

# Travel Program

## Operational Procedure Spring 2008

### 1. Registration

All travel players **must** be registered for placement on a roster.

A. A registered player is defined as:

1. Completed a registration form with payment.
2. Has a birth certificate on file.
3. Has an age appropriate photo on file. (Must be on photo paper or .jpg format)

A new photo is required at the U9, U11, U13, U15, U17 and U19 age groups

B All Haverhill PAL Travel Players are classified using the single age group method.

Single age groups are : U9, U10, U11, U12, U13, U14, U15, U16, U17, U18, U19.

Dual age groups are : U10, U12, U14, U16, U18.

A player age group is determined by their **age** as of August 1<sup>st</sup>.

C. Registration Period (**see notes**)

1. U9 thru U14 Player : During the month of April. See note 2.
2. U15 thru U19 Player : During the month of November.
3. There are no refunds for Travel Soccer, unless noted otherwise.

#### Notes:

1. Details of date and time of registration can be found on the Haverhill PAL website.
2. Travel players must register for both the Fall and Spring Season in April.
3. It is recommended that all players subscribe to the Haverhill PAL email list to receive the earliest notification of important registration events ([www.haverhillpal.org](http://www.haverhillpal.org)).
4. Please read the Attendance Policy, See Table 1.
5. Players with a medical reason may petition for a refund.
6. Player who does not make a Travel Team will receive a full refund or can be transferred to the In-Town Program.
7. There is no single season registration fee, except for U15 thru U19 age groups (Spring only)

### 2. Tryouts

#### A. When

Take place during the month of May/June.

The number of tryouts offered is typically subject to the number of players and volunteer evaluators.

A Registered player is guaranteed a spot for tryout evaluation.

#### B. Date, Time, and Location

Details of dates and times of tryouts can be found on the Haverhill PAL website. It is recommended that all players subscribe to the Haverhill PAL email list to receive the earliest notification of important tryout events ([www.haverhillpal.org](http://www.haverhillpal.org)).

#### C. Number of Tryouts:

Typically we have one (1) tryout/age group. Should a second tryout be scheduled, a player may elect to attend both tryouts.

Players who cannot attend a tryout must send written (email) notification, explaining the reason, to the Travel Director, President, and the Player/Coach Development Director two weeks prior to the first tryout. Contact information is on the Haverhill PAL web page.

#### **D. Team Formation**

Teams are formed using both Single and Dual age groups with **preference** for single age group.  
**See section 1.B.**

Criteria for evaluating travel players:

- Tryout Score
- Coach Evaluation
- Game Observations
- Players past commitment to the league, i.e.: Playing both Fall and Spring seasons.

#### **E. Playing Up One Age Group**

To help promote player development, advanced players may petition to play up **one Haverhill PAL age group** See **1.B single age groups**. These players must provide and adhere to the following:

1. Send written(email) notification, no later than two weeks prior to tryouts, to the Travel Director, President, and Player/Coach Development Director, explaining why the player should play up an age group. The website has email links to these positions.
2. Player must attend at least one tryout at **both age groups**.
3. Player cannot displace a player of the appropriate age group.
4. Player playing up cannot prevent his age appropriate group from fielding a team.
5. Player must be capable of making a division 1 or 2 team.
6. Should a player playing up create a jersey number conflict, the player playing up must buy a new jersey with unique team number.
7. Failure to follow this procedure nullifies the request.

Once a player is approved to play up one age group and is rostered on a team, the player cannot be moved back to their lower age group as defined by the date of birth until the next season.

#### **F. Single Season Players** (See section 1 note 6)

1. Players who can't play during the Fall Season but wish to play in the Spring Season.
  - a. Players in this category must provide written notification (email) to the Travel Director, President, and Player/Coach Development Director, two weeks prior to tryouts, explaining why their child can't play during the Fall Season.
  - b. These players must attend tryouts as outlined above. See Section 2.A, B, C.
  - c. A player petitioning to play up has **priority** over a single season player. (See Section 2.E.3).
  - d. These players will not be guaranteed a roster spot, but will be wait listed and placed if a roster spot becomes available.
2. Player who can't play during the Spring but wish to play in the Fall Season.
  - a. Players in this category must provide written notification (email) to the Travel Director, President, and Player/Coach Development Director, two weeks prior to tryouts, explaining why their child can't play during the Spring Season.
  - b. These players must attend tryouts as outlined above. See Section 2.A, B, C.
  - c. A player petitioning to play up has **priority** over a single season player. (See Section 2.E.3).
  - d. These players will not be guaranteed a roster spot, but will be wait listed and placed if a roster spot becomes available.

**G. New players to Haverhill PAL and players who do not tryout.** (Typically U9/U10 players)

1. These players must first be registered per section 1. The player is then waited listed and if a spot on a roster becomes available they are placed, on a first on first placed basis.

### **3. Non-Resident Player**

The primary intent of ECYSA is to provide inter-town competition. Residency is the primary requirement for team play at all levels. Haverhill PAL, as a member of the ECYSA League, abides by all its rules and regulations for non-resident players.

Some towns within the region do not provide competitive travel opportunities for their membership players.

Residency guidelines are as follows:

- a. A player who lives in another town and attends school in Haverhill may play for Haverhill PAL.
- b. If a player's town/group does not offer a team in the player's age/sex group (regardless of division) Haverhill PAL will consider accepting them for membership.
- c. Haverhill PAL reserves the rights to review any case which would seem to be inconsistent with the principles of the league.
- d. Players are required to notify their home organization in writing of their intent to be affiliated with Haverhill PAL.

### **4. Travel Team Policy**

**A. U10 thru U14 age groups**

These teams are formed and managed by the Travel Director, Travel Registrar, Player/Coach Development Director, subcommittee, and with oversight by the Haverhill PAL BOD.

Coaches must abide by the following:

1. All players must play 50% of the game before another player can play over 50%.
2. Player shall be given the opportunity to play as many positions as possible.
3. Ensure all players and spectators follow the zero tolerance policy.
4. Communication: guideline for addressing problems.
  - a. Issues must first be discussed with the Coach / Asst. Coach / Team Manager.
  - b. Coach shall elevate issue to the Travel Director.
  - c. Travel Director shall elevate issue to the Board of Directors.
5. Player Id/Pass cards and the laminated team roster must be returned at the end of the season.

## B. U16, U18, and U19

These teams are formed by a Coach and are administered by the Travel Director, Travel Registrar, and with oversight by the Haverhill PAL BOD. These teams are typically organized and managed by a Coach, and the Coach must be in good standing with Haverhill PAL and adhere to all Haverhill PAL and ECYSA rules. Teams are formed using the dual age group method.

Coaches must abide by the following:

1. All players must be properly registered. **(See section 1.A)**
2. No registered player can be dual roster on another Mass. Youth Soccer (MYSA) affiliated team.
  - a. Any U14 player planning to play up on a U16 team in the Spring should **not** tryout for a U14 team. A U14 player who is on a U16 team roster is now classified as a U16 player. They therefore **can not** be dual roster on MYSA affiliated teams.
3. There are no tryouts for U16, U18, and U19 age groups.
4. Players who have been rostered on a U14 Fall Season team are ineligible for playing up on a U16 team. **(See Table 1 Attendance, two season commitment.)**
5. U13 players are not eligible to play at the U16 age group. **See section 2.E (playing up)**.
6. U15 and U16 players are eligible to play at the U18 & U19 age group, but is not recommended.
7. Player Id/Pass cards and the laminated team roster must be returned at the end of the season.

## 5. Attendance Policy

A. All players must abide by the attendance policy. **See Table 1.**

B. High School Players

1. Attendance, MIAA rule 45 and 96. **See Table 1.**
2. Players who are trying out for a U14 Haverhill PAL team and are planning to tryout for a High School team in the Fall must give careful consideration to the time commitment involved. It is Haverhill PAL's recommendation that the player choose one or the other.
3. Players rostered on a U14 Fall team are not allowed to play up on a U16 Spring team.

## 6. Volunteering

A. Coaches

1. Coaches must fill out a Travel Coach Application Form. Coaches may use this form to communicate/update information, ie training, intent to coach next year.
2. Coaches who complete and maintain **two consecutive** seasons and have 4-hours, of approved training, may have their children(s) registration fee waived. (Must be documented with the Travel Director).
3. Coaches, Asst. Coaches, Team Managers must be in good standing with Haverhill PAL policy.
4. Coaches must complete a CORI form with MYSA and email the confirmation to the Travel Director and Registrar.
5. Player Id/Pass cards and the laminated team roster must be returned at the end of each season.
6. Coaches must be capable of evaluating players abilities and return a coach evaluation form.
7. Licensed Coaches are given preference for team placement purposes.
8. Head Coaches may choose their Asst. Coach/Team Manager.
9. Coaching assignments are for a one year period, (Fall and Spring Season).
10. Set up and conduct two practices per week.

B. Field and Equipment

Lining Fields : Takes approximately 60-minutes/field, usually done on Thursday/Friday.  
Transporting equipment: Portable goal are packaged in a 13” Diameter x 8 Ft long bag.  
Each bag weights 65Lb minimum.  
Set up time is approximately 15-minutes/goal.

C. Tryout Evaluators.

Typically help is needed during the month of May/June. The preferred volunteer should hold a MYSA license. Contact, via email, the Player/Coach Development Director or the Travel Director.  
Email links are located on the website, ([www.haverhillpal.org](http://www.haverhillpal.org)).

D. Registration help.

Typically help is needed during the month of April to collect registration forms, payment, photo’s and birth certificates. Contact, via email, the Travel Director or the Travel Registrar. Email links are located on the website, ([www.haverhillpal.org](http://www.haverhillpal.org)).

E. Referees

The Travel Program supports all efforts to maintain the Haverhill PAL In-Town Program and the ECYSA league with a sufficient pool of licensed referees.

## **Haverhill PAL Board of Directors**

**Table 1: Documents**

<b>Name of Document</b>	<b>Type</b>	<b>Attachment<sup>1</sup></b>
Registration	Form	<a href="http://www.haverhillpal.org">www.haverhillpal.org</a>
Coach Application 2008-2009	Form	<a href="http://www.haverhillpal.org">www.haverhillpal.org</a>
Attendance	Policy	<a href="http://www.haverhillpal.org">www.haverhillpal.org</a>
MIAA	Handbook 2005-2007	<a href="http://www.haverhillpal.org">www.haverhillpal.org</a>
MIAA	Rule 45 & 96 Clarification	<a href="http://www.haverhillpal.org">www.haverhillpal.org</a>

Notes:

1. To find documents: Go to [www.haverhillpal.org](http://www.haverhillpal.org)  
Click on "Travel Program" in the left menu.  
A new menu appears at the top titled "Policy, Procedures Forms". Click on it.