



**WOODRIDGE SOCCER ASSOCIATION**  
**Woodridge Storm Soccer Club**  
**Committee (WSC)**  
**Operating Procedures**  
*WSC & WSA Approved 6/4/18*

**ARTICLE 1: DEFINITIONS**

- (1) WPD – Woodridge Park District
- (2) WSA – Woodridge Soccer Association
- (3) WSC – Woodridge Storm Committee (COMMITTEE)
- (4) WSSP – Woodridge Storm Soccer Program (PROGRAM)
- (5) WSSC – Woodridge Storm Soccer Club (or Woodridge Storm SC)
- (6) NISL – Northern Illinois Soccer League
- (7) IWSL – Illinois Women’s Soccer League
- (8) IYSA – Illinois Youth Soccer Association
- (9) Admin – Club Administrator
- (10) League – Traveling League (e.g. NISL, IWSL)
- (11) ITB – Individual Team Budget

**ARTICLE 2: ORGANIZATIONAL STRUCTURE**

Section 1: Name & Structure

The Woodridge Storm Committee (hereinafter referred to as COMMITTEE) exists under the direction of the Woodridge Soccer Association (WSA).

Decisions of the WSA Board and the WSA By-laws have precedence regarding any conflict that may occur with the procedures governing the Woodridge Storm Soccer Program.

The operating year for purposes of these procedures shall be July 1<sup>st</sup> through June 30<sup>th</sup>.

Section II: Purpose

The purpose of the Woodridge Storm Program is to provide opportunities for soccer players who exhibit advanced judged skills, and have a strong desire to play competitive soccer and further his/her development in the sport of soccer by advancing his/her soccer skills and knowledge. This further development includes much more intensive skills development and conditioning with appropriate training by qualified volunteers from the community as well as paid soccer trainers and coaches. The program is devoted primarily to providing a venue in which the highest quality of sportsmanship, teamwork and fair play can be developed and exhibited by the select players, coaches, and trainers.

Section III: Administration

A. PROGRAM Members

A fully paid registered participant with the WPD in the PROGRAM shall be a member of the program.

B. COMMITTEE Members

The COMMITTEE shall consist of the PROGRAM Head Coaches, assigned by the COMMITTEE and Assistant Coaches and Team Managers chosen by the Head Coaches at the beginning of each fall season. If Head Coach is paid trainer, Assistant Coach and Team Manager are assigned by the Committee then vetted by the WSA Board. Names of Assistant Coaches and Team Managers will be conveyed to the Club Administrator before the first COMMITTEE meeting of the fall season. The COMMITTEE shall assign coaches for the new upcoming year at the previous June COMMITTEE meeting following tryouts. All returning coaches are assigned based upon their annual Letter of Intent given to Club Admin and only after being vetted by the WAS Board.

The Committee understands that it is in the best interest of the Club to have a voting member from each team so the Committee will do its best to assign an Assistant Coach or Team Manager. In the event that the Committee cannot assign an Assistant Coach or Team Manager, that team will have no vote.

The WPD will hire a Part Time Club Administrator (Admin) to administer the overall functions of the PROGRAM in accordance with the COMMITTEE Operating Procedures. The -Admin will be a non-voting member of the COMMITTEE. The expense to hire the Club Administrator shall be paid for by the PROGRAM.

### C. COMMITTEE Chairperson(s)

The Committee will elect a Committee Chairperson/Co-Chairpersons by an annual vote of the Committee Members with each team getting one vote. Chairperson or Co-Chairpersons oversees the functions of the COMMITTEE and serves from July 1 to June 30. The term is to be renewable up to two times in a row. The Chairperson is not restricted to a Head Coach. An Assistant Coach or Team Manager is eligible to become a Chairperson.

#### 1. Duties of the Chairperson / Co-chairpersons

- a. The Chairperson(s) shall be the Executive Officer of the COMMITTEE but shall remain a member of the COMMITTEE with a right to vote on all issues as part of the one vote for his/her corresponding team. This is on behalf of his/her team and not as an extra vote. If Chairperson is not a Head Coach, he/she will not have the right to vote unless by proxy for Head Coach. It shall be his/her duty to preside at all meetings when present; to assure enforcement of COMMITTEE Operating Procedures, WSA By-Laws and WPD Policies, Procedures, Rules and Guidelines; exercise general supervision over COMMITTEE meetings and COMMITTEE members; coordinate COMMITTEE activities with the Admin; and exercise COMMITTEE business under the direction, ratification and approval of the COMMITTEE.
- b. Meet a minimum of three (3) times at WSA Regular Executive Council meetings (prior to season, middle of season, end of season) throughout each season to discuss the business of the COMMITTEE and as needed or as requested by the WSA President.
- c. Coordinate with Admin all meetings and agendas.
- d. Resolve all PROGRAM grievances with assistance with the COMMITTEE and WSA as needed.
- e. Hear all protests and grievances of the PROGRAM and report ALL incidents of misconduct to the WSA Executive Council.
- f. Recommend to the WSA Executive Council any reprimand, suspension, removal, or otherwise disciplinary actions of any member, coach, parent, trainer or player for violations of the WSA's by-laws, traveling league rules (NISL, IWSL, Tournaments, etc.), and/or COMMITTEE's Operating Procedures.

### D. COMMITTEE Eligibility

COMMITTEE members may be Head Coaches, Assistant Coaches and Team Managers. When the  
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Head Coach is a volunteer parent who has been grandfathered in, the Head Coach is the COMMITTEE member with voting rights. The Assistant Coach will vote as Head Coach's proxy if Head Coach is not in attendance for a COMMITTEE vote. When a paid trainer is the Head Coach, the vote reverts to the Assistant Coach. The Team Manager will vote as Assistant Coach's proxy if Assistant Coach is not in attendance for a Committee vote. Only Assistant Coaches or Team Managers who have held the position for one fiscal year can be elected as Committee Chairperson/Co-Chairperson. Each team has a maximum of one vote. All votes will be totaled by team.

#### E. Duties of the COMMITTEE as a Whole

1. The COMMITTEE shall have the responsibility and authority under direction of the WSA to: Formulate and recommend policies, procedures, and rules for adoption within the PROGRAM Operating Procedures in order to serve the best interests, purpose, and advancement of the Woodridge Storm Soccer programs and activities.
2. Interpret and enforce the WSA's By-laws and COMMITTEE's Operating Procedures.
3. Recommend individuals to fill vacancies on the COMMITTEE.
4. Determine assistant referee fee rates as needed.
5. Finalize Head Coaching Appointments by June 30<sup>th</sup> of each year.
6. Regular meetings of the COMMITTEE shall be held two (2) times per season: Fall Season – August & November and Spring Season – March and June.
7. Special meetings of the COMMITTEE shall be held when called for by the Club Administrator or any two (2) COMMITTEE members after not less than forty-eight (48) hours' notice to each COMMITTEE member and posted on the WSA's website and as required by the Open Meetings Act. Such notice shall specify the place, day, hour, and purpose of the meeting.
8. All actions initiated and taken by the COMMITTEE shall be according to Roberts Rule of Order.

#### F. Business of the COMMITTEE as a Whole

All actions pertaining to COMMITTEE business shall be approved by a simple majority vote of an official quorum established by the number of teams in the COMMITTEE, excluding amendments to the PROGRAM Operating Procedures subject to requirements as specified in Section V.

### Section IV: Duties of the Club Administrator (WPD Paid Position / Non-Voting Member)

#### A. Club Administrator (WPD Paid Position / Non-Voting Member)

##### The Club Administrator will:

1. Preside at all meetings.
2. Be responsible for club administration, assist with registration compliance, and annual tryouts.
3. Act as the official representative for the leagues in which the PROGRAM teams register for (i.e. Northern Illinois Soccer League (NISL), Illinois Women's Soccer League (IWSL))
4. Organize training sessions and seminars for coaches/players as needed.
5. Ensure that all coaches, assistant coaches, and trainers have valid coaching cards and are in compliance with the WPD's criminal background check requirements prior to coaching.
6. Complete a new coaches/trainer orientation program to include but not limited to an overview of the PROGRAM Operating Procedures, WSA By-Laws, etc.
7. Submit list of trainers to be used by teams to Park District liaison each season and assist Park District Liaison in completing independent contractor/trainer agreements.
8. Ensure criminal background check forms are submitted for all coaches, team managers, and trainers annually.
9. Assigned as the WSA representative on behalf of the PROGRAM to meet with the WPD representative to evaluate field conditions for use or cancellations during inclement weather.
10. Maintain COMMITTEE meeting agendas and minutes and forward a copy to the WSA.

11. Ensure that all teams have head coaches subject to the approval of the COMMITTEE.
12. Make recommendations to the COMMITTEE/WSA on improving and growing the club program.
13. Make recommendations to the COMMITTEE/WSA on players who may qualify for a WSA scholarship.
14. Assist teams with coordination of seasonal tournaments to include registration, payment, etc.
15. Ensure that all teams have a revised budget to be submitted to the COMMITTEE prior to tryouts (See appendix).
16. Assist with the development and maintenance of the PROGRAM website to keep the membership adequately informed of all proceedings of the PROGRAM.
17. Finalize uniform selections for all club teams and coordinate fittings and placement of orders with Park District liaison.
18. Ensure that each coach understands the “no pay, no play” rule. Players will not be allowed to play club soccer if they have not paid all required fees due.
19. Complete annual/seasonal administration of payments and reimbursement of funds to participants.
20. Obtain league player issued cards from coaches when player fees have not been paid or payment plan options not arranged with the WPD.
21. Obtain and maintain all player code of conduct forms.
22. Coordinate practice and game field assignments each season for each team in coordination with the WSA and WPD Liaison.
23. Coordinate game schedule revisions in coordination with the WSA and WPD Liaison.
24. Report to Chairperson(s) and WSA all coach, player, and parent red card/suspensions received.
25. Report any other non-game behavioral issues to Chairperson(s) and the WSA.
26. Other duties as assigned pertaining to the COMMITTEE, subject to approval by the WPD.
27. Assist and cooperate with the WPD Liaison in administration of the Woodridge Storm Soccer Program.
28. Possibly become certified as a licensed Referee Assignor and perform duties to assign center and assistant referees as needed; act as liaison between league official referee coordinators and coaches to ensure a list of referees are provided each season and to act on behalf of ting officiating issues with the WSA and respective leagues.
29. The Admin will make available the listing of assigned referees for games for the coach’s reference if Admin is certified as a licensed Referee Assignor.

## Section V: Operating Procedures Amendments

### A. PROGRAM Operating Procedures Approval

1. Subject to the requirements of the PROGRAM Operating Procedures and to the provisions set forth hereinafter, these procedures may be amended, altered or repealed by the vote of a simple majority of the COMMITTEE as a whole with a minimum of a quorum physically present at a regularly or specially scheduled COMMITTEE meeting or by email response. Club Admin will keep printed copies of email responses for any Committee member to view upon request.
2. Any COMMITTEE approved Operating Procedures amendments, alterations, or repeals shall be reviewed and approved by the WSA Executive Council for adoption at the next regularly scheduled or special WSA meeting.
3. These procedures and any rules of the PROGRAM may be suspended, repealed, altered, or amended by the Woodridge Park District Board of Park Commissioners.

### B. Operating Procedures Amendment Procedures

1. A proposal to suspend, repeal, alter, or amend must include a written explanation for its submission and must be submitted in writing to the Club Administrator at least seven (7) days in advance of a regularly scheduled or specially called meeting.
2. The Admin shall upon receipt of the proposal forward the proposal to all COMMITTEE members within seven (7) days of receipt of proposal for review. The Admin shall place the matter on the agenda of a regularly or specially called COMMITTEE meeting for discussion and consideration.
3. Amendment proposals for the PROGRAM will be considered for adoption by motion of a COMMITTEE member and seconded, and considered by roll call vote.
4. Subsequent to approval of any approved amendments by the COMMITTEE, the Admin shall notify the President of the WSA Executive Council accordingly and request that the COMMITTEE recommendation for approval be placed on the next WSA Executive Council meeting for review and adoption.
5. The WSA Executive Council must consider by vote the COMMITTEE recommendation to approve amendments regardless of a lack of motion or second by the WSA Executive Council.

### **ARTICLE 3: TEAM GUIDELINES**

#### Section I: Team Organization & Requirements

##### A. Coaches and Trainers

1. All teams newly formed on or after June 2017 will be required to use the paid trainers hired as club trainers for the team's Head Coach. These teams may or may not have a parent volunteer as Assistant Coach and/or Team Manager. If a parent volunteer chooses to be an Assistant Coach, he/she must complete the required coach's licensing. Fees for the license may be reimbursed from the existing team's fees. Any team formed before June 2017 with an existing parent volunteer Head Coach is allowed to keep the parent volunteer as Head Coach but is still required to use the professional club trainer for team training.

##### B. Tryouts

1. "Open Tryouts" for Woodridge Storm Soccer Teams shall be conducted in accordance with the Illinois Youth Soccer Association. "Open Tryout" is a tryout in which a player, registered or unregistered, tries out for a roster spot with a Woodridge Storm Soccer Team for the succeeding soccer year. An open tryout may not be held prior to dates set by the corresponding leagues. A player does not require permission from his/her club team coach to attend an open tryout held during the period of May 1st through July 31st of the same calendar year. A club/team may not register/sign a player for the succeeding soccer year prior to June 1st. However, once a player signs a team's roster for the following soccer playing year and it is filed with a traveling league, he/she is committed to that team and is no longer free to try out for or join another team for the following soccer playing year subject to YSA and league rules for voluntary and involuntary releases.
2. Player Age Restriction Rules – the minimum age for a player to play on a WSSC team shall not exceed two (2) years of age under the then age specific team in accordance with the birth date guidelines established by the league. (e.g. minimum age for U12 team shall be U10). A player may petition this rule to the Admin due to unusual circumstances. However, the Admin's decision shall be final when rendered.

3. Each WSSC team tryout shall be required to have all participants sign the WPD/WSA waiver release form prior to participating in the tryout. See Attachment #1 for WPD/WSA Waiver Release Form.
4. Storm Team Residency Eligibility Guidelines - All U8 through U14 Woodridge Storm Soccer Team rosters shall strive to consist of 75% WPD resident/players, however each team at a minimum shall consist of 50% WPD resident/players\*. U15 and older Woodridge Storm Soccer Team rosters shall consist of a minimum of 50% Woodridge Park District & Community High School District #99 resident/players\*. All non-resident players (includes non-resident Community High District #99 players) shall pay a non-resident fee as specified in Article 3, Section I.C.3.h. in accordance with the WPD Recreation Programming Revenue Policy.

\*A WSSC team who is unable to maintain the minimum residency percentage due to unforeseen circumstances or compelling reasons (e.g. existing WPD resident/player moved out of community, insufficient number of WPD resident/players registered to tryout to meet minimum requirement, etc.) may petition to the COMMITTEE and WSA Executive Council to reduce the required residency percentage in order to allow a majority of WPD resident players the opportunity to play.

5. All rosters expire at the end of the current soccer playing year (July 1).

#### C. Tryout Procedures/Player Selection

1. Each year in accordance with IYSA/WSA tryout rules, teams shall hold a tryout for selection of players to each team.
2. The WSA/Admin will provide a tryout registration/waiver form for each player to complete prior to participation in the tryout.
3. The Admin shall coordinate approximately thirty (30) days in advance of scheduled tryouts with current coaches, tryout dates, times and field locations. The Admin shall attempt to solicit coaches for forming new teams prior to tryouts to notify public of the formation of new teams (e.g. U8 or U9 teams).
4. The Admin shall send out a press release and publicize the tryout dates on the following mediums: Woodridge Reporter/Progress newspaper, WSA in-house fliers, school fliers, marquees, local cable, WSA emails, and WSA & WPD websites.
5. A minimum of two (2) tryouts on separate days shall be held to allow individuals the opportunity to participate.
6. The Admin will provide a tryout rating form to use to objectively rate players abilities and skills.
7. The Club Trainers, Head Coaches and Assistant Coaches will be in attendance at all tryouts to provide a fair and objective player assessment process.
8. Club Trainers and Coaches shall conduct tryouts with various drills that allow players opportunities to exhibit fundamental skills and techniques necessary for competitive soccer (i.e., passing, dribbling, trapping, shooting, heading, etc.) in addition to small and full sided games to allow opportunities for players to display their level of athleticism, speed, footwork, mindset and knowledge of the game.
9. Club Trainers and Coaches shall rate each player's level of skills and techniques as well as other attributes in order to select the most qualified players. Players from previous year's team

are not guaranteed a roster spot for the upcoming season. Club Trainers have the final say on any disputes involving team placement while abiding by the residency requirements.

10. Rosters shall be finalized per Article 3, Section C.2.

C. Team Budget, Roster, & Fee Schedule

1. Each team will have a pre-determined budget amount based upon the minimum number of players PLUS TWO required per each league. The budget will be set by the Admin in conjunction with the COMMITTEE chairperson(s). The budget will be available to be given out at tryouts. Budgets may be submitted for amendments prior to the date of first payment. Any unused balances will be used for club expenses. The budget form shall itemize revenues and expenditures to be paid for by the WPD/WSA on behalf of the team, which shall include but is not limited to:
  - i. Revenue – per player annual fee
  - ii. Revenue – fundraising income
  - iii. Expenditures – Traveling Leagues Fees
  - iv. Expenditures – Club Referee Fees
  - v. Expenditure – Tournament Registration Fees
  - vi. Expenditure – Trainer Fees
  - vii. Expenditure – WPD Administration Fees
  - viii. Expenditure – Non-resident Fees applied to all players who do not reside within the boundaries of the WPD (fee at 150% of WPD Administration Fees)

Team Roster Submittal Requirements – each WSSC team shall submit to the Club Administrator a roster on the official IYSA roster form (see Attachment #3) no later than seven (7) days after the final tryout. 3. All team rosters shall meet the minimum roster requirements PLUS TWO determined by the traveling leagues. Teams that do not have the minimum number of players and initial payment for each player paid as of Seventy two (72) hours after acceptance by player will not be processed for league payment by the WPD/WSA until such minimum requirement is satisfied.

Any WSSC team that registered with a traveling league with registration payment made on behalf of the team by the WPD/WSA and fails to fulfill the league and/or WPD/WSA registration requirements resulting in the non-formation of the team and fails to request a refund of registration fees prior to the leagues official deadline date for such refund request shall not be reimbursed by the WPD/WSA.

2. Player Fee Payment Schedule (see Article 4, Section 1.B for player registration requirements)
  - i. Registration Night—Initial Deposit of \$300 due
  - ii. July 15<sup>th</sup>—First payment due

- iii. August 15<sup>th</sup>—Second payment due
- iv. September 15<sup>th</sup>—Third payment due
- v. October 15<sup>th</sup>—Fourth payment due
- vi. June 30<sup>th</sup>—Prior Year's team budgets reconciled

## Section II: Duties of Club Trainer, Head Coach, Assistant Coach and Team Manager

### A. Club Trainers

For any team formed after June 2017, the Club Trainer is the designated Head Coach. His/Her duties are:

1. Sign Coach's Code of Conduct and have a background check annually.
2. Use the approved curriculum to train each team at the corresponding level of instruction.
3. Preside at games on the coach sidelines.
4. Make game rosters; assign positions and make substitutions. Keep even participation times among players if appropriate. Assistant Coach will work with Club Trainer/Head Coach on these items.
5. Hold the appropriate U.S. or other equal license to train the teams trained.
6. Have all equipment necessary for training each team. Be ready to start practice on time.
7. Let Club Admin know of any issues with the team or his/her ability to be somewhere on time.

### B. Parent Volunteer Head Coach (grandfathered in as of June 2017)

1. Sign Coach's Code of Conduct and have a background annually.
2. Use Club Trainer to train team.
3. Preside at games on the coach sidelines.
4. Make game rosters; assign positions and make substitution. Keep even participation times among players if appropriate.
5. Put up/take down nets or designate a team parent to put up/take down nets at all home games.
6. Pay assistant referees at home game sidelines; get assistant referee signatures and turn in the slip to Club Admin for reimbursement in a timely manner.
7. Keep player cards and work with Admin to maintain "pay to play" system.
8. Attend all Committee meetings and hold team vote in any Committee vote.
9. Work with Team Manager (if one exists) to keep all team members and families apprised of club news and information.
10. Work with Club Admin on game schedules, practice schedules and field availability.

### C. Assistant Coach (if team has formed after June 2017)



1. Sign Coach's Code of Conduct and have a background check annually.
2. Stand on sidelines with Club Trainer if has current licensing completed.
3. If no Club Trainer is in attendance at a game and the Assistant Coach has the appropriate license, Assistant Coach can make game rosters; assign positions and make substitutions. Assistant Coach is responsible for keeping even participation times among players if appropriate. If Club Trainer is in attendance, Assistant Coach will work with Club Trainer on these items.
4. Put up/take down nets or designate a team parent to put up/take down nets at all home games.
5. Pay assistant referees at home game sidelines; get assistant referee signatures and turn in the slip to Club Admin for reimbursement in a timely manner.
6. Keep player cards and work with Admin to maintain "pay to play" system.
7. Attend all Committee meetings and hold team vote in any Committee vote.
8. Work with Team Manager (if one exists) to keep all team members and families apprised of club news and information.
9. Work with Club Admin on game schedules, practice schedules and field availability.

#### D. Assistant Coach (if team has formed before June 2017)

1. Sign Coach's Code of Conduct and have a background check annually.
2. Print out two copies of the game cards at each game if there is no Team Manager. One card is given to the center referee and the other is given to the opposing coach,
3. Attend Committee meetings and vote as parent volunteer Head Coach's proxy when parent volunteer Head Coach is not in attendance.
4. Assist the Head Coach in any manner necessary to further the team.

#### D. Team Manager

1. Sign Coach's Code of Conduct and have a background check annually.
2. Print out two copies of the game cards at each game. One card is given to the center referee and the other is given to the opposing coach,
3. Work with Assistant Coach and head Coach to keep all team members and families apprised of club news and information.
4. Update any league schedules online when needed.
5. Attend Committee meetings and vote as Assistant Coach's proxy when parent volunteer Head Coach and Assistant Coach is not in attendance.
6. Assist Coaches in any manner necessary to further the team.

### Section III: Team Equipment & Supplies

- A. Uniforms – the COMMITTEE shall select the official Storm uniform by end of the second week of July for the upcoming year. The Club Administrator shall work with the WPD Liaison to solicit proposals from local vendors to provide the uniforms and uniform printing. Players will be responsible for the purchase of their individual required uniform set and optional wear directly from the designated

supplier(s).

Official team uniform shall consist of a home jersey, away jersey, shorts and socks. See player personal equipment requirements for additional requirements.

Logo'd warm up suits, jackets, pants, back packs, soccer bags, etc. shall be optional purchases.

- A. Equipment – soccer and training equipment purchased with funds received by parents shall be the property of the individual team. If the individual team dissolves/disband, the equipment shall become the property of the WSA.

#### Section IV: Tournaments

##### A. Tournaments Coordination

1. Committee members and Club Admin will work together to find tournaments for the club to attend making sure the chosen tournament is a good match for all teams attending. Teams will strive to attend local tournaments when the team has a Club Trainer as Head Coach to eliminate the need for extra fees such as hotel fees for trainer. If the team has an Assistant Coach, the team can attend an out of town tournament if Assistant Coach is willing to be in charge of the team. Any exception to the club choice will require a petition to the Committee and will need a majority vote.
2. Out-of-Town Tournaments – teams participating in tournaments out-of-town that require travel and hotel accommodations shall be the full responsibility of each individual player's family for coordination of accommodations and payment of expenses.
3. Teams participating in tournaments are representatives of the WPD/WSA and Woodridge Community. The Coaches, Trainers, Parents/Guardians/Siblings, and Players shall be held to the WSSC Code of Conduct. Any misconduct reported may result in disciplinary action.
4. Out-of State Tournaments – teams shall comply with the IYSA rules to obtain a travel permit to participate in out-of-state tournaments.

#### Section V: Practice & Game Fields

##### A. Field Use Guidelines

1. The Club Administrator (Admin) shall submit to Coaches for review, a preliminary practice/game schedule, field locations, and field sizes by August 1<sup>st</sup>. Each team shall review the schedule and provide any suggested adjustments to the Admin. The COMMITTEE will finalize the schedule in coordination with the WSA Executive Council and notify coaches of the final schedule by the end of the second week of August.
2. The WPD Liaison will notify the teams of when the fields are officially released and available for use for the upcoming season. Weather (e.g. extensive rain, drought, etc.) will dictate field availability. Failure of teams to abide by this directive may result in forfeiture of field use.
3. The COMMITTEE will direct the WPD to line the fields according to the dimensions noted on the schedule in accordance with the league requirements. Because the leagues provide a range of dimensions, it shall be the Head Coach/Team Manager's responsibility to notify the Admin of any special dimension requirements. Admin shall notify the WPD Liaison of any special requests.

4. Teams shall rotate their practices at opposite ends of the soccer field to minimize undue wear and tear at any one goal area.
5. Teams shall be responsible stewards of the public property for which they have been given the right to use. Teams shall pick up all debris and trash before and after each use to include visiting teams. Repeated failure to assist in the upkeep of the fields may result in forfeiture of field use.
6. Coaches/Team Managers shall report immediately to the WPD Liaison any unsafe or deteriorating conditions on the field or equipment by contacting the WPD during office hours at 630/353-3300, sending an email at [info@woodridgeparks.org](mailto:info@woodridgeparks.org) or if immediate attention is needed call the On-call Maintenance Hotline at 630/212-6084.
7. The Coach/Team Manager shall be responsible for attaching and removing goal nets and corner flags for each game/practice. Repeated failure to comply may result in forfeiture of field use.
8. The Coach is responsible for adhering to the goal safety policy established by the WSA, WPD, IYSA and/or the league in which they are registered.

B. Field Usage During Inclement Weather

1. The WPD, WSA, and WSSC are committed to protecting the turf quality of the soccer fields to ensure we provide our players with the safest and best fields for play. To that end, the WPD/WSA/WSSC will strictly enforce the following rules:
  - i. Practices/Games - when inclement weather is imminent the WPD representative will evaluate field conditions and notify the WPD Liaison if practice fields are unusable by 3 p.m. or earlier if possible. The WPD Liaison will place a message on the Rainout Line (630) 206-1722 immediately upon notification. Temporary Field Closure signs will be placed in close proximity of the fields.

Coaches/trainers/team managers shall exercise reasonable discretion in determining whether to cancel practice or games when inclement weather conditions exist that could potentially affect the playing field. The rule of thumb is the field shall be closed when standing water is visibly apparent or if not visibly apparent water squishes beneath one's feet while walking.

It is important to note that not all fields drain alike. Therefore, some fields may be closed while other fields may be able to remain open for play. Teams ignoring these closure directives may result in forfeiture of field use and possible assessment of damages.

Teams may not move their practice site without prior approval of the Club Admin.

- ii. Games - when inclement weather is imminent or occurring the WPD representative and Admin will evaluate field conditions as early as possible and a minimum of 2 hours prior to a scheduled game and notify the WPD Liaison if game fields are unusable. The WPD Liaison will place a message on the WPD Hotline (630/353-3400) upon notification. Temporary Field Closure signs will be placed in close proximity of the fields.

Section VI: Weather Related Issues

- A. Weather Related Safety Guidelines - The WPD, WSA, and COMMITTEE are committed to protecting the safety of all players and spectators during play for both practices and games. Coaches, trainers, managers, or supervising parents shall follow the 30/30 Lightning Safety Rule for approaching storms commonly referred to as the "Flash to Bang Count".
1. If threatening weather is imminent, Coaches have a responsibility of informing the head referee and opposing coaches of the WSSC's rule for lightning safety. If the referee or opponent coaches refuse to abide by the rule, the WSSC coach has a duty to protect and ensure the safety of those he/she is responsible for and shall follow the WSSC weather related safety guidelines.
  2. Go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after hearing the last clap of thunder.
  3. Safer locations during thunderstorms and locations to avoid
    - a. No place is absolutely safe from the lightning threat; however, some places are safer than others.
    - b. In general, fully enclosed metal vehicles such as cars, trucks, buses, vans, fully enclosed farm vehicles, etc. with the windows rolled up provide good shelter from lightning. Avoid contact with metal or conducting surfaces outside or inside the vehicle.
    - c. AVOID being in or near high places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters, baseball dugouts, communications towers, flagpoles, light poles, bleachers (metal or wood), metal fences, convertibles, golf carts, water (ocean, lakes, swimming pools, rivers, etc.).
  4. All individuals have the right to leave an athletic site in order to seek a safe structure if the person feels in danger of impending lightning activity, without the fear of repercussions or penalty from anyone.

B. Game Reschedule Procedures

1. Each team requiring a game to be rescheduled shall comply with the league requirements.
2. Each team shall coordinate field availability with the Club Administrator and WSA Vice President/Field Coordinator.
3. It is the team's responsibility to notify assignors and assistance referees of any reschedules in accordance with league rules as they may apply.
4. During the Fall season (date to be determined each season by WPD Liaison); the lighted soccer field at Janes Avenue Park will be made available for use to accommodate the need for rescheduled games. Teams will be restricted to a maximum of two (2) rescheduled games at the lighted soccer field unless authorized by the COMMITTEE due to unforeseeable circumstances.

Two fields will be striped for both a full size and junior size field.

Section VII: Referee Coordination

A. Referees & Assistant Referees (AR's - Linesman)

1. Each team shall provide and pay referees in accordance with their respective league's rules.

When assistant referees are required but not paid for by the league, each team shall coordinate licensed AR's and pay accordingly from the ITB after each game according to pre-established rates. AR's are independent contractors and are not employees of the WPD.

Section VIII: Non-Affiliated WSA Soccer Team Functions

There are various functions conducted by soccer teams that are not recognized or supported by the WPD/WSA/WSSC. Non-affiliated functions include but are not limited to: non WSA organized indoor soccer leagues/training sessions, team parties, trips, etc.

## ARTICLE 4: PLAYER GUIDELINES

### Section 1: Players

#### A. Player Commitment

1. A youth player is committed to a team for the entire soccer-playing year (July 1 through June 30) from the time the COMMITTEE receives the team roster bearing her name with signature and receipt of initial payment, until the end of the soccer-playing year for which the team is being rostered (current year) in accordance with Article 3, Section I.A. Notwithstanding the previous sentence, it is every player's right to be released from a team at any time he/she wishes except where the player owes debts and/or dues to the team and/or has equipment belonging to the team. However, he/she will not be allowed to join another team until January 1 of the current soccer playing year. To be eligible to join another team during the current soccer playing year, a player must be released from his/her team before or during January of the current year or produce competent evidence that he/she tried to secure such release and was unable to do so.

*The only exceptions to this rule are:*

- (a) where a player's home address has changed and is newly at least fifteen (15) miles further from the team's primary practice location and home game field, or
- (b) where a player's sibling plays on another team and transportation to practice and games is a hardship for the family, or
- (c) where his/her team has disbanded or will not play the Spring season, or
- (d) where, after the end of the Spring season, the team will not play in State Cup or other post-season tournaments.

No release is required to play on a recreational (non-competitive) soccer team as being rostered on both simultaneously is permitted.

No release is required for non-league affiliated functions such as indoor soccer.

#### B. Player Registration – players selected for the team must officially register with the WPD in order to be eligible to play:

1. Complete a WPD Registration Form.
2. Sign WPD Waiver and Release of All Claims on registration form.
3. Make payments in full per the schedule of payments specified in Article 3, Section I.C.3. and Article 6, Section I.B. Payment must be made by the individual player. **Coaches are prohibited from making lump sum payment on behalf of the entire team unless approved in advance by the WPD Director or Deputy Director.**
4. Failure of player to properly register and make payments may result in ineligibility to play.

- C. Guest Player Rules – players may guest play for another WSSC team subject to league rules and the age restrictions specified in Article 3, Section A.2. Players may guest play for other club teams during tournaments as long as the absence does not detrimentally impact the ability of the WSSC team to field a team for normal scheduled play during the same period of time and player abides by IYSA rules for such participation.
- D. Player Additions (Mid Year) – teams that do not have a full roster as governed by each league, may add a player to the team without tryouts upon notification to the Admin. The addition and processing of the player must follow all league rules. Payments are due in full or at a prorated rate as deemed appropriate by the Admin prior to adding player to the roster.

If multiple players are interested in an open roster spot, the head coach must hold a tryout in accordance with Article 3, Section I.B.8 – 10.

- E. Player Playing Time – there is no minimum playing time required for club players, however, it is strongly suggested that players play at least half a game. Playing time may be adjusted due to player repeated absences from practice/games, repeated tardiness to practices/games, player attitude, disciplinary situations, lack of desire to play, disrespect of teammates and/or coaches, general welfare of the player and other. If the player is not capable of playing at least half a game, that player should not be placed on the team.

Communication with players and parents as to the reasoning for playing time adjustments is essential to avoid any issues.

- F. League Rules – all players shall conform to league rules (e.g. IWSL, NISL, ODP). Failure to follow league rules and tampering thereof may be subject to discipline, suspensions, and/or expulsion from team.

- G. Player Conduct/Discipline Procedures - players shall review and sign the WSA/PROGRAM Code of Conduct at time of registration (see [Attachment #4](#))

- 1. Player Conduct – players shall conduct appropriate behavior during practices, training, and games in accordance with the WPD’s behavior policy, WSA/PROGRAM’s Code of Conduct and league rules.

- 2. Discipline Procedures – failure of players to conduct themselves in accordance with Article 4, Section E.1 may be subject to discipline, suspension, and possible expulsion from the WSA/PROGRAM.

- a. Coach shall communicate any player repeating incidences of misconduct, red cards infractions, and disciplinary action with parents/legal guardians and Admin within 48 hours of incident.
- b. Coaches may suspend a player from play not to exceed one week of practice and game(s) (seven day period) due to misconduct as specified in Article 4, Section E.1
- c. For repeated player misconduct after initial suspension, the Coach shall report to the COMMITTEE for further review and action. The COMMITTEE shall review all facts of player’s misconduct, which may entail testimony from all involved to include but not limited to witnesses. After review, the COMMITTEE shall render a reasonable decision for disciplinary action appropriate to the level of misconduct.

- d. For any period of suspension or expulsion, player shall forfeit their player’s card for proper

processing with the WSA and/or league.

- e. Player has the right to a hearing with the WSSC and may appeal COMMITTEE's decision to the WSA. The WSA Executive Council's decision shall be final. Players/parents are invited to attend WSA game review meetings held at the WPD Community Center or published alternative location as scheduled.

3. Player Red Cards/Game Suspensions – any player receiving a red card shall abide by the applicable league rules and procedures. A player that knowingly fails to abide by the league rules regarding suspensions may be subject to further disciplinary actions by the COMMITTEE/WSA. The Coach shall immediately report in writing all red cards/suspensions and reasons for issuance to the Admin and WSA President within 48 hours of the incident.

- a. Player's legal guardians are responsible for paying any league fines due to player's suspension(s).
- b. Player's have a right to a hearing by the WSA Executive Council regarding any COMMITTEE disciplinary action.

#### H. Player/Parent Grievance Procedure

a. If informal methods do not resolve a player/parent's problem with the Coach's assistance, the player/parent shall submit their grievance in writing to the Admin. Each grievance shall be followed up for reasonable action as deemed necessary up to and including a hearing with the COMMITTEE and WSA Executive Council.

#### I. Player Voluntary Release (Transfer)/Involuntary Release/Drop Out

1. A voluntary release is one in which a player requests a release. Release shall be in accordance with Article 4, Section 1.A.
2. An involuntary release is one where the team wishes to release the player from the team but it is not requested by the player. A team may release involuntarily a player from its roster subject to COMMITTEE approval only if the player is unable to play for one of the following reasons:
  - a. The player has violated bylaws, policies, or requirements, of the league and or WSA/PROGRAM.
  - b. The player has moved beyond a reasonable travel distance. Determination of what constitutes a reasonable travel distance is subject to interpretation by the WSA/COMMITTEE.
  - c. The player is injured in such a manner that the player will not be able to participate for the remainder of the season. Determination of what constitutes such an injury is subject to interpretation by the WSA/COMMITTEE.
  - d. A player fails to consistently report to practices and games without informing coach of reasons for absence.

All players released voluntarily or involuntarily shall be responsible for payment of all outstanding fees and dues, and shall forfeit their league players pass to the Coach for league processing.

J. Personal Equipment Requirements – players are expected to provide their own soccer ball (size/age appropriate), shin guards, soccer cleats/shoes, and personal protective wear (head guard, mouth guards, braces, etc.). Water and liquids for games and practices are the responsibility of the player.

## ARTICLE 5: COACHES/TRAINER GUIDELINES

### Section I: Coaches / Trainers

- A. Coaching Selection/Requirements – the Admin will select those individuals with the most amount of soccer playing/coaching experience that exhibit the proper attitude to teach the game of soccer in a competitive environment in accordance with the PROGRAM Coaches Philosophy and Code of Conduct.

Each coach must obtain a coaches license appropriate to the age level in accordance with the IYSA rules. Prior to assignment of a coach to a team, the coach must agree to abide by all WSA, PROGRAM, league and tournament policies, rules, and guidelines.

- B. PROGRAM Coaching Philosophy – WSA/PROGRAM coaches must commit to the ideal that the success of a program is not based on the score of the game or number of team trophies received, but rather the overall development of each of his/hers players to learn, develop, and understand the game by using their own creativity. Coaches must embrace the idea that when you give a player ownership of a thought, idea or practical execution of a skill, they are more motivated to carry it through to the end. Thus by guiding their creativity, players can be influenced into making logical decisions.

PROGRAM's coaching shall be centered on a non-dictative method of coaching, where coaches shall teach the game according to a style that creates an environment for his/hers players to use their own observations and recognize their faults within their own game. Although some direction is appropriate from the coaching staff, constant direction is inappropriate from coaches as well as parents. The aim of the coach is to improve each of his/hers players overall knowledge of the game and rules, increase their understanding of game tactics and competitive scenarios, develop advanced soccer skills and techniques, demand good sportsmanlike behavior and conduct, develop skills to deal with emotional and stressful situations, encourage fair play, encourage creativity and originality, and be model citizens all in effort to better instill a lifelong joy of playing the game, give individual ownership to the players, and better prepare them to compete in a competitive environment.

To that end, Coaches must never place the value of winning over the safety and welfare his/hers players. Coaches must fully understand their limitations and commit to improving their coaching knowledge and skills to be better teachers for the players and parents alike.

- C. Coaches/Trainer Conduct -

1. A coach's behavior must be such as to bring credit to soccer, the WSA/PROGRAM, WPD, leagues, the team, and individual. Coaches shall conduct themselves at all times in a manner that will reflect positively on the WSA/PROGRAM. They will positively enforce all policies, rules, and guidelines of the WSA/PROGRAM and leagues designed to do the most good for the players, both in soccer and other areas.

The coach must never place the value of wining over the safety and welfare of his/her players. Wining should be the result of preparation and discipline with considerable emphasis placed on the highest societal ideals and character traits. Coaches shall never seek unfair advantage by teaching deliberate unsportsmanlike behavior to their players.

2. Coaches shall review and sign the WSA/PROGRAM Code of Conduct (see **Attachment #4**)



3. Opposing coaches should meet prior to the game to exchange welcomes. It is mandatory that coaches participate in the post-game handshake. Sportsmanship and respect for the opposition must be obviously displayed regardless of the outcome of the game.
  4. The WSA/Admin insists that coaches restrict instructions from the sidelines from other than the Head Coach and one Assistant Coach. Coaches must be as inconspicuous as possible during a game, except in setting friendly and kind attitudes towards players, opponents, spectators, etc. Coaches, substitute players, team representatives, and spectators must be restricted to their respective areas. Where possible, both teams should occupy the same side of the field with one team occupying either half of the field. Parents/ spectators shall occupy the other side of the field on the half of the field directly across from the team with which they are associated. The imaginary line that would be drawn by extending the halfway line shall separate teams and parents/spectators of opposite teams.
  5. Coaches should always maintain a controlled and undemonstrative attitude toward a game official - no game circumstances warrant departure from this attitude. It shall be considered a violation of these guidelines for any coach or team representative to engage in verbal dissent with a team representative of the opponent or to direct such remarks at a game official. Any physical contact between any team representative and a game official will be dealt with severely in accordance with league rules and PROGRAM Operating Procedures.
  6. Coaches shall use their influence to preempt conduct that would lead to unacceptable or unruly behavior or injury to a player or a game official. No conduct on the part of a spectator should ever interfere with or influence a game
- D. Enforcement of Player Discipline – coaches shall enforce all player disciplinary actions issued by the WSA/Admin, and affiliated leagues. Failure to enforce may result in disciplinary actions against the coach, which may include suspension and/or expulsion from the WSA. Upon any suspension, coach is required to forfeit his/her current coaches pass until suspension is fulfilled.
- E. Conformance/Enforcement of League Rules & PROGRAM Operating Procedures – coaches/trainers shall conform and enforce all IYSA, WSA/PROGRAM and leagues rules, procedures and guidelines. Failure to abide by rules may result in disciplinary action to include suspension and expulsion from the WSA/WSSP.
- F. Miscellaneous Rules
1. Use of alcohol or illegal substances is strictly prohibited while performing coaching duties.
  2. Possession of alcohol or illegal substances is strictly prohibited on WPD property.
  3. Smoking is prohibited within 25' of any athletic field in accordance with WPD ordinances.
- G. Trainer Fees/Contracts – all professional trainers to be paid a fee are required to sign an independent contractor agreement with the WPD for each season or year citing required fees, documentation requirements, payment schedules, training services to be provided, and miscellaneous provisions.
1. Trainers shall be officially recognized by the WSA/WPD through execution of an independent contractor agreement in order to be affiliated with the WSA program and be eligible for general liability coverage under the IYSA.
  2. Trainers are required to complete a criminal background check each year.
  3. Trainers must conform to Coaches Code of Conduct, ethics and rules of the WSA/PROGRAM.

4. Non paid trainers (volunteers) shall be considered a WSA/WPD volunteer and shall subject to the same guidelines as paid trainers.
- H. Criminal Background Check Requirements – all head coaches, assistant coaches, and trainers shall complete a criminal background check each year in accordance with the WPD background check policy.
  - I. Coaches Licenses – all head coaches, assistant coaches and trainers assisting with coaching duties for games are required to obtain a valid IYSA coaches license for appropriate age of team for which coach(s) is coaching, which entails successful completion of the IYSA license class(es). The cost of obtaining such license may be included in the individual team budget to reimburse coach for license expense.
  - J. Coach/Trainer Red Cards/Game Suspensions – any coach/trainer receiving a red card shall abide by the applicable league rules and procedures. A coach/trainer that knowingly fails to abide by the league rules regarding suspensions may be subject to further disciplinary actions by the COMMITTEE/WSA. The Head Coach shall immediately report in writing all red cards/suspensions and reasons for issuance to the Admin within 48 hours of the incident.
  - K. Coach/trainer receiving the Red Card/suspension is individually responsible for paying any league fines due to suspension and may not recoup fine from the individual team budget.
  - L. Any grievance(s) shall be followed according to the leagues rules.
  - M. The WSA/COMMITTEE has the right to further discipline coach due to misconduct which may include but is not limited to additional fines, extended suspension, and or expulsion from the PROGRAM.
  - N. Coach has right to a hearing by the WSA Executive Council regarding any COMMITTEE Chairperson's(s') disciplinary action
  - O. Game Field Preparation & Take Down – to ensure quality fields are maintained for the WSA program, it is a WPD requirement to remove soccer equipment after games to minimize unpermitted play that could create additional wear and tear on the fields. Therefore, coaches (or his/her designee(s)) are responsible for setting up and taking down corner flags and goal nets for each game.
    1. Coaches/trainers shall inspect fields prior to any practice and game play to check for unsafe field conditions and report in accordance with Section IV.A.6.
    2. Coach will be issued a key from the Admin to a specified athletic storage bin that will store the corner flags, ladders, and goal nets. Coach or his/her designee shall relock the bin after removing items.
    3. After the game, the items shall be returned to the appropriate bin and relocked, unless arrangements have been made with another PROGRAM coach for a game to be played later that day or first thing the next morning.
  - P. Player Safety – ensuring player safety is a coach/trainer's top priority and shall take precedence over any other activity. Were unsafe conditions are present, the Coach/trainer shall exercise reasonable judgment to protect players, which if cannot be resolved at the time of play in a sportsmanlike manner may require forfeiting a game. However, the actions of a coach to protect a player(s) shall never result in unsportsmanlike conduct nor verbal or physical confrontation by coaches, trainers, or players. Player safety issues include but are not limited to: severe weather,

unplayable field conditions, lack of player required equipment (i.e. shin guards), escalating unsportsmanlike conduct by player or others, excessive spectator abuse, etc. Head coach shall report any unresolved incidents to the Admin within 48 hours of incident.

- Q. COMMITTEE Meeting Requirements – The coach or his/her designee must attend all mandatory WSSC coaches meeting.
- R. Game Forfeitures/Payment  
Participants of each team are equally responsible for the payment of any league fines related to forfeiting a league game.

## **ARTICLE 6: PARENT (GUARDIAN) GUIDELINES**

### Section I: Parents (Guardians)

- A. Parent Conduct – parents (legal guardians) shall sign the WSA/WSSP Code of Conduct (see Attachment #4)

Parents should support the team, coaches and trainers. Parents shall refrain from coaching and yelling instructions from the sidelines for it may conflict with what the coaches/trainers are trying to teach. Positive recognition of a player's performance is encouraged. If positive comments cannot be made, parents shall remain silent in public and speak up in private to the coach, assistant coach, trainer, team manager, or Admin. Good sportsmanship shall be exercised at all times. Repeated failure of a parent to exhibit good sportsmanship and behavior may be banned from attending soccer practices and games in accordance with the WPD's behavior policy.

- B. Fee Requirements (No Pay – No Play Rule) – in order to play, participants must comply with the scheduled dates for payment of fees. Failure to pay will result in suspension of play and forfeiture of player's pass to the WPD until fees are paid.
  - 1. If families are unable to fulfill financial obligation due to unforeseen financial circumstances, they may pursue one of the following courses of action:
    - a. apply for a modified payment schedule with the WPD. Certain conditions may apply; or
    - b. apply for a WPD/Rotary scholarship. Certain conditions apply; or
    - c. combination of "a" and "b"; or
    - d. transfer to in-house program, subject to WSA approval (pending date of request); fees will be adjusted accordingly; or
    - e. withdraw from PROGRAM. No refund will be issued for payments received to date.
- C. Fee Scholarship Requests – for players in need of financial assistance, they may apply for a WPD/Rotary scholarship to offset a portion of the fees in accordance with the scholarship program guidelines. Parents may obtain more details by contacting the WPD at 630/353-3300.