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Purpose of this Handbook:

The primary purpose of this handbook is to provide Hagerstown Soccer Club Coaches, Assistant Coaches, Managers, Players, and Parents basic information, guidelines, procedures and bylaws of the Hagerstown Soccer Club.

This handbook does not replace any Maryland State Youth Soccer Association (MSYSA), or United States Youth Soccer Association (USYSA) policies and procedures. It is the responsibility of the Hagerstown Soccer Club coaches, assistant coaches and managers to ensure that the all policies and procedures (HSC, MSYSA, & USYSA) are followed at all times. Should there be any questions regarding policy or procedure, please contact the Hagerstown Soccer Clubs Board of Directors.

It is requested that all Hagerstown Soccer Club Coaches, Assistant Coaches, Managers, Players, and Parents provide continuous feedback to improve and maintain this handbook. Please submit you comments and suggestions to the Hagerstown Soccer Club Board of Directors.

Club Purpose and Philosophy:

The Hagerstown Soccer Club is a non-profit soccer club affiliated with the Maryland State Youth Soccer Association (MSYSA) that seeks to develop advanced soccer athletes from Washington County and the surrounding Tri-State area in a positive environment that challenges each player to their highest level through fair and open evaluation. The objective of the Hagerstown Soccer Club is to provide for youth to learn teamwork, skill development, including responsibility, sportsmanship, determination, persistence, competitiveness and friendship. The club teams are designed to give players the opportunity to play against higher competition levels through league and tournament play, while improving their individual skills playing as a team. The Hagerstown Soccer Club is not affiliated with any local soccer organizations and was not conceived to compete against other organizations. The Hagerstown Soccer Club is committed to maintaining full cooperation and coordination with other local and regional associations. The club encourages the best players from all leagues in the tri-state area to try out for the club teams.

Team Names

In February 2002 the HSC board of directors approved one nickname for the boys program and one nickname the girls program. The girls' teams will be known as the Hagerstown Freedom and the boys' teams will be known as the Hagerstown Revolution. To identify individual teams a two-digit year designation will be added to the name, which will signify birth year, i.e. Hagerstown Freedom 91, will represent the team with players that have birth dates from August 1, 1991 to July

31, 1992. All teams that were established before 2002 were grandfathered from this change. Current club teams had the option to keep their current nickname, use the new nickname with their old nickname as a sub-name or move to the new name with the year designation. Some teams kept their old name, some moved to the new name with their old name as a sub-name, and some moved to the new name and dumped their old name. New teams formed will not use other nicknames in conjunction with Freedom and Revolution.

Club Colors

Forest green, white and black.

Club History

The Hagerstown Soccer Club was formed in 1989.

Board of Directors

The HSC board of directors actively coordinates the activities of all its teams, members, and staff. The Board of Directors of the HSC maintain decision making authority over Club operations that include coaching appointments, player evaluation and assignment, leagues of play for club teams, participating tournaments, public relations and finances.

The Board of Directors shall consist of the President, Vice President, Secretary, and Treasurer and the Director of Coaching.

President – Presides at meetings of the board. Supervises the functions of HSC committees and see that all HSC policies are observed. Is authorized to sign contracts, etc. on behalf of HSC. Cosigns checks.

Vice President – Works with other officers and committee chairman. May cosign checks. Presides over meetings when President is absent.

Secretary – Records minutes of meetings. The Secretary is responsible for correspondence to and from HSC.

Treasurer – Signs checks as directed by the board. Reports on the financial status of the club and keeps all financial records.

Director of Coaching – The director of coaching is responsible for all the coaching staff. Oversees and organizes all educational programs to include, coaching curriculums, coaching clinics featuring game related topics, individual coaches' development, and to work closely with all coaches providing specialized team training, if necessary.

The Board of Directors will appoint several directors to assist in the “day-to-day” operations of the club. A member of the board of directors may also hold one or more appointed directorships.

Directors Appointed by the board

Tournament Director – the tournament director is responsible for obtaining permission to host and all tournament related issues.

Facilities & Field Equipment Director – the facilities director is responsible for maintaining fields and field equipment (field paint, goals, nets, corner flags, etc.). The director is responsible for assigning each team of the club the responsibility of maintaining lines on each field during the course of any given season.

Uniform & Merchandise Director – The Uniform & merchandise director is responsible for all club related equipment, uniforms, apparel and all other Freedom and Revolution merchandise.

Public Relations Director – Responsible for all marketing and news worthy information gets distributed to the news media, general public and club members.

Sponsorship Director – Responsible for obtaining and retaining all sponsors.

Website Director – The Website Director is responsible for maintaining all club websites.

Fund Raiser Director – responsible for coordinating all club fundraising efforts for club and team related expenses.

Club Registrar – Coordinates player and team registration.

Members

Members of the club shall consist of players and parents/guardians of participating players, HSC coaches, and volunteers.

Anyone interested in becoming members of the club for the forthcoming year must participate in the annual open selection and evaluation process known as “Try-outs.” Tryouts will be held annually the first and second full weeks of June. Membership to the club is on a yearly basis, the seasonal year is from August 1 to July 31.

After a season starts, a player may withdraw from the program at anytime. The coach shall immediately notify the Board of Directors.

Each member player is required to be registered and rostered with the MSYSA as a primary player. This will allow this player to participate with the HSC team at State Cup competition and emphasize the commitment by the player to the HSC team.

When a player decides to be rostered with additional teams, the HSC player must be registered as a secondary player with the MSYSA. It is the responsibility of the HSC player and parents to ensure all MSYSA, League, and Club policies are adhered to. It is imperative for multiple rostered HSC player understands that their club team takes precedence over any other soccer team.

The club does not discriminate due to race, color, religion, or political belief.

The board shall have the authority to suspend or expel any member whose conduct is considered not in accordance with HSC policies.

Club Orientation and General Club Meetings

The club will host a yearly club orientation meeting for all new club player and parents.

The Board of Directors will meet monthly on the second Thursday of each month. The President determines the meeting place. Each team must have a representative present at all club meetings. All meetings are open to coaches and members unless it is a closed meeting determined by the Board of Directors.

Agenda's and minutes of a regular board meeting will be recorded and available to the membership upon request or viewed on line at any of the club's websites.

Proposals regarding club policy and procedure may be introduced by any club member and submitted in writing to the board of directors prior to any of the regularly scheduled board meetings.

Leagues of Play

The approved leagues of play that the club teams participate are: CMSSL (Central Maryland Short Sided League), WAGS (Washington Area Girls Soccer), BBSL (Baltimore Beltway Soccer League) and ultimately we would like all the boys' teams to play in NCSL (National Capital Soccer League). All the leagues are premier soccer leagues that promote travel soccer with MSYSA & VYSA (Virginia Youth Soccer Association) soccer clubs. These leagues are the premier soccer leagues in the Mid-Atlantic Region and they provide the top competition. All these leagues have several divisions, each league try to place the team into the correct division based on the teams experience. As the teams participate in league play teams can move between divisions from season to season or year to year. Typically, the two top teams from each division move up to the next division and likewise the two bottom teams in a division will move down.

Boy's Teams:

U9 play in CMSSL.

U10-U19 play in BBSL or NCSL

Girl's Teams:

U9 & U10 play in CMSSL

U11-U19 play in WAGS or BBSL

Player Selection Process

Any and all HSC member players and those interested in becoming members of the club for the forthcoming year must participate in the annual open selection and evaluation process known as "Try-outs." Tryouts will be held annually the first and second full weeks of June using the following format:

U9 & U10 Consecutive Mondays

U11 & U12 Consecutive Tuesdays

U13 & U14 Consecutive Wednesdays

U15-U19 Consecutive Thursdays

Players wishing to join the club should attend both tryout days but it is not mandatory that a player attend both and a coach cannot neglect selecting a player based solely on tryout attendance.

For all age groups, players are required to be evaluated with their proper year group. Players are objectively evaluated to determine their potential to become members of the Club for the coming year. Players are trying out for the club and not a particular team or coach. The age group head coach has the ultimate responsibility in selecting players with the assistance of other HSC coaches. No players will be invited to join the club prior to a fair evaluation. Therefore, teams wishing to add players for spring season must have an individual or group tryout at the coach's discretion.

Players who are unable to attend tryouts due to injury may be considered and invited to join a team by the age group head coach. This invitation must be based upon the head coach's knowledge of the player's ability and/or recommendations from other HSC coaches. The age group head coach may also decide to wait for the injured player to recover and offer this player to join a team practice for a tryout. In either case the Board of Directors must approve an invitation to join the club.

Players are required to play “on age” unless there is not a team for a particular age group. Only the Board of Directors will make the decision if a player can play up if there is a “on age” team for a player. If the club allows a player to play up it is not a permanent decision. Therefore, any player playing up in age may be asked to remain in the same age group the following year. The Board of Directors will review that player the following year and assign that player in the best interests of the player and club.

The Club is committed to selecting the best players available. Where both ability level and commitment warrant, the Club may annually support “B” teams. This means that if there is enough interest and talent two teams will be fielded at a particular age group. It is the goal for the club to field the best team possible using the best players while any remaining players being placed on the “B” team. The director of coaching along with the head coaches will agree on player placement with the best interest of all parties involved. If there is more than one team within the same age group then color designations (green, white, black) will be assigned to each team for identification purposes.

Registration for tryouts will be available online at the club websites or players can register the day of the tryout at the field.

Players will be notified by letter the results of their evaluation within one week of the last tryout date.

High School aged teams formed for the spring season will hold tryouts following the high school season for teams and players that chose to sit out the fall season due to high school commitments. Try out information will be posted on the club websites in October as well as being distributed to each of the county high school coaches.

The director of coaching will appoint a try-out committee that will assist in running the annual try-outs.

Tryouts are open to all players, including players from other clubs, and each team will go through the try-out or re-selection process every summer.

Number of players selected per team

U9 & U10 teams play 7 vs. 7 during league play. These short-sided teams can have a maximum roster of 14 players. U11 & above play full sided games (11 vs. 11) and can have a maximum roster of 18 players. The number of players selected to a team is based on individual skill levels and not to maximize a roster. As a general rule a minimum of 10 players will be selected for short-sided teams and a minimum of 15 players for full-sided teams. However, it is the head coach’s decision on how many players he/she wants to carry on the roster. Again, players are selected on potential and skill level and not to fill the roster.

Player Acceptance

At the conclusion of try-outs, the age group head coach will collect all player evaluations and determine his/her final player selections. These selections shall be provided to the HSC secretary and the secretary in turn will generate the acceptance letters. All players who attended try-outs will be notified of the final team selection.

Players will have until July 1st to accept or decline the invitation to join the club and the associated team.

A player may accept an invitation to join the club via regular mail or via the club websites using the player acceptance process. It is strongly suggested that players use the web acceptance process. This process allows the HSC to collect all the necessary information to identify uniform orders, generate registration forms, and team rosters.

Coaches will be able to monitor players who have accepted invitation to join the club using the club websites.

A single "in Person" registration will be necessary for final registration. The club will designate 3 days where the players will need to bring their medical release form, MSYSA Membership/Player Registration form, contact information, two 1 x 1 pictures and original birth certificate or passport to be viewed by the club registrar.

Player Fees

Each player joining the club will pay \$75 to the club which will be used for club expenses. All other fees will be based on the number of players selected to an individual team and correlate with team expenses set for the forthcoming year, these fees typically range from \$100-\$200.

The Hagerstown Soccer Club has a payment plan that allows families to spread the cost of participating with the club. The plan allows for four equal payments due on July 1, August 1, and September 1. Teams participating in only the spring season will have a payment plan available of December 1, January 1, and February 1.

It is the responsibility of each family to contact the Board of Directors in writing to request any other payment plan.

Anyone that does not meet their financial obligations to the club may be disallowed to participate with the team until debts have been paid.

There are no refunds on fees paid to the club for HSC player fees, team fees, uniforms, apparel, personal equipment or any other fees collected by the club.

Team Registration Procedures

All teams belonging to the Hagerstown Soccer Club must be properly registered with the MSYSA.

All players shall have liability waivers and medical release forms signed by the player and the players' parent or legal guardian before they may participate in any HSC activities.

The club will set player registration days in July or August. Each player will need to bring 2 - 1"x1" pictures (pictures will not be returned) of themselves for the player cards along with their original birth certificate or passport for the club registrar to verify.

Team managers or coaches completing the initial team registration must have the following for the Registrar. From each player: Original birth certificate or passport, USYSA Player pass with 1x1 glued photos, Completed Membership/Player Registration Form plus one copy. For adult team officials: Adult Registration form plus two copies and Identification card with 1x1 glued photos. Team: Original roster plus four copies, Computer disk containing the team database file, Registration fee of \$200 for full-sided 18 player rosters or \$145 for a small-sided 14 player rosters payable to MSYSA.

Adding Players

Any HSC coach that wish to add players to their teams (outside the yearly club tryouts) must conduct a tryout process for the player(s). This tryout may be conducted at a practice or non-league game. The team coach or manager is responsible for completing all the necessary paper work and getting it to the club registrar. The proper paper work needed to add a player: Original roster (both pages) with added player hand written in black ink plus four copies, original birth certificate or passport of the player, USYSA player pass with 1x1 glued photos, completed Membership/Player Registration form plus one copy, registration fee of \$10.50 per player after reaching roster size limit.

HSC players on multiple HSC teams

If an HSC team is in need of player(s) they may use players from other HSC teams only if there are no conflicts with the primary team and the players must make the primary team their first priority.

The HSC coach wanting to use an HSC player from another team must first contact the player's primary HSC head coach to announce the intent to invite the player to join his or her team either as a multi-roster or guest player. This notification is common courtesy and is performed prior to inviting the player. This notification allows the primary head coach to learn if there are any potential team conflicts for the player. A HSC head coach may not disallow a member of his or her team to participate for another HSC team if there are no conflicts.

HSC teams may invite other HSC players to temporarily join his or her team for tournaments (except state cup) as a guest player or multi-roster player.

Multi-Roster Players (secondary players)

Under USYS and MSYSA rules, a player has the right to be concurrently rostered to more than one team. The player can be a secondary (Multi-Roster) player on any number of teams but can only be a primary player on one team. Only primary players can participate in State Cup competitions. Teams containing multi-roster players are eligible to compete in state cup competition but multi-roster players cannot participate. Most leagues have further restrictions that would preclude playing for more than one team within the league. There may also be restrictions on participation in tournaments, which should be investigated at the time of application. Players must indicate in the appropriate sections of the MSYSA Membership/Player Registration form and Player/Team status forms any affiliation with other teams.

Guest Players

HSC teams may invite other HSC players or non-HSC players to temporarily join his or her team for tournaments (except state cup) as a guest player. All guest players must be properly registered through the club registrar following MSYSA procedures. For carded guest players a completed MSYSA tournament guest player form plus two copies and the player pass must be presented to the registrar. For guest players that are not carded players a completed MSYSA guest player registration form, MSYSA fee of \$10.50 per player and a stamped envelope. The player or HSC team must pay the guest player fee at the time of registration payable to MSYSA.

Releasing Players

The player may choose to be released from the team at any time and for any reason. Team officials cannot refuse to release a player. A player may be release involuntarily only for the following reasons: the player has violated rules of US Soccer, USYS, or the MSYSA, the player has moved beyond a reasonable distance as defined by the MSYSA, or the player is injured in such a manner that he or she will not be able to participate for the remainder of the season. In the case where team rights are in question, MSYSA permits the involuntary removal of a player from a team if the player, player's parents or guardians, or anyone associated with the player are a disruptive influence. Requests for this type of involuntary release must be submitted in writing to the MSYSA Board of Directors with a copy to the player's parents/guardians by a team official for approval.

If a player requests a release a completed Player/Team Status form plus 3 copies with release section completed must be submitted to the registrar. Player or parent/guardian must complete the reason for the release. Original Roster plus four copies, USYSA Player pass, stamped envelope addressed to player's parent/guardian.

Please see the MSYSA Players Rights and Obligations form for any further clarifications regarding player releases.

Player Transfer

While a player may leave or join a team at any time there may be restrictions on joining another team, generally transfer restrictions are defined in league rules.

A player requesting a transfer from an HSC team will be granted his or her release after all fees owed to HSC are complete and any equipment loaned to the player from HSC is returned.

If a player is transferring to a HSC team a copy of release (Player/Team Status form) from the prior team is needed plus the original roster (both pages) with added player hand written in black ink plus four copies, USYSA player pass, Player/Team Status form plus 3 copies with transfer section completed, and the transfer processing fee of \$5.50 per player payable to MSYSA.

Recreation Soccer Policy

The player has the right to play for as many teams as he or she desires. However, players are required to make the HSC team a priority and attend every practice session and every scheduled game. Attending a recreation game, scrimmage or practice over a club game, practice or scrimmage is unacceptable. Practice time will correlate with playing time at the coach's discretion.

Playing time

There is no guarantee of playing time. At the premier level, playing time is something that must be earned. It is the incentive and reward for demonstrating the highest skill level, game knowledge and ability during practice and games. Playing time is at the sole discretion of the coach and is based on the coach's assessment of the player's performance during practice and the player's demonstrated ability to use their ability, skills and game knowledge to benefit the team in game situations. At the younger ages, coaches are encouraged to give all players as much opportunity as possible to demonstrate game worthiness.

Team Practices

Each team will practice twice a week for one and half or two hours. The head coach for each team selects the nights the team will practice with the approval of the Board of Directors. Team practices will concentrate on player skills and team formations.

A head coach may cancel practice due to inclement weather, field unavailability, team rest period, or other appropriate circumstance.

Game Schedules

Each league prepares schedules based upon the number of teams in that specific age group and division. All HSC teams must be prepared to play games on both Saturdays and Sundays. Occasionally, it may be necessary to play a game on weekdays. Head coaches are required to provide their leagues with any potential conflicts that may interfere with game days as far in advance as possible. Each league tries to accommodate team conflicts as best as possible.

On occasion, the leagues may cancel all games due to severe weather conditions throughout the area. The facilities director may cancel games due to home field conditions and must notify the league and head coach. Otherwise the games go on as scheduled.

Tournaments

The club will host two premier tournaments each year that are no charge to club teams, they are the Hagerstown Lions Club Shoot Out Columbus Day Weekend and The Mason Dixon Cup held in June. Each team will be responsible for providing workers for various tournament duties.

Included in the team budget are in six tournaments throughout the year, the two home tournaments and 4 away tournaments. Each individual team is responsible for registering for the tournament of the team's choice. However, teams are encouraged to participate in the same away tournaments making it easier for families with multiple children in the club as well as giving the club more presence at the tournament.

Suggested Fall Tournaments (away):

The Washington Fall Classic in Germantown, MD over Labor Day weekend.

The South Penn Fall Classic in Gettysburg, PA the 2nd week of November.

Suggested Spring Tournaments (away):

PWSI Icebreaker in Woodbridge, VA held the 2nd to last week of March.

Atlantic Soccerfest in Virginia Beach, VA over Memorial Day Weekend.

Permission to Travel

Each team traveling to a tournament outside the state of Maryland must complete the USYSA application for travel form plus two copies thirty days prior to the tournament date. Also needed are three copies of current team roster, three copies of any required guest player permission forms, copy of approved permission to host form from tournament, two stamped envelopes, and \$5.50 application fee payable to MSYSA. If the application is within 30 days of the tournament date the fee is \$22.00.

State Cup

All club teams that are eligible may participate in State Cup competition. For a player to be eligible for State Cup play they must be listed as a primary player for the participating team. Teams are responsible for paying for their cup fees which is currently \$125-\$275 depending on advancement.

Uniforms

The Hagerstown Soccer Club will use one uniform for all club teams. The board of directors will decide which uniform and brand is chosen. The club will use the chosen uniforms for a minimum of 2 years unless the uniforms have been discontinued.

The home uniform will consist of green shorts, white jersey and white or green socks. The away uniform will consist of green shorts, green jersey and green socks. However, players are required to have both jerseys at each game in case of a conflict. Jerseys must be tucked into shorts whenever a player is wearing the uniform (not just during the game).

Sliding pants should be black, white or green in color and should not extend below the uniform shorts.

Uniform socks must be pulled up entirely and always cover the shin-guards.

Long-sleeved shirts or turtlenecks worn under the uniform must be white.

Goalkeeper Jerseys with the team and club logo can be purchased through the club websites or contacting the Uniform and Merchandise Director.

Each player will be responsible for purchasing his or her own uniforms. The club will make available a "Uniform Kit" that will include one pair of green shorts, one pair of socks, one white jersey, one green jersey, sweat suit, and team travel bag. A player is only required to purchase the entire uniform kit when they first join the club or if there is a uniform style change. Otherwise, a player can order replacement uniform items as necessary.

Additional uniform items, apparel, and other merchandise may be purchased through the club websites or contacting the Uniform and Merchandise Director.

Club Patches

The club will pay for and provide both the girls and boys program with a club patch to be exchanged as a gift to opposing teams at tournaments. Each team is allocated 288 patches for the year, which allows for 18 patches per game for 16

tournament games. If a team needs more patches they may purchase them from the club at cost. Contact the Uniform and Merchandise Director prior to tournaments to receive the appropriate number of patches.

Soccer Balls

HSC provides each team with two game balls for the soccer year. These balls are to be used for games only.

HSC does not provide team coaches with practice balls or bags. It is the responsibility of each coach to ensure that each player brings a ball to practice or the coach provides his or her own practice balls.

Under 9 through Under 12 teams use number 4 balls. Under 13 through under 19 use number 5 balls.

The Hagerstown Soccer Club does sell logo balls with the Hagerstown Freedom, Hagerstown Revolution and Hagerstown Soccer Club shield. These may be purchased through the club websites or contacting the Uniform and Merchandise Director.

Indoor Soccer

The cost of participating in an indoor program is not a part of the players' annual fees. Indoor Soccer includes U.S. style indoor soccer using walls or Futsal. Futsal is played on a basketball court and uses lines as boundaries, which encourages more skilled play.

The fall season will go into the second week of November. The teams will be off from league play and practice from Mid-November to the end of February. Practice will begin in March with league games typically beginning the last weekend of March.

Between the fall and spring seasons, a HSC team may or may not participate in an indoor winter program. It is the team's head coach's prerogative to make this decision. Furthermore, the head coach must make it available to all players and not a select few. The player has the right to decline indoor soccer without penalty. Head Coaches need to take into consideration that players may require rest between fall and spring seasons and that players may also participate in other winter sport programs.

Coaching Accreditation & Club Sponsored Courses

All coaches are encouraged to pursue coaching courses to further their soccer knowledge and education. All Hagerstown Soccer Club Coaches are required to complete at minimum the MSYSA E & F courses or equivalent and work toward earning the State D license and beyond. In cooperation with the MSYSA, HSC will host E & F courses at the soccer club. Coaches will be reimbursed for coaching courses upon certification. Attaining a recognized soccer-coaching license is considered an important credential.

Coaching Assignments

Each coach is a volunteer. Anyone interested in coaching a club team must submit their request in writing to the board of directors for approval. Coaching Assignments are made and announced by the board of directors prior to the start of the forthcoming soccer year. All coaches are reviewed annually.

The head coach of each team may choose assistant coaches and a team manager with the approval of the board of directors. The head coach will have overall responsibility for their team, and her or she should be the first contact in the event of a problem. Head Coaches are the leaders of the team and are responsible for team discipline, player positioning, practice, organization, game strategies, playing time, and player development. They set an example for the players and should think of themselves as representing the players and club, at all times.

HSC coaches are expected to be present and on time to every team practice. If a head coach is unable to be present, he/she must make the appropriate arrangements to ensure another qualified individual conducts practice. This could be an assistant coach, coach from another HSC team or parent that is qualified to conduct practice.

Coaching Philosophy

The main objective of the HSC is to provide an environment for young players to develop their skills, tactical awareness, sportsmanship, and leadership through competitive play and training. Coaches are to emphasize individual skill development while at the same time encouraging a team concept. Soccer is a sport that lends itself to a variety of training and tactical methods. Coaches are encouraged to seek out and keep up with new methods and coaching trends. Last, but not least, coaches are to make sure that playing the game is fun and enjoyable and leaves the player wanting more.

Coaching responsibilities and Guidelines:

Coaches must know the laws of the game.

Coaches must show respect for officials.

Coaches will demonstrate fair play and good sportsmanship.

Coaches will not use foul or abusive language.

Coaches will control players and spectators.

Coaches must ensure your players enjoyment.

Coaches must provide the best training.

Develop each player to be the best he/she can be.

Refrain from damaging the goal areas through excessive use during practice.

Help players and parents understand the individual and team goals relative to soccer development each season, paying particular attention to helping the individual player recognize and identify their own strengths and weaknesses, along with ways to apply and improve on them.

Avoid sharp criticism of players.

Attend any coaching clinics or meetings set by the director of coaching or MSYSA.

Ensure that all paperwork is completed in a timely manner and submitted as required with the HSC, MSYSA, and participating league. This includes MSYSA registration and player cards, MSYSA Roster, participating league registration, player contracts, parent contracts, and coaching contracts.

Ensure that all player's and parents have received and understand the player's rights.

Collect all club and team fees and disperse funds according to payment schedules.

Complete & submit all tournament entry forms, fees and any permission to travel forms.

Uniform orders & fees coordinated with the equipment manager.

Ensure that at least one representative of their team (themselves, team manager, assistant coach or parent) attend the Hagerstown Soccer Club board meeting which is the second Thursday of the month unless otherwise advised.

Ensure that at least one representative of their team (themselves, team manager, assistant coach) attend any league meetings deemed necessary by participating league.

Comply with all rules regarding registration, transfer and release of players as set forth by the MSYSA and standards of conduct.

Refrain from recruiting carded players from another club in accordance with MSYSA rules.

Ensure that your team parents are informed of club activities in order to volunteer their services for club sponsored tournaments, fund raising, and other club events as they arise.

Any form of verbal or physical misconduct or any unruly or unfair behavior from a coach toward officials, players, or parents is grounds for dismissal after a review from the board of directors.

Parents and players that have concerns with a particular coach and his/her coaching practices must submit their concerns in writing to the board of directors.

Coaches are observed and evaluated on a seasonal basis by the director of coaching. The Director of coaching will report to the board his opinion of the coach's fitness to coach within the guidelines and philosophy of the club. This assessment will be based on observations of the coaches demeanor, handling of the players, preparation for training, practices, games, game strategy, fulfillment of the responsibilities listed and any other pertinent factors. The board will then vote to approve the coach or not, taking any actions it deems necessary to further investigate or confirm the observations of the director of coaching.

Coaching Attire

Coaches are expected to present a positive coaching image. If funds are available, the club will provide the coaches coaching apparel that may include staff shirts, T-shirts, jackets, sweat suits, hats, etc. Otherwise, coaches are encouraged to purchase Hagerstown Freedom or Hagerstown Revolution apparel from the uniform and merchandise director.

Assistant Coach

It is desirable, although not always possible, to have at least one assistant coach for each team. Soccer experience or knowledge is nice but not necessary. The team head coach recruits and supervises any assistant coaches. The assistant coach must complete and abide by the HSC Coaching contract.

Assistant Coach Responsibilities

Assist the head coach in all aspects of coaching the team.

Assist the team manager as necessary.

Team Manager

The team manager is an invaluable member of the team organization. The team manager handles many of the administrative aspects of the team, such as uniform orders, team telephone lists, game refreshment organization, tournament registration, travel plans, and other items to help the coach. The team head coach supervises the team manager.

Team Manager Responsibilities

Attend Hagerstown Soccer Club board meeting during season when coach cannot attend (2nd Thursday of every month)

Attend league meetings when necessary.

Know all league and tournament policies, rules and regulations and being familiar with the special rules for each event.

Confirm scheduled league games with opposing team manager or head coach.

Check the eligibility of all team members, including opponents.

Maintain team book with all team member ID cards, registration forms, and medical release forms.
Bring book to all league games and tournaments for eligibility check.

Keeping team members informed as to the date, time, and place of scheduled games along with meeting time and place for travel to away games and tournaments. Organize team car pools when necessary to ensure players are present at games and make sure that every parent has proper directions to fields.

Maintaining frequent contact with the league in regards to schedules, results, and especially rescheduling of postponed games.

Encouraging a high degree of sportsmanship among team members and families before, during, and after the game.

Maintaining current addresses and telephone numbers with the entire team. Organize and maintain team "phone tree".

Add or delete players to the team roster and ensure proper information is submitted to the League.

Organize periodic team social events.

Ensure medical equipment is available at each game.

Fields

The Board of Directors determines the fields of use for practice and games. Teams using the HSC facilities are required to maintain the fields in first class conditions. HSC asks each team to always observe, and remind others to observe the following:

Whatever a team brings to the field, take it home with you at the end of the day. Do not leave trash laying on the ground, please discard it in the trash cans.

Please be considerate of field neighbors, we need their good will.

Please be especially careful and drive slowly when entering and leaving the complex, good soccer players are hard to replace.

Cars should park in designated parking areas.

Soccer nets and goals are expensive treat them with respect.

Refrain from damaging the goal areas through excessive use during practice.

First Aid Kits

First aid kits are provided to each team for the soccer year. The first aid kit is stocked with a variety of medical items. If any of these items are depleted during the year, it is the responsibility of the head coach or team manager to contact the club for replacement items.

Fundraising

Soccer enjoys a reputation of being less costly than many other sports. Yet when you reach the premier club level costs add up. There are significant costs associated with running our soccer complex and traveling to tournaments. Occasionally the teams have benefited from contributions and sponsorships from businesses and friends of the club.

Teams are encouraged to use fund raising to offset team costs. The less money that comes from the members pockets the better. The club's Board of Directors must approve fund raising.

The club will also make available other avenues for which teams can raise funds to cover the costs of team expenses. These fundraisers will be chosen by and administered through the Fundraiser Director.

Corporate Sponsors

All teams will work toward getting corporate sponsors that will be divided among all club teams to be used for league fees, referee fees, tournaments fees, etc. The club will have three different levels of corporate sponsorships, which are Silver, Gold and Platinum. The club will promote these businesses on a patron board at the club and on the club websites by category; Bronze under \$250 contribution, Silver \$250 contribution, Gold \$500 contribution, Platinum \$1000 or greater.

Medical Release Forms

Each player is required to have a parent or legal guardian complete and sign a medical release form. The purpose of this form is to authorize emergency medical treatment. This is for the protection of the parents, players, coaches and HSC staff members.

While HSC continues to stress safety for our players, there is always a possibility of an injury. Therefore, forms must be completed and signed. This will permit the coaches to immediately take the injured player for medical treatment. Failure to sign the form will result in the player not being permitted to practice or play.

Insurance

The insurance provided through the MSYSA affiliation may change in its exact coverage from year to year. The precise terms of the insurance coverage are set out in a master policy available at the MSYSA. In general, the MSYSA insurance provides coverage for all players registered with the United States Youth Soccer Association while participating in sanctioned play or practice under the supervision of an authorized official, while traveling directly to and from player practice, and while participating in other scheduled group activities under the direct supervision of an authorized official. The benefits provided include accidental death benefit and accidental medical expense benefits. There is the expected amount of insurance exclusions, limitations, etc.

Drug, Tobacco and Alcohol Policy

It is the firm commitment of the Hagerstown Soccer Club to take an active role in the prevention of drug, tobacco, and alcohol abuse. HSC policy is no drugs, no alcohol, no smoking or destructive behavior. The club will involve it with the player and parents any time that a situation has an impact on the club or its members. It is important that the club is able to trust its players to obey club rules. Violation of this policy may be the basis for suspension or dismissal from the team, or for requiring that player to return home early from an out-of-town tournament or game. As our players get older, they are expected to be positive role models for the younger players, not only on the soccer field, but also in areas of social behavior. This same policy applies to all HSC coaches and staff.

Code of Ethics

The Hagerstown Soccer Club strives to provide its players with the highest level of coaching and participation in league play. If a current HSC coach believes that the club is not providing this service to HSC players they must inform the board of directors.

In no way should a coach of any HSC team recommend for any HSC player to tryout for different club playing with the same league of play regardless of what division the other club may be playing.

If there are opportunities for HSC players to play at a higher level (playing in a regional league or a league that club teams are not participate) then it is appropriate to inform players of those opportunities.

Problem Resolution

Players and families should look first to the head coach for handling of any problems that may be encountered. If, after consulting with the head coach, it is felt that additional attention to the problem is needed, then the matter may refer to the Board of Directors. For the Board of Directors to review any problem, it must be submitted in writing. The HSC Board of Directors is charged with the responsibility for investigating internal club complaints and disciplinary problems. When problems are referred to the Board of Directors, a hearing may be held and appropriate remedial measures may be directed.

Final Statement

As Stated on page one it is requested that all Hagerstown Soccer Club Coaches, Assistant Coaches, Managers, Players, and Parents provide continuous feedback to improve and maintain this handbook. Please submit you comments and suggestions to the Hagerstown Soccer Club Board of Directors.

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