



TRAVEL TEAM GUIDELINES

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I. INTRODUCTION TO FREEHOLD TRAVEL SOCCER

The following document reviews the procedures and policies with regards to the Freehold Soccer League (hereinafter “FSL”) Travel program. FSL travel teams are established to provide a high level of instruction and competition and to represent the FSL in area soccer leagues and tournaments. These Travel Guidelines are designed to be read with and be consistent with the By-Laws of FSL.

The Travel program is open to all residents of both Freehold Borough and Township offering an increased level of competition within the State of New Jersey and in some cases outside the state. Players residing outside Freehold Borough or Freehold Township may participate with certain restrictions. The Travel Program is a separate program within FSL but works in conjunction with our Recreation Program.

The Travel Program strives to help children achieve their true potential within the sport of soccer. The club’s goal is to teach sportsmanship, fair play, develop skill and promote the joy of playing soccer.

Coaches, players, and their families must remember they not only represent themselves as they play in the various leagues and tournaments, but they also represent FSL and the greater Freehold community. Thus, every effort must be made to continue the positive image and environment FSL fostered for almost 50 years. Coaches and families are encouraged (may be required) to attend FSL sponsored classes/ presentations throughout the year to ensure that this “Positive Culture” continues to thrive.

FSL Travel teams are competitive by nature, which requires a level of dedication from coaches, parents, and children involved in the Travel Program; dedication to the sport of soccer, and a dedication to helping develop the future young women and men of our community.

The club runs on the contribution of volunteers since 1971. All families are required to volunteer hours to continue the immense task of operating one of NJ’s largest volunteer clubs.

II. TRAVEL COORDINATOR POSITION

A. Travel Coordinator - The FSL Travel Program is managed by the Travel Coordinator (TC)

- a) TC should hold a training session
 - a. All new coaches (and other experienced coaches who wish to attend)
 - b. Team parents/managers to provide an overview of the various computer programs necessary to successfully operate a team.

- b) TC will liaison with Recreation Coordinators to identify potential travel players at all levels.
 - c) TC will attend the League meetings for which any team in FSL belongs.
- I. **Flighting** - TC will be expected to thoroughly prepare for Flight Night. Flight Night is a meeting in which each Travel Team is placed into a division within the respective League (Ex. National 1 is a Division within MOSA).
- A. Pre-Flighting notifications will be delivered to each coach as soon as received from the respective League. By notifying the Head Coaches in a timely fashion, the Head Coaches may quickly provide the TC with reasons as to why the Pre-Flighting was in error.
 - B. The TC must remind each Head Coach that a written Flight Night Submission (hereinafter “FNS”) should be delivered to the TC one month prior to Flight Night.
 - C. The FNS should include the following information:
 - 1. Team Name
 - 2. Head Coach Name & mobile number
 - 3. Desired Flight for upcoming Season
 - 4. Short explanation as to why flight is deserved.
 - 5. Previous Season Flight Results for Entire Age Group
 - 6. Team History - Historical Seasons Flights and Standings

Upon formation, all U8 teams will be flighted in MOSA (Monmouth Ocean Soccer Association).

A. FLIGHT NIGHT PROCEDURES

Reasonable requests to move up or down in expected flighting **MUST** be given to the TC at least 2 months prior to MOSA Flight Night. The TC will then relay concerns via email and verbal discussion with MOSA prior to flight night. No requests are guaranteed to be approved by the governing MOSA Board of Directors.

The role of the TC, at Flight Night, is to ensure that ALL FSL game schedules line up properly, to the best of their ability ensure there are an equal amount of home and away games, and to make sure that teams are flighted correctly based on their previous seasons final standings (teams should not land in a flight that would be too easy or hard on them). There are numerous factors that go into flight night and requesting a change is not simple, which is why the TC needs to receive the request 2 months prior to Flight Night.

Once the TC receives a request, it is not guaranteed, still need to work with other members of MOSA to agree to the change. If another club is willing to change a flight, change their number for home/away scheduling purposes and most importantly if it makes sense to the MOSA Board of Directors. Most clubs are set in their ways and will not change night of. This means that the TC and FSL teams will be stuck with the flighting given to them by MOSA.

III. TEAM FORMATION/TRYOUTS

How we determine residency

- ✓ A player, who is not a Freehold resident, is “grandfathered” into the FSL residency if they played for a team the previous year.
- ✓ As teams start to have non-Freehold residents play for them, the coach must come to the board and discuss the situation, so the board can monitor.

A. Freehold Elite (50% +1 must be Freehold resident)

This is a new program that will be implemented with certain FSL Teams beginning with tryouts in April 2020. The Elite Program is a section of our top players and teams. The age group of teams participating, in the Elite Program, will be chosen by the FSL Board of Directors. The goal is to begin the program with the u10 age group and have 1 team in each subsequent age group.

The qualifications for all Elite Teams are:

- 1) EDP or higher Schedule (u10 will be MOSA Premier in fall)
- 2) Compete in state cup
- 3) If 2 current teams are playing EDP, the higher ranked team is considered “elite”.

All teams will adhere to the guidelines set forth by the league.

- 1) The schedules will be rigorous with travel, leagues, tournaments, and the dedication/commitment expected.
- 2) The uniform kit will be different.
- 3) The tryouts will be run by paid trainers. Players that wish to attend and go through the tryout process will register through FSL and will email the **Travel Coordinator** travel@freeholdsoccer.com
- 4) The TC will maintain a separate log with player names, towns, and contact information.

- 5) Tryouts will occur during the same nights as travel tryouts.
 - 6) The teams WILL pay their own way for: training/coaching, out of state travel expenses (hotel, tournament fees, etc), player registrations and winter training leagues. The onus is on each individual team to fundraise and offset their individual team costs.
 - 7) FSL WILL CONTINUE to offset the Travel League Registrations -
 - a. MOSA or EDP (which are currently done for every team)
 - b. Off Site turf space (which we are currently doing for select FSL Travel teams - currently all three teams listed participate in this program)
 - c. State Cup' Registration per season (which is currently done for every team).
 - 8) Elite teams will conduct 2 trainings a week, run by the paid trainer.
 - a. The paid trainer will also be on the coaching sideline for all home games (along with the current coaches), for U10.
 - b. At U11, the trainer will be at all games regardless of location.
- Players that **ACCEPT** an Elite slot will be removed from consideration for Freehold travel rosters prior to the last tryout.
 - Players that **DECLINE** will remain on the ranking list and extended an invitation to a 'travel team' based on where they rank.

B. Freehold Travel (75% must be Freehold resident through u12, and 50% +1 from u13 and above)

- 1) Tryout Registration
 - a. All players must register at www.freeholdsoccer.com to try-out for any FSL travel team. This applies to all current players as well as those not on a team.
- 2) Cutting Players - Players may not be invited on a team after try-outs. Every effort will be made to include each child on a travel roster, without placing too many players on a team. If cuts are anticipated, every effort will be made to form another team in the age group. The TC, with the assistance of coaches, will attempt through advertising and direct solicitation, to convince others to join or form an additional team in the age group so that cuts do not need to be made. The goal is to have all children continue to play the game. Any child that does not make a travel team, after efforts to form another team were not successful, should be notified directly by the TC and encouraged to join the recreation program.

- 3) Playing up
 - a. Current players are “grandfathered” and allowed to stay with their current team (2012 and below years).
 - b. Moving forward (beginning with 2020-21 season), playing up will not be permitted from the U8-U11 levels unless the player ranks in the top five of the older age group.
- 4) Coach Interference
 - a. All Coaches will promote and support the growth and development of each player by encouraging them to play on the team best suited for their skill level. This will ensure FSL maintains the strongest teams in their respective leagues and will present the best opportunity for player development.
- 5) Tryout Dates
 - a. All proposed tryout dates must be sent to the TC by **January 31** to coordinate all tryouts for the club.
 - b. All results and team formations will take place no later than one week after last scheduled tryout date.
 - c. If more time is needed a request must be submitted to TC for consideration.
- 6) Team Size and Tryouts (Recommendations)
 - a. Full sided teams carry a fifteen (15) to seventeen (17) person roster with a minimum of eleven (11).
 - b. Seven (7) v seven (7) teams carry nine (9) or ten (10)
 - c. Nine (9) v nine (9) teams carry an eleven (11) to thirteen (13) person roster with a minimum of nine (9).
- 7) U9-U12 Tryouts
 - a. Tryouts for these age groups will be run by independent evaluators paid for by the FSL to rank the players.
 - b. The tryouts will be scheduled by the TC in consultation with any present coaches of the age group.
 - c. Evaluations are the property of the FSL and will not be made public .
 - i. All age groups will be divided into
 1. Elite team (u10 and above)
 2. “A” team

3. "B" team
 4. "C" team (if possible).
- d. Present teams may present one (1) written submission to the TC consisting of current players with grades 1 through 4, with 4 being the strongest.
 - e. Once the independent evaluations have been received by the TC, the TC shall meet with the coaches of each team to review the evaluations and discuss the player selections.
 - f. Coach's Pick -
 - i. U8 will have no Coach Picks and the teams will follow an odd/even format for U8 when we have enough players for 2 teams.
 1. If we have enough for 3 teams, the 1st team will be ranked 1-10 and the 2nd/3rd team will be odd/even.
 - ii. For U9, there will be one (1) Coach Pick.
 - iii. For the U10 group, there will be two (2) Coach Picks.
 - iv. For U11 and U12, the coaches will get 2 coach picks + a goalie designee.
 - g. Once the Head Coach and the TC have designated the Elite team the TC should send out invitations. Parents should be instructed they have twenty-four (24) hours to accept the invitation to that team or risk losing the opportunity.
 - h. If a player declines the Elite invitation, they will be put into the Travel pool based on their rankings.
 - i. Next the TC and coach will fill the A team in the same manner as elite team the TC will inform the candidates of the B team in the same manner. Once the B team is filled, the C team will be filled in the same manner.
 - j. If a player declines a travel invite, the parents will be advised that their child will not be guaranteed a spot on another travel team.
- 8) U13 tryouts
- a. For this season, the teams will have 1 joint tryout, coordinated and run by the trainers of the teams.
 - b. The 2nd tryout can be run by the individual teams.
 - c. Once all tryouts are finished, the coaches shall meet with the TC, in the same manner as outlined above. The TC will handle all invitations.
- Beginning with the 2021-2022 travel season, tryouts will be handled by the independent evaluator, in the same manner as u9-u12.***

- 9) U14-U19 tryouts
- a. Tryouts for this age group will be held by the individual teams unless it is agreed upon by at least two (2) coaches in age group to have an age group tryout.

IV. TEAM POSITIONS

- A. Coaches - All FSL travel teams must have a **Head Coach** and at **least one Assistant Coach**. All head and assistant coaches are expected to have commitments to their teams and the FSL. These commitments include but not limited to:
 - a. Attending and holding a minimum of two 90-minute training sessions per week.
 - i. All travel teams are required to hire an FSL Board approved trainer for at least one (1) weekly training session per season.
 1. The TC will identify the day, time and location and secure it with the Director of Training.
 2. Payment to trainer will be paid for by team.
 - ii. Attending FSL General Membership/Coaches meetings.
 - iii. Ensuring team participation in any required FSL activities, including, but not limited to:
 1. FSL tournaments
 2. Recreation programs
 3. PCA meetings
 4. Any outside league meetings.
 - b. All potential Coaches/and or Trainers for any FSL travel team must submit in writing their desire to coach only after meeting or committing to completing the following requirements:
 - i. Proof they attended all required PCA courses by FSL
 - ii. Must have required Background check as per Freehold Township Ordinance (which will be reimbursed to volunteers only).
 - iii. Must have Freehold Township Recreation Coaching ID card processed and photo copy submitted to the TC.
 - iv. CPR Certification

- v. Online Concussion Course <https://www.cdc.gov/headsup/youthsports/training/index.html>
- vi. Safe Sport training <http://www.njyouthsoccer.com/safe-sport-training>
- vii. Must have a State Certification (formerly referred to as a F license)
 - 1. Must be submitted with their request to coach, or proof of attending an upcoming scheduled class, after which they must provide a copy to Travel Team Coordinator prior to them being carded to coach in FSL/NJYSA.) <http://www.njyouthsoccer.com/coaching-education>
- viii. Any other NJYS requirements
- ix. They **MUST NOT** be a board member for any outside soccer club.
- x. They must not be a coach (head or assistant) or any affiliation with any other outside soccer club.
- c. Once all the above is submitted/scheduled, the FSL Secretary will add them to agenda and present them at the next scheduled FSL meeting for approval.

They must be present to be considered.

- d. In addition to the coaching staff, the Head Coach should designate volunteers from the parents/guardians of each player to include the following:
 - i. Team Treasurer (cannot be either the Head Coach/assistant coaches or spouses)
 - 1. Treasurer must commit to handling deposits from families and payments to all team vendors.
 - 2. Team treasurer should employ regularly accepted accounting practices in maintaining team finances.
 - 3. Team treasurer must attend one training session conducted by Treasurer of FSL.
 - 4. Exempt from Work Bond requirement.
 - ii. Team Manager/Parent
 - 1. Must commit to handling all those duties designated by the Head Coach including but not limited to:
 - a. work bond and other form collection
 - b. scheduling
 - c. team communications

- d. player availability and communications.
 - e. Exempt from Work Bond requirement.
- iii. Each team position may be removed by the Head Coach at any time, with the exception of any Board approved assistant coach or treasurer. Those positions require Board Approval to remove.
 - iv. All names and emails of the individuals performing the above functions for an FSL travel team must be submitted to the TC annually when teams are carded for the upcoming season.
- e. Head Coaches must plan and execute an initial team meeting with all players and parents. Meetings should cover the following topics:
 - i. PCA Parent Conduct Guidelines
 - ii. Practice days and times
 - iii. Game expectations, Playing Time, Positions
 - iv. Tournaments
 - v. TeamSnap or other networking site
 - vi. Budget
 - vii. Individual work Bonds as set by FSL
 - viii. Team work Bonds as set by FSL
 - ix. Uniforms
- f. All FSL Travel team coaches are responsible for the behavior of their team, including assistant coaches, players, parents, and other family members.
 - i. All members of the coaching staff are responsible for adhering to any rules, policies and/or regulations of any league, tournament or association in which they participate under the FSL name.
 - ii. This includes the Freehold Township Recreation “Code of Conduct” disclosure which will be enforceable to any coach, assistant coach, and trainer, player and family members on any field and or town in which the team is playing and representing the FSL.
 - iii. This Freehold Township ordinance has been adopted by the FSL as the league’s official document on conduct/behavior within the club.
 - iv. This includes players, coaches, family members, and guests.
- g. Coaches shall not make direct contact with League representatives of the league they are competing in. All issues involving league play/game matters

must be presented to the TC within 24 hours of the issue. The TC is required to share those issues with the League Representatives and report back to the individual coach in a timely fashion.

V. TEAM COACHING SUCCESSION

- A. If a Head Coach leaves or is removed mid-season, the assistant coach will become the Head Coach until the end of the playing year in which they are playing.
 - a. If there is more than one (1) assistant coach and each wish to become Head Coach, the FSL Board of Directors will interview and vote as to which assistant will become Head Coach.
 - b. The Board should seek input from parents of the players as well.
- B. If a coach leaves or is removed at the end of season, anyone may apply to be coach following the guidelines set forth above.
- C. FSL Board of Directors reserves the right to change Head Coach or hire an FSL paid trainer during any vacancy that they deem necessary to stabilize an age group.

VI. UNIFORMS

- A. All teams must be outfitted with an FSL approved uniform (being defined as uniform shirt, shorts, sock and in some instances warm ups) of the same color, design and marking. The colors of blue, gold, black and white have been chosen as the FSL traveling team colors. Players will be responsible for purchasing their own uniform from the FSL approved "Official Club Partner." ***Names are not permitted on the uniform for any age group.***
 - a. For the current uniform cycle (20/21 season and 21/22 season),
 - i. Elite teams will purchase black and white kits
 - ii. Travel teams will purchase blue and white kits
- B. Training uniforms, if desired by teams, may be obtained at the team's own expense.
 - a. These training attire may be only Blue
 - b. May contain a sponsor logo or any name.
 - c. These training uniforms may **NOT** be worn during official league games but may be worn at practice.

- C. In an effort to limit unnecessary expense, coaches within age groups must coordinate number distribution.
 - a. Example: A team will select all even numbers, B team all odd numbers.
 - b. This is in the event there is player movement or request to guest play from club members.
- D. The travel coordinator will host a uniform night in June for players to get sized.
 - a. Families then order on their own, once uniform numbers have been assigned.
 - b. Kits are typically updated every 2 years.

VII. FINANCES

- A. Registration Fee - FSL will collect a registration fee annually per player. This Fee will be used to cover:
 - a. State roster/Player Pass
 - b. One league registration fee up
 - c. Two state cup entrance fee (NJYS) per travel year
 - d. Insurance
 - e. Fields and facility usage
 - f. Administrative support
- B. Non-League Costs - Any other cost incurred by the FSL travel team is responsibility of the travel team. This includes (but not limited to):
 - a. Secondary league
 - b. All referee fees
 - c. Tournament registration fees
 - d. Travel expenses
 - e. Team fines
 - f. Coaches Fines (Red Cards)
 - g. Team Parties
 - h. Equipment
 - i. Trainer/Fees

- C. Sample team budgets should be distributed by the League Treasurer for all new coaches upon formation of the team.
 - a. FSL teams must have
 - i. Team Bank Account maintained at the same financial institution as the league and may be subject to audit by the league treasurer at any time.
 - ii. Each team shall submit an annual income statement to the FSL treasurer no later than **January 31** of the following year.
- D. Fundraising for FSL travel teams is allowed with the approval of the FSL Board. Teams wishing to fundraise should send a letter to the FSL Fundraising Coordinator detailing the method and purpose of fundraising and the amount they anticipate raising. The FRC will present to the FSL Board of Directors for approval.
- E. Team Work Bond - FSL has a team work bond program. Teams will receive \$250/season (\$500 total for year), upon completion.
 - a. Requirements:
 - i. Attend 75% of all monthly coaches' meetings
 - ii. Perform, as a team, a league designated duty
 - Examples:
 - a. Fall or Spring Field Set Up
 - b. Tournament Field Set Up
 - c. Tournament Field Breakdown
 - d. Tournament Field Marshall for a set period of time
 - e. Tournament site tent duty

VIII. CARDING/PASSES AND PLAYER MOVEMENT

- A. Once a player is carded to an FSL team they are bound to that roster for the seasonal year (August-July). A coach cannot remove a player from a roster until the next season and after try-outs UNLESS for cause brought to the FSL Board of Directors.
- B. NJYS issues a yearly pass, referred to as a Club Pass.
 - a. This allows players to play on other teams within our club as a guest player.
 - b. This allows players to play up in age to support teams within Freehold.

- c. Players hold Club passes and should be encouraged by their coach to guest play for other club teams when needed.
- C. Players can request a release at any time but must adhere to appropriate league sit-out rule.
 - a. Permanent player transfers within the club are allowed but not without a hearing between the two respective coaches, parents and the FSL Board of Directors.
 - b. Players cannot be carded to another club through any secondary card such as US Club during the seasonal year.
 - c. They are permitted to card with another team via US Club for Summer Select.
- D. Teams can card NJYS and US Club, but the rosters must be the same.
- E. The use of guest players for tournaments is allowed, as long as NJYSA rules regarding guest players are followed, all rules regarding guest players for the tournament are followed, and NO existing member of the team on which the player is guesting is prevented from playing in the tournament.

IX. PRACTICE

- A. Travel teams are required to practice twice a week.
 - a. FSL recognizes that additional training can lead to burnout and repetitive stress injuries. ***Therefore, more than two (2) team practices IS HIGHLY DISCOURAGED.***
- B. Sessions should run 90 minutes but may be reduced for younger players.
- C. The Practice schedule is arranged by the TC.
 - a. An email will be set prior to the season to all coaches requesting their preferred practice days and times.
- D. U8 teams are required to use the designated FSL contracted trainer for both the fall and the spring season.
- E. Practice time slots are set as follows, but may change:
 - a. Opatut Park (Fall Times will be pushed back and communicated each season depending on Middle School Soccer Team's practice schedules).
 - i. 5:30pm - 7:00pm
 - ii. 7:00pm - 8:30pm
 - b. Marshall Errickson
 - i. FIRST COME FIRST SERVE
 - c. Laura Donovan
 - i. FIRST COME FIRST SERVE
- F. Typically, younger teams will be given earlier times. Older teams will generally be scheduled for the later times. If there is a conflict regarding a certain practice time, the TC reserves the right to make the final decision on the schedule.

X. GAME SCHEDULING

- A. GENERAL SCHEDULING
 - a. The Scheduling TC schedules all home games in consultation with the respective league.
 - b. Once games are posted on FSL web-site it is official.

- c. A coach may request a pre-play from the TC.
- d. The TC will make every effort to arrange pre-play, but approval is not guaranteed.

B. DUAL COACHING

- a. The TC must attempt to give special accommodation to any head coach that coaches more than one team. TC should make sure that any coaches who fit this category do not have games with overlapping times and that there is enough time to travel between games.
 - i. The TC should also ascertain whether the coach wishes to have:
 - 1. Two (2) home games
 - 2. Two (2) away games
 - 3. A home and away each week are preferable.
 - ii. The TC will make every effort to accommodate the coach's needs.

C. RELIGIOUS FUNCTION

- a. If a team has a specific religious function the Head Coach must notify the TC in writing in advance for special consideration.
- b. This is only to protect the team asking for the request in the event the pre-play date rains out, it would be used as proof to games commissioner that this was planned far in advance.

D. If coach schedules pre-play and opposition backs out within 72 hours, team will be responsible to pay referee fees.

E. All coaches are responsible to check the FSL Game schedule to be abreast of any changes.

F. All games are scheduled in the following order:

- a. State Cup (NJYS or US Club)
- b. Non State Cup Competitions with a "play by date" (MOSA Cup, EDP Cup etc.)
- c. League Games

XI. GAMES

A. Teams should communicate with opposing teams about confirming schedule and uniform selection each week before the match.

- B. U8, U9 and U10 should have a minimum playing time standard of ½ the game time. It is recommended for U11 and above (non elite teams) to follow this same playing time guideline.
- C. During Home games, the first team to use the field in the morning is responsible for placing of corner flags and ensuring that goals are properly positioned.
 - a. Jackson Mills the corner flags are kept at the snack stand
 - b. Opatut the flags are kept at the bathroom building.

THE LAST TEAM MUST RETURN THE CORNER FLAGS TO THE APPROPRIATE AREA.

- D. Coaches are responsible for printing and laminating player cards for the season. It is recommended that each coach have a set of cards in case a set is lost.
- E. Game cards printed from GotSoccer are necessary for each game.
- F. Each coach is responsible
 - a. Paying referee fee in cash (see League Rules)
 - b. Having a properly sized and inflated game ball.
 - c. If the referee arrives without lines people, it is up to the coach to decide whether:
 - i. They wish to pay the entire fee
 - ii. Hold back an amount commensurate with the lack of a full referee squad.

XII. DISTRIBUTION

These guidelines must be distributed to each TC, Head and Assistant Coach at the beginning of each season. Each must sign the guidelines and must attest as follows:

I, the undersigned, agree that I have read these guidelines in their entirety, will abide by the league's Philosophy and will follow these guidelines to the best of my ability.

Print Name/Position

Signature/Date