



## **WWPSA Travel Soccer Tryout Procedures 2010-2011**

There are three (3) types of tryout procedures. Each type has different goals and requirements:

- U-09 to U-13
- U-14 and above
- Premier Elite Teams

There are four (4) main steps in the tryout process:

- Pre-Tryout Information Gathering
- Tryout Evaluation Process
- Coach/Manager and Team Selection
- Team Offers

### **Tryout Procedure Philosophy**

Annually conduct advertised tryouts for all returning and new teams, thus allowing youth residing within and outside the township of West Windsor and the township of Plainsboro an opportunity to compete for a position on a travel soccer team. All tryouts must be open, fair, transparent, and without bias, the goal being to form teams based on age and gender with players who have similar skills, athleticism, ability, determination and commitment for the expected competitive level of the team.

### **General Ground Rules for Tryouts**

- The Travel Executive Committee (TEC) now includes a position dedicated to the management specifically of the U-09 through U-13 tryouts. This role is Tryout Coordinator (TC).
- Roster Spots for teams are never guaranteed and coaches/managers should never tell parents that a player will or will not make a team, nor should they comment on other player's potential to make a team.
- Players should not wear their team uniforms (jerseys) to tryouts.
- Our U-09 to U-13 team tryouts are conducted solely by professional soccer evaluators. No parents are permitted on the field during tryouts, nor are parents permitted to participate in the player evaluation process during tryouts. All volunteer parent team managers and/or volunteer coaches for the upcoming year are chosen after the players for a team are selected.
- Players may be permitted to "play-up" subject to the approval of the Travel Executive Committee (TEC) upon completion of the tryouts. Players who wish to play up are encouraged to try out in both their own age group and the older age group. Special consideration will be given to players who request to "play-up" with their school classmates and are then selected for a team. Approval to play up is not guaranteed.



- For small-sided teams, out of town players will be permitted to tryout. However, intown players qualified to play for a team being formed, will be given preference for a roster spot on such team they are qualified to play on. Players **must** attend a tryout to be considered for a roster spot. At least half of the players on a roster must reside within our communities without requiring approval from the Travel Executive Committee (TEC).
- Out of town players are permitted on full-sided teams. At least half of the players on a roster must reside within our communities without requiring approval from the Travel Executive Committee (TEC).
- Small-sided teams ideally will have 11 or 12 players on their roster. Full-sided teams ideally will have 15 or 16 players on their roster.
- Full-time goal keepers are welcome on full-sided teams. However, full-time goal keepers are discouraged at the small-sided age levels (U-09 to U-10). Therefore, small-sided tryouts will not attempt to isolate and assess full-time goal keepers.
- Specific tryout results and rankings should never be quoted because the information is personal and sensitive. Coaches/managers should be able to explain decisions using nonspecific descriptions of the results.
- Conflicts of interest among process participants such as Small & Full Sided Coordinators, Tryout Evaluators, Travel Coordinators and Executive Committee Members must be declared prior to tryouts, to permit an individual to be replaced in the process for the affected age/gender group.
- The Tryout Coordinator (TC) will coordinate the U-09 to U-13 tryouts, assisted by the Small Sided Coordinator (SSC) for the U-09 to U-11 tryouts and by the Full Sided Coordinator (FSC) for the U-12 to U-13 tryouts.
- All tryout participants must receive a call with the results.
- When making offers to players, it is important that the coach/manager provides the parents with an indication of his/her plans for the team in the upcoming year and how the team will function including playing time, leagues, tournaments, cost, etc. General guidelines for different travel team categories can be found on travel section of the club's website.
- Our goal is to have head coaches who meet the recommended licensing requirements as prescribed by NJYS.
- There will be a standardized tryout evaluation form used by the evaluators to record and report results.
- All teams must conduct an open tryout each year. If there is more than one team in the same age & gender returning the next year, an age group tryout is required to facilitate the process except where noted for U-14 and older.
- Regardless of the age group and gender, prior to the tryout date(s), all tryouts must be posted on the WWPSA website 3 weeks prior to the first date and advertised in the local media 2 weeks prior to the first date. Information provided must include time, place and person to contact.



- Prior to the commencement of tryouts the TEC must set a date by which offers to players must be finalized.
- Coaches/Managers will begin making offers as soon as possible after completion of a tryout.
- Typically for an age group and gender, the first offers are made within one week of the completion of tryouts.
- Any deviation from the tryout procedures incorporated within this document requires approval vis-à-vis a majority vote of the TEC.
- A returning player will not be allowed to tryout if he or she has:
  - not completed the tryout registration form
  - outstanding debts to the Club or a WWPSA team.



## **U-09 to U13 Tryouts**

The Tryout Coordinator (TC) is responsible for the U-09 to U-13 age groups and will facilitate the tryout process and dispute resolution.

### **Pre-Tryout**

In advance of tryouts, the following information must be gathered to facilitate steps later in the process;

1. Program Evaluation Form/Parents Feedback Survey – Must be distributed to all families. This form (found under the Travel section on the website) requests feedback from parents, which is an important part of the smooth functioning of our organization. Failure to inform team parents of this survey could be cause for that coach/manager to not be reinstated for the next year.
2. Player Rankings (Coaches/Managers and Trainers) – The TC, prior to tryouts, must receive a single ranked list of rostered players from each coach/manager, assistant coach and trainer on every existing team. Coaches/managers are encouraged to include written assessments of players at this point in the process. The more detail, the better. This information becomes an important part of the ranking that is formed for the age group. This information is accumulated by the TC and kept confidential during much of the tryout process.
3. Coach/Manager Applications – Our teams employ professional trainers and for the more competitive and/or older age groups (typically U-11 and up) our professional trainers are typically the head coach. However, parent volunteers are selected to fill the role of team manger and in instances where the professional trainer is not the Head Coach, the team manager also serves as the Head Coach. A call for volunteers will be issued in early April with a deadline prior to the tryout date to permit an initial pre-tryout assessment. Only those volunteers seeking to be a head coach and/or team manger should apply. Where applicable, an appropriate NJYS coaching license is required. Final assessment and selection will occur once the tryout results are known.

### **Tryout Evaluation Process**

1. A combined age-group-tryout is mandatory and will be organized by the TC. All players intending to play the next year must attend a tryout unless given special consideration by the TC. In special considerations such as injuries, the TC must be notified by a parent that their child can not participate in the tryout. It is also highly recommended that parents indicate to the check-in coordinator on tryout date(s) that their child is not able to make the tryout due to an injury so that it is properly noted. Parents should not rely on coaches informing the TC that a player is not able to attend tryouts due to an injury. A doctor's note is required for all instances of non-attendance due to injury or illness.
2. There will be a minimum of 2 - 90 minute sessions.



3. The tryout format will incorporate skills based evaluations in addition to the small sided games, which are a staple of the tryout process. For U-09 to U-11, tryouts will end in an 8v8 format while for U-12 to U-13, they will end in an 11v11 format.
4. The sessions will be run using a combination of current team's professional trainer(s) and independent professional evaluators who have no previous exposure to the age group and gender.
5. The professional trainer-evaluators will consist of the current professional trainer(s) for each team and a minimum of one independent professional trainer-evaluator who is approved by the TC.
6. The TC must circulate the tryout evaluation process to the Travel Executive Committee prior to tryouts.
7. Once the professional evaluators are identified by the Travel Coordinator(s) for an age group and gender, the TC must identify one professional evaluator to take the lead role and coordinate the on-field evaluation while the tryouts are in progress.
8. In instances where a parent of a player in the age group and gender is also the only team trainer, the individual will be requested to identify a substitute professional evaluator.
9. It will be the responsibility of the professional evaluators to jointly develop a single ranking for the entire age group at the end of the process. The independent professional evaluator will make the decision whenever there is a disagreement over a ranking but will seek consensus among all evaluators.

### **Coach and Team Selection**

1. The TC will gather and keep confidential all player ranking results.
2. For U-09 and U-10, a committee of at least 3 people, chaired by the TC and including at least two or more members of the TEC, will develop a final ranking for the age group incorporating all available information including the coach rankings, trainer rankings, tryout rankings, team flighting, etc. For the U-11 age group the committee will be expanded to at least 4 people and include the TC and at least three or more members of the TEC. They will develop a final ranking for the age group giving consideration to all available information including the coach rankings, trainer rankings, tryout rankings, team flighting, etc. For U-12 and U-13, a committee of at least 3 people, chaired by the TC and including at least two or more members of the TEC, will develop a final ranking for the age group incorporating all available information including the coach rankings, trainer rankings, tryout rankings, team flighting, etc.
3. Coach/Manager Selection: The Travel Executive Committee (TEC) will confidentially assess coaching/managing candidates and work with the TC to make a selection based on all available information including criteria such as experience, qualifications, program evaluation form comments, feedback from trainers, and the player rankings. Wherever possible, to promote continuity and the long-term best interest of the players, the TEC generally has a bias toward qualified returning coaches/managers "in good standing" and will try to select a volunteer parent from the top half of the player rankings for a team.



4. Team Category: The “A” team within a specific age and gender may not necessarily be considered a Premier team. In order to qualify for this status, the team must expect to meet the minimum guidelines required for a Premier team. Similarly, it is possible that two teams within an age-group and gender may be designated Premier if they both meet the minimum guidelines required for a Premier team and if approved by the TEC.
5. Roster Selection: The committee(s) noted in #2, will develop a suggested roster directly from the final ranking and present it to the team coach/manager of the “A” team. The coach/manager can accept that roster or suggest changes, mindful that changes must be substantiated and agreed upon by the committee. Changes should be discouraged and kept to a minimum. Any irreconcilable differences between the coach and the committee will be referred to the TEC. A couple of alternates should also be agreed upon should any offers not be accepted.
6. The TC will repeat this process in order with all team coaches/managers.

#### **Team Offers**

1. The offer process will begin with the “A” team coach/manager confirming all players on the roster for the next year.
2. The “A” team coach/manager should complete their initial offers within 24 hours and have a final roster within 4 days. Any delays beyond the initial 4 days must be immediately declared to the TC. Upon completion of the “A” team roster, the TC will contact the “B” team coach/manager with the results. The “B” team coach/manager will not start contacting his/her players until the “A” team coach/manager is done.
3. The “C” team coach/manager will repeat the offer process.
4. It is absolutely critical that all families who attended the tryout receive a call. If any players did not make a team, it is the responsibility of the TC to contact those families.
5. All coaches/managers must submit their rosters for the next year to the TC as a last step in the process.



## **U14 and Older Tryouts**

The FSC is responsible for these age groups and will facilitate the tryout process and dispute resolution. Coaches/Managers within the same age & gender group must jointly discuss their plans and present a tryout plan to the FSC prior to the publication of the spring tryout schedule. The FSC will work with the coaches/managers to mitigate conflicts for players resulting from teams that plan to play throughout the soccer year and those that only plan to create a roster for part of the soccer year. The FSC will present the TEC with the tryout plans for each age group. Any outstanding issues will be resolved by the TEC.

### **Pre-Tryout**

In advance of tryouts, a few pieces of information must be gathered.

1. Program Evaluation Form – Must be distributed to all families. These forms request feedback from parents, which is an important part of the smooth functioning of our organization. Failure to forward the forms could be cause for that coach to not be reinstated for the next year.
2. Coach/Manager Applications – Our teams employ professional trainers and for the more competitive and/or older age groups (typically U-11 and up) our professional trainers are typically the head coach. However, parent volunteers are utilized to fill the role of team manger and in instances where the professional trainer is not the Head Coach the team manager also serves as the Head Coach. Qualified returning coaches/managers “in good standing” will be permitted to continue with their teams the following year once affirmed by the TEC. If a new volunteer team manager/head coach is required, a call for volunteers will be issued in early April with a deadline prior to the tryout date to permit a final selection before tryouts. Only those volunteers seeking to be a head coach and/or team manger should apply. Where applicable, an appropriate NJYS coaching license is required.

### **Tryout Evaluation Process**

1. A combined age group or individual team tryout is permitted.
2. All tryouts will consist of a minimum of 2 - 90 minute sessions. Players can be invited to practices as well to augment the tryout results.
3. Combined Age Group tryouts will be organized by the coaches/managers of each age/gender group according to the published schedule. If there is an age group tryout, all players intending to play the next year must attend the tryout unless given special consideration by the FSC.
4. Tryout sessions will be run by the existing team coaches/managers and trainers.
5. If there is a combined age group tryout, it will be the responsibility of each evaluator to develop individual rankings for the entire age group at the end of the process. This will yield objective data to help the coaches/managers develop rankings of players for the age group.



### **Coach/Manager and Team Selection**

1. Coach/Manager Selection: Qualified returning coaches/managers “in good standing” will be permitted to continue with their teams the following year once affirmed by the TEC.
2. Roster Selection: If there is more than one returning team in an age group, the coaches/managers should work together to make sure all interested youths are considered for rosters. It is up to the Coaches/Managers to select their own rosters.

### **Team Offers**

1. The Coaches/Managers will begin making offers as soon as possible after completion of a tryout. Typically for an age group and gender, the first offers are made with one week of the completion of tryouts. The offer process will begin with the premier team coach/manager calling all players on the roster for the next year.
2. The premier team coach/manager should complete their offers within 24 hours and contact the first Classic team coach/manager with the results. Delays must be declared to the FSC immediately. The first Classic team coach/manager will not start contacting his/her players until the premier team coach is done.
3. The second Classic team coach/manager will repeat this process.
4. It is absolutely critical that all families who attended the tryout receive a call. If any players did not make a team, it is the responsibility of the FSC to contact those families.
5. All coaches/managers must submit their rosters for the next year to the FSC as a last step in the process.



## **Premier Elite Team Tryouts**

Premier Elite teams cannot be formed prior to U-11. Typically these teams are formed at the U-12 or U-13 age groups. Refer to the 'Travel Team Categories' link within the Youth Travel Program section of the Club's web site for details on the different travel team categories. The TC is responsible for U-11 to U13 and the FSC is responsible for U-14 and older age groups and they will facilitate the tryout process and dispute resolution.

### **Pre-Tryout**

1. Tryout schedules will be posted on the WWPSA web site at least three weeks prior to the first tryout date. The Club will also advertise the tryouts in the local newspaper at least two weeks prior to the first tryout date.
2. Every player must complete a tryout registration form in order to facilitate tryouts.
3. The following will be made public and posted on the Club's web site at least two weeks prior to the tryouts:
  - i) name and qualifications of the head coach
  - ii) a preliminary outline of the team schedule in the upcoming season indication of dates and frequency for practices, league(s) play, tournaments, etc. during the summer, fall, winter and spring
  - iii) a specific set of team and player objectives and expectations
  - iv) team fees

### **Head Coach & Team Manager Selection**

1. Every team will have a professional Head Coach who is selected prior to tryouts.
2. The professional Head Coach is responsible for all aspects of soccer for the team including team training and coaching during friendlies, scrimmages, league games and tournament games.
3. Every team will have a volunteer parent team manager who is responsible for the administrative aspects of the team.

### **Tryout Evaluation**

1. Tryouts are for players who have the desire, soccer skills and year round commitment to the sport of soccer to compete within NJYS premier leagues and/or within NJYS affiliated premier leagues within the Mid-Atlantic States.
2. For the U-11 through U-13 age groups, selected in May at a separate 3rd tryout conducted following the standard 2 tryouts noted earlier in this document. Participation in the Premier Elite team tryout is by invitation only by the professional Head Coach.
3. Any player interested in trying out for an Premier Elite team must attend a minimum of one of the standard tryouts to be considered for an invitation to the Premier Elite team tryout.
4. For U-14, team will be selected through advertised individual team tryouts which are in May.



5. For U-15 and older, teams will be selected through advertised individual team tryouts which begin in May and end in the fall.

### **Team Offers**

1. Whether an Premier Elite team is formed in a particular age group and gender in a given year is determined by two factors:
  - a. the level of interest expressed by players and parents;
  - b. assessment of skill level at the tryouts.
2. Professional Head Coaches are responsible for team formation and selection. The professional Head Coach will make the offer to each player and will be responsible for communicating the final roster to the Travel Executive in a timely manner.
3. In all cases, the Travel Executive shall have the final say regarding a team's initial roster.