

**Peachtree City
Youth Soccer Association**



**Lazers Recreation
and Little Lazers
Book of Procedures**

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1. Introduction

Peachtree City Lazers Soccer Club has adopted a clear vision for our organization and community. Our vision and purpose is the development of children and our concern for their welfare through the sport of soccer.

Our leaders work as a team in order to serve the children's needs versus their own. Our leadership fosters a spirit of cooperation and coordination to establish an accepted set of procedures.

Our club works toward common goals. We've clearly defined the tasks, duties, responsibilities and accountability measures of everyone involved. We strive for synergy, in an effort to make our club attractive to others and those who are involved.

This Book of Procedures is meant to define much of the above as well many other day-to-day policies, procedures, and guidelines for the effective operation of the Lazers Recreation Program.

We value your faith, confidence and investment in this program and in all of us to create a positive environment for the benefit of your children. Your cooperative collaboration is a valuable and necessary resource to ensure our stewardship of what has been entrusted to us. Together, we can create "**The Complete Soccer Experience**" for the children of this program.

1.1 Purpose

The following **Book of Procedures** is a set of guidelines and rules that govern the day-to-day activities of the Recreation Program. It is designed to provide leadership and answers to specific questions.

A committee consisting of the Recreation Chairperson, the Director of Operations, and the Director of Coaching should annually, by May 1, review and suggest necessary modifications for Recreation Committee and Executive Board approval. Such amendments should be documented in the "Modification Log" contained herein.

It should be amended as needed to promote the future growth, efficiency and needs of the Children of our program. No changes should be made to this book that goes against the principles of providing the best quality Recreation program for all children who participate at any competitive level.

Any change to this document is governed by the **PTCYSA Bylaws**. If there arise any conflicts between this document and the PTCYSA Bylaws, the Bylaws shall govern.

1.2 Vision Statement

"The Complete Soccer Experience"

1.3 Mission Statement

We provide every member a positive soccer experience through education, coaching and environment. We instill character and ethical standards. We support each player's opportunity to achieve their goals and dreams.

1.4 Core Values and Guiding Principles

We are an educational institution offering programs and quality leadership involving the "whole athlete approach". Our educational institution develops recreational, select, and elite levels of players. Our programming encompasses "crib to college" or from 18 months through high school. We promote the highest ethical standards and character among our staff, volunteers, players and members, and we set "the example" in our relationships with Peachtree City, Georgia Soccer and our fellow clubs.

Lazers Recreation and Little Lazers are about growing, nurturing and retaining players.

2. Governance

2.1 Recreation Committee

The Recreation program shall be administered by the Recreation Committee and chaired by the Recreation Chairman. The Recreation Committee will be comprised of a minimum of 3 voting members and a maximum of 7 voting members as per the PTCYSA Bylaws.

The Recreation committee may comprise the following voting members as needed:

Lazers Recreation Chairman
Lazers Recreation Vice-Chairman
U5 – U8 Little Lazers Representative
U9 - U12 Lazers Recreation Representative
U13 - U19 Lazers Recreation Representative
Director of Operations (non-voting)
Director of Coaching (non-voting)
Recreation Registrar (non-voting)

The voting members of the Recreation Committee shall have the authority to:

- a. Conduct all business of the Recreation program and committee
- b. Recreation Chairman will appoint each representative. Term of office for elected positions is one year.
- c. Vote on all issues requiring a Committee decision in accordance with this Recreation Book of Procedures.
- d. Administer the finances of the Recreation Program to include:
 - (1) Setting yearly player fees prior to fall season tryouts;
 - (2) Management of the annual Recreation program budget;
 - (3) Approval by majority vote any expense that exceeds the budgeted amount by 5% or any other non-budgeted expense exceeding \$500.00 (Note: Such overages must also be approved by the Executive Board)
- e. Management of procedures pertaining to the Recreation Program.
- f. Develop and maintain the **Recreation Book of Procedures**.

2.2 Recreation Chairman

- Be an officer of PTCYSA and a voting member of the Board of Directors of PTCYSA (BOD).
- Be responsible for presiding at all Recreation Committee meetings.
- Be responsible for the Recreation Committee of the PTCYSA. Oversees Recreation Committee members and employees and their assigned responsibilities.
- Represents the interests of the Recreation Committee at BOD meetings.
- The Recreation Chair shall be elected by the PTCYSA members in good standing of the Recreation Program only.
- Provide input to the President for the annual summary of plans, operations and results at the PTCYSA AGM.
- Provide input into performance evaluations for Director of Coaching and Director of Operations on a semi-annual basis.
- Review and approve scholarship for financial assistance
- Oversee the annual review of the Recreation Book of Procedures.
- Provide input into the annual budget for PTCYSA.

2.3

U5 – U8 Little Lazers Representative

U9 - U12 Lazers Recreation Representative

U13 - U19 Lazers Recreation Representative

At-Large Representative

In addition to the recreation committee members, the following tasks by the Recreation Chair as necessary:

- Secretary
- Uniform and Equipment Purchasing
- Recreation Tournament Coordinator

2.31 Recreation Secretary

- Record the minutes of Recreation Committee meetings. Prepare and distribute an electronic summary of committee minutes to Recreation committee members no later than two weeks after meetings.
- Maintain correspondence from the Recreation Committee
- Submit an approved copy of the Meeting Minutes to the Webmaster and library.
- Submit an activity report at committee meetings

2.32 Recreation Uniform Coordinator

- Seek and present bids for club uniforms and related items as outlined by BOD
- Administer the Recreation Program Uniform Policy.
- Maintain and administer the inventory of Recreation Program property and provide an inventory report to the Recreation Committee on a semi-annual basis after the Fall and Spring Seasons.
- All purchase over \$200.00 will require (3) quotes
- Any miscellaneous items where there is consecutive purchases under the above mentioned limit should be considered repetitive procurement and therefore attempt to obtain (3) bids for annualized spending.
- Every effort should be made to utilize local vendors and suppliers provided the Recreation Program benefits from the most competitive price for like merchandise being purchased.
- Vendor receiving contract for services should secure additional discounts on merchandise. This discount information should be passed on to **all** select and Recreation players, i.e.; XYZ Sports is awarded \$60,000.00 contract. Club members should get discounts on misc. purchases made at the establishment.
- All team orders shall be handled by the Team Manager.

2.33 Recreation Tournament Coordinator

- Be responsible for organizing and directing PTCYSA Recreation tournaments.
- Be responsible for all state/GYSA tournament reporting requirements.
- Coordinate tournament fundraising efforts with Director of Marketing.

2.4 Director of Operations (non-voting position)

- Communication Strategy (newsletter, email, website, marketing, sponsorships, media, team manager handbook, evaluations, fee schedule, coaches and staff administrative assignments and supervision/input on coaches' performance reviews as pertaining to administrative and operational duties)
- Next season calendar will be completed 30 days before the next season begins.

- Operational and Administrative Responsibility for Recreation Program (Recreation budget, calendar, schedule, evaluations, training schedule, field schedule, etc.)
- Fee Schedule and Policy - Works in conjunction with and in cooperation with Business Manager (budget, fee collections, expense approval)
- Works under direction of, in conjunction with, and in cooperation with Director of Coaching for all "coaching and player training and development" needs of organization. (Recreation Chairman has performance review input).
- Assist with Marketing, Sponsorship, Referees, Field Scheduling, Book of Procedures, Recreation Setup.
- Accountable to the BOD for all duties, reports to Recreation Chairman or otherwise as designated by BOD.
- Submit activity report to Recreation Secretary prior to or at Recreation Committee meetings.

2.5 Director of Coaching (non-voting position)

- Along with Director of Operations, effectively plans, delegates, implements, and carries out appropriate coaching/training assignments and camps/clinics as approved by Recreation Committee and Executive Board.
- Builds unity with Director of Operations, Business Manager, BODs, Select and Recreation Committees, volunteers, members, city, community, high schools, other clubs, and Georgia Soccer.
- Plans, organizes and conducts effective training options for Player and coaching training for U5 and U6, U7 and U8, U10 and Up.
- Trains at all player levels and with all age groups (Recreation and Select).
- Recommends to Recreation Committee and Executive Board and effectively carries out the approved Youth / Player Development Policy.
- Sets, and upon Recreation Committee and Executive Board approval, oversees and maintains **Coaching Philosophy and Coaches Standard Operating Procedures** (see Appendix F)
- Makes decisions on players playing up, the tryout process, coaching selection criteria, relationship between the club's first tier and lower tier teams in the same age group, etc.
- Works under direction of, in conjunction with, and in cooperation with Director of Operations for all "operational and administrative" needs of organization (DOO has performance review input)
- Reports to Select Chairman (for Select) and Recreation Chairman (for Recreation) as designated by BOD.

2.6 Recreation Registrar (non-voting)

- Reports to Director of Operations in terms of job duties, etc.
- Selects and secures walk-up registration dates, times, and locations.
- Creates signage and flyers to be used in schools.
- Places advertisements with the newspaper with the assistance of the Director of Operations and the Business Manager.
- Collects Registration Forms and enters information into the state system.
- Coordinates with Director of Operations (Select Registrar) to setup state system for each season.
- With assistance from the Director of Operations declares all RILS teams by state deadline in the state system.
- Distributes copies of the registration forms with the Age Group Coordinators. This helps the Age Group Coordinators create teams and select volunteer coaches for each age group.

- Assist Director of Operations for end of the season spring tournament in terms of trophy purchasing and scheduling.

2.7 Age Group Coordinators (non-voting)

- U5-U8 Age Group Coordinators (AGC's) will recruit parent game coaches and create rosters for all teams within their age group.
- U10-U14 AGC's will recruit parent coaches and will help the Lazers Coaching Staff conduct the U10-U14 evaluation dates and draft.
- All Age Group Coordinators will be recommended by the Recreation Registrar and approved by the Recreation Chairman and Director of Operations.
- Age Group Coordinator work in conjunction with and serve under the direction of the Director of Operations.
- Age Group Coordinators will be responsible for accepting players from the wait list and will notify the Recreation Registrar immediately.
- Age Group Coordinators must submit a coaches list at least two weeks prior to the season.
- Age Group Coordinators for U5-U12 must submit their finalized rosters to the Recreation Registrar by their third game.
- Termination or replacement of an Age Group Coordinator will be made by the Recreation Chairman.
- Age Group Coordinators are encouraged but not required to attend monthly Recreation committee meetings. There may be times when the Recreation Committee requires each Age Group Coordinator to attend.

2.8 Meetings

- The Recreation committee will meet quarterly.
- Special meetings may be called at any time
- The Recreation Chairperson is responsible for scheduling and conducting the meetings. (In the event that the Chairperson is unable to attend the Recreation Chairperson shall appoint another member to conduct the meetings).
- All meetings shall be governed by the rules contained in the current edition of Robert's Rules of Order Newly Revised.
- Any member not attending for 3 consecutive meetings may be faced with dismissal.

2.9 Voting

- Recreation Committee must have a quorum of 50% of current committee in order to vote.
- Must have a majority vote.
- Recreation Chairman has the deciding vote to break any ties.

3. Team Organization and Structure

The Lazers Recreation program shall be made up of teams in age brackets U5-U19 based on the rules and provisions found in the GYSA guidelines.

Every age bracket shall have as many recreation teams as can be fielded based on the number of players who register by the registration deadline. Players, who are on the wait list, will only be placed as needed.

3.1 Name

The official team name of the PTCYSA Recreation Program for ages U5-U8 is “Little Lazers” and for ages U9-U19 is “Lazers Recreation”. The teams will be referred to by a name the team’s coach chooses from the approved PTCYSA Recreation Team List. (See Appendix D)

3.2 Uniforms

The team uniforms will be black jerseys, black shorts, and black socks for home games and white jersey, black shorts, and white socks for away games.

Training attire will be Peachtree City Lazers practice t-shirts and black shorts.

Both Uniforms and bag should have the official Peachtree City Lazers Soccer Club logo.

Teams shall not wear uniforms, which have not been approved by the Recreation Committee.

During training, players shall wear association approved attire. Attire with logos of other associations is not permitted.

3.3 Coach Selection and Requirements

Coach Selection

The policies and procedures for selecting coaches for the Lazers Recreation Program are as follows:

AGC’s will select head coaches from those who have requested to volunteer to coach a team each season. If there are not enough head coach volunteers then, assistant coach volunteers will be asked to assume a head coach position on a team. If there are still unfilled head-coaching positions open, other parent volunteers will be asked to volunteer their services as a head coach. If coaching positions are still unfilled, parents of registered players will be asked to coach a team.

Peachtree City Lazers Soccer Club reserves the right to not form teams in any age group for which volunteer coaching support can not be obtained. The Recreation Chairman, Director of Operations, Recreation Registrar will review all potential coaches and disqualify any coach that is known to not follow Peachtree City Lazers Soccer Club 's philosophy. This may include parent feedback information received on registration forms and/or questionnaires.

Coach Requirements

1. Coaches must be at least 18 years of age or accompanied by a supervising adult at all times.
2. Coaches who previously coached in an age group will have priority over anyone else who wants to coach.
3. U5-U8: “C” License
U10-U12: “F” License
U14 and above: Recreation “E” License
4. Participation in games and practices.

3.4 Team Selection for U5 – U8

- Age Group Coordinators will create as many teams as possible, based on players registered by the registration deadline and number of coaches.
- Teams will be created by the Age Group Coordinators (AGC) based on playing experience, school district, and parent volunteer coaches.
- Teams will carry over from fall to spring as players’ registered permits.
- For play-up and special requests please see *Section 3.7 Play-Ups*

3.5 Team Selection for U10 – U14

- Evaluation dates will be conducted by the Lazers Coaching Staff for the U10, U12, and U14 Boys and Girls teams. Each player will be asked to attend one of the evaluation dates.
- Players will be given a designated number 1-3, with 1 being the highest level.
- A draft will be held for each age group and gender, U10, U12, and U14 Boys and Girls.
- All players will be assigned in their numbered groups. Coaches will receive the list at the draft day and will be allowed to use the list to help them draft their teams.
- Coaches will select a number out of the hat and thus create the draft order.
- Coaches will then select in a snake draft format (Team 1 – Team 8, then Team 8 – Team 1, etc.) until all players have been chosen.
- Teams will be distributed by the Age Group Coordinator and the team coaches within that age group.
- Teams will carry over from fall to spring as players' registered permits.
- For play-up and special requests please see *Section 3.7 Play-Ups*

3.6 Team Selection for U15 – U19

- Age Group Coordinators will create as many teams as possible, based on players registered by the registration deadline and number of coaches.
- Teams will be distributed by the Age Group Coordinator and the team coaches within that age group.
- Teams will carry over from fall to spring as players' registered permits.
- For play-up and special requests please see *Section 3.7 Play-Ups*

3.7 Play-Ups

Players must play on a team where his/her birthday falls within the parameters of the age divisions as set forth by GYSA. Requests to “play up” are discouraged at the non-competitive level due to the physical and emotional demands required to play in an older age group. Playing up may impede the child an opportunity to develop self-confidence among their peers.

Criteria for Play-up Request Acceptance

1. Parents who understand the ramifications of playing up.
2. Player has the physical and emotional abilities capable of playing up as recommended by previous coach.
3. Players' birth date falls between August 1st and September 30th.

All requests outside of the criteria above to play for an older age division team for the next season must be submitted to the Recreation Chairman. Requests to “play-up” must be made every year. Peachtree City Lazers Soccer Club will not permit a player to accelerate more than one year (i.e. from U-9 up to U-11).

*Allowances to play up may be made at the discretion of the club when there are not enough players registered in any age group to complete a team or teams. A player or players may be played up an age division to make a reasonable division of teams with the permission of the both the parent and player.

4. Lazers Recreation and Little Lazers Training

4.1 U5 and U6 Training

The Lazers coaching staff will work with U5 & U6 Teams at BSC in a format based on the number of staff coaches available with a specific number of weeks allotted for training. At this age group training is not a necessity so parents should view this as an optional, fun session for their kids.

4.2 U7 and U8 Training

In weeks 1, 2, 8, 9, & 10, the volunteer team coach will choose one to two training days and times from the training grid provided by the Director of Operations.

In weeks 3-7, the Lazers coaching staff will work with all U7 & U8 teams weekly at BSC. Volunteer team coaches for the U7 & U8 will choose one day of training per week to work with the Lazers Staff on Monday, Tuesday, Wednesday or Thursday at BSC from 5:00 - 5:45 PM at BSC. The volunteer team coach can also train an additional day at Glenloch for a maximum of one hour.

4.3 U10 – U12 Training

Each team trains twice a week with their volunteer coach for a maximum of 90 minutes per session. A Lazers Development Program (LDP) Technical class will also be offered over the course of each fall and spring season.

4.4 U14 – U19 Training

Each team trains twice a week with their volunteer coach for a maximum of 90 minutes per session. A Lazers Development Program (LDP) Technical class will also be offered over the course of each fall and spring season.

5. Festivals and Tournaments

5.1 BooFest Festival Responsibilities

Each fall the U10s and U12s play a festival format the Saturday before Halloween. Each participating player receives a t-shirt, compliments of Peachtree City Lazers Soccer Club.

- Scheduling – Director of Operations
- Candy Purchasing and Organizing – Recreation Registrar
- T-Shirts – Recreation Chairman
- T-Shirt Distribution – Age Group Coordinators
- Coaches Referee Games

5.2 U10 and U12 Spring Tournament Responsibilities

Each spring the U10s and U12s play a competitive tournament on the last weekend of the spring season. Trophies are awarded to the winners and all other players receive a participation medal or trophy.

- Scheduling and Setup – Director of Operations
- Trophies – Purchased by Recreation Registrar, distributed by individual Age Group Coordinators
- Scorekeepers – Age Group Coordinators
- Trophy Distribution – Age Group Coordinators
- Referee Assignor – Referees for Games

5.3 U14-U19 Recreation State Cup

Each spring, the state hosts a Recreation State Cup. Any team who chooses to participate may do so. Each team is responsible for their entry fees into the State Cup.

5.4 Other Tournaments

Coaches and players from our Lazers Recreational program, who wish to participate in any tournament not sponsored by Peachtree City Lazers Soccer Club, must first obtain permission from Recreation Chairman. All forms and costs associated with these tournaments will be paid for and taken care of by each individual team.

6. Scheduling

6.1 Game Schedules

After Age Group Coordinators create "x" number of teams and pass the team list along to the Director of Operations. The Director of Operations will then create game schedules for each of the U5-U12 Age Groups.

For U14 and up, Georgia Soccer will create the schedules for our teams.

6.2 Training Schedules

For U10 and up, each coach will contact the Director of Operations and will select their time and days of training from the training schedule.

For U7 – U8, each coach will contact the Director of Operations and pick the day of the week they would like to train with the Lazers Coaching staff.

For U5 – U6, each coach will contact their Age Group Coordinator and choose which time they would like to work with the Lazers Coaching staff.

6.3 Game Reschedules

The instructions below are for recreation game reschedules ages U5-U12

1. Contact your age group coordinator at least 14 days prior to the scheduled date of the game.
2. It is the coach's responsibility to ensure coordination and notification is made with the opposing team. Do not attempt to schedule a new date and time if you have not contacted the other team first.
3. When speaking with the opposing coach find three (3) acceptable dates and times, then preference in order of 1,2 & 3. Whenever trying to reschedule with the opposing coach, try first for a Friday evening or Sunday afternoon. Either of these days is preferred over Saturday. When picking a Saturday, understand that you are tentatively looking at a 5:00 pm or later time slot.
4. If your Age Group Coordinator approves the reschedule, they will contact the Field Scheduler for a new date, time, and field number.
5. The association can only handle a certain number of simultaneous games, especially at the older age groups due to limited numbers of referees qualified to do those games. Even though there may be fields available, understand that Referees may not be available. Normally all referee assignments are completed by SUNDAY evening prior to the upcoming game weekend. Changes after Sunday are difficult and sometimes impossible to accommodate. Non-weather related cancellations and/or changes after Sunday @ Noon result in the Referee crew being paid, game played or not.

The instructions below are for recreation game reschedules ages U14-U19

1. Contact your state age group coordinator at least 14 days prior to the scheduled date of the game.

2. It is the coach's responsibility to ensure coordination and notification is made with the opposing team. Do not attempt to schedule a new date and time if you have not contacted the other team first.
3. When speaking with the opposing coach find three (3) acceptable dates and times, then preference in order of 1,2 & 3. Whenever trying to reschedule with the opposing coach, try first for a Friday evening or Sunday afternoon. Either of these days is preferred over Saturday. When picking a Saturday, understand that you are tentatively looking at a 5:00 pm or later time slot.
4. If your State Age Group Coordinator approves the reschedule, contact the Field Scheduler for a new date, time, and field number.
5. The goal is to receive all reschedule requests at least two weeks prior to the date published on the official published schedule (GYSA or PTCYSA as appropriate). During the season no games may be cancelled / rescheduled after Sunday night of that game week. Referees are already assigned and will be paid. Two local teams playing each other that cancel after Sunday will be a forfeit and not rescheduled without the Referee crew and assignor being paid up front for a rescheduled game. Games being rescheduled because of field closures (i.e. weather) normally require at least a weeks notice. However, the Scheduler will attempt to reschedule for field space/Referees as soon as practical but no guarantees if under 7 days. **A GAME WILL NOT BE PLAYED WITHOUT REFEREES BEING ASSIGNED BY THE ASSIGNOR.**
6. The association can only handle a certain number of simultaneous games, especially at the older age groups due to limited numbers of referees qualified to do those games. Even though there may be fields available, understand that Referees may not be available. Normally all referee assignments are completed by SUNDAY evening prior to the upcoming game weekend. Changes after Sunday are difficult and sometimes impossible to accommodate. Non-weather related cancellations and/or changes after Sunday @ Noon result in the Referee crew being paid, game played or not.
7. When contacting the Field scheduler, ensure the following information is included:
Your team (e.g. U11 Girls White or U14 Boys Stampede, etc)
 - Date and time the game was originally scheduled.
 - Date and time frame you desire for the rescheduled game. The more flexible you are, the better your chances of success. Be reasonable in your request.
8. If you include the scheduler, opposing coach, and other appropriate people in all email traffic, the rescheduling process will go much faster. In addition, all concerned will be kept informed throughout the scheduling process.

7. Volunteerism

Peachtree City Lazars Recreation is a volunteer based organization. As such, we rely heavily on our membership for ensuring our club operates smoothly in all functions. Members at times are expected to donate time contributing towards club operations and the overall betterment of the club. Any club member may discuss ways of volunteering time with the Recreation Chairman.

8. Finances

8.1 Administration of Finances

The PTCYSA Business Manager will administer all Recreation program finances.

8.2 Fees

Each year, the fees will be determined by the Recreation Committee with input from the Business Manager and the Director of Operations in the spring preceding the next year's registration process begins.

Your fees cover field and maintenance costs, operational costs, city field use fees, referees (U10-U19) fees, and GYSA registration fees that includes affiliation, registration, and insurance.

Non-Fayette County Resident Cost: Add \$5 to the fees determined above.

8.3 Checks Payable

All checks shall be made payable to PTCYSA.

8.4 Budget

The budget shall be created by the PTCYSA Business Manager annually, and will be approved by the PTCYSA Board of Directors.

8.5 Scholarships

The Recreation program will make available scholarship funds to those individuals in need.

A “*Scholarship Request*” (see Exhibit 1) must be submitted to the Recreation Chairman prior to each season for consideration.

Each scholarship request will be evaluated individually by the Recreation Chairman. The Chairman is responsible for collecting, discussing and approving these requests.

Scholarships will be granted on a season-by-season basis, and determined on a case-by-case basis. Each scholarship must be renewed each season (not each calendar year).

Recipients of scholarships will be called on to volunteer time and skills to Lazars to help offset the financial impact of such scholarships.

Each approved scholarship is to be approved in writing by Recreation Chairman, signed by parents of player for whom granted, and filed with PTCYSA Business Manager by completing the “*Scholarship Agreement*” (Exhibit 2)

Privacy and confidentiality should be maintained on a “needs to know basis” only, and typically with Recreation Committee, Director of Operations and Business Manager of PTCYSA.

8.6 Refund Policy

For U5-U12:

- A full refund will be issued for any withdrawals prior to the first game of the season.
- For any request made after the first game, partial refunds may be issued and approved by the Recreation Chairman.

For U14-U19: No refunds will be made after the teams are declared with GYSA.

8.7 Coaches and Age Group Coordinator Reimbursements

U5 & U6: Each head coach receives a 50% reimbursement from their child’s fees, after insurance and field usage fees, at the end of the soccer season.

U7 - U19: Each head coach receives a 50% reimbursement from their child’s fees, after insurance and field usage fees, at the end of the soccer season.

Age Group Coordinators: Each Age Group Coordinator receives a 50% reimbursement from their child’s fees, after insurance and field usage fees, at the end of the soccer season.

Modification log

Modified, approved and presented to Executive Board by Recreation Committee on March 23, 2009

Approved by Executive Board on _____.

Tim Going, Lazars Recreation Chair

Garrett Williams, President PTCYSA

Appendix A. Player/Parent Agreement

A commitment to Peachtree City Lazers Soccer Club is a commitment to abide by the policies as stated below. This commitment is for one soccer season. The recreation soccer season runs from August through November in the fall. The spring season runs from February through May.

Peachtree City Lazers Recreation players agree to:

General

- Conduct themselves and represent the club in a respectable manner and portray an example of sportsmanship and fair play.
- Be honest and reliable at all times.
- Avoid the use of drugs, tobacco, alcohol or any prohibitive substances (violation may result in suspension or dismissal from the club).

Training

- Always wear shin guards and always bring a properly inflated and appropriate-sized ball to all training and games.
- Attend all training sessions and games unless excused by coach.
- Notify coach in advance via phone and email of any expected tardiness or absence from any training session, practice or game.
- Avoid the use of profanity at all times.
- Strive to improve at each training session and always give 100% effort.

Games

- Have both uniforms at all games.
- Not question a referee's decision by word or gesture.
- Always be respectful of opposing players, coaches, fans and referees.
- Shake hands with opposing team and coaches after each game.
- Be supportive and positive towards their teammates and commit to giving 100% effort during games.

Peachtree City Lazers Recreation parents agree to:

- Hold any parental discussion with the coach until 24 hours after a session or game and away from the field/away from the presence of players and other parents (*cool down period*).
- Not coach (*at all*) from sidelines during games or training and only provide positive verbal support to players, coaches and referees (*when in doubt, silence is best*).
- Never challenge referees call(s) either verbally or by way of gesture.
- Defer to and support coach in handling any dispute, referee action, disciplinary action or violation of this agreement or team rules.
- Always be respectful of opposing team, coaches, players and parents.
- Parents or legal guardians of every player are responsible for all monies associated with their child's play in the Peachtree City Lazers Soccer Club program. If at any time prior to the end of the season a player withdraws from the Peachtree City Lazers Soccer Club program all remaining cost are to be paid in full.

I have hereby read, understand and agree to my responsibilities stated herein. I further acknowledge that failure to comply with the above expectations may result in my suspension or termination from my team and Peachtree City Lazers Soccer Club.

Player Print Name

Age Assigned

Parent Print Name

Parent Signature

Date

Please complete and send to PTCYSA, PO Box 2403, Peachtree City, GA 30269

Appendix B: Youth and Player Development

I. U-5 through U-8

U5 & U6 (Technical Development)

Playing the game at this age should be FUN, FUN, FUN. At this age we will encourage groups of players rather than teams. It is the responsibility of the coaching staff to provide a great atmosphere where kids can enjoy themselves and get used to a soccer ball at their feet.

Games: 3 v 3 with no Goalkeepers. New ball method used. Throw-ins are not used at this level.

Players at this age do not need structured play. They should be engaged in fun activities that encourage them to explore their abilities physically with a soccer ball.

Coach's role: Each coach and or parent should be positive at all times. Do not give a lot of information just provide basics to keep the ball in play. No team concepts are taught at this level.

U7 & U8 (Technical Development)

Again, soccer is still about having fun with a ball and all players should want to have the ball at their feet. All training sessions should be fun and keep the kids active in a variety of activities. Positional play should not be taught to these players but all players should learn to play in goal and on the field so they can discover which is most enjoyable for them as they progress. The use of older players for demonstrations and role models is highly encouraged.

Games: 4v4 with sweeper keepers who can use their hands in the designated area of the field. No throw-ins still at this age. New ball method used.

Coach's Role: The coach should understand that youth at this age learn by watching so providing good demonstrations is essential to player development.

II. U10 Recreation Program

(Technical Development)

At this age the game should continue to be a fun activity where players are challenged through a variety of games to goal. Creativity with the ball is encouraged so that we can develop better attacking players who are free to play and display their abilities. These are the crucial years of technical development. An emphasis should be placed on the following areas:

- Dribbling
- Receiving
- Short passing
- Finishing
- Juggling
- Agility, Balance, Coordination

Games: 6 v 6 including goalkeepers. Throw-ins should be now introduced.

Coach's Role: The coach should be a master of the ball and able to demonstrate the various disciplines. The idea here is to provide a fun, yet challenging atmosphere where players develop these techniques under pressure. A variety of 1 v 1, 2 v 2, and 3 v 3 games should be included as progression phases in the training session. **The coach should focus on one topic per session with players and not try to combine sessions.** Repetition is vital for these players and the more touches on the ball they have in training the better. Training should be game related and not just drills.

III. U12 Recreation Program

(Technical Development)

These are important ages for skill development. Demonstration is very important and the players learn best by doing. This is also an important time to introduce and teach the basic principles of play. It is important to establish discipline from the beginning.

Coach: Sensitive Teacher; Enthusiastic; Possess soccer awareness; Ability to demonstrate or utilize someone who can paint a good picture (older player, assistant coach); Knowledge of the key factors of basic skills; Give encouragement.

Technique: Important to establish a good strong solid base. Development of individual skills under the pressure of time, space, and an opponent. Increase technical speed.

- Dribbling: Encourage risk taking!!! Moves to beat an opponent; Keeping possession, shielding, spin turns; Change of speed, change of direction.
- Receiving: Ground and air balls. All surfaces, from a partner, on the move.
- Shooting: Proper striking technique, partner serve from all angles, turns, cut backs; volleys.
- Passing: Proper technique - Laces, inside, outside - Short and long; Crossing.
- Heading: Self serve => partner serve -jumping to head, turning the ball; Partner juggling.
- Tackling: Proper technique.

Tactics: "Dawn of tactical awareness". Basic principles of play. Play a variety of positions => Develop an awareness / Complete player. Promote attacking soccer - possibly play 3-4-3.

- *Individual* -> 1v1.
- Attacking: Keep possession; Encourage risk taking => Take players on 1v1 in proper areas of the field.
- Defending: Proper pressure (in front and behind); Channel player; immediate chase.
- *Small Group*-> 2v1, 2v2, 3v1, 3v2, 3v3.
 - Attacking: Keep possession=> Support, combination play=> wall pass, take over, overlap, double pass.
 - Defending: Pressure/Cover, marking.

The Game: 8v8 with throw-ins and goalkeepers.

III. U-14-U19 Recreation Program

Technique: Build on the base. Development of individual skills under the pressure of time, space, and an opponent. Increase technical speed.

- Dribbling: Encourage to take players on 1v1 - Feints/moves; Keep possession -shielding/spin turns.
- Receiving: Quality first touch- take balls out of the air/turning => All surfaces, on the run.
- Shooting: On the run; On the turn; From all angles/ crosses, volleys.
- Passing: Short, long, bent, crosses, driven, chipped => All surfaces, ALL on the run.
- Heading: To goal (Shoot/glance), to pass, to clear.
- Tackling: Proper technique, slide.

Tactics: Increase Tactical Speed (Decision making)

Individual -> 1v1.

- Attacking: Keep possession; Encourage risk taking => taking players on in the proper areas of the field.
- Defending: Proper pressure (in front and behind); Channel player; immediate chase, angles of pressure.

Small Group -> 2v1, 2v2, 3v2, 3v3, 4v2, 4v4.

- **Attacking:** Keep possession=> Support; Combination play=> wall pass, take-over, overlap, double pass. Width, depth, penetration; Crossing with proper runs in the box; Simple set plays.

The Game: 11 v 11.

Goalkeeping

The following should be addressed when teaching goalkeepers:

1. Ball handling (eye, hands, feet)
2. Covering and Narrowing Angles
3. Dealing with crosses
4. Distribution
5. Shot Stopping
6. Dealing with back passes
7. Positioning
8. One against One situations
9. Dealing with set pieces
10. Supporting the Defense
11. Dealing with penalties
12. Fitness Training
13. Match Preparation

Appendix C: Coaching Philosophy & Guide

Coaching Philosophy

Coaching Philosophy: To provide a nurturing and player friendly environment where players are taught the technical, tactical, psychological, and physical aspects of the game, while striving to reach their maximum potential. Coaches should stress the individual skill development and creativity along with a strong sense of teamwork. We will challenge our players to perform towards their highest potential in training sessions and matches. We aim to prepare our players to take their game to the next level and to play competitively and consistently. Our opponents are a part of the learning curve and we seek to help our players develop a love, passion and respect for the game.

Playing Time

Every player plays at least half a match in the recreation program.

Coaching Education

Volunteer recreation coaches are encouraged to attend coaching clinics held by the “Staff” when they are organized. Volunteer coaches are required to meet minimum licensing standards in order to coach in the recreation program. Courses to meet requirements will be offered during the fall and/or spring seasons. The current licensing requirements are:

- U5-U8: “C” License
- U10-U12: “F” License
- U14 and above: Recreation “E” License

Match Suggestions

In our younger age groups where we play soccer “in-house” here are some suggestions for helping games run smoother.

- When a team is short on players for a match the coaches should get together and mix the teams so that games are fair and remain fun for all the kids. At no time should a team be playing short players on the field. The youngest age groups are about player development, not winning.
- When using the New Ball Method (U5-U8), coaches should knock the ball back into the center of the field. Do not play a new ball in towards one of the goals. Let’s be fair and have fun, it is not a world cup final but a youth soccer match.
- Sometimes we have games where one team is scoring lots of goals and dominating play. It is suggested that the teams halt play and mix up so that every kid can enjoy the soccer experience. There is no need to win 10-0; it does not build confidence but turns players away from the game of soccer. Our objective is for kids to play soccer not quit because they are not having fun.

Parent Preseason Meeting

Hold a preseason parent meeting to discuss:

- Game and training schedule,
- Player participation - have parents contact you when they are going to miss.
- Parent conduct, etc.

Rosters

Each coach will receive their rosters from the Age Group Coordinator. Coaches can not add players to their own rosters! All players must be registered with the Recreation Registrar.

Referee Needs on RILS Game Day

When the referee checks in the team for the RILS games he/she is expecting two things:

1. Player cards that are laminated with signatures and pictures for each player. No pass, No play. This is a state rule.
2. Two copies of the computer generated team roster. Each player must be listed on the roster. If more than 18 players are rostered on the team, then the coach should determine prior to game day which 18 players will be shown on the roster. ONLY those 18 players can play during the game. **If a player is written on the roster, he is not eligible to play.**

The reason for two copies of the team roster is:

One copy goes to the home team, one to the away team, one to the referee and if a red card is issued a copy goes to the state.

Also, the home team coach is responsible for assigning a field marshal for EACH game.

Appendix D: Age Group Coordinator Guide

Roster Formation

Teams are formed every fall and are carried over to the spring if spring player registrations permit it.

- For U5-U8 and U16-U19 the AGC's form the teams.
- U10-U14 will use the draft process (see *Section 3: Organization and Structure*). The draft will supersede any requests.

Requests

- Player requests for U5 and U6 will be honored when possible.
- Player Requests for U7-U8 and U16-U19 are limited to 2 per team.
 - A head coach request for an assistant coach will count towards one of your two requests.
 - Any additional special requests will have to be approved by the Recreation Chairman.

Number of players per team

- U5 and U6: 5-7 Players
- U7 and U8: 7-8 Players
- U9 and U10: 9-11 Players
- U11 and U12: 12-13 Players
- U13 and U14: 16-18 Players
- U15 – U19: 18-22 Players

Contacts

Recreation Chairman – Jon Shatto at jon@ptclazers.org

Referee Assignor – Jason Thompson at assignor@ptclazers.org

Vice President (Field Closings) – Robert Sanford at robert@ptclazers.org

Director of Operations – Dan Esmond at dan@ptclazers.org

Director of Coaching – Dale Davis at dale@ptclazers.org

Game rules

For the FIFA Laws of the Game, please go to

<http://www.gasoccer.com/Files/672/documents/RulesRegs%20Amended%2003-07.pdf>

For a Quick Reference Rules Sheet, please go to:

<http://www.ptclazers.org/docs/Recreation/Recreation%20Rules%20Quick%20List.pdf>

Inclement weather procedure

In case of Lightning, please wait 20 minutes from the last strike of lightning before resuming training.

During games, the referee has complete control of any suspension or canceling of games.

Club complaint procedures

Please see PTCYSA Bylaws.

Appendix E: Approved Team Names

Aberdeen	Foxes	Portsmouth
AC Milan	Freedom	Power
Arsenal	Fulham	Preston North End
Aston Villa	Fury	Pumas
Atletico Madrid	Fusion	Queens Park Rangers
Barcelona	Galaxy	Rage
Barnsley	Genoa	Rangers
Barons	Gunners	Rapids
Battery	Hamilton	Reading
Beat	Hammerheads	Real Madrid
Birmingham	Hawks	Red Bulls
Blackburn Rovers	Hearts	Revolution
Blackpool	Heat	Rhinos
Blues	Hibernian	Riverhounds
Bolton Wanderers	Hull	Roma
Breakers	Impact	Sevilla
Bristol City	Inter Milan	Sheffield United
Burnley	Invaders	Sheffield Wednesday
Cardiff	Inverness	Siena
Celtic	Ipswich	Sockers
Charge	Islanders	Sounders
Charlton	Juventus	Southampton
Chelsea	Kickers	Spiders
Chill	Kings	Spirit
Chivas	Knights	Stars
Comets	Kraze	Stoke City
Cougars	Lazio	Sunderland
Courage	Lecce	Surge
Coventry	Legacy	Swansea
Crew	Liverpool	Timbers
Crystal Palace	Lynx	Torino
Cyber Rays	Magic	Tornadoes
D.C. United	Majestics	Tottenham Hotspur
Derby	Manchester City	Valencia
Destiny	Manchester United	Victory
Doncaster	Middlesbrough	Villarreal
Dundee United	Monarchs	Warriors
Dynamo	Napoli	Watford
Eagles	Newcastle United	West Bromwich Albion
Earthquakes	Norwich	West Ham United
Everton	Nottingham Forest	Whitecaps
Express	Palermo	Wigan
Falkirk	Phantoms	Wildcats
Fever	Pioneers	Wizards
Fiorentina	Piranhas	Wolves
Flames	Plymouth Argyle	

Appendix F: Peachtree City Lazers **Recreation and Little Lazers Scholarship Request**

Please complete and email to Recreation Chairman, Jon Shatto at Jon@ptclazers.org.

Child #1: _____ Child #3: _____

Child #2: _____ Child #4: _____

Parent Name: _____ Phone Number: _____

Please fill out the following information:

Request: _____ Full Scholarship
_____ Partial Scholarship/Parent Contribution: _____

As a way to offset the cost of the scholarship, we ask you to consider ways to volunteer your time and talents for the club. There are numerous tasks for which we are totally reliant on our members (volunteers) such as participating as an age group coordinator (AGC); coaching; helping with registration, lining of fields, repairing goals, and field maintenance.

We cannot waive the cost of the uniform; however pre-owned uniforms may be available.

Are you willing to volunteer time to offset scholarship? _____

In what capacity would you like to volunteer? _____

If you are unable to volunteer, please complete the following:

Total household monthly income: \$ _____

Monthly rent/mortgage: \$ _____

Other circumstances to be considered:

.....
For League Use: _____ Approved by: _____

_____ Not Approved by: _____

Appendix G: Guidelines for Team Fundraising and Solicitations at Peachtree City Lazers Venues

Team Fundraising at BSC and Glenloch

- Any team(s) who requests to solicit at a Peachtree City Lazers SC facility must make a request with Director or Marketing, Perry Gard, at perry@ptclazers.org or Director of Operations, Dan Esmond, at dan@ptclazers.org.
- Peachtree City Lazers will permit a maximum of two solicitors per day and a maximum of 16 days per season.
- Peachtree City Lazers is not liable for any property brought to a Peachtree City Lazers venue for use by the team.
- A team will be allowed to:
 - Solicit two days per soccer season. *(If other dates are not filled, additional days may be added by the Director of Marketing)*
 - (at BSC) Solicit at one table between BSC 3 & BSC 4 and at one table near BSC 5.
 - (at Glenloch) Solicit at one table at New Glenloch between the restrooms and the cart path.
 - Use signage and the Lazers logo at their table. However, signage and logo use must be approved by the Director of Marketing or Director of Operations.
- A team will not be allowed *(unless given exclusive permission by the Director of Marketing)* to:
 - Solicit outside of their immediate table area(s).
 - Use noise makers or music of any kind.
 - Use anything other than tables, banners attached to tables, flyers, or chairs.

Outside Company Solicitations

- Any company or organization who requests to solicit at a Peachtree City Lazers SC facility must make a request with Director or Marketing, Perry Gard, at perry@ptclazers.org or Director of Operations, Dan Esmond, at dan@ptclazers.org.
- Peachtree City Lazers will permit a maximum of two solicitors per day and a maximum of 16 days per season.
- Peachtree City Lazers is not liable for any property brought to a Peachtree City Lazers venue for use by the organization or company.
- A company or organization will be allowed to:
 - Solicit one day per soccer season.
 - (at BSC) Solicit at one table between BSC 3 & BSC 4 and at one table near BSC 5.
 - (at Glenloch) Solicit at one table at New Glenloch between the restrooms and the cart path.
 - Use signage at their table. However, signage must be approved by the Director of Marketing or Director of Operations.
- A company or organization will not be allowed *(unless given exclusive permission by the Director of Marketing)* to:
 - Solicit outside of their immediate table area(s).
 - Use noise makers or music of any kind.
 - Use anything other than tables, banners attached to tables, flyers, or chairs.

Team Fundraising at Outside Venues

- Any team(s) who requests to solicit outside of a Peachtree City Lazers SC facility must make a request with Director or Marketing, Perry Gard, at perry@ptclazers.org or Director of Operations, Dan Esmond, at dan@ptclazers.org.
- Peachtree City Lazers will permit a maximum of one team solicitor per day.

- Peachtree City Lazers is not liable for any property used by the team.
- A team will be allowed to:
 - Solicit six days per soccer season. *(If other dates are not filled, additional days may be added by the Director of Marketing)*
 - Use signage and the Lazers logo. However, signage and logo use must be approved by the Director of Marketing or Director of Operations.
- A team will not be allowed solicit outside of the days permitted by the Director of Marketing or Director of Operations.

Appendix H: Lazers Ethics and Grievance Complaint Form

Name: _____ Today's Date: _____

Address: _____

Home number: _____ Work Number: _____

E-Mail Address: _____

Team Name: _____

Team Age Bracket & Level: _____

Who you are filing a complaint about: _____

Date of the incident: _____ League (if known): _____

Team (if applicable): _____

Please be advised that in order to promptly consider your complaint, the PTCYSA Ethics and Grievance Committee will need:

1. **A written statement from you.** Please include the specific violations that you are charging if you know them. It is helpful, but not necessary, if the PTCYSA Bylaws have been violated, to please quote the precise rule by number and page. This statement should be detailed and include dates, locations, etc. Keep in mind that this statement will be used to determine the validity of your complaint, so a thorough and complete explanation is necessary.

2. **Any supporting documentation (if applicable).** Which you believe, is relevant to the charges you have raised.

3. **Written Statements from up to 3 witnesses (if applicable).** Describing the events in question from any individuals you wish to reference; it is helpful to include contact information.

4. **List of up to 3 Witnesses (if applicable).** Names and phone numbers of any witness you intend to call upon during the hearing. Upon receipt of the initial complaint, the E&G Chair will perform a review and advise you of the outcome. Please be advised that if the E&G Chair feels that you have grounds to press a grievance against an individual, that individual is entitled to receive the following information:

A. All materials submitted to the E&G Committee are sent to the accused prior to any hearing, as the accused must be provided with the tools and time in which to mount a defense.

B. Names of all individuals who will be giving testimony against the accused.

The E&G Chair will set a date for the hearing. You are responsible to prove your case. You are responsible for arranging for witnesses to present evidence supporting your claim. You are responsible to provide the committee with all the evidence you think will be necessary. While written testimony can be submitted in the absence of live testimony, it will likely be viewed with less weight than live testimony. Evidence or witnesses presented for the first time at the hearing may not be permitted to testify. Attached please find a copy of USSF Bylaw 701, which details the rights of the accused.

To help us serve you better, Please include a copy of this form with your letter of complaint

Anonymous complaints will not be considered

USSF Bylaw 701

Hearing Procedures

In all hearing conducted under these bylaws, the parties shall be accorded:

1. Notice of the specific charges or alleged violations in writing and possible consequences if charges are found to be true;
2. Reasonable time between receipt of the notice of charges and the hearing within which to prepare a defense;
3. The right to have the hearing conducted at a time and place so as to make it practicable for the person charged to attend;
4. A hearing before a disinterested and impartial body of fact finders;
5. The right to be assisted in the presentation of one's case at the hearing;
6. The right to call witnesses and present oral and written evidence and argument;
7. The right to confront witnesses, including the right to be provided the identity of witnesses in advance of the hearing;
8. The right to have a record made of the hearing if desired;
9. A written decision, with reasons for the decision, based solely on the evidence of record, issued in a timely fashion;
10. Notice of any substantive and material action of the hearing panel in the course of the proceedings; and
11. Equality concerning communications, and no ex parte communication is permitted between a party and any person involved in making its decision or procedural determination except to provide explanations involving procedures to be followed.