

Massachusetts Youth Soccer *District Select Program (DSP)*



2009 OPERATING PROCEDURES

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DSP ADMINISTRATION

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GUIDELINES

1. DSP PURPOSE AND PHILOSOPHY:

The program is a Summer Developmental opportunity for Mass Youth Soccer affiliated players and its goal is to provide a “pressure free” higher level of training and competition than it is normally available to most players during the regular season. Additionally, it gives players the opportunity to meet players and coaches from all parts of the State. Because it is a developmental program no standings are kept, however at the conclusion of the season there is a two-day competitive tournament for all teams. Due to the relatively short season, players who will miss more than one week are discouraged from participation.

2. ADMINISTRATION:

The program is administered by the Mass Youth Soccer Vice President for Recreational Programs & DSP Program assisted by:

- the DSP Director,
- the DSP Registrar, and
- 12 District Administrators, 2 for each of 6 districts, one each for the boys and girls teams.

The Mass Youth Soccer Director for Recreational Programs & DSP Program will resolve any situations beyond the scope of the guidelines, and reserves the right to make adjustments as necessary in the interest of a fair and balanced program.

3. 2009 COST:

- a. \$140 per player; It includes the uniform (shirt, shorts, socks and tournament t-shirt).
- b. If not registered with Mass Youth Soccer for the current season, an additional \$11.00.
- c. Scholarships are available for those that truly need them, but they must be pre-approved by Mass Youth Soccer. (A letter must be written by the player or parent to Mass Youth Soccer before they are registered on a team).

4. 2009 PLAYER AGE GROUPS (BOYS & GIRLS):

All players should try out and play in their Age Group.

All exceptions must be approved by the appropriate (Boys or Girls) State Director.

U12: Born in 1997

U16: Born in 1993

U13: Born in 1996

U17: Born in 1992

U14: Born in 1995

U19: Born in 1990 & 1991

U15: Born in 1994

5. 2009 SEASON, GAME DAYS & TIMES:

- a. The season encompasses the month of July and the first two weekends of August (this year it starts July 11, 12). The games are as follows:

Boys U12 thru U14 on Wednesdays @ 6:30 PM & Saturdays, first game @ 9:00

Girls U12 thru U14 on Thursdays @ 6:30 PM & Sundays, first game @ 10:00

Boys and Girls U15 thru U19 on Sundays, first game @ 10:00

- b. The Tournament will be on August 8 & 9
- c. Practices prior to the beginning of the season shall not interfere with MTOC or the State Cup. That is, players on teams involved in MTOC/State Cup will not be required to participate in practices.

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6. 2009 DEADLINES:

- a. All tryouts must be completed by May 23.
- b. "Tryout Participation Forms" and Rosters must be turned in to the District Administrators by June 15.
- c. The deadline for final payments and picking up uniforms will be announced in June.
- d. ID cards must be done by the start of the season (No one plays without one).

7. DISTRICT ADMINISTRATORS:

- a. Select the best suited coaches for the DSP teams, help them get fields for their tryouts/home games, and publish tryout dates.
- b. Provide coaches with all the required forms/materials (Guidelines, Uniforms, Schedule. etc.), and collect "Tryout Participation Forms" and Rosters.
- c. Check Rosters for compliance (team, coach/player req'ments)
- d. Build Rosters online (SportsPilot) and notify registrar when completed
- e. Make District ID Cards for players and coaches as required. All ID cards shall be laminated.

8. COACHES:

- a. Are contracted for the program on an annual basis and are not guaranteed to coach every year.
- b. Must be affiliated with Mass Youth Soccer and have a current Mass Youth Soccer ID card (or a District ID).
- c. Must complete a CORI/Kid Safe form and file it with Mass Youth Soccer.
- d. Are expected to conform to the DSP Guidelines and the Mass Youth Soccer Coaches Code of Conduct.
- e. Will be evaluated during and at the end of the program. If they do not comply, they may be relieved of responsibility, as well as may face future Mass Youth Soccer sanctions.

9. PLAYERS:

- a. Shall pay the current fee, be Massachusetts residents and be affiliated with Mass Youth Soccer.
- b. Shall bring their current year (last spring or fall) ID card or if they do not have one or cannot provide it, provide a picture for a photo District ID card.
- c. Shall complete a "Permission to Travel and Medical Authorization" form (see page 9).
- d. After the first game of the season all registration fees paid are non refundable.

10. TEAM COMPOSITION:

- a. Only pre-approved coaches may conduct tryouts and build a team.
- b. Roster size is 20 players per team except for the U12's, which is 15, and the U17's & U19's, which are 22.
- c. **Adding New Players:** Players can be added to incomplete rosters any time during the season, up to 5 days prior to the start of the tournament. The fee is the full \$140 registration fee no matter when the player is added.
- d. **Replacement Players:** Any player who will be replacing a departing player must have prior approval from the Director. Replacement players may be added up to 5 days prior to the start of the tournament. A separate process has been established for this drop/add transaction and will be shared with the District Administrator when the request is submitted. Replacement players will be expected to pay applicable fees and uniform costs.
- e. All teams shall be comprised of players that reside in towns in their district (see page 13). Players who reside in towns that belong in a District which does not field a team in their Age Group, can go to any District (in the appropriate age group).
- f. Districts are allowed to have multiple teams (maximum of two) in the same Age Group. If a district is considering adding a third team, prior approval from the Director is required

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- g. Teams are not allowed to have more than 6 players from any one town or any one team roster (club teams included), except for the U17 & U19 teams, which can have more than 6 players from one town, but not the same club team. It is against the District Select Program's philosophy to have a "regular team" involved. If there are too many "good" players to be cut, a 2nd team can be formed.
- h. A maximum of two (2) State Team players are allowed per team. State Team players are considered any players on a State Team roster (alternates included).
- i. Teams found not to comply with the guidelines may be ineligible to compete at the tournament.

Coaches note: Ignorance is not an excuse; Players know the truth, and it eventually comes out.

11. TRYOUTS:

- a. Every team shall attempt to hold a minimum of two announced tryouts, which must be completed by the end of the 4th Sunday of May. Additional unannounced tryouts or observations may be held as required to fill a team. Attending tryouts does not guarantee a spot on a team.
- b. All players must try out in their Age Group. Exceptions must be approved by the District Administrator.
- c. No players will be selected or cut at the tryouts. They must be notified shortly thereafter preferably by mail or e-mail, but by phone is acceptable. If a player feels strongly that they deserve another look, the District Administrator should be contacted.
- d. Players that knowingly will miss more than a week and/or the tournament should not be selected.

12. TEAM REGISTRATION:

- a. Every team (coach or manager) shall,
 - i. Complete an Excel Worksheet "Tryout Participation Form" (see form), which will include all the players who participated in the tryouts.
 - ii. Complete an Excel Worksheet "District Select Program Roster" (see form).
 - iii. Email the 2 forms above to their District Administrator by the first week of June.
- b. The District Administrators will review the Roster and build the team rosters on SportsPilot.
- c. The Registrar will review, sign the Roster, and return it to the District Administrator. Registrar will also forward copies to the appropriate District Administrator, the DSP Director and the Mass Youth Soccer office.
- d. Only uniforms for players on Rosters approved by the DSP Registrar will be given out.

13. GAMES:

- a. Will be played under FIFA rules with the exceptions noted below.
- b. The U12 age groups will play 8 v 8 (8 players per team including the goal keeper). The field of play and rules will be in accordance with the recommendations of US Youth Soccer.
- c. Players & Coaches without a current Mass Youth Soccer or District ID card will not be allowed to participate.
- d. Players without the proper uniform will not be allowed to participate.
- e. Substitutions will be unlimited by both teams prior to goal kicks, start of second half, after goals, and on either team's throw-ins (even if team with possession is not substituting). Also, after a caution, only for the player(s) that was cautioned (not mandatory); the opposing team is entitled to the same number of substitutions at that time. All substitute players MUST be ready at midfield, and substitutions are made only with the referee's consent.
- f. If a game is stopped to allow for substitution for an injured player, the other team may also substitute, on a one-for-one basis.
- g. Coaches are expected to call the host Team (*) or home team (*) coach at least 2 days before a game to confirm the time and game location.
- h. The host Team (*) or home team (*) coach will provide visiting teams with Maps and/or directions to their field.
- i. Coaches will provide 2 copies of their roster to the referee (1 for the opponent and 1 for the ref).
- j. Referee will be paid directly by the state office.
- k. Games will not be made up due to inclement weather, travel constraints, scheduling errors, or scheduling miscommunications.
- l. If errors are found in the schedule they should be reported to the Director ASAP.

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- * **NOTE:** Home Team is the team listed first in the Schedule (i.e. 1 v 2, the home team is 1).
Host Team is the team that provides the field for a number of games.

14. GAME DURATION (BOYS & GIRLS):

Age Group	Midweek Singles Games	Weekend Multi-Games	Weekend Single Games
U12	30 minute halves	20 minute halves	N/A
U13 & U14	30 minute halves	25 minute halves	N/A
U15 & U16	40 minute halves	30 minute halves	40 minute halves
U17 & U19	45 minute halves	30 minute halves	45 minute halves

15. DISCIPLINE:

- a. Red Card - automatic one game suspension.
- b. Two yellow cards in one game or three yellow cards in the season = one red card = one game suspension.
- c. A second red card (depending on the seriousness of the offense), or any one serious offense, may result in suspension or expulsion for the season or from the program entirely. Enforced by the District Administrators, each for their own district teams.

16. REFEREES:

- a. The State Youth Referee Administrator will be responsible for all referee assignment duties (of which some may be delegated to other qualified referee assignors).
- b. Referees shall obtain two copies of the roster from each team, one for the opponent and one for their records.
- c. Referees MUST report (by telephone OK) Yellow, Red cards and other problems to the State Youth Referee Administrator of the team(s) involved in the infraction(s), within 24 hours of the game ending time.
- d. The referees will not hold on to the Player ID cards during the game, and will not retain the cards of Red Carded players. Only report them per above.
- e. There will be one referee for all U12, U13 and U14 games, and every effort may to provide one referee and two assistant-referees for all U15, U16, U17 and U19 games.
- f. Referee will be paid directly by the state office.

17. EXPENSES POLICY:

- a. It is expected that the Administrator's or Coach's fee will cover all costs incurred, except field (games only) related costs, which can be expensed with prior approval from the Mass Youth Soccer Vice President for Recreational Programs & DSP Program.
- b. All expenses must be submitted in writing to the Mass Youth Soccer Director for Recreational Programs & DSP Program for approval in a timely manner.
- c. All final invoices must be submitted by August 15, or they will not be paid.

18. Tournament Rules

- a. Tournament Rules will be provided one week prior to the tournament.

END OF GUIDELINES

DISTRICT PROGRAM ADMINISTRATOR'S CHECKLIST

DSP DIRECTOR:

1. By January - Select District Administrators (DA's).
2. In January - Call with DA's to discuss plans and update the Guidelines.
3. In February - Compile DA / Coach / Tryout info list and distribute.
Forward to Mass Youth Soccer for posting on Web page, in emails and other publications.
4. Early March - Call with DA's to discuss progress and finalize plans.
5. In March - Update the Mass Youth Soccer Web page (DA / Coach / Tryout Info).
6. In March - Distribute Guidelines and Forms to DA's.
7. In April - Remind DA's to hold meetings with coaches to discuss program requirements.
8. Early June - Obtain copies of the "Tryout Participation Forms", and Rosters from the Registrar.
9. June - Make Season Schedule.
10. July - Make Tournament Schedule.
11. Fall - Call meeting with DA's to discuss past season and make changes.

REGISTRAR:

1. In March - Work with District Administrators & coaches to clarify registration requirements.
2. Early June - Oversee and approve District Administrators roster process. Distribute final rosters DA's and DSP Director.

DISTRICT ADMINISTRATORS (DA's):

1. Jan. - Feb. - Select coaches, ask them to secure fields for Tryouts and Home Games.
- Forward Coach & Tryout info to the DSP Director and advertise them in local league's schedule book. Ask coaches to advertise them any way they can.
2. March - Obtain Guidelines and Forms from the DSP Director, ID cards from Mass Youth Soccer and distribute to Coaches (or distribute at meeting in next step).
3. April - Have a meeting with your coaches to discuss plans (Tryouts, fields), the Guidelines and Forms. Stress strict conformance to team composition rules and deadlines.
4. By June 15 - Collect "Tryout Participation Forms", Rosters, ID cards from Coaches. Check Rosters for compliance (team, coach and player requirements) and build rosters on SportsPilot
5. In June - Sign & Laminate any ID cards, obtain Schedule, Uniforms and give them with the signed Rosters to your Coaches.
6. July - **Keep in touch with your Coaches and follow the progress of their teams. Keep notes about what can be done different to make the Program better.**

IMPORTANT: FAILURE TO SECURE HOME FIELDS FOR ANY TEAM IN EACH AGE GROUP IN THE DISTRICT MAY NULLIFY A TEAMS PARTICIPATION IN THE DISTRICT SELECT PROGRAM. RULE OF THUMB IS ONE FIELD FOR THREE TEAMS (EXCEPT U12 WHICH MUST HAVE ONE FIELD AVAILABLE). THE CITIZEN'S BANK FIELDS AT PROGRIN PARK ARE FOR THE USE OF THE DSP DIRECTOR IN ASSIGNING ONLY. NO DISTRICT MAY ASSUME THESE FIELDS WILL BE AVAILABLE FOR THEIR USE.

DISTRICT PROGRAM COACH'S CHECKLIST

1. **Jan-Mar** - Secure Fields (for tryouts & home games) and pick dates for Tryouts (to be held by 3rd Sun in May). Forward info to the District Administrator (DA).
2. **Mar - Apr** - Advertise Tryouts (Call coaches, players, distribute flyers at games, etc).
3. **April** - Obtain Guidelines, Forms ("Tryout Participation", Roster, Kid Safe, Permission to Travel and Medical Authorization) and blank ID cards from your DA.
4. **April** - If you're not proficient with the computer find someone who is and can help you with the electronic forms (Tryout Participation & Roster) and other information transfer (schedules, guidelines, etc.).
5. **If you have field or other costs, submit them for approval.**
6. **Hold Tryouts (must be completed by the last Sunday in May). Assure you have:**
 - Evaluators and Rating Sheets for every evaluator, Numbered pinnies (or #'s), Nets, Cones?
 - "Tryout Participation Form", (you or someone can take the player info. - don't let players write on the form, it won't be legible!)
 - Copies of the Introduction letter for Players and Parents (it is part of the Guidelines and it explains the program and its requirements). Include your specific info. (Age Group, your and your DA's name and tele #, practice requirements, etc.).
 - Arrive early, register the players (do not accept players out of District and age), introduce the evaluators, discuss the info on the Intro letter and ask if anyone has questions.
 - At the end collect all evaluations (and keep them until August).
7. **Select the team & complete the paperwork (must be completed by the end of May).**
 - Select players (maximum of 15 for U12, 20 for U 13 0 U16, 22 for U17 & U19) who must be of the right Age and in the right District. All players must be affiliated with Mass Youth Soccer. If they are not, they must fill out a Mass Youth Soccer Membership form and sent it with the registration fee to Mass Youth Soccer.
 - Check for "State Players" (only 2 allowed per team) and conformance to the "6 player" rule (strictly enforced).
 - Complete the Excel Worksheet "Tryout Participation Form" and ROSTER.
 - Notify all players (by letter is preferred, but by phone OK) if they were selected or not. The rejection letter should be short and simple with encouragement to try again next year.
 - Ask the selected players to:
 - Register online and pay their registration fee at www.districtselect.org
 - Send you ASAP their current Mass Youth Soccer ID card, or if they don't have one, a picture for an ID card (you fill out the card; no signature required).
 - Send you ASAP A completed "Permission to Travel & Medical Authorization" form (which you send them).
 - Send you ASAP their availability for games and practices (this is optional, but good to know).
8. **Process the paperwork (must be completed by the 1st week of June).**
 - Email the "Tryout Participation Form" and ROSTER to your DA for approval.
 - Get all unlaminated ID Cards to the DA.
 - If you did not do one in the past, complete the online CORI/Kid Safe form
9. **Prepare for Games (obtain from your DA any time prior to start of season).**
 - Do you have three copies of your approved team roster for each game?
 - Do you have the Schedule and do you know the field locations for your away games?
 - Do the visiting teams have directions to your home field?
 - Do you have Uniforms, copies of your signed Roster, ID cards for all players, yourself and your assistant, completed "Permission to Travel & Medical Authorization" forms for all players?
 - Does your Home field have Nets, Corner Flags and Lines?
10. **At the end of the season return Completed Referee Payment form to Director.**

Coaches: You are the soul and heart of this program.
Please show players (and parents) good sportsmanship and how to love the game.
Thank you and have a fulfilling experience!



Massachusetts Youth Soccer District Select Program (DSP) Letter to Players and Parents

DSP PURPOSE AND PHILOSOPHY:

The program is a Summer Developmental opportunity for Mass Youth Soccer affiliated players and its goal is to provide a “pressure free” higher level of training and competition than it is normally available to most players during the regular season. Additionally, it gives players the opportunity to meet players and coaches from all parts of the State. Because it is a developmental program no standings are kept, however at the conclusion of the season there is a two-day competitive tournament for all teams. Due to the relatively short season, players who will miss more than one week are discouraged from participation.

Registration:

All players must provide their Name, DOB, Address, phone #, Town Team and Club Team name (if any). If selected they must provide a current Mass Youth Soccer ID card or a picture (for ID card).

Age Groups:

Everyone must try out at the proper Age Group, this is U_____.

U12: Born in 1997 U14: Born in 1995 U16: Born in 1993 U19: Born in 1990 & 1991.
U13: Born in 1996 U15: Born in 1994 U17: Born in 1992

Cost:

\$140 per player; It includes shirt (1), shorts, socks and tournament t-shirt. If not registered with Mass Youth Soccer for the current season an additional \$11.00. Scholarships are available for those that truly need them, but they must be pre-approved by Mass Youth Soccer (A letter must be written by the player or parent to Mass Youth Soccer).

SEASON, GAME DAYS & TIMES:

The season starts July 1 for boys U12 – U14, and July 12 for all others.

- Boys U12 thru U14 on Wednesdays @ 6:30 PM & Saturdays, first game @ 12:00
- Girls U12 thru U14 on Thursdays @ 6:30 PM & Sundays, first game @ 12:00
- Boys and Girls U15 thru U19 on Sundays, first game @ 12:00
- The Tournament will be on August 8 & 9.

Team:

The team will consist of 20 players (15 for U12, 22 for U17 & U19). It cannot have more than 6 players residing in the same town, or from the same Club Team Spring roster. The exception to this is that the U17 & U19 teams can have more than 6 players from the same town, but not the same club team roster. State Team players are allowed, with a maximum of 2 on each team.

Commitment:

Due to the short season, it is requested that players who will be unable to play for more than one week, or will not be able to be at the tournament, to not take a position on the team. Let someone who can be there play. We'll probably practice once a week, and play per the schedule above.

Selection Process:

Our primary goal is to select the best players within the guidelines. No one will be told if they made the team at the tryouts. The coach will notify every one that participates if they made it or not, either by phone or by mail. For those that make the team, we'll need the fees (a check made out to Mass Youth Soccer) and possibly a picture right away. Those that don't make the team, please don't take it as a failure, take as a challenge to be more determined, and make it next year.

Thank You for your participation in the District Select Program.

Coach's Name: _____ phone: _____

District Administrator's Name: _____ phone: _____

PARENTAL PERMISSION TO TRAVEL AND MEDICAL AUTHORIZATION

This is to certify that my child, _____
Has my permission to travel with the Massachusetts Youth Soccer Association /
District Select Program's Under _____ Boys Girls Team to practices and
competitions. I understand that bus, automobiles and other means of travel may
be necessary. In the event of injury or illness to my child, I hereby grant
permission to a qualified physician to render such medical treatment as said
physician deems necessary under the circumstances.

My child has the following medical problems, which should be noted:

In case of emergency I can be reached at the following phone numbers:

Home: () _____ Work: () _____ Cell: () _____

The nearest friend or relative that can be reached in case I cannot be reached is:

Name: _____ Phone: () _____

Family Physician: _____ Phone: () _____

I hereby absolve the Massachusetts Youth Soccer Association and all of its
coaches, managers and others participating in the soccer activities from all liability
and will not hold them responsible for injury incurred to the above registered
person. I hereby give my approval for my child's participation in the
Massachusetts Youth Soccer Association's District Select Program.

Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____

