



## **SAGINAW TOWNSHIP SOCCER ASSOCIATION TRAVEL BYLAWS**

Revised May 2011

The Saginaw Township Soccer Association Travel Bylaws empower the STSA Travel Advisory Committee to oversee the STSA Travel soccer program as prescribed below. It shall not be altered or revised by anyone without the permission and approval of the full Saginaw Township Soccer Association Board of Directors.

All Saginaw Township Soccer Association Travel Soccer coaches will be expected to understand and abide by the STSA Travel Bylaws.

### **ABBREVIATIONS**

S.T.S.A.	The Saginaw Township Soccer Association
M.S.Y.S.A.	The Michigan State Youth Soccer Association
M.S.P.S.P.	The Michigan State Premier Soccer Program
U.S.S.F.	The United States Soccer Federation
N.S.C.A.A.	The National Soccer Coaches Association of America
U.S.Y.S.A.	The United States Youth Soccer Association

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### **ARTICLE 1 COACH'S REQUIREMENTS**

- 1.1** The S.T.S.A. invites all interested coaches to submit their application for open coaching positions. The head coach must meet the minimum requirements of the league in addition to acceptance by the Travel Coordinator. The Travel Coordinator will make head coach recommendations to the Travel Advisory Committee. The Travel Advisory Committee will then make their recommendations to the Executive Board of Directors for final approval. When an opening occurs and more than one coach applies for that team, the Advisory Committee will make its selection with the aid of a point system (listed below).
- 1.2** All Head Coaches who intend to coach a team in the M.S.P.S.P. League must have the equivalent of a U.S.S.F. State D level coaching license or better.
- 1.3** Any coach selected to coach a team in any other travel league must agree to earn the equivalent of a U.S.S.F. E level license within one year of receiving that team.
- 1.4** The Advisory Committee will rank all coaches' licenses using the U.S.S.F. licenses as standard.
  - 1.4.1** The point system the Advisory Committee will use for the selection of coaches is as follows:

**A) Licensing: (per *U.S.F.* standards)**

- 10 points for the E
- 15 points for the D or N.S.C.A.A. National
- 20 points for the C or N.S.C.A.A. Advanced National
- 25 points for the B or N.S.C.A.A. Premier
- 30 points for the A

**B) Previous Experience:**

- **1 point:** for each season as an assistant for a recreation team.
- **2 point:** for each season as a head coach for a recreation team, or as an assistant coach for a travel team.
- **3 points:** for each season as the head coach of a travel team.
- **3 points:** for at least 2 years experience as a certified referee within the last 3 years.
- **1 point:** for a minimum of two years playing experience in a college program or its equivalent.
- **1 point:** for every 4 hours of U.S.S.F. or N.S.C.A.A. sponsored coaching clinic or symposiums attended within the last 3 years.

Note: Experience within the previous five years prior to application submittal will be considered for point tally.

**C) Interpersonal Relations:**

If the point totals are close (10 points or less) between two coaches, the Advisory Committee will make the decision based on the coaches interpersonal relationships with players, parents, and other coaches. The Travel Advisory Board has the right to refuse any potential candidate for cause.

- 1.5 The position of assistant coach will be filled at the discretion of the Head Coach with approval of the Advisory Committee.
- 1.6 All team representatives including the head coach, assistant coaches, and team managers must register with the M.S.Y.S.A's risk management program. Failure to do so will result in dismissal from the team.
- 1.7 The Advisory Committee will, whenever possible, make available outside coaching instructors for all teams. The purpose of which is to evaluate and instruct both the team and coaches, with the aim of improving both.
- 1.8 Open coaching positions will be posted and advertised for by April 1<sup>st</sup>. Interested parties have two weeks to submit their application to the STSA Travel Coordinator. Any applications received more than two weeks after posting date will not be considered.

**ARTICLE 2.  
HEAD COACH RESPONSIBILITIES**

- 2.1 The S.T.S.A. has set forth minimum guidelines for anyone coaching an S.T.S.A. sponsored travel team.
  - Make a total commitment to the team. As a guideline a coach is expected to attend most practices (80%), and attend most games (90%).

- Coaches must present themselves in a professional manner when dealing with players, fellow coaches, referees, and parents.
- Provide opportunities for player development (a minimum requirement of three activities per week is expected).
- Provide appropriate training sessions for development of technique and team tactics.
- Fully use the Club Professional when provided by the S.T.S.A.
- Give all players a fair opportunity to participate in each game. With the intent of at least meeting the appropriate leagues minimum requirement.
- Any team that does not finish first in their respective division must get the approval of the Travel Coordinator in writing before petitioning their respective leagues to play in a more competitive division. If the Coach does not get the written approval of the Travel Coordinator, the Coach has one week to submit an appeal to the Travel Advisory Board for consideration.

## 2.2 The Head Coach responsibilities include, but are not limited to, the following:

- The head coach must hold tryouts (except for the U-10 Division) and develop a rating system for the selection of players. The S.T.S.A. uses an “A” team and “B” team structure. The coach with the most points, as outlined in section 1.4.1, will have the opportunity to coach team “A” if he/she so chooses.. The “A” team roster will be fulfilled from the tryout pool prior to that of team “B”. The Head Coach is responsible for obtaining the S.T.S.A. registration forms and then returning the completed forms with payment attached to the Travel Coordinator before the registration deadline. No player will be allowed to participate in any travel matches prior to receipt of registration and payment by the registrar.
- The Head Coach is responsible for registering his/her team in the appropriate travel league. The coach must pick up and complete all league registration forms. The coach will submit these forms along with a final team roster to the Travel Coordinator along with the player’s registration fee. M.S.P.S.P. teams will be required to submit their completed league registration material to the Travel Coordinator prior to the registration deadline set by the league for the season.
- The S.T.S.A. provides money for the Head Coach to pay referee fees. It is the Head Coaches responsibility to inform and obtain the appropriate amount of funds required to cover referee fees from the Travel Coordinator prior to the start of the season. The coach will receive a time slot and field designation from the Travel Coordinator and will attend league scheduling meetings to set his own schedule for the season. Any variations from the designated times or fields must have prior approval of the Travel Coordinator.
- Within one week of completion, a copy of the schedule must be delivered to the Travel Coordinator in order to accurately schedule referees. The Travel Coordinator will give the Referee Assignor all schedules for referee assignments. The Travel Coordinator will assign fields for all home travel games. At this time any special referee needs must be conveyed to the Travel Coordinator for example, M.S.P.S.P. U-16 or above games.
- For postponed or rescheduled games, coaches must contact the Travel Coordinator for available reschedule dates. If a game is rescheduled without prior consent from the Travel Coordinator, referees and/or field time will not be made available to the coach.
- The Head Coach is responsible for having in place their coaching staff no later than two weeks prior to tryouts.
- No team personnel may use voice amplifying devices or noisemakers of any kind.
- Each coach is responsible for the conduct of his assistants, players, parents, and fans, and shall ensure that they abide by all applicable rules, including tournament and league rules, as well as MSYSA rules.

**ARTICLE 3.  
TEAM FORMATION**

- 3.1 The S.T.S.A. will attempt to field at least one boys and girls team in every age division beginning with U-10 (STSA will **ONLY** field one U10 team each for both boys & girls) . The number of both boys and girls teams will be determined by the number of **qualified** players attending tryouts, with the exception of the U-10 travel teams being limited to 10 total players.
- 3.2 Team selection will be determined by the level of competition and years of existence.
- 3.2.1 The first criteria for player selection will be the level of competition. If more than one team exists within the same age division, the M. S.P. S.P. team has the first choice advantage to fulfill their roster. After such rosters have been fulfilled all other S.T.S.A travel teams have the opportunity to fulfill their roster. Any player has the right to refuse to play with the higher rated team if they choose.
- 3.2.2 If more than one team is playing similar competition, the team that has been formed the longest will get first selection. The Travel Advisory Committee will have final approval for placement in various travel leagues.
- 3.3 All STSA Travel Teams formed after June of 2009 will bear the name, Saginaw Storm. Using the “A”, “B” team format (U-10 is exempt since there is only one team allowed), if two teams exist in the same age group the “A” team will use the color Red and the “B” team will use the color White to further distinguish themselves. All Teams will also include their age appropriateness after their designation (i.e. Saginaw Storm 96G Red).
- 3.4 All Saginaw Township Soccer Association (STSA) teams as well as STSA affiliated Clubs (I.e. Vardar North) to the Michigan State Youth Soccer Association (MSYSA); Coaches, Assistant Coaches, Managers, Team Parents, Players, etc are expected to adhere to the STSA Travel Bylaws.

**ARTICLE 4.  
PLAYER SELECTION RULES**

- 4.1 At least 51% of all rostered players must be age appropriate.
- 4.2 Up to 49% of a team’s rostered players may only be one year younger than the age division the team is registered in. In order for a player to be eligible to play up more than one age division (using MSPSP rules), they must get the written consent of the STSA Travel Coordinator before they can be rostered.
- 4.3 A player playing on a team one year above the player’s age must be consented to by the coach, the player and the player’s parents and/or guardians. These special requests are not encouraged and will be kept to an absolute minimum. Approval will be granted if the player shows exceptional talent, an age group is short players, or extenuating circumstances exist.
- 4.4 The August 1<sup>st</sup> to July 31<sup>st</sup> rule will determine the age of a team as specified by the U.S.Y.S.A. All selected players for ANY STSA U-10 & U-11 Travel Teams **MUST** be age or grade appropriate – No Exceptions will be made.
- 4.5 The transfer of players between S.T.S.A travel teams is prohibited without sufficient reasoning for the move and without prior approval from the Travel Coordinator.

- 4.6 Players shall remain with the team they are drafted to play under for a period of one year; whenever possible original team rosters (players) are too kept together on the same team.
- 4.7 Recruiting of players from other teams with guarantees and promises will not be tolerated and as such will be considered an act of poaching. An act of poaching will be dealt with accordingly by the Advisory Committee.
- 4.8 For teams playing in 11 v 11 divisions, except for teams playing in U-17 through U-19 divisions, a maximum of eighteen (18) players is permitted.
- 4.9 For teams playing in U-17 through U-19, a maximum of twenty-two (22) players is permitted except that no more than eighteen (18) players shall be on the roster for and allowed to play in any individual game.
- 4.10 For teams playing in 8 v 8 divisions, a maximum of fourteen (14) players is permitted, however the Travel Advisory Committee would strongly recommend a roster size of (13) players.

## **ARTICLE 5. TRYOUTS**

- 5.1 Open tryouts will be held at the soccer complex for all age groups according to the schedule set by the Travel Coordinator.
- 5.2 There will be a minimum of two tryout dates for each team.
- 5.3 All tryouts must be advertised in the paper at least two weeks in advance, and will be open to all interested players who meet the age requirements of the team, or has received special permission. The S.T.S.A. will place all ads.
- 5.4 Tryouts for the fall season will be held after June 15<sup>th</sup> and before July 1<sup>st</sup>. For a team that plays both spring and fall this will be the primary tryout for the year.
- 5.5 Spring tryouts must be held before November 30<sup>th</sup> of the preceding year.
- 5.6 Tryouts should follow set guidelines to properly evaluate each participant. An evaluation sheet must be completed on all players so that any questions on how the team was selected can be answered.
- 5.7 In striving for impartiality and fairness, coaches are encouraged to include evaluators not associated with the team who are familiar with the demands of travel team play, such as other current or former coaches, former players, or Board members, etc.
- 5.8 All teams formed after June 2009, The “A” team coach will completely pick their players and fill their team roster from the available tryout pool before the “B” team will be allowed to fill their roster. If there are enough qualified players, a “C” or “D” team can be fielded and their selected head coaches will follow the afore mentioned selection process.
- 5.9 The listing of players trying out, their individual ratings, and the final roster must be sent to the travel coordinator within 7 days after the last tryout date. To replace players who are injured or quit during the season coaches must first consider the pool of players not previously placed on a team. This information must be kept confidential and will not be made available to anyone outside the Advisory Committee and/or coaching staff.

- 5.10 The Travel Coordinator needs to be advised of any additional tryout dates. All players must attend at least one tryout. Coaches may hold additional tryouts to accommodate absences. Whenever possible they should hold these before the scheduled tryouts, and the player must preregister.
- 5.11 The head coach must notify all players of their status within one week of tryouts. This can be done either by phone, mail, or in person. The head coach can also decide to have selected players sign player contacts the same day as the final tryouts, provided the tryouts are completed and the head coach communicates this to their selected players respectfully.
- 5.12 All players will provide proof of his/her age to the Travel Coordinator. A birth certificate, adoption certificate or certificate of naturalization will be sufficient proof.

## **ARTICLE 6 COMPLEX USAGE**

- 6.1 The S.T.S.A. soccer complex is to be used only by S.T.S.A. sponsored teams.
- 6.2 Only scheduled league home games or S.T.S.A. sponsored events may be played on the fields.
- 6.3 Practices and / or scrimmages will only be allowed at the desecration of the STSA President who may consult with the STSA Administrative Director.

## **ARTICLE 7 CANCELLATIONS AND RESCHEDULING**

- 7.1 Games should only be rescheduled as a last resort. For postponed or rescheduled games, coaches must contact the Travel Coordinator for available reschedule dates. If a game is rescheduled without prior consent from the Travel Coordinator, referees and/or field time will not be made available to the coach.
- 7.2 The Travel Coordinator will contact the appropriate Referee Assignor to reschedule the referees. There will be a \$ 25.00 reschedule fee payable to STSA if the game is rescheduled for any reason other than weather. STSA must receive this fee before the Referee's will be scheduled.
- 7.3 If a game is canceled or rescheduled and the Coach does not notify the Travel Coordinator early enough to cancel the referees it is the team's responsibility to pay the referees fees for both the missed game, and the rescheduled game.
- 7.4 Cancellation of games due to weather or unplayable conditions is the sole responsibility of the game referee.

## **ARTICLE 8 EQUIPMENT**

- 8.1 All S.T.S.A. Travel Teams will wear the S.T.S.A. approved travel uniform kit. Any STSA team found to be playing with an unapproved uniform kit will be required to purchase the approved uniform kit before they will be permitted to resume play in their respective leagues or may be subject to other sanctions up to and including removal from the S.T.S.A. program. The STSA Travel uniform kit will be comprised of a red / white shirt and socks as well as red shorts.

- 8.2 All travel uniforms will be purchased through the S.T.S.A vendor of choice and the coach is responsible for ordering, sizing and distributing the uniforms. The Advisory Committee will take every opportunity to insure that the S.T.S.A teams are receiving the most cost effective rate from the vendor of choice. Registration fees do not cover the cost of the uniform.
- 8.3 The players will be responsible for the cost to replace any lost, stolen, or damaged uniforms.
- 8.4 Soccer balls, ball bags, and other basic needs of the soccer team will be supplied by the S.T.S.A. Team needs must be made known to the Travel Coordinator in writing. Teams will be supplied with one new “game ball” per season. Brand new teams will receive an “equipment allowance” of \$ 100.00 prior to their first season as well as a player card holder. In addition all S.T.S.A. sponsored travel teams will receive one “practice t-shirt” per player per season.

**ARTICLE 9  
THE S.T.S.A. TRAVEL COACHES ASSOCIATION**

- 9.1 The Travel Coaches Association will be made up of all coaches of S.T.S.A. sponsored Travel Teams and will be under the control of and abide by all rules and regulations of The Saginaw Township Soccer Association.
- 9.2 The Association's purpose is to promote travel soccer in our area, and to establish common guidelines and coaching requirements, and to assure that all S.T.S.A. sponsored Travel Teams meet our high standard of fairness and sportsmanship.
- 9.3 The S.T.S.A. Travel Coaches Association will meet a minimum of two (2) times a year.

**ARTICLE 10.  
THE TRAVEL ADVISORY COMMITTEE**

- 10.1 Overseeing the travel program is the Travel Advisory Committee. The committee consists of three S.T.S.A. board members and two members of the Travel Coaches Association, whom their peers elect. No two members of the Advisory Committee can be affiliated with the same travel team. The Saginaw Township Soccer Association Executive Board will elect the Chairman of the group. This Chairman shall not have their name appear on a travel team roster.
- 10.2 Each member of the Coaches Association on the Advisory Committee will serve one year terms, with each term becoming open at the end of the fall season. The S.T.S.A. Board will appoint their three representatives in conjunction with its annual elections.
- 10.3 Nominations for the open board seats will be taken and voted upon at the fall Travel Coaches meeting.
- 10.4 The Travel Coordinator is responsible for the recommending the Travel coaching staff. These duties include recommendations to the S.T.S.A. Executive Board on the selection, retention, and dismissal of coaches as put forth in the S.T.S.A. Bylaws. They will also review any violations of S.T.S.A. or Travel League coaching policies, and take any disciplinary actions deemed necessary.
  - 10.4.1 All concerns involving the travel program or its teams and coaches will be directed to the Travel Coordinator for review.

- 10.4.2** At the direction of the S.T.S.A. Board, the Travel Advisory Committee will review any player/coach/team misconduct or violations of the Laws of the game. This is to include, but is not limited to, excessive RED/YELLOW cards, and conduct both on and off the field while representing the S.T.S.A.
- 10.4.3** The Chairman can, with or without pre-investigation, according to the severity of the complaint, call for a hearing on the complaint or appeal.
- 10.4.4** Having a recommendation from the Travel Coordinator, the Advisory Committee has the authority to bar completely, suspend, or otherwise discipline, any player, coach, team manager, team assistant, or player parent.
- 10.4.5** The Travel Coordinator is responsible for notifying all Travel Coaches in writing as to when they can and cannot practice and/or schedule games at the complex. Furthermore, the Travel Coordinator is charged with enforcing this policy and can discipline a Coach and/or Team with a monetary fine (not to exceed \$100.00), the team can lose their privilege to practice at the complex indefinitely, the team can lose STSA sanctioning, or the Coach can be removed from the team.
- 10.4.6** Any appeals of action taken by the Advisory Committee must be made to the Saginaw Township Soccer Association Executive Board of Directors. They must submit such appeals, by letter, within 10 days of notification of such action, to P.O. BOX 6155 SAGINAW MI 48608.