Automatically Qualified	11	13
Top goalkeeper if meets the minimum qualifications	Top ranked keeper or any player ranked between 12 - 15 field player	Top ranked keeper or any player ranked between 14 - 18 field player
Coaches discretionary picks **	2 from players ranked 12 – 30	3 from players ranked 14 – 36
Coaches last discretionary pick **	1 from any player who attended the evaluation	1 from any player who attended the evaluation
Total Players on Team	15	18

\*\* Any of the coach’s discretionary selections may also be from registered players who were not able to attend the Player Evaluations for extenuating circumstances. In this situation, a letter must be addressed to the PYS Executive Board stating the reason the player(s) did not make the evaluation. The PYS Executive Board will vote on each of the coach’s recommendations to determine whether the placement is justified based on the legitimacy of the absence and the ability of the player.

**4.5.6 Choosing The Select 2 Team – U12 & U14 (if applicable)**

The following procedure applies only if a TRUE Select 2 Team will be fielded. This is determined by the PYS BOD.

After the Select 1 Team has been determined, the Select 2 coach and Division Coordinator meet separately to pick the Select 2 Team. The Division Coordinator will notify the Select 2 coach of the players who automatically qualified for the team based on the evaluation scores. The next highest scoring goalkeeper will make the team provided they received a score of 20 or higher on the keeper evaluations and a score of 3.25 or higher as a field player. If no goalkeepers qualify, the next highest ranked field player will make the team instead. The coach will then have several weeks to consult with other coaches and watch games to make their remaining discretionary selections.

<b>Summary of Select 2 Team Composition</b>		
	<b>U12 (8 v 8)</b>	<b>U14 11 v 11</b>
Field Player Automatically Qualified	11	13
2 <sup>nd</sup> ranked goalkeeper if meets the minimum qualifications OR next ranked field player	2 <sup>nd</sup> ranked keeper or next highest ranked field player	2 <sup>nd</sup> ranked keeper or next highest ranked field player
Coaches discretionary picks **	2 from players ranked 38 or better	3 from players ranked 45 or better
Coaches last discretionary pick **	1 from any player who attended the evaluation	1 from any player who attended the evaluation
Total Players on Team	15	18

\*\* Any of the coach’s discretionary selections may also be from registered players who were not able to attend the Player Evaluations for extenuating circumstances. In this situation, a letter must be addressed to the PYS Executive Board stating the reason the player(s) did not make the evaluation. The PYS Executive Board will vote on each of the coach’s recommendations to determine whether the placement is justified based on the legitimacy of the absence and the ability of the player.

#### **4.5.7 Releasing of players scores**

Player scores are not to be released to anyone with the exception of the coordinator, Select team coach for the specific age group and the Executive Board.

### **4.6 *Player Draft – U12 & U14 Non-Select Teams Spring Season***

During the spring season, all U12 and U14 teams participate in the Coastal Youth Soccer League (CYSL). While the development and enjoyment of the players is still most important, it is a more competitive environment compared to the fall season since standings are kept and most of the games are against other towns.

Once the Select Teams are chosen (see “*Choosing the Select Team*” sections), each Division Coordinator will schedule a draft with their coaches to determine the team assignment for the remaining players. This should be done about a week before the target date for player notifications. At the draft, the coaches first rank the players according to the guidelines below based on their prior experience with the players. The coordinator can share information from the player evaluations when necessary to help in the ranking of the players. Where possible, it may be helpful to rank players so the number of players in each group is evenly divisible by the number of teams. To help keep teams balanced, only parental requests for siblings to play together or extenuating circumstances will be considered (i.e. no requests for friends, coaches).

#### **A**

These are the “select” players from the previous year or “club” caliber players

#### **B**

Somewhat skilled players, understand the rules and positioning

#### **C**

Players that still need development

#### **U**

These are the unknowns – new player to the league, etc

Once ranked, the draft takes place with player cards FACE UP. This will make it possible to keep players who have played together in the past on the same team. The coordinator will have each coach pick a number from a hat to determine who will have the first pick. The order will then be reversed on subsequent rotations. The coordinator should ensure that teams receive a fair distribution of older/younger players. The ranking of the coach’s and assistant coach’s players needs to be accounted for so this does not make the teams uneven. Assistant coaches must be identified prior to the draft and their child must be rated.

#### **4.6.1 Fielding a Weighted “2” Team**

Because of the size of the PYS program, the CYSL usually places our “2” teams in slightly stronger divisions than the remaining teams. To be competitive, it may be necessary to field a weighted “2” Team. If a weighted “2” Team is going to be fielded, the coach should be determined at the start of the drafting procedure by the coordinator, with all coaches present. When drafting a weighted “2” Team, the “2” coach should have the top 3 picks for the draft. The “2” coach should continue to stay in rotation so that the “2” coach is not in for the last three picks.

### **4.7 *Player Trades***

There is no trading of players allowed in any division after the teams have been determined. Exceptions will be made if there are extenuating circumstances and the coaches and the coordinators agree that the trade will not offset any of the teams. The exception will only take place if there is a majority vote by the coaches. The coordinator votes only in an event of a tiebreaker.

#### **4.8 Drafting Procedure Not Followed**

If the drafting procedure is not properly followed by the coordinator of the division and the coaches, then the draft will be deemed invalid by Pembroke Youth Soccer and the draft will be redone with a member of the Evaluation Committee or a member of the Executive Board present.

#### **4.9 Player Notification**

The U12 and U14 Select players should be notified on the second weekend of games after (upon the completion of games on that day) the evaluation via a posting on the organization's website. Coordinators will then begin the recruitment process for coaches for the remaining teams. Each group will conduct their draft within 3 weeks of the notification of the Select team. Coaches for the remaining teams should call or e-mail their players within 48 hours of the draft and the team should be posted on the website within 72 hours of their selection.

#### **4.10 CYSL Division Placement Requests**

If the Division Coordinators have any concerns about where a team will likely be placed in the CYSL, they should communicate this to the PYS Coastal League Coordinator. Examples of situations that should be communicated include:

- a Select Team that does not have any club players or players of a similar caliber.
- a team or age group that has traditionally done poorly and the trend is expected to continue.
- plans to field unweighted "2" teams.
- plans to field a full Select 2 Team.

In these cases, the PYS Coastal League Coordinator may be able to get these teams placed in a division more appropriate for their level of competition. These concerns should be communicated prior to December 1<sup>st</sup>.

### **5 Playing Time**

All players, regardless of practice attendance or performance are entitled to receive a certain amount of playing time:

- ❖ The minimum playing time during the Fall season for all divisions is 50% (half a game).
- ❖ The minimum playing time during the Spring season for U6 through U14 non-select teams is 50% (half a game).
- ❖ The minimum playing time during the Spring season for Select Teams is 20 minutes per game.
- ❖ Goalkeepers who qualified for a Select Team via the goalkeeper evaluation process will be expected to play at least 50% of each game in net.

Additionally, every player is entitled to equal participation during scrimmages and practices.