

**Arlington Soccer Association,  
Travel Program**

**TRYOUT PROCEDURES**

**Fall 2010/Spring 2011**

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## 1 Introduction

Arlington Soccer Association, Travel Program (ATSC) holds annual age-group open tryouts every spring to form the teams for the next soccer year (fall & spring). The objective of these tryouts is the selection of players for all teams within the travel club. This document is intended to define, facilitate, and ensure the success of the tryout process.

These procedures are in accordance with the ATSC's Mission Statement, goals and objectives. We encourage everyone to keep in mind the purpose of ATSC as they prepare, facilitate and complete the tryout process.

Further, in accordance with ASA By-Laws: *The Travel Program will be open to all players who qualify based upon their athletic ability and soccer skills as determined in a try-out or other selection process as established by the Travel Committee.*

## 2.0 Tryout Personnel

This section outlines the roles and responsibilities of the personnel who organize and conduct tryouts for the ATSC teams. The Arlington Soccer Association, Travel Soccer Committee (The Travel Committee) provides guidance and leadership to the Tryout Committee, where necessary.

### 2.1 Tryout Committee

The ATSC Tryout Committee oversees the administration of tryouts, ensuring adherence to the ATSC Tryout Procedures. The Tryout Committee will appoint Tryout Co-Chairs (one for the boys' teams and one for the girls' teams) as well as Data Base Co- Coordinators, and a Tryout Process Manager who will administer the tryouts.

### 2.2 Tryout Co-Chairs

- a. Coordinate and communicate with the Tryout Committee, the Tryout Process Manager, the ATSC Travel Administrator and the Directors of Coaching and Player Development.
- b. Work with the ATSC Travel Administrator and the Directors of Coaching to assign field space and set schedules for the tryouts.
- c. Coordinate with the Tryout Process Manager, and the ATSC Communication Committee to disseminate tryout information and schedules. This includes the dissemination of flyers in the public and private schools, community centers and emails through ASA, Arlington Parks and Recreation, etc. Best efforts should be made to provide tryout announcements in English and Spanish.
- d. Recruit (with the assistance of team management), train and oversee the Tryout Coordinators for each age group/gender with support and oversight assistance from the Tryout Process Manager.

- e. Troubleshoot any issues or problems that arise during tryouts in coordination with the Tryout Process Manager; provide feedback to the Tryout Committee at the close of all tryouts.

### **2.3 Tryout Process Manager**

- a. Drafts documents to recruit volunteers, and to explain and announce the tryout process and communicate with families about the tryout process.
- b. Works with Tryout Co-Chairs to train Tryout Coordinators and Evaluators and to ensure adherence to these ATSC tryout procedures and consistency in the tryout process across genders and age-group levels, as appropriate, in ATSC.

### **2.4 Data Base Coordinator(s)**

- a. Design and create data base reports for use during the tryouts (i.e. for sign-in, head coaches, evaluators, etc.)
- b. Data Base Co-Coordinators responsibilities for data base management and reports will be divided by gender. and/or age.
- c. Train Tryout Coordinators to create and use reports.
- d. Input “after-cut-off” registrations to the data base.

### **2.5 Tryout Coordinators**

There will be a Tryout Coordinator for each age group and gender. These Coordinators will be identified by the Tryout Co-Chairs, team managers and team coaches. Each age group and gender will be responsible for providing a Tryout Coordinator for the age group one year behind (i.e. rising U10’s will handle rising U9 tryouts). In no case may a Tryout Coordinator be responsible for an age-group in which he/she has a child playing. Tryout Coordinator responsibilities are detailed in Section 3.

### **2.6 Directors of Coaching and Director of Player Development**

The Travel Program’s Directors of Coaching and Director of Player Development (DoCs and DOPD) will be responsible for establishing and coordinating all on-field aspects for the tryouts. The duties of the DoCs could include, but are not limited to:

- a. Selecting and supervising all coaches and evaluators used during the tryout process and ensuring that they are familiar with and follow these tryout guidelines.
- b. Ensuring that newly assigned age group or team coaches have ATSC player evaluations from the prior season(s), in advance of the tryouts to assist in player selections.
- c. Ensuring coaches have the on-field equipment needed for each tryout session.
- d. Approving the player selections and team placements for all teams.
- e. Ensuring that the notification to selected players by coaches is completed in a timely manner.
- f. Ensuring that the tryout guidelines are followed throughout the tryout process.

- g. Being available to support and assist the staff by answering questions throughout the tryout process.

### **3.0 Tryout Coordinator Responsibilities**

The Tryout Coordinators will each oversee the administration of the ATSC tryouts for all teams in their assigned age group and gender. Training will be provided through the Tryout Co-Chairs. The specific duties of the Tryout Coordinator are outlined below.

1. Contact the Age Group Head/Team Coach to introduce yourself and let him/her know what support you will be providing.
2. Respond to questions received via email and telephone from families interested in participating in the tryouts.
3. Recruit and train volunteers who will be present at the registration table next to the field during each day of tryouts, including, where possible, at least one Spanish speaking volunteer for each day of U9/U10 tryouts. (Refer to the Tryout Coordinator procedures in Appendix A). Volunteers will sign in players, register walk-ons, answer questions, distribute information, and support coaches as needed. Supplies will need to be transported to the field (Refer to the Tryout Supply List in Appendix B)
4. Two days prior to tryouts, access the ATSC Data Base to download registered players, assign tryout numbers, create email lists and reports (using the reports created by the Data Base Coordinator). Please refer to the Data Base Procedures (in Appendix C).
5. Email registered participants with pre-assigned tryout numbers, required attire, schedules, and directions.
6. Report any issues or problems to the appropriate Tryout Co-Chair.
7. At the close of Tryouts, return supplies and reports as specified in the Tryout Coordinator Procedures.

## **4 Tryout Timeline**

This Section provides a chronological outline of the annual tryout activities culminating in the formation of new teams and scheduling of the initial team meeting before the end of June for the next fall season.

### **4.1 General**

Tryouts for the upcoming fall season should commence with the U-9 age group in mid-May. All age-group tryouts should be completed by mid-June.

Tryouts should be held at a large turf field complex, whenever possible.

Age and gender-specific tryouts should be held over 2-3 days or evenings with the number of sessions dependent on the age group:

U9-12 Teams – 3 Age Group Tryouts

U13-14 Teams – 2 Age Group Tryouts and 1 Team Tryout (invitation only) – The team tryout will happen for all 3 teams at the same location. Some consideration will be given to teams that want to hold additional team tryouts.

U15 -18 Teams – 1 Age group tryout and 1 team tryout (invitation only) – The team tryout for all teams will be at the same location. Teams will have the option of holding supplemental tryouts after the initial tryout process has been completed.

The tryouts should be held on different days of the week. One pre-determined rain date session should be scheduled for each age and gender-specific tryout group.

Best efforts will be made not to schedule tryouts that conflict with travel league or ASA recreation team games or, for U16 and above, during final exam week.

## **4.2 Task Timeline**

### **1. February**

Finalize the number and duration of tryouts for each age group.

Responsible Parties: Directors of Coaching

Complete draft calendar for tryout sessions based on prior year's schedule, including pre-scheduled rain dates.

Responsible Parties: Directors of Coaching, Coaches Committee, and ATSC Travel Administrator

Recruit Tryout Co-Chairs and send initial request via team managers for tryout coordinators

Responsible Parties: Tryout Committee

### **2. March**

Complete drafts of tryout flyers for each age group.

Responsible Parties: Tryout Co-Chairs/ATSC Publicity Chair/Tryout Process Manager

Request tryout field space from Arlington County.

Responsible Parties: ATSC Travel Administrator

Draft follow-up email to recruit volunteers for tryout coordinators; identify tryout coordinators (work with travel team managers to identify volunteers for all Tryout Coordinator roles. Tryout Coordinators should be parents from the travel team of

the same gender and age group immediately above the tryout-specific age group (e.g. U10 parents coordinate the U9 tryouts). Tryout Coordinators may not be responsible for their own child's age/group and gender

Responsible Parties: Tryout Process Manager (draft email); Tryout Co-Chairs

Prepare Tryout Coordinator supply kits (see Appendix E.). Order any supplies, as necessary.

Responsible Parties: Tryout Co-Chairs

Finalize tryout flyers and obtain approval to distribute them to Arlington County and Falls Church City elementary schools for U-12 and younger before the end of March.

Responsible Parties: Tryout Co-Chairs and ATSC Publicity Chair

Prepare tryout related information sheets (i.e. FAQ's, Financial Aid Policy, Player/Club expectations, etc.)

Responsible Parties: Tryout Process Manager and Tryout Co-Chairs (working with ATSC subcommittees).

Update ATSC website system as needed to prepare for tryout registration.

Responsible Parties: ATSC Travel Administrator

### **3. April**

Request recreational league game schedules from ASA and distribute to appropriate age travel Coaches.

Responsible Parties: Directors of Coaching

Request ASA to announce the upcoming tryouts in its news letter and post on their web-site.

Responsible Parties: Tryout Co-Chairs and ASA Executive Director

Open ATSC website for tryout registration and announce via email blast to ATSC, ASA and Arlington Sports Department distribution lists.

Responsible Parties: ATSC Travel Administrator

Set final tryout dates for all age groups (including pre-scheduled rain dates)

Responsible Parties: ATSC Travel Administrator and Coaches Committee.

Identify tryout evaluators and confirm their availability to attend scheduled tryouts.

Responsible Parties: Directors of Coaching

Prepare task lists and draft/model text of communications for use by Tryout Coordinators (e.g. calendar of specific tasks for tryout coordinators, letters to all registered families with info on tryouts, follow-up letters, sample agenda for initial team meetings, etc.)

Responsible Parties: Tryout Process Manager, Tryout Co-Chairs

Finalize Tryout Coordinator selections and schedule May training session(s), as needed for U12 and under. Inform selected Tryout Coordinators and provide them with the tryout calendar, other documents and materials.

Responsible Parties: Tryout Co-Chairs

Host (a) training session(s) for Tryout Coordinators to explain the expectations for the tryout process and the support provided to them; discuss the timeline and specific communications at each point in the process. Share draft emails and sample texts.

Tryout Co-Chairs and Tryout Process Manager

Distribute flyers to schools and distribute other advertising materials as needed.

Responsible Parties: Tryout Co-Chairs, ATSC Publicity Chair

Finalize Tryout Coordinator selections and schedule May training session(s), as needed for U13 and above. Inform selected Tryout Coordinators and provide them with the tryout calendar.

Responsible Parties: Tryout Co-Chairs

Provide presentation at a Coaches meeting to explain to coaches/evaluators the expectations for the tryout process and support provided to them.

Responsible Parties: DoCs with assistance from Tryout Co-Chairs and Tryout Process Manager.

To the extent possible, select and announce coaching assignments for the next soccer year.

Responsible Parties: Directors of Coaching and Coaches Committee

Where coaches are transitioning, share evaluations for current players to assist new coach(es) in the player evaluation and selection process.

Responsible Parties: Directors of Coaching

#### **4. May**

Establish expectations for different age-groups/levels of competition (i.e., player/ATSC commitment, # of practices, tournaments, off-season training, etc.) to be shared with all players/families prior to try-outs.

Responsible Parties: Coaches Committee/Directors of Coaching

Disseminate to current ATSC players/families the expectations for age groups and competition levels (and corresponding fee-structure, as appropriate)

Responsible Parties: Directors of Coaching, ATSC Travel Administrator, ATSC Travel Committee.

U-9 Tryouts begin and end in May.

Conduct Tryout Coordinator information and training session before U-9 tryouts begin. Supply kits should be distributed at these sessions.

Responsible Parties: Tryout Co-Chairs, Tryout Process Manager

U-9 tryouts should be completed and team selection decisions should be finalized by May 31<sup>st</sup>.

Responsible Parties: Coaches and Directors of Coaching

Develop team organizational meeting schedule and request meeting rooms for team organizational meetings to be held starting the first week of June.

Responsible Parties: Tryout Co-Chairs, ATSC Travel Administrator

Best efforts will be made so that the older age groups are not holding all their tryouts before their season has ended and the final tryout session or selection is not until after the season has ended.

## **5. June**

U-9 team organizational meetings held during the first week of June.

Responsible Parties: Tryout Co-Chairs and Tryout Coordinators, ATSC Commissioners

All tryouts should be completed, player selections finalized and team organizational meetings held by June 30<sup>th</sup>.

Responsible Parties: Tryout Co-Chairs, Tryout Coordinators and Tryout Committee

## **5 Team Selection**

This section outlines the procedures and other information for evaluating players and selecting teams during the ASA travel club's tryouts.

### **5.1 Roster Size**

The following are recommendations on the number of players to be selected for each team. Note that these are recommendations, and each coach will have some flexibility in determining the size and make-up of the team. Any variance in these recommended numbers must be approved by the DoCs and the DOPD prior to the announcement of the selections.

**Under 9 and Under 10 teams:** 10 – 12 players per team

**Under 11 and Under 12 teams:** 11 – 14 players per team

**Under 13 – Under 15 teams:** 16 – 18 players per team

**Under 16 – Under 19 teams:** 16 – 22 players per team

## 5.2 Player Evaluations

During the tryout sessions, all players will be evaluated to determine selection and team placement. In each age/gender group, the Directors of Coaching and the Director of Player Development will be responsible for setting and implementing guidelines for player evaluation.

In each age/gender group, the Age Group Head Coach, or the Team Coaches for that group, will be responsible for evaluation, selection and team placement of the players. These coaches will work under the direct supervision of the club's Directors of Coaching and the Director of Player Development.

It is important to note that attendance and performance at the club's tryout sessions is not the only process used for evaluating and selecting players for the travel club. Players may be evaluated from scouting games, guest play, practice and informal scrimmages, by recommendations from coaches and from a player's performance throughout the year.

## 5.3 Tryout Registration and Attendance

All players interested in playing for the ASA's Travel Club, including current players, are encouraged to register in advance and attend as many tryout sessions as possible. For U13 and above, the tryout registration form will include a space to indicate what team a player is most interested in. The registration should list all team possibilities and also have an option that states they are interested in a spot on any of the teams. Coaches may discuss with families/players the level of play they feel is most appropriate. Players who cannot attend (a) tryout session(s) are advised to contact the travel club's Director of Coaching and Tryout Coordinator prior to the session.

A player who is unable to attend the club's tryout sessions may still be selected, but only with approval from the club's Director of Coaching.

All players are to register for their appropriate age group, per the policies approved by the ATSC Council (see the ATSC website for the current policy).

## 5.4 Number of Teams Formed

The travel club will determine and announce, prior to the tryouts each year, the number of teams that will be formed in each age/gender group. All efforts will be made to form these teams from the club's tryouts.

Currently, the club will strive to form the following teams in each age/gender group:

**Under 9 and Under 10:** 3 teams in each age/gender group

**Under 11 and Under 12:** 3 teams in each age/gender group

**Under 13 and Under 14:** 3 teams in each age/gender group

**Under 15 – Under 19:** 2 teams in each age/gender group

If the club determines there is justification to form additional team(s) in an age/gender group, attempts will be made to do so. This determination is not based simply on the

number of players attending tryouts, but on such issues as the quality of the player pool, the availability of qualified coaches and other administrative and/or financial circumstances.

In each age/gender group, u10 – u19, the club will establish a tiered system for ranking the teams. Teams will be ranked 'A', 'B' and if needed, 'C', 'D'. This ranking will determine several aspects for that team, including player selection order, team scheduling and expectations for players.

## **5.5 League Participation**

The club will determine the appropriate league that each team will participate in, provided the team is accepted into the league. Currently, the teams in the travel club participate in the National Capital Soccer League (NCSL); the Washington Area Girls Soccer League (WAGS); the Old Dominion Soccer League (ODSL); and the USYSA Region I League.

## **5.6 Team Selection**

Upon the completion of the tryout sessions, players will be identified for selection and offered spots on a team. The club, through its Directors of Coaching and Director of Player Development and the coaches involved in a particular age/gender group will determine the appropriate offer for each player.

All selections will be monitored and approved by the Directors of Coaching, the Director of Player Development, and the Commissioners or the ATSC Travel Administrator prior to offering any player a spot on any team to ensure selections comply with ATSC policy.

## **5.7 Player Notification**

Notification of team assignments and receipt of player responses is an integral part of the tryout process. Notification is equally important for players who make an ATSC team and for players who do not. The process must balance competing needs and expectations. The following outlines the process for notifying players of the results of the tryout.

- All players will be required to register for the club's tryouts. This is where information is obtained that will be used to contact the player following tryouts.
- All selections and team placements will be approved by the club's Directors of Coaching/Director of Player Development prior to announcements.
- Coaches or other club personnel will not make commitments to any player prior to the completion of club tryouts for that group or outside of these listed procedures.
- Within seven (7) days of the completion of the last tryout session for each age/gender group, the club will complete the following:
  - 1) Age group/team coach will contact each selected player, by phone or in person, to offer a spot on a team, answer any questions and notify the player of an upcoming team meeting.
  - 2) Selected players will be given 24 hours to accept the spot on a team and five days to make their initial payment. Players who try out for two age groups (under the playing up policy) should be given additional time to

respond to an offer from one age-group team if the other age-group team has not yet made its offers to selected players.

- 3) The age group/team coach who is making the selections will contact each player, by phone or in person, who was previously on a team within the travel club if (s)he is not being selected to play for the club.
  - 4) The ATSC Travel Administrator will post a list of the selected players on the club's website.
  - 5) The Tryout Coordinators will send an email to the players who participated in the tryout, informing them that the selection list has been posted on the website, and providing information on other opportunities with ASA for those not selected to a team.
- Soon after the notification process, each team will confirm player acceptance and complete administrative tasks.

## **5.8 Conduct of Coaches, Evaluators and other Club Personnel**

The travel club will take measures; including establishing and adhering to the procedures listed in this document, to ensure that all players are evaluated carefully and that team selections are done fairly and in a professional manner. The following guidelines address the conduct of the travel club's staff during the tryouts:

- All coaches and evaluators used during the tryouts will be selected and coordinated by the club's Directors of Coaching and Director of Player Development. The Directors of Coaching and Director of Player Development will communicate with and supervise these coaches and evaluators throughout the tryout process.
- Coaches and evaluators will be selected for each age/gender group's tryouts with all possible considerations to previous affiliation with the teams/players; conflicts of interest; and other relationships or knowledge that may be considered unethical.
- A child's parent or guardian is prohibited from participating as an evaluator in any tryout involving his or her child.
- In age/gender groups where the team coach(es) have changed for the upcoming year, the DOCs and previous team coach(es) will ensure that player evaluations are communicated to the new coach(es) to help with evaluations for that age/gender group.
- Coaches and evaluators will be instructed on practices and guidelines to ensure that all players are observed and evaluated carefully at all times during all on-field activities.
- People not serving as evaluators, including travel club personnel, team managers, and players' parents, will be instructed to stay off the playing field and away from the coaches and evaluators during the field sessions. Coaches and evaluators will be instructed to limit the interaction with parents and other non-evaluators during the on-field tryout sessions. Questions or concerns during the tryout sessions should be directed to the on-site tryout coordinators.

- All ASA and ATSC employees, coaches, evaluators, and volunteers who are conducting the tryout sessions will make all attempts to ensure the safety and well-being of the participants at each session.

## **6 Tryout Follow-up**

**6.1 Initial Parent Meeting** - Within 1-2 weeks after player notification, each team should hold a meeting for the purposes of giving parents an opportunity to meet each other, to identify parents who will act as team manager, registrar, etc. and to complete necessary administrative tasks. If coaches are holding additional session(s) after player notifications for U9 teams for purposes of dividing the players into two or three teams, the parent meeting should occur after the individual teams have been selected, so that parents know which team their child is on so that they can divide parental responsibilities by team.

**6.2 Parent Meeting Notification** - The Tryout Coordinators will notify parents about the initial parent meeting. They will provide electronic copies of forms listed below and a description of the required parent volunteer positions, and instruct the parents to bring the following items to the meeting for collection at the meeting.

1. Two small (1" x 1 1/2") color pictures (unless alternate arrangements are made to take/provide digital photos of the players).
2. Birth certificates, passports, or other appropriate identification (for U-9s and new older players).
3. Roster information, including child and parents' names; home address; home, work, cell, and fax phone numbers; email addresses; date of birth; and school.
4. A completed Medical Authorization Form obtained from the ATSC website (notarization is recommended given that certain tournaments require notarization).
5. A completed parent code of conduct that can be obtained from the ATSC website.
6. Ideas for team name for new teams.
7. Sizes for player shirts, shorts, warm ups, and socks.

**6.3 Information to be covered at Initial Parent Meeting** - Specific information to be covered at the initial parent meeting should include the following:

1. For U9 teams, explanation of basics and philosophy of travel soccer by the ATSC President or Commissioner and the Director of Coaching, Director of Player Development or the ASA Technical Director.
2. Introduction of Coach and Assistant(s).
3. Explanation of coaching philosophy and expectations.
4. Assignment of jobs (manager, treasurer, uniforms, equipment, etc.)

5. The selected manager should receive a current version of the Team Manager's Manual available on the ATSC website or on the website.
6. Ordering of uniforms. (For U9 teams, sample uniforms should be brought to the meeting or at a later practice, if scheduled soon thereafter, so that appropriate sizes can be selected.)
7. Selection of player numbers.
8. Confirm the established travel club payment dates and policies.
9. Collection of administrative paperwork, including but not limited to player and parent code of conduct forms, player agreements, signing player pass cards and other necessary tasks.
10. Deadlines for uniform orders and registration (WAGS, NCSL, and ODSL).

## **7 Conduct of Parents and Guardians**

A child's parent or guardian is prohibited from formally participating in any tryout involving his or her child. Such participation ban, includes, but is not limited to, the roles of tryout coordinator for your child's age group and evaluator during tryouts.

Parents, guardians, and family members must remain off the playing field, sidelines and end lines during any tryout and are prohibited from giving any coaching instructions to a child while the child is on the playing field during a tryout. Failure to comply with this code of conduct may result in both a child and his or her family being asked to leave a tryout field.

## **8 Conduct of ATSC Personnel and Coaches**

It is the responsibility of ATSC officers, travel committee members, representatives, volunteers, and coaches to comply with the procedures and policies established by ATSC regarding tryouts and team formation. Above all, the tryouts and the resulting team assignments should be based on fair and open competition among the players. Coaches and evaluators are expected to provide a safe playing environment for all players during tryouts. Protecting the health and safety of the children trying out for ATSC teams is of paramount importance to ATSC.

## **9 LIST OF SUPPORTING DOCUMENTS:**

- A. Tryout Flyer
- B. Confirmation Email to Registrants (Website)
- C. DOC and DOPD Welcome Letter
- D. Sample Age-Group Coordinator's Contact Email with Tryout information
- E. Website Registration Form
- F. Walkup Registration Sheet
- G. Tryout Coordinator Checklist
- H. Tryout Coordinators Training Session Handouts and Supplies
- I. Coaches/Evaluators' Responsibilities/Procedures
- J. Coaches/Evaluators' Spread Sheet (tryout number, name, date of birth, residency)
- K. ATSC Tryout Evaluation Form (Player's name and tryout number)
- L. Email notification of Tryout Completion and Posting of Player Selections
- M. Letter of Commitment to ATSC for parents/players
- N. Sample Agenda for Parents' Meeting
- O. List of Team Responsibilities
- P. ATSC FAQs and Information Sheets (Player Fees, Financial Aid, Playing up)