



Tomah Youth Soccer Association (TYSA)

P.O. Box 233 Tomah, Wisconsin 54660



TYSA Policies and Procedures

1. Registrations:

- a. Registration shall take place in January for the spring season and in August for the fall season. Dates and locations for registration will be posted on the TYSA website. TYSA highly encourages players to attend registration to obtain required player cards, jerseys, and any other needed information. Any registrations not taking place at the annual registrations will be subject to a \$20 processing fee. Registrations will not be accepted without this additional \$20 fee. This will include:
 - Late Registrations – Registrations received after the closing date posted on the TYSA website each season. For U8 teams and below - if there is not available player space on an existing team, TYSA will develop a waiting list. If additional players register late and a coach is available, TYSA will create and register a new team.
 - Mail in Registrations – If you absolutely are unable to attend one of the annual registrations, you can mail registration forms and fees, including the \$20 processing fee to: TYSA PO Box 233 Tomah, WI 54660. Do not submit registration forms and/or fees to board members.
- b. Board Members receive free registration and waiver of volunteer fees for their player(s) for recreational league.
- c. Registration Waiver– Any waiver of registration fees will be considered on a case by case basis and must have advance board approval. Waiver requests must be submitted in writing with your registration application prior to the last registration date.
- d. Registration Refunds – families will be reimbursed 100% if player is not placed on a roster when withdrawal request is submitted and 50% if a player has a season ending injury before the first game. All refunds are subject to written requests IN PAPER FORMAT and are subject to board approval.
- e. Unpaid fees: if a family wishing to register a player for an upcoming season has unpaid fees from the previous season, registration for the upcoming season will not be allowed until all unpaid fees are paid in full.

2. Volunteer Program:

- a. Volunteer Hours – families are required to make a refundable volunteer deposit at spring registration and are required to volunteer a minimum of 4 hours during the spring soccer season. 2 of the 4 hours must be volunteered at the annual Tomah Tournament. If you are unable to work at the tournament, another family member or friend can volunteer in your place. It is your responsibility to make sure the hours are noted with the TYSA volunteer coordinator. If you do not fulfill your total required volunteer hours or you do not volunteer at the tournament, your volunteer deposit will not be refunded.

- What counts as volunteer hours?

- Coaching – 1 head coach per team to count for 4 volunteer hours
 - 1 assistant coach per team to count for 2 volunteer hours. Remaining 2 hours must be fulfilled at the tournament. Head coach must sign off on designated assistant coach.
 - ***Parent Rep does not qualify for volunteer hours.***
- Tournament
- Concessions at games for TYSA or high school
- Field Maintenance
- Volunteer hours will be tracked by logs at the concession stand.

3. Coaches' Responsibilities and Behavior Guidelines

Coaching is a privilege granted by clubs and parents and with this privilege comes responsibilities. Coaches should keep in mind their position as role models for their players. The coaches set the tone in sportsmanship for the players and spectators. Coaches should remember that soccer is more than “winning at all cost.” The object of youth sports should be:

1. Enjoyment
2. Skill Development
3. Participation in a team sport
4. The development of good sportsmanship

The coach, the primary influence on the players, determines if the objectives of the State Association for youth soccer players are met.

The State Association expects coaches to abide by the following guidelines:

1. Coaches should participate in the post-game handshake.
2. Coaches should refrain from negative coaching from the sidelines and refrain from yelling at players, opponents and game officials from the sidelines.
3. Coaches are required to have in their possession a WYSA issued coach pass card.

4. Parent/Player Manual -

- a. Code of Conduct -It is the policy of the Tomah Youth Soccer Association (TYSA) that its players, coaches, parents, fans and any other members shall conduct themselves in a sportsmanlike and positive manner when representing the TYSA at games, tournaments, practices and other TYSA related activities. No member of the TYSA shall act in a way, which brings discredit to the TYSA.

- b. The following acts by a TYSA member shall be in violation of this policy:
 - i. Assault, harassment, sexual harassment, or discourteous treatment toward referees, officials, opposing players, coaches or fans
 - ii. Violent conduct, including but not limited to racial violence, religious violence, sexual violence
 - iii. Excessive celebration or showboating
 - iv. Theft or acts of vandalism
 - v. Possession/use of alcohol, illegal drugs, or tobacco at a game or practice
 - vi. Inappropriate or abusive language or gestures
 - vii. Stepping on the field of play without referee's permission
 - viii. Any other act that brings discredit to the player, team and /or TYSA

- c. Players: All players will be expected to attend practices, or notify the coach in advance of their absence. Players are required to be on time, come prepared with equipment, work hard, and listen to coaches at all practices and games. Failure to meet the expectations of the coach regarding practice attendance or performance may result in reduced playing time.

- d. Code of Conduct for Parents
 - i. Be your child's best fan and support them unconditionally.
 - ii. When you take your child home after a match or training session, please be supportive and always focus on the positive aspects of their game.
 - iii. Develop a responsibility in your child to pack their own kit, clean their shoes and take a drink bottle (full of water) to practice and games.
 - iv. Respect the facilities and clean up after yourselves.
 - v. Do not criticize your child's coach to your child or other parents. If you are not happy with the coach you should raise the issue with the coach.
 - vi. Encourage your child to speak with the coach. If your child is having difficulties in training or games, or can't attend training etc. encourage her to speak directly to the coaches. This "responsibility taking" is a big part of becoming a mature person. By handling off the field tasks, your child is claiming ownership of all aspects of the game.
 - vii. Help your child to focus on the performance and not the result. Remember - winning is not as important as the performance.
 - viii. Support all the players in your child's squad. Do not criticize anyone. Remember – children don't mean to make mistakes.
 - ix. Do not criticize the opponents, their parents or the officials.

- 5. Team Selection @ U9 and up level
 - a. Teams are selected by the coaches by a lottery pick at the TYSA coaches meeting
 - b. If coaches wish to have an assistant coach, they must present that person before the lottery picks start.
 - c. U8 and below: teams are created by TYSA board

6. Uniforms – All TYSA teams and players must be wearing an approved TYSA jersey, black shorts, and black socks for all league games. (OPTIONAL: teams may wear black, white, or yellow socks as long as all team members agree to wear matching socks).
7. Guest Players and Club Pass Players

Club Pass

The club pass is designated as an intra-club player arrangement between 2 teams on the same club.

Recreational leagues seeking permission to utilize player club passes must seek approval from their WYSA district who will inform the WYSA Vice President. Club passes may be used for recreational teams to roster one player over the maximum roster size at a particular age level in order to fill in players up to the maximum roster size in that age group.

Players rostered to the U14 and younger age groups may not be allowed to play up more than two age group levels (U12 registered players cannot play at the U15 level) unless the player is originally rostered to the higher aged level team roster.

Teams that make use of club passes must designate on the official game report (or game day roster) the names and player registration numbers. Additionally, teams using club passes will need a copy of the official WYSA “club/district authorized official roster” for each team the club pass players are coming from.

The club president or director of coaching will oversee the implementation and be responsible for compliance to WYSA policies relating to club passes. A player’s first obligation shall be to the team they were rostered to for the seasonal year. No male players will be allowed to participate in a female league unless designated as a co-ed league which permits male and female players on the same team and within the same league.

All tournaments sanctioned by WYSA have been encouraged to recognize player club passes. In the event that a tournament allows the use of club passes, those players shall not count as guest players for the event. Guest players are generally from any other club and are countable against the maximum number of guest players allowed in a tournament. For teams utilizing club passes for the National Championship Tournament rosters would be frozen in accordance with the State Association’s freeze date. National Championship Tournament competition rules of play would be followed and do not allow for roster changes after the designated freeze date. A player would be eligible to play for only one team during the State, Regional, and National Championship events.

Guest Player –

A guest player is a player from a different club playing on a TYSA Team. Guest players will not be allowed on any TYSA team play during the Southwest District spring recreational season.

Guest players are allowed on tournament only teams. Tournament only teams are teams which are formed to participate in tournaments other than the TYSA Tournament or the CRC Tournament. Guest players will only be approved

In considering either a Club Player or Guest Player they will only be allowed on a TYSA team if they are a WYSA registered player from a club that is in good standing with the Wisconsin Youth Soccer Association.

8. Casts – Per WYSA Casts are Not Allowed

TYSA Playing Up Policy

TYSA places an emphasis on participation and enjoyment, which it considers more important than winning.

To that end the following guidelines will be used when a request has been made to have a player play up to the next level:

1. Playing up will always be granted if this allows the player to play with a team that he/she goes to school with (same grade). If the player is home schooled they will be entered on a team by their age.
2. At the request of a parent to have their child play up consideration will first be given to ensure that both age groups will have an adequate number of players to make a team.
3. If both teams will have an adequate number of players then a decision needs to be made to decide if the player is ready to play up. The coaches and a TYSA board member(s) will take the following into consideration when making this decision;
 - Is the player physically capable of playing with and against older kids?
 - Is the player socially capable of playing with and against older kids?
 - Is the player emotionally capable of playing with and against older kids?
 - Is the player tactically aware enough to play at a higher level of competition?
 - Does the player have the ball skills to play at a faster and more physically challenging level of play?
 - Is this what the player's parents want for the child?
4. If the player wishes to play up the following season a subsequent request must be made to the TYSA board for approval. If however the TYSA board moves a player up to ensure adequate player numbers, that player has the option to continue playing at that level in subsequent seasons. If the player chooses to return to their age level the following

year, that player will continue to play in their age level until a subsequent request is made to move up.

5. Additional information about moving up

- TYSA Board will have the ultimate decision to determine the most appropriate team for each player to play on.
- Requests to play up for reasons related to convenience will not be approved.
- Players are not allowed to move up more than one age level.
- Once a player is registered “up” they are not allowed to play down as a club pass player on a different team at their correct age level during that season.

Procedure:

At the time of registration a letter must accompany the registration form requesting the player to play up. The letter must include the reason for the request. If the player falls within paragraph 1 above, the player will be placed on the team in which he or she is in school with (grade). If it is for any other reason, first consideration will be given to the number of players on each team. If allowing the player to play up will allow for an adequate number of players on each team, then the technical ability of the player will be taken into consideration.

TYSA Playing Down Policy –

It is recognized that age divisions are a necessary component of youth soccer. They ensure that children are grouped based on their physical, emotional, and social development, affording each child the opportunity to thrive in the safest, least restrictive environment possible.

However, there are also times when exceptions to a strict age deadline would negate these objectives. Therefore, this policy is intended to permit students in the same school grade, born shortly before the age cut off, to play soccer with their classmates on recreational teams that are registered through *WYSA in districts that have formally adopted this policy*.

The following criteria must be met for Age Exemption Eligibility:

1. The request for exemption must be initiated by a player’s parent(s) or guardian in writing.
2. The player must be participating on a recreational team playing in a recreational division of play.

3. The player must be in the same school grade as his or her teammates.
4. The player must not be more than six months older than the normal August 1st deadline.

Procedure:

At the time of registration a letter must accompany the registration form requesting the player to play down. The letter must include the reason for the request.

A club official confirms age exemption and notifies parents of approval or denial in writing.

If the age exemption is approved, the club/district registrar registers the team in League One as an age appropriate team based on the current birth-year guidelines.

Team registration form is submitted for participation in recreational league play identifying the age group in which the team should be placed.

Documentation must be kept on file with the Club which may be reviewed at any time by their WYSA District or WYSA for compliance:

1. The player's parent(s) or guardian's request for the age exemption in writing.
2. If the player played the previous season a written statement from the previous coach indicating that the player wasn't an exceptional player and was appropriate for the team's league placement.
3. Written approval by a club official.

The following limitations will apply to teams with over-age players:

1. A maximum of TWO overage players are allowed per team.
2. Should the team wish to participate in a WYSA/US Youth Soccer sanctioned tournament, it would have to participate at the age appropriate level.
3. Age exemptions are not permitted for any competitive (select, classic, premier, etc.) team.

Any and all items not specifically mentioned in this handbook will be decided by the TYSA Board of Directors.