



WBSC Age Level Director Handbook

Responsibilities, Guidelines, and Processes

This handbook explains the responsibilities and procedures of the Age Level Directors of the White Bear Soccer Club.

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1 Responsibilities

1.1 ALD U5 – U8 Responsibilities Summary

- I. CODE of CONDUCT
 - A. Facilitator to age level teams, coaches/team contacts and players.
 - B. Direct representative of the Board for parents and players.
 - C. Proactive approach in identifying potential team issues.
 - D. Address concerns of parents and coaches/team contacts.

- II. REGISTRATION & TEAM FORMATION
 - A. Be present at Registration dates (February)
 - 1. Register players
 - 2. Select Coaches with proper qualifications – have coaches fill out Risk Management Form/MYSA history check.
 - 3. Opportunity to best address team and individual requests.
 - B. Make coaches aware of coaching clinics and coaches meetings.
 - C. Handle Late Registrations – turn in any forms and fees to registrar.
 - D. Combine age levels to create teams;
 - E. Assign players to teams.

- III. UNIFORMS & EQUIPMENT
 - A. Assign uniform colors to teams and submit uniform size and quantity requirements to Uniform Coordinator.
 - B. Collect and return corner flags at the end of the fall season.

- IV. GAME SCHEDULE AND FIELD ASSIGNMENT
 - A. Create game schedule for your age level.
 - B. Work with field coordinator to assign fields.
 - C. Work with other ALDs to establish game times. The Schedule A approach results in all players alternating between 6:00 and 7:15 games. The Schedule F approach results in all players having fixed game times at either 6:00 or 7:15. The Schedule A approach is the default approach. The Schedule F approach is utilized when agreed upon by all affected ALDs.

V.

Schedule A: Alternating Game Times for U5-U8

	Monday Boys	Tuesday Girls	Wednesday Boys	Thursday Girls
U5	6:00	6:00	7:15	7:15
U6	7:15	7:15	6:00	6:00
U7	6:00	6:00	7:15	7:15
U8	7:15	7:15	6:00	6:00

Schedule F: Fixed Game Times for U5-U8

	Monday Boys	Tuesday Girls	Wednesday Boys	Thursday Girls
U5	6:00	6:00	6:00	6:00
U6	7:15	7:15	7:15	7:15
U7	6:00	6:00	6:00	6:00
U8	7:15	7:15	7:15	7:15

- D. Organize pre-season jamboree (optional)
- E. Season runs between May 15th and July 31st.
- F. Game schedule should contain 8 – 10 games per team.

- G. Organize a post season jamboree (optional)

1.2 ALD U9 – U19 Responsibilities Summary

- I. Code of conduct
 - A. Facilitator to age level teams, coaches/team contacts and players
 - B. Direct representative of the Board for parents
 - C. Proactive approach in identifying potential team issues
- II. Registration
 - A. Be present at Registration Dates (February)
 - 1. Register players
 - 2. Select coaches/team contacts with proper qualifications
 - 3. Opportunity to best address team and individual requests
 - B. Late Registrations
 - C. Combine age levels to create teams; work with neighboring clubs to place players as needed.
 - D. Supply team list to registrar for MYSA (Mar.) (U9 – U19 Traveling Players)
 - 1. U9 – U19 – March (Summer)
 - 2. U9 – U14 – Late July (Fall)
 - E. Have coach/ team manager fill out Risk Management form/ MYSA history check
 - F. Assist team leader in finding a hired coach/trainer if needed
- III. Recreation League (U9-U10)
 - A. Work with the other ALD to determine if there will be separate age level leagues, or a combined league
 - B. Create the teams
 - C. Create the game schedule, specifying teams and playing dates
 - D. Give game schedule to the field coordinator by April 15th. The field coordinator will allocate fields, game times, and referee.
- IV. Preseason Jamboree (U10):
 - A. The ALD serves as the Jamboree Director
 - B. Reserve the facility
 - C. Create the game schedule, specifying teams and playing times
 - D. Interface with Referee Coordinator to get referees assigned
 - E. Direct the Jamboree
- V. Tryouts (U11 – U19)
 - A. Reserve Field with Tryout Coordinator(Sep-Nov (U11 – U19); (Note: High School players can tryout while playing for the H/S but the tryout MUST NOT involve the use of any 11v11 play).
 - 1. Recommend two dates
 - 2. Contact Tryout Coordinator
 - B. Retain Tryout Evaluator Staff
 - C. Determine and attain proper volunteers
 - D. Mail notification to all age-level players in the WBSC database
 - E. Provide tryout information to Tryout Coordinator and website
 - F. Coordinate volunteers as designated for the event
 - 1. Registrations and player number
 - 2. Results Tabulation
 - G. Compile results
 - H. Chair selection meeting with Coaches/Team Contacts
 - I. Distribute results Letter
- VI. Club Communication
 - A. E-mail Tree
 - B. Relay pertinent board decisions to age appropriate teams
 - C. Relay needs of teams
 - 1. Players/ Coaches/ Team Contacts
 - 2. Clinics/ Training
 - 3. Fees/ Scholarships
 - 4. Jamboree/ Tournaments
 - 5. Facility development/ usage
 - D. Calendar
 - 1. Club events

2. Coaches meetings and clinics
 3. MYSA events - ODP tryouts (U13 – U19)
- VII. Equipment Distribution
 - A. Player passes
 - B. Inform coaches/team contacts of meetings and equipment distribution dates
 - C. Collect corner flags from coaches/team contacts
 - VIII. Tournaments
 - A. Club reimbursement
 - B. Club sponsored
 - IX. Team problem solving
 - A. Seek advice from experienced ALD
 - B. Introduce Executive Board involvement

2 Guidelines

2.1 Team Placement Guidelines

Traveling teams U9 through U19 need to be placed in appropriate leagues. Team placement needs to follow MYSA guidelines and rules.

2.1.1 Non-Tryout Age Levels:

Our higher-ability teams should be placed at Maroon to get the developmental experience of playing at the most competitive levels. Our lower-ability teams should be placed conservatively to provide greater opportunity for success on the field.

- U9 and U10 will have two levels self-selected: Maroon level for more experienced players and Gold level for less experienced players;

2.1.2 Tryout Age Levels:

- U11 will have two levels self-selected: Classic 2 and Classic 3, with Classic 3 being the lower, broader based level.
- U12 and U13 will have three levels self-selected: Classic 1, Classic 2, and Classic 3, with C3 being broader based than the upper levels and C2 being broader than C1.
- U14 through U19 will have Premier and the three Classic leagues introduced at U12. New teams will be placed at C3, unless they have consent from MYSA to play in a more competitive league. Teams returning from the previous season will each being placed in the appropriate level as specified by MYSA promotion and relegation rules.

3 Processes

3.1 Coach Selection Process

The selection of head coaches for WBSC teams is the responsibility of the ALD. Each ALD considers the following criteria in making their decision:

- Past performance within WBSC; for example,
 - Number of years coaching experience at the age level for which he or she is applying
 - Win/loss record
 - Past team performance at tournament, conference and/or state level

- Rates of player retention from prior seasons
- Level of coaching license held (ALD should retain a copy)
- Coach Evaluation forms from prior seasons (see Appendix G for evaluation form)
- Support of the parents of the team he or she is applying to coach
- Compliance with MYSAs Risk Management policies
- Applicable MYSAs requirements

Other criteria may be included at the ALD's discretion. Selection criteria should be made available to all coaching candidates. Disputes over an ALD's selection should be directed to the Arbitration/Grievance Committee.

3.1.1 Non-Tryout Age Levels:

For age levels without tryouts, the head coaching candidates should declare their candidacy to the ALD by the close of registration. The ALD should then announce the coaching selections as a coach is selected for each team.

3.1.2 Tryout Age Levels:

For age levels with tryouts, it is in the players' best interest to have the coaches selected prior to fall tryouts. The head coaching candidates should declare their candidacy to the ALD **at least two weeks** prior to fall tryouts. The ALD should then announce the coaching selections **at least one week** prior to tryouts.

3.2 Tryout Process

Tryouts are conducted to ensure that all players have the option of playing at the most competitive level accordant with their present skill level. This process is intended to objectively quantify such skills levels.

An evaluation method is chosen that is based on:

1. Player Development
2. Best interest of kids
3. General criteria (not team or age specific)
4. Consistent for the entire club
5. Attempts to identify players for the top team

All players are not required to attend the tryout, but they are welcomed and encouraged to attend. Team selection options are more limited for players that do not tryout. A limited number of roster spots on any team may be allocated to players not trying out, as specified in the Team Selection Process section.

- Players wishing to play at the more competitive levels (Premier, Classic 1, and U11 Classic 2) should always tryout.
- Players wishing to play at the Classic 2 level should typically tryout, unless the age group is anticipating a single Classic 2 team and no Classic 3 team.
- Players wishing to play for a specific coach should tryout, because coaches must allocate the majority of the roster spots to tryout players, as specified in the Team Selection Process section.

3.2.1 Phase One: Player Season Assessment

Each coach completes and submits an assessment of individuals on their team (see Appendix C). The assessment identifies:

- Skill level – appropriate intensity level for skill ability
- Commitment – plays for enjoyment, serious by committing time to soccer
- Psychological – player's maturity and in-team chemistry

3.2.2 Phase Two: Entire Age Level Tryout Assessment

The age level director is expected to inform all players from the summer season of the tryout dates by mail. Sample letters can be found in Appendix D. Each letter should contain the date information, questionnaire, and the Medical Waiver form. Additionally, it may contain the 'Cost of Soccer' numbers. The questionnaire solicits the player for two important inputs; the player's desired competition level and preferred coach.

Both a skill and tactical evaluation is completed for all players that tryout. All efforts are to be made to ensure this is an objective tryout using outside evaluators. Players should receive random tryout numbers not based on order of signup, former team, or skills.

Skill evaluation

- Warm-up (dribbling, passing, ball striking)
- Small-sided games 1v1, 2v2
- Determine ability, agility, and balance with ball

Tactical evaluation

- 4v4, 8v8
- Determine offensive and defensive decisions

Note: Goalkeeper evaluations are separate.

3.2.3 Phase Three: Compiling Results

The Age Level Director combines the tryout evaluation information with the coaches' assessment for the final composite rankings. The ALD has discretion on how the two results are weighted to form the composite rankings. 40% is the minimum weighting for each of the two assessments. The weighting **MUST** be announced prior to the tryouts. An example formula where coaches' rankings are weighted at 60% is:

$$\text{Composite Rank} = ((\text{Team Level} - 1) \times \text{Team Size} + \text{Coaches Rank}) \times (0.6) + (\text{Tryout Rank}) \times (0.4)$$

The composite rank should be the tryout rank for players that do not have a coaches' rank. This would occur for players that did not play the previous summer season.

Note: Evaluation results are to be treated as confidential information to be provided only to the evaluators, ALDs, coaches, and those involved in any arbitration.

The tryout process is now complete and the team selection process can begin.

3.3 Team Selection Process

Inputs to this process are each player's coach assessment, tryout rank, composite rank, desired competition level, and preferred coaches. The Age Level Director meets with the coaches/team contacts to select the teams.

3.3.1 Definitions:

More competitive levels: These levels are Premier and Classic 1. Classic 2 is considered a more competitive level when the age group does not field a Premier or Classic 1 team. U11 Classic 2 is considered more competitive. At these levels, this process is intended to produce the best teams possible and to allow all players the opportunity of earning a spot on these teams. The majority of roster spots on these teams are allocated to the more highly ranked players. The coaches have discretion for filling a minority of the roster spots, with players that may or may not have tried out.

Less competitive levels: These levels are Classic 2, and Classic 3. At these levels, this process is intended to produce balanced teams within a competitive level, provide for year to year partial stability of teams, and to meet the players' desires.

Composite rank group: The ranked players are subdivided by the ALD into ranked groups of equal number of players.

Group size: The number of players placed in each composite rank group.

Mandatory group spots: The number of roster spots that must be selected from each composite group (set at 75% of the group size).

Maximum roster spots: The number of players on a full roster, as set by MYSA.

Mandatory roster spots: The number of tryout players that must be placed on each team roster. This is dependent upon the number of players that tryout to ensure the highest level team has players of sufficient ability.

Returning Player List: Coaches of less competitive teams can submit a list of returning players from the previous season. Players on the list must have both played for the coach the previous season and also declared the coach as their preferred coach. The list is used to form the nucleus of the team.

Age Dependent Numbers:

Age Level	Group Size	Mandatory Group Spots	Maximum Roster Spots	Mandatory Roster Spots (More Competitive Teams)	Mandatory Roster Spots (Less Competitive Teams)
U11 & U12	12	9	14	12 if at least 24 players tryout, otherwise 9	12
U13 – U16	16	12	18	16 if at least 32 players tryout, otherwise 12	16
U17 – U19	16	12	22	16 if at least 32 players tryout, otherwise 12	16

3.3.2 Selection of the More Competitive Teams:

The selection of players for these teams goes from the top team to lowest of the more competitive teams. For levels with more than one team (such as two Classic 1 teams), there will be A and B teams, with the A team being selected before the B team.

3.3.2.1 U11 & U12 More Competitive teams

The coach of the top team selects the roster from the available players. The minimum roster spots filled must be 9 if less than 24 players tryout and 12 if at least 24 players tryout. The maximum roster spots filled is 14. The minimum number of players selected from the top composite group is 9.

The coaches of the remaining more competitive teams successively select the rosters from the available players. For each team, the minimum roster spots filled must be 9 if less than 24 players tryout and 12 if at least 24 players tryout. The maximum roster spots filled is 14. The minimum number of players selected from the set of current composite group and passed over players is 9.

3.3.2.2 U13 - U19 More Competitive teams

The coach of the top team selects the roster from the available players. The minimum roster spots filled must be 12 if less than 32 players tryout and 16 if at least 32 players tryout. The maximum roster spots filled is 18 for U13-U16, and 22 for U17-U19. The minimum number of players selected from the top composite group is 12.

The coaches of the remaining more competitive teams successively select the rosters from the available players. For each team, the minimum roster spots filled must be 12 if less than 32 players tryout and 16 if at least 32 players tryout. The maximum roster spots filled is 18 for U13-U16, and 22 for U17-U19. The minimum number of players selected from the set of current composite group and passed over players is 12.

3.3.3 Selection of the Less Competitive Teams:

The first phase of player selection uses a Returning Players List (for returning teams) and the second phase uses a round-robin draft. Whenever possible, coaches are expected to abide with the players' declaration of desired competition level and preferred coaches.

The drafting of players goes round robin within each competitive level (Classic 2 team selection would precede Classic 3 team selection). To allow for balance between teams, the rotation of picks would rotate for each selection round (for example; 1-2-3, 2-3-1, 3-1-2). Teams drop out of the draft when they have filled their desired number of roster spots.

3.3.3.1 U11 & U12 Less Competitive teams

For each team, the number of roster spots filled must range from 12 to 14. The Returning Player List for each coach is used to place up to 9 returning unpicked players on their team.

3.3.3.2 U13 – U19 Less Competitive teams

For each U13-U16 team, the number of roster spots filled must range from 16 to 18. For each U17-U19 team, the number of roster spots filled must range from 16 to 22. The Returning Player List for each coach is used to place up to 12 returning unpicked players on their team.

3.3.4 Miscellaneous:

All players requesting to play up to a different age level must be chosen using the Roster-Up/Play-Up rules in Appendix B.

Once the team selection process has been completed, players should be informed of their results. (A sample results letter is in Appendix F). Care should be taken to not inform the team results until after the completion of the current season (e.g. Fall tryout results for U11 – U14 should not be distributed until completion of the Fall Harvest Fest tournament.).

3.4 Age Level Arbitration/Grievance Committee and Process

A grievance committee consisting of five members may be convened for each age group as necessary and is chaired by the chosen officer. The committee is composed by the following rules:

Officer Choose 1 (in order)	Administrator Choose 1 (in order)	District Rep Choose 1 (the opposite gender)	Opposite Age Level Director Choose 1 (in order)	Same Gender ALD – Older Choose 1 (in order)
President or Vice-President	Tryout Coordinator	Boys District Rep	Opposite Gender Age Level Director	Same Gender Age Level Director – 1 year older
Secretary or Treasurer	Equipment Coordinator, Webmaster, Uniform Coordinator, Registrar	Girls District Rep	Opposite Gender Age Level Director (1 year older)	Same Gender Age Level Director – 2 years older
		Other Administrator, if a conflict of interest		

No grievance committee member should have a child in the age group being discussed (conflict of interest); if the first choice for a member in a particular category has a conflict of interest, the next choice must be used until a member is chosen that has no conflict of interest.

3.4.1 Player Selection Grievance:

The ALD should present the grievance or tryout exception to the Arbitration committee. The presentation should include the following information:

1. Tryout exception – Each coach’s reason for not choosing the player
2. Age Level Director recommendation
3. Age Group
4. Description of current Age Level team distribution

5. Assessment by the Coaching Director (optional)

In general, the player should not be identified by name (possibly the tryout number could be used).

The grievance forms in Appendix A could be used.

3.4.2 Coach Selection Grievance:

The grievance submitter should present the grievance to the Arbitration committee. The ALD should then present how the coaches were selected. Either or both sides may present assessments by the Coaching Director.

A. Appendix A Tryout Arbitration/Grievance Form

Directions : The Age Level Director should fill out a copy of the header section for themselves and one for each coach involved. The ALD should then complete the ALD section and collect the completed Coach section from each coach (NOT just the last coach) who did NOT choose the player. All materials should be copied and given to the grievance committee at the Tryout Arbitration/Grievance Meeting.

Player Identifier : _____ **Date :** _____

Age Level : _____ **Last Summer Playing Level (circle one)** P C1 C2 C3 Maroon Gold

Age Level Director Recommendation:

ALD Name : _____

Proposed Next Summer Playing Level (circle one) P C1 C2 C3

Justification:

Coach Section:

Coach's Name : _____

Has this player played for you in the past? (circle response) YES NO

When did this player play for you? _____

Justification for Not Including Player on Team:

B. Appendix B WBSC Roster Up Rules

NOTE: When there is a difference in registration fees between age levels, rostering-up players must pay the fee of the older age level. The WBSC will refund the difference if the rostering-up request is denied.

* Roster-up candidates may request to roster up provided the following White Bear Soccer Club policies are followed:

Instructional Leagues (Under-5 through Under-10):

1. Requests must be approved by the age level directors.

Competitive Leagues (Under-11 through Under-19):

1. Players must register at their chronological age level.
2. Space availability is determined at the close of the last registration date.
3. Teams are considered full at 16 players, when the maximum roster size is 18; 12 when the maximum roster size is 14.
4. A rostering-up player can bump an actual-age player from an age level only if the rostering-up player is selected for the top level team and meets the requirements of rule 5 below.
5. Rostering-up players must have an overall tryout rating in the top 11 players (when the max roster size is 18) or the top 8 players (when the max roster size is 14), unless their rating places them on the lowest division team of the age level. (The still must be space available to play on the lowest division team.)
6. One rostering-up goalkeeper is exempt from a rating in the top 11 or top 8 (see rule 5 for details) of a team and may still be placed on a team if used as the regular goalkeeper.
7. All players requesting roster up are eligible to attend tryouts.
8. Registered players wishing to change playing levels after the final registration day must complete the following procedures no later than 7 days from the last registration date.
 - A. If now rostering-up, the player must complete the *Request To Roster Up* form and deliver the form to the new age level director and inform the existing age level director of the change.
 - B. If now returning to the actual age level, the *Request To Roster Up* form must be obtained from the upper age level director, marked canceled, and given to the lower age level director.
 - C. Only the upper age level director may move a player back to his or her actual age level after the 7-day period. This would be due to space availability.
9. *Request To Roster Up* forms must be completed with each new season's registration.
10. A Rostering-Up committee of five members may approve exceptions to the above rules. The committee will consist of the Girls District Representative, Boys District Representative, one member-at-large, Registrar, and the Vice-president, with vacancies filled by appointment of the president until the next election. Appeals of no more than two typed pages must be submitted to the Vice-president no later than two days before the committee meeting.

* *Requests to roster up to the player's appropriate school grade level are automatic; all others are conditional.*

C. Appendix C Team Player Evaluation

Team Age _____ Team Coach _____ Team Name _____

Team Level (circle 1) P C1 C2 C3 Maroon Gold

Date _____

Player	Technical 1 - 5			Tactical 1 - 5		Athletic 1 - 5			Personality 1 - 5		Overall List 1 – 18	Ranking P, C1, 2, 3, M, G
	Ball Control	Passing	Shooting	Offensive	Defensive	Balance	Strength	Speed	Coachability	Desire		
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												
13.												
14.												
15.												
16.												
17.												
18.												
19.												
20.												

Ratings : 5s are top in the state, 3s can execute skill, 1s need improvement

Technical : correct ball spin, pace, accuracy, and ability to make the ball do what they like (both left and right foot)

Tactical: Decision making, movement off the ball, and anticipation of game elements

Athleticism: Comparing physical components allowing players to compete

Personality: How player fits into team chemistry and understands roles or coaching strategy

Overall Ranking: List players from 1 – 18 on overall ability and recommend their overall level of MYSA leagues.

An Excel Spreadsheet may be used to tabulate the results. [Excel Spreadsheet link.](#)

D. Appendix D Sample Tryout Letters

There are several sample tryout date letters included in this appendix. The first letter is tailored for U10s, informing the parents and players of the change in playing format from U10 to U11 (non-competitive to competitive, the different classifications, etc.). The second letter is tailored for U13s and up age groups. Additionally, a sample of projected costs is included to give parents and players an estimated cost for playing competitive soccer. Areas in **RED** will need to be updated to the actual dates, names, amounts, etc.

Estimated Cost of Soccer

Premier/Classic 1	
Registration	\$155-175
Tournaments Including USA Cup	\$250
Additional Jersey	\$20 - 30
Training Sessions	\$20 - 100
Camp	\$140
2 Winter League Sessions	\$125
Winter Training (Nov – Mar)	\$180
Tryout Fee	\$10
Total for Premier/Classic 1	\$900 – 1010
Classic 2	
Registration	\$155-175
Tournaments (may include USA Cup)	\$40 - 160
Additional Jersey	\$20-30
Camp (optional)	\$0 - 140
1 Winter League Sessions (optional)	\$0 - 60
Tryout Fee	\$10
Total for Classic 2	\$225 - 575
Classic 3	
Registration	\$155-175
Tournaments (1 -2)	\$20 - 50
Camp (optional)	\$0 - 140
Tryout Fee	\$10
Total for Classic 3	\$185 - 375

xxxxxxxxxx
WBSC U10 Boys Age Level Director
address
White Bear Lake, MN 55110
651-xxx-xxxx



September 5, 200X

Dear Players and Parents,

The WBSC Summer Tryouts for U10 Boys have been scheduled for the following days and times. If you are interested in trying out for the summer teams, plan on attending these tryouts.

Dates : Friday, September 15, 2000 4:00 – 7:00 (try to be early for this date)
Monday, September 18, 2000 4:00 – 7:00
Friday, September 22, 2000 4:00 – 7:00

Location: Loricas Field (WBHS North Campus)

Cost : \$5.00 (to cover tryout evaluator, mailing and copying expenses)

Bring : At least 1/2 gallon of water
A ball (Size 4 for U11/U12, **Size 5 Ball** for U13/U19)
White or Gray Shirt (**NOT** your ORANGE JERSEY)
Completed Emergency Medical Form
\$5.00 (in cash)
Snacks (optional)

The WBSC policies and procedures governing these tryouts and eventual team formation are documented in the Age Level Director Handbook, which can be found under <http://www.geocities.com/~wbsoccer/cluborg.htm>.

The tryout format will consist of small-sided games (2v2, 4v4) and a number of skill drills. Each summer coach has also evaluated each player from summer soccer and this assessment will be included in the determination of the final ranking for next summer.

The results of the tryouts for each player is a composite ranking. The ranking is calculated with the coaches ranking contributing **60%** and the tryout ranking contributing **40%** to the composite ranking.

Based on the results of the tryouts, players will be assigned to a team and a coach. Tryout results will be sent to the players after the Fall State Tournament has completed (the state tournament is Oct 20 – 22, results will be sent by November 1, 2000. (Need to change for U15 – up).

This is a pivotal time for our players and parents, as a new era of soccer is about to begin. Beginning with the 2001 summer season we will all be involved in competitive traveling leagues where players are placed on teams according to their ability. Scores are reported, standings are kept and playoffs will take place at the season's end.

We estimate that approximately 100 players will be participating in our tryouts this year, with 12- 14 (U11/12) or 16-18 players (U13/19) being rostered on each team at 2 or 3 ability levels.

These levels are as follows:

Premier/Classic 1

Players with the highest level of skill and understanding of the game. There is a high level of commitment to these teams. The following commitment level is expected of Classic 1 Players:

- Play as a team throughout the off season
- 1 practice a week during the winter
- 2 or more practices per week during the summer
- 1 – 2 games per week
- Participation in 3-5 tournaments(more than likely, including USA Cup)
- District and State tournaments.
- Games must be attended.

Classic 2

These players show great potential to take their game to the next level. The commitment level is not quite as deep. The coaches/team contacts and teams may decide what level of commitment they plan to have here. The following commitment level is expected of Classic 2 Players:

- May include practices and league play during the winter depending on coach and team
- 1 or more practices per week during the summer
- 1 – 2 games per week
- Participation in 2 – 4 tournaments
- District and State tournaments.
- Games must be attended.

Classic 3

Recreational. Little or no experience. The following commitment level is expected of Classic 3 Players:

- 1 or more practices per week during the summer
- 1 – 2 games per week
- Participation in 1 – 2 tournaments
- District and State tournaments.
- Games must be attended.

If you have any questions or concerns, please contact xxxxxx, 651-xxx-xxxx.

Sincerely,

xxxxxxx
WBSC U10 Boys Age Level Director



xxxxx
WBSC U12 Boys Age Level Director
xxxxx
White Bear Lake, MN 55110
651-xxx-xxxx

September 5, 200x

Dear Players and Parents,

The WBSC Summer Tryouts for U13 Boys have been scheduled for the following days and times. If you are interested in trying out for the summer teams, plan on attending these tryouts.

Dates : Friday, September 15, 2000 4:00 – 7:00 (try to be early for this date)
 Monday, September 18, 2000 4:00 – 7:00
 Friday, September 22, 2000 4:00 – 7:00

Location: Loricas Field (WBHS North Campus)

Cost : \$5.00 (to cover tryout evaluator, mailing and copying expenses)

Bring : At least 1/2 gallon of water
 A ball (Size 4 for U11/U12, **Size 5 Ball** for U13/U19)
 White or Gray Shirt (**NOT** your ORANGE JERSEY)
 Completed Emergency Medical Form
 \$5.00 (in cash)
 Snacks (optional)

The WBSC policies and procedures governing these tryouts and eventual team formation are documented in the Age Level Director Handbook, which can be found under <http://www.geocities.com/~wbsoccer/cluborg.htm>.

The tryout format will consist of small-sided games (2v2, 4v4) and a number of skill drills. Each summer coach has also evaluated each player from summer soccer and this assessment will be included in the determination of the final ranking for next summer.

The results of the tryouts for each player is a composite ranking. The ranking is calculated with the coaches ranking contributing **60%** and the tryout ranking contributing **40%** to the composite ranking.

Based on the results of the tryouts, players will be assigned to a team and a coach. Tryout results will be sent to the players after the Fall State Tournament has completed (the state tournament is Oct 20 – 22, results will be sent by November 1, 2000. (Need to change for U15 – up).

If you have any questions or concerns, please contact xxxxxxxx, 651-xxx-xxxx.

Sincerely,

xxxxxxx
WBSC U12 Boys Age Level Director

August 11, 200x

Dear U12 Boys and Parents,

The WBSC Summer Tryouts for U12 Boys have been scheduled for the following days and times. If you are interested in trying out for the summer teams, plan on attending these tryouts.

Dates: Monday, September 10 5:00-7:30 p.m.
Tuesday, September 11 5:00-7:30 p.m.
Monday, September 17 5:00-7:30 p.m.
Tuesday, September 18 5:00-7:30 p.m. (if needed due to bad weather)

Location: Loricas Field (WBHS North Campus)

Cost: \$10 per player to cover tryout evaluator, mailing and copying expenses

Bring: At least 1/2 gallon of water
Ball - size 4
Wear a white t-shirt to every tryout
Snack (optional)

Register: Fill out the questionnaire and emergency medical form enclosed.

Send: \$10 check - payable to: xxxxxxxx
Questionnaire
Emergency medical form
Self-addressed, stamped envelope to:
xxxxx, U12 Boys Age Level Director
xxxxxx
Vadnais Heights, MN 55127
Must arrive no later than September 2, 2001

Players wishing to tryout, as a goalkeeper must attend all the tryout dates. During one of the days, we will have goalkeeper evaluations. Goalkeepers will also be assessed on their field skills, because we will not have a goalkeeper-only position on any team in Classic 1 or 2 Divisions. (See below for more information.)

The WBSC policies and procedures governing these tryouts and eventual team formation are documented in the Age Level Director Handbook, which can be found under <http://www.geocities.com/~wbsoccer/cluborg.htm>.

The tryout format will consist of small-sided game - 1v1, 2v2, 4v4 and 8v8. You will not be judged on how many goals you or your teammates make, but on your individual skill and ability while playing these games. The judges are evaluators that are not involved with the U12 Boys age group. Each summer coach and the Age Level Director have also evaluated each player during the summer soccer season. These assessments along with the independent evaluator's recommendation will determine the final ranking for next summer.

The results of the tryouts for each player is a composite ranking. The ranking is calculated with the coaches ranking contributing **60%** and the tryout ranking contributing **40%** to the composite ranking.

Based on the results of the tryouts, players will be assigned to a team and a coach. Tryout results will be mailed to all players after October 21st in the self-addressed, stamped envelope you provided.

We estimate that approximately 100 players will be participating in our tryouts this year with 16 players being rostered on each team at 3 ability levels. Make sure you are early or on time and ready to play for all tryout dates. Late arrivals and players not wearing white t-shirts or have a ball and water do not show the level of commitment we are looking for the Classic 1 and 2 teams.

These levels are as follows:

Premier/Classic 1

Players with the highest level of skill and understanding of the game. There is a high level of commitment to these teams. The following commitment level is expected of Premier/Classic 1 players and families:

* Play as a team throughout the off season

Appendix D – Tryout Letters and Expenses

- * 1 practice a week during the winter
- * 2 or more practices per week during the summer
- * 1-2 games per week during the summer
- * Participation in the 3-5 tournaments during the summer, including USA Cup in mid-July
- * Participation in District and State tournaments in late July/early August
- * Games and practices must be attended with a 95% attendance rate

Classic 2

These players show great potential to take their game to the next level. The player and family commitment level is not quite as deep. The coaches/team contacts may decide what level of commitment they plan to have here. The following commitment level is expected of Classic 2 players and families:

- * May include practices and league play during the winter, depending on coach and team
- * 1 or more practices per week during the summer
- * 1-2 games per week during the summer
- * Participation in 2-4 tournaments during the summer (may include USA Cup in mid-July)
- * Participation in District and State tournaments in late July/early August
- * Games and practices must be attended with a 90% attendance rate

Classic 3

Recreational players. Little experience or other sport conflicts. The following commitment level is expected of Classic 3 players and families.

- * May include practices and league play during the winter, depending on coach and team
- * 1 or more practices per week during the summer
- * 1-2 games per week during the summer
- * Participation in 1-3 tournaments during the summer (may include USA Cup in mid-July)
- * Participation in District and State tournaments in late July/early August
- * Games and practices must be attended with a 75% attendance rate for practice and 90% attendance rate for games

This is a pivotal time for our players and parents, as a new era of soccer is about to begin. Beginning with the 2002 summer soccer season, we will all be involved in competitive traveling leagues where players are placed on teams according to their ability. Scores are reported, standings are kept and playoffs will take place at the season's end.

This tryout and player identification is for the U11 boy players and will be assessed by independent evaluators. Therefore, parents and coaches that wish to attend will be requested to stay on the hill at the south end of Loricas fields. We will only need a few parent volunteers to help with the registration on the first night of the tryouts.

Don't forget to send your registration, check, forms and a self-addressed, stamped envelope by September 2, 2001. If you have any questions or concerns, please contact xxxxx at 651-xxx-xxxx. If you leave a message, please speak slowly when leaving your phone number.

Sincerely,

xxxxxxxxx
 WBSC U12 Boys Age Level Director

Enclosure

Tryout Questionnaire

Fill out questionnaire. Send with \$10 check made payable to WBSC and a self-addressed stamped envelope to xxxxx, xxxxxxxx, Vadnais Heights, MN 55127. Must be received no later than 9/2/01.

Player's Name: _____

Player's Phone #: _____

Player's Address: _____

School: _____

1. Coach played for last season: _____

Preferred coaches for this season: _____

(Coach preference is only used for Classic 2, and Classic 3 teams).

2. My family and I have read the information about the different divisions. I would like to play soccer next summer in division:

Classic 1 Classic 2 Classic 3

I want to play in this division because: _____

3. I will continue to play the following sports (check sport and fill in months):

Hockey _____ Baseball _____
Basketball _____ Football _____
Bowling _____ Other _____

4. The position I like to play most is (choose one):

Forward Midfielder Defense
Sweeper/Stopper Goalkeeper

5. The position I do not like to play is (choose one):

Forward Midfielder Defense
Sweeper/Stopper Goalkeeper

Comments:

Fill out questionnaire. Send with \$10 check made payable to WBSC and a self-addressed stamped envelope to: xxxxxx, xxxxxxxx, Vadnais Heights, MN 55127

Must be received no later than September 2, 2001!!!

E. Appendix E Tryout Medical and Liability Waiver



**Minnesota Youth Soccer Association
Emergency Information and Consent Form (MYSA-03)
White Bear Soccer Club 2004
Summer and Fall Seasons/Tryouts**

(Print all entries except Signatures)

Registrant's Name _____

Parent/Legal Guardian _____

Note: Adults and high school graduate players over age 18 who are not claimed as dependents by their parents may sign this form for themselves.

PARENT/GUARDIAN AGREEMENT

I, the parent/guardian of the registrant, a minor, agree that I and the registrant will abide by the rules of the USYSA and the MYSA, its affiliated organizations and sponsors. Recognizing the possibility of physical injury associated with soccer and in consideration for the USYSA and MYSA accepting the registrant for its soccer programs and activities (the "Programs"), I hereby release, discharge and/or otherwise indemnify the USYSA and MYSA, its affiliated organizations and sponsors, their employees and associated personnel, including the owners of fields and facilities utilized for the Programs, against any claim by or on behalf of the registrant as a result of the registrant's participation in the Programs and/or being transported to or from the same, which transportation I hereby authorize. **The PARENT/GUARDIAN AGREEMENT section of this form must be signed before a player participates in any Program event or activity. The form is to be retained by the Team during the season.**

Signature of Parent/Legal Guardian _____ Date _____

CONSENT FOR MEDICAL TREATMENT

As the parent or legal guardian of a participant in the USYSA-MYSA Programs, I hereby give my consent for emergency medical care prescribed by a duly licensed Doctor of Medicine or Doctor of Dentistry. This care may be given under whatever conditions are necessary to preserve the life, limb or well being of my dependent. **If the CONSENT FOR MEDICAL TREATMENT section of this form is not signed by a parent or legal guardian, one of them must accompany that player to and from, and remain in proximity to them, during Program events and activities.**

Signature of Parent/Legal Guardian _____ Date _____

EMERGENCY INFORMATION

Who will be notified?	Address _____	Phone _____
Alternate who can be notified?	Address _____	Phone _____
Physician/HMO/Clinic Name _____	Address _____	Phone _____
Medical Insurer _____	Medical Policy Number/ID _____	
Dentist's Name _____	Address _____	Phone _____
Dental Insurer _____	Dental Policy Number/ID _____	

List above any medical problems, limitations, or prohibitions the player may have.

F. Appendix F Sample Results Letter



xxxxxx
WBSC U12 Boys Age Level Director
xxxxxx
White Bear Lake, MN 55110
651-xxx-xxxx

November 1, 2000

Dear _____,

Thank you for participating in the U13 tryouts. The division circled indicates your tryout results.

Premier Classic 1 Classic 2 Classic 3

Your coach will be _____ and can be contacted at
_____.

If you have any questions or concerns, please contact xxxxx, 651-xxx-xxxx.

Sincerely,

xxxxxxxxxxx
WBSC U12 Boys Age Level Director

G. Appendix G Coach Evaluation



White Bear Soccer Club Coach Evaluation Form

Name of Coach _____

Head Coach Assistant Coach

Name and Age Level of Team _____ Year _____

Circle the number that best describes your response:

	Needs Improvement		Meets Expectations		No opinion
	1	2	3	4	
Has a good knowledge of the game	1	2	3	4	
Teaches individual skills to players	1	2	3	4	
Has the ability and patience to develop players	1	2	3	4	
Is well-prepared before game time	1	2	3	4	
Is well-prepared for practice sessions	1	2	3	4	
Attempts to provide reasonable playing time for all players (C1 and Premier teams excepted)	1	2	3	4	
Encourages player development (skills clinics, camps, off-season play)	1	2	3	4	
Displays and encourages respect for referees under all circumstances	1	2	3	4	
Demonstrates good communications skills with players	1	2	3	4	
Demonstrates good communications skills with parents	1	2	3	4	
Includes parents in major team decisions	1	2	3	4	
Able to attract and retain players to the team	1	2	3	4	
Able to work well with assistant coaches/team managers	1	2	3	4	
Demonstrates a commitment to soccer and to the players	1	2	3	4	

Your name: _____

Additional comments are welcomed. Please use the back of this form and any additional pages you need. Return this completed form to your Age Level Director.

H. Appendix H Revision History

Revision Number	Changes	Date
Revision 5	<p>Section 1.1 – Added the “Schedule F” approach for scheduling games.</p> <p>Section 2.1.2 (& elsewhere) – Deleted Classic Gold and Classic Maroon divisions, as per MYSA</p> <p>Section 2.1.2 – U12 and U13 team levels are self-selected, as per MYSA.</p> <p>Section 2.1.2 (& elsewhere) - Number of returning players requirement is dropped for returning teams, as per MYSA.</p> <p>Section 3.3.1 – Added “U11 Classic 2 is considered more competitive.”</p> <p>Section 3.3.1 – Maximum roster size increased to 22 for U17-U19, as per MYSA.</p>	2/25/2006
Revision 4	<p>Section 2.1.1 – Deleted references to Red, White, Blue divisions. Added U10 to the Maroon and Gold levels</p> <p>Section 2.1.2 – Bullet 2, changed to reference to indicate that U12 and U13 will have three levels (Starting with Summer 2005, Premier begins at U14)</p> <p>Section 2.1.2 – Bullet 3, changed the reference from “U13 through U19” to be “U14 through U19”</p> <p>Section 3.2.3 – Changed “The weighting should be announced prior to the tryouts.” to “The weighting MUST be announced prior to the tryouts.”</p> <p>Appendix D – Changed from “two sample letters” to “several sample letters”</p> <p>Changed the sample tryout letters : removed names and phones and put in placeholders.</p> <p>Added the following to each sample letter : “The results of the tryouts for each player is a composite ranking. The ranking is calculated with the coaches ranking contributing 60% and the tryout ranking contributing 40% to the composite ranking.”</p>	6/28/2004
Revision 3	<p>Added the Coach Selection Process.</p> <p>Added the Team Placement Guidelines.</p> <p>Removed the Director of Coaching from the Arbitration/Grievance Committee because this position is no longer an Administrator. Instead, the Director of Coaching’s input can be presented to the committee.</p> <p>Updated the Arbitration/Grievance Process to handle coach selection disputes.</p> <p>Updated the Tryout Process. Significant Changes:</p>	6/17/2003

	<ul style="list-style-type: none"> • Clarified who should tryout • Specified weightings for coach and evaluator assessments <p>Overhauled the Team Selection Process. Significant Changes:</p> <ul style="list-style-type: none"> • Added selection criteria for less competitive teams • Removed bypass 1 time rule • Lessened the number of players that must be selected for top team if tryouts have low number of players <p>Added Classic Gold and Classic Maroon throughout.</p> <p>Added Table of Contents and new headings throughout.</p> <p>Added U9/U10 ALD Responsibilities for Recreation League.</p> <p>Added references to the ALD Handbook to the tryout letters.</p> <p>Added Coach Evaluation Form.</p> <p>Updated the Roster Up requirements so that a rostering-up player can bump an actual-age player from an age level only if the rostering-up player is selected for the top level team.</p>	
Revision 2	<p>Change the “Phase Three: Compiling Results” to accommodate the small sided games format changes – made the groups be 12 when the max roster size is 14 and 16 when the max roster size is 18.</p> <p>Change the “Team Selection Process” calculation of the 75% to indicate what the 75% would be for the 8V8 teams.</p> <p>Added 12/16 to replace 16 in the “Team Selection Process”</p> <p>Added the Roster-Up Form with the changes for the Small – Side Games</p>	10/8/2002
Revision 1	<p>Approved at November 13, 2001 Meeting</p> <p>Typographical errors corrected</p> <p>Added note concerning the confidentiality of the evaluation results.</p>	2/6/2002
Draft 4	<p>Added U5 – U8 ALD information.</p> <p>Change ‘Coaches’ to ‘Coaches/Team Contacts’ when referring to distribution of information and equipment since some teams have paid coaches.</p>	10/25/01
Draft 3	<p>Added Additional Tryout Letters</p> <p>Change 2v2 Coordinator to Tryout Coordinator.</p> <p>Deleted information about uniforms.</p> <p>Added ‘work with neighboring clubs to place players as needed’</p> <p>Added Months for the Summer/Fall MYSA team lists.</p> <p>Added Link to Excel Evaluation Form.</p> <p>Added note about H/S players trying out during the season but NO 11v11 use.</p> <p>Changed ‘Development based’ to ‘Player Development’ (first item under Tryout Process).</p> <p>Deleted ‘Red White Blue’ from the ‘Proposed Next Summer Playing Level’ list in Appendix A.</p> <p>Deleted ‘Evaluator’ from the list of participants in the Team Selection Process.</p>	10/18/2001
Draft 2	<p>Added Tryout Letter appendices.</p>	8/6/2001
Draft1	<p>Initial Draft</p>	7/6/2001

