

City SC San Marcos  
Competitive Policies & Procedures  
Manual



2024 VERSION

## 1. Introduction

This document defines the policies and procedures that govern the City SC San Marcos competitive program as governed by the Competitive Play Committee (CPC). City SC San Marcos games are played under the jurisdiction of the SoCal Gaming League and the National Premier League (NPL) as a member of U.S. Club Soccer. The policies described in this document are governed by the Board of Directors for City SC San Marcos.

## 2. Coach Selection

### A. Coach Qualifications

In order to be considered for a coaching position for the City SC San Marcos competitive program, a candidate must meet the following qualifications:

- The candidate must have previous experience as a soccer coach of at least two years or previous experience as a college or professional player as approved by the CPC.
- The candidate must have passed or must be enrolled in the appropriate level USSF license course. Note that City SC San Marcos will reimburse our coaches for the cost of pre-approved courses. Higher level certification reimbursement is available with pre-authorization from the CPC.
- The coach must be in good standing with City SC San Marcos. Issues which could preclude this include: persons with a history of disciplinary actions, numerous complaints from parents of past teams, persons who fail to follow City SC San Marcos policies and procedures, or who have intentionally committed actions harmful to City SC San Marcos or any youth sports organization in which they participated.

### B. Coach Applications

A qualified coach must fill out an application to be considered. The application is available on the City SC San Marcos website. The completed application must be submitted to the Director of Coaching and the Director of Competitive Programs before team formation. The deadline for submitting a completed coaching application may be adjusted by the Director of Competitive Programs as required; Under special circumstances, for example, when a replacement coach is needed after teams are formed, or when there are more players at tryouts than anticipated so another team may be formed, the application can be submitted at that time. Applicants that do not provide an application will NOT be considered as a coaching candidate. Coaches who are new to the City SC San Marcos program may be asked to provide a sample practice plan or evaluation session.

The CPC and the Director of Competitive Programs will consider all completed applications from qualified candidates. The Director of Coaching will work with the CPC to prepare a list of qualified coaching candidates to submit to the Board of Directors for approval. The Board of Directors will vote to approve or reject coach candidates.

### **C. Coach Notification**

To streamline the process of notification, applicants will be notified of receipt of application and upon team assignment or rejection of application.

### **D. Coaching Assignments**

All coaching assignments will be determined by the Director of Coaching and approved by the Competitive Play Committee. Coaches are not guaranteed to have the same team(s) as the previous season. Changes can be made at the discretion of the Director of Coaching for multiple reasons including, but not limited to, the coach fulfilling his/her coaching responsibilities, the degree of coach development during the previous season, the degree of player development during the previous season and the overall satisfaction of the team members.

### **E. Coach Compensation**

Competitive coach compensation will be determined by the CPC within the City SC San Marcos Board of Directors approved budget.

## **3. Tryouts**

### **A. Setting Dates**

The Director of Competitive Programs is responsible for setting the dates for tryouts. The schedule for tryout dates will be based on the field allocation published by the City of San Marcos.

### **B. Advertising**

Tryout dates will be posted on the City SC San Marcos website at least two weeks prior to the date of the tryout. The Director of Competitive Programs will make every best effort to post other advertisements, such as ads in the newspaper or flyers in the schools two weeks prior to the tryout dates.

### **C. Team Requirements**

Tryouts will be held for all divisions in which a team will be formed. A team will not be formed if a tryout is not held in that specific division.

Existing teams that have qualified to advance to a higher circuit level or wish to maintain its gaming leagues entitlement status from the previous season shall carry the minimum number of returning players required by the gaming league in which they compete. Those returning players shall be offered a spot on the team prior to tryouts. In return, players agree to attend tryouts. Teams without entitlements shall hold open tryouts for all positions on the team. A coach may decide to hold "Call Back" tryout sessions for a period of up to two weeks post tryout. If, after the two-week Call Back period, there are not enough qualified players to form a competitive team, a team will not be formed in that division. For the purpose of determining "enough" qualified players to form a competitive team, a team that plays 7v7 must have

at least 7 qualified players, a team that plays 9v9 must have 9 qualified players, and a team that plays 11v11 must have 11 qualified players.

#### **D. Player Notification**

It is encouraged that all players who are invited to be on a team are notified in person, or via a phone call. However, official notification will be sent by the coach via email. In addition, all players that are not chosen to be on a team must be notified via a phone call or email within 7 days of their last tryout date.

### **4. Team Formation**

#### **A. Divisions**

- City SC San Marcos will consider providing teams in any age group older than and including the U6 division (or a birth year equivalent division).
- City SC San Marcos will consider forming multiple teams in any one circuit level if in the opinion of the Competitive Play Committee, there are enough quality players to form more than one team.

#### **B. Player Recruitment**

The underlying philosophy in team formation is to match players within their age groups with the team providing the best developmental opportunities. City SC San Marcos recognizes there are many factors that contribute to the overall development of the player and has outlined the following guidelines for team formations.

1. All players are required to be at tryouts. Players wanting to join but not able to make tryouts will need to get a tryout waiver from the Competitive Play Committee.
2. Players not attending tryouts may lose their spot on a team.
3. The higher circuit team of the age group has the right of the first offer for all new players.
4. So long as the lower circuit team's circuit entitlements are not negatively impacted, the higher circuit team in the age group may offer a spot/(s) to returning players of lower circuit teams. The returning players are not obligated to take the offer but are encouraged to consider the opportunity.
5. For internal recruitment purposes, the competitive team rosters are considered frozen after the recreation rosters have been finalized. After that date, internal recruitment from recreation or competitive teams is prohibited. Recruitment from outside the league is permitted up to the playing league roster freeze date.
6. If a player wishes to try out for two age groups and the higher rated team (for example, Flight 1 vs. Flight 2) is in the younger age group, that player will only be offered a spot on the younger team. If the higher rated team is in the older division, the player will have the opportunity to choose between the teams.

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7. It is strongly encouraged that any player who has been invited to the team, but who has demonstrated that they will not be a contributing member of the team, be removed from the team by July 1 and placed on a team where they will contribute.
8. In cases where a player tries out for only one division and is selected for a team in that age group, an older team is not allowed to recruit that player.

A team shall be considered initially formed once the team roster has been submitted and accepted by the Director of Competitive Programs. For age groups with more than one team, both team rosters must be submitted and accepted by the Director of Competitive Programs before either team is considered initially formed.

### **C. Player Transfers**

Player transfers between teams are governed by the rules of the Gaming League and governing body.

### **D. San Marcos Residency**

Note that the City of San Marcos requires every league to have 70% players that live in San Marcos. With that in mind, if two players are evaluated at the same level, San Marcos city residency will be used as the first tie breaker on who makes the team. The goal is to have each competitive roster contain at least 60% players with San Marcos residency.

### **E. Team Formation Date**

Teams must be formed by three weeks before the Gaming League rosters are turned in. A team is only considered to be formed when the number of fielded players in that division have committed financially to the team.

## **5. Financial Procedures**

All money transactions on behalf of a player or team must be processed through official City SC San Marcos financial channels including approved depository procedures. This could be either the CFO or a person designated by the CFO. If a team official (coach or team manager) buys something for a player or the team (e.g. socks, tournament entry fee), the team official who made the payment will be reimbursed by City SC San Marcos once the appropriate funds have been deposited in the team account. The City SC San Marcos approved reimbursement form must be completely filled out and signed by the team official to be reimbursed. This is required because City SC San Marcos is a 501(c)3 corporation and must meet the auditing standards required for non-profit corporations. Any money transactions performed outside of official City SC San Marcos financial channels are not guaranteed by City SC San Marcos. Any and all questions regarding finances or financial procedures must be directed to the CFO in order to maintain accurate information.

### **A. Registration Fees**

Registration fees for the competitive program will be determined by the Competitive Play Committee and approved by the Board of Directors. This needs to take place prior to the beginning of try-outs.

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Registration fees cover player fees, training, operational expenses, and insurance. Uniforms will need to be purchased separately by the parents. Registration fees do NOT cover the cost of tournaments, backpacks, spirit wear, etc.

### **B. Additional Fees**

Player uniform costs are not included in the registration fees. Uniforms will be ordered and paid for by the player. Additional fees for team apparel, tournaments, and other expenses will vary from team to team. Money for extra items will not be accepted for any player whose registration fees are not up to date.

If the registration fees for a player are delinquent, any fees that are paid for the extras described above will instead be applied to cover the delinquent registration fees.

### **C. Payment Procedures**

A non-refundable deposit of \$250 for U7-U8 players and \$400 for U9-U19 players is due within 10 days after the final tryout date to secure a player's spot on a City SC San Marcos competitive team. This deposit will count toward the registration fees for that player. The remainder of the registration fees can be paid either in one payment, or in monthly installments. The first payment in either case must be paid by the date established by the Competitive Play Committee for that team. No player can play in a tournament with a City SC San Marcos competitive team unless their payments are up to date one week before that tournament begins. This time allows for processing of payments and generation of player cards.

Registration payments will be accepted online through the registration program, or by mail, or in person to the CFO, Competitive Director or Operations Manager. Team managers can also receive registration payments and deposit them in the registration account at the bank. Alternatively, they can deliver them to the CFO, the Competitive Director, the Operations Manager or a staff member designated by the CFO. Note that a receipt for payments must be provided by whoever receives the payment.

A player cannot play on any City SC San Marcos competitive team in the fall season before they have paid their fees. Players who are not up to date on their payments by the required dates will be removed from the team.

### **D. Refund Policy**

The City SC San Marcos competitive program has a stringent refund policy because a player's acceptance has the effect of denying another player an opportunity to play on a competitive team. Additionally, costs accrue to the Club for services provided to the team based on player headcount. Accordingly, fees are not refundable and not transferable. Fees for participation in the club cover the entire soccer year. A player who accepts an invitation to play with the Club commits to paying the entire fee for the full soccer year. No refunds, partial or full, will be made to players who choose not to participate at any point after registration for any reason, including players suspended from the program. There will be no reimbursements granted for any programming cancelled due to forfeited games, weather, pandemic, epidemic, natural disaster, or acts of God. The only exceptions are:

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- In the event that a player has a season-ending injury, the Competitive Play Committee may consider a partial refund after review of records provided by the treating physician or facility.
- For families that move during the season, the Competitive Play Committee may consider a partial refund in these circumstances on a case-by-case basis.

Note that since the players directly pay for their own uniforms, the cost of uniforms is non-refundable.

### 6. Player Cards

All competitive player cards are the property of City SC San Marcos. Cards may be provided to the player upon request. Cards for players that leave the competitive program will be destroyed. Generation of player cards may take up to two weeks.

### 7. Playing Time

City SC San Marcos is committed to providing high quality teams. This can only be accomplished if each team has players who have the qualities necessary to succeed in the competitive program. To ensure that coaches select highly skilled players and to ensure that those players are given the opportunity to continue developing their soccer skills, minimum playing time will be determined by the table below.

There will be cases where a player has not "earned" significant playing time. Some qualifiers for reduction in playing time might be:

- Inconsistent attendance at practices
- Poor attitude during games and practices
- Lack of effort during games and practices

If a player is having problems like those described above, the coach must inform the player, the parent(s)/guardian(s) of the player and the Director of Coaching. The Competitive Play Committee will be informed and consulted for any concerns beyond one game. In all instances, the reason must be given, and a description of resolution of the situation must be included in the correspondence.

There are situations where a player should have less playing time and the coach can make that decision during the game. Some examples of valid reasons to shorten playing time are listed below, although other valid reasons may exist.

- Player injury (or concern for their safety)
- Poor sportsmanship (warranting warnings from the referee)
- Poor attitude towards teammates, coaches, or opponents
- Lack of effort/hustle/focus (i.e. having a bad day)

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Note that if a player misses a game or requests to be taken out of a game (for example, due to sickness), the coach is under no obligation to include that game in the average playing time calculation.

### Minimum Playing Time by Position <sup>a b</sup>

| Age Group / Division | Field Players    | Backup Goalkeepers <sup>c</sup> |
|----------------------|------------------|---------------------------------|
| U7 to U10 (7v7)      | 50%              | 50%                             |
| U11/U12 (9v9)        | 50% <sup>d</sup> | 33%                             |
| U13/U14 (11v11)      | 33% <sup>e</sup> | 25%                             |
| U15 to U19 (11v11)   | 25%              | No Min                          |

a. Season average for games that player is present  
b. Average for a tournament that player is present  
c. A Backup Goalkeeper is not a Field Player  
d. 33% for Flight 1 or Flight 2 teams  
e. 25% for Flight 1 or Flight 2 teams

## 8. Tournaments

A City SC San Marcos team can participate in a tournament only using players on that team that are current on their payment schedule for the calendar year. Players who are not current on their payments will not be allowed to play in tournaments. Furthermore, if a team entering a tournament needs to borrow players from another City SC San Marcos team, those players must also be current on their payment schedule for the calendar year. Player cards will only be provided to players that are current on their fees for that calendar year. Players from other leagues may be invited as a quest player to a tournament if they are in good standing with City SC San Marcos and the tournament rules allow. Play time of guest players should be equivalent with regular team players.

## 9. Financial Aid

The Competitive Play Committee will determine the financial aid budget for the competitive program as part of the competitive budget approved by the Board of Directors prior to team formation. In order to be considered for financial aid, the parents/guardians of any player will be required to fill out an application form. The financial aid will be distributed at the discretion of the Competitive Play Committee. City SC San Marcos encourages volunteerism from all our members. Families on financial aid are required to give back to the organization which financially supports their player.



## **10. Protests, Appeals, and Discipline (PAD) Committee**

City SC San Marcos has a PAD (Protests, Appeals, and Discipline) Committee that is responsible for assessing disciplinary penalties against any member of the program, including the competitive program. The PAD has the authority to review the behavior of any person whose behavior is considered damaging to City SC San Marcos or the welfare of the players. Any person who is under consideration for discipline will have the option to provide a defense of their behavior and will also have the opportunity to appeal the decision of the PAD committee. Penalties can be assessed to coaches, players, or family members. Penalties can range from written warnings, suspensions for one or more games, or even removal from the competitive program. Examples of behavior that will lead to a review by the PAD include, but are not limited to:

- A coach or team manager who steals money from the competitive program.
- Any member or guest of the competitive program who assaults or physically harms another during a competitive event.
- Any member or guest of the competitive program whose behavior in front of the players is detrimental to the program, team, or player.
- A coach who has been warned about adhering to the playing time policy and continues to give a player less playing time than is required defined by section 7 Playing Time.
- Any member of the competitive program who has been expelled from multiple games over the course of the season.
- Players that do not adhere to the Player Code of Conduct.

When a competitive member is being reviewed by the PAD, the Director of Competitive Programs or Director of Coaching will be invited to act as a voting member of the PAD, unless there is a conflict of interest.

## **11. Sponsorship & Fundraising**

### **A. League Sponsors**

Each City SC San Marcos competitive team is encouraged to get league sponsors. In order for league sponsors to receive all of the benefits entitled to them, league sponsors must commit by May 31. For certain sponsorship levels, sponsors obtained after May 31<sup>st</sup> may not receive all the benefits entitled to them including, but not limited to, placement of their corporate logo on the competitive practice shirts. All money from league sponsors will be split between the team getting the sponsor and the league with 50 percent going to the team and 50 percent going to the league. League sponsors will receive a letter that can be used for tax filing purposes.

## **B. Team Donors**

Each team is encouraged to solicit team donors to provide funds for that specific team. All of that donation will go into the team fund. These are NOT league sponsors because they do NOT get special visibility in the program. Team donors will NOT receive a letter for tax filing purposes.

## **C. Player Sponsors**

The competitive program will accept sponsorship directed towards an individual player. Note that player sponsors will NOT get special visibility in the program. Player sponsors will NOT receive a letter for tax filing purposes.

## **D. Sponsorship Payments**

Sponsor or donor payments will be accepted in checks payable to City SC San Marcos and delivered to the CFO or a staff member designated by the CFO. Credit card payment is also available.

## **E. Fundraising**

Teams are encouraged to seek fundraising opportunities to offset the cost of tournaments or other team events. All fundraising opportunities involving the use of the City SC San Marcos name or logo must be pre-approved by the Director of Competitive Programs.

# **12. Competitive Administration**

The competitive program is governed by the City SC San Marcos Board of Directors. All appointed positions must receive approval from the Director of Competitive Programs. Furthermore, if a staff position performs duties directly affiliated with the responsibilities of a member of the Board of Directors, the appointee may also need to be approved by that board member. When this is the case, it is noted in the description section below. The competitive staff may be made up of the following positions, but not all positions need to be filled.

Note that the Director of Competitive Programs is a member of the Board of Directors. The Director is responsible for overseeing the day-to-day operation of the competitive program. This includes verifying that all operations of the teams and coaches conform to the policies described in this document. The Director is also responsible for selecting all competitive staff positions.

## **A. Competitive Play Committee**

The Competitive Play Committee (CPC) is made up of five members including the President, the Director of Competitive Programs, one person selected by the Director of Competitive Programs, and two additional members appointed by the President. The purpose of the Competitive Play Committee is to establish the parameters for operating the competitive program for the year to ensure that the competitive program operates in a manner consistent with the best interests of City SC San Marcos. This includes, but is not limited to, generating the competitive policy document, generating the competitive budget for the calendar year, and recommending the coaches for the following year. Note that all three

of these items must receive final approval from the Board of Directors. The Committee may also meet at other times to modify their previous work, or to provide guidance when the situation requires it.

Note that other people may be called into work as a smaller team on one of the items, prior to completion by the Competitive Play Committee. For example, the CFO or competitive treasurer may do initial work on the budget, even if they are not on the Competitive Play Committee.

### **B. Director of Coaching**

The Director of Coaching is not a member of the Board of Directors and does not hold voting rights. He/she is an employee of City SC San Marcos. He/She is recommended by the Competitive Play Committee and approved by the Board of Directors. He/She works directly with the Director of Competitive Programs and reports to the Board of Directors. The Director of Coaching responsibilities include, but are not limited to the following:

- Competitive coach and player education and development.
- Establishment and implementation of a competitive coaching curriculum.
- Provide coach assessments based on observations made over the course of the season. As a minimum, coach assessments will be made mid-year, before and in support of coach selection and on an ad hoc basis as required.
- Responsible to administer and run approved skills camps open to either all City SC San Marcos players or geared toward competitive players. Players from outside of City SC San Marcos are welcome to attend camps.
- Run training clinics for competitive players.
- Run coach training sessions.
- Establish or approve the playing level of the team.
- Holds first right of refusal on all advanced coaching licensing approvals.

### **C. Associate Director of Coaching**

The Associate Director of Coaching is not a member of the Board of Directors and does not hold voting rights. He/she is an employee of City SC San Marcos. He/She is recommended by the Competitive Play Committee and approved by the Board of Directors. He/She works directly with the Director of Competitive Programs and the Director of Coaching. The Associate Director of Coaching responsibilities include, but are not limited to the following:

- Competitive coach and player education and development.
- Implementation of a competitive coaching curriculum.
- Provide coach assessments based on observations made over the course of the season. As a minimum, coach assessments will be made mid-year, before and in support of coach selection and on an ad hoc basis as required.
- Responsible to administer and run approved skills camps open to either all City SC San Marcos players or geared toward competitive players. Players from outside of City SC San Marcos are welcome to attend camps.

- Run training clinics for competitive players.
- Run coach training sessions.
- Assist with establishing the playing level of the team.

#### **D. Technical Director**

The Technical Director is not a member of the Board of Directors and does not hold voting rights. He/she is an employee of City SC San Marcos. He/She is recommended by the Competitive Play Committee and approved by the Board of Directors. He/She works directly with the Director of Competitive Programs and the Director of Coaching. The Technical Director responsibilities include, but are not limited to the following:

- Competitive coach and player education and development.
- Implementation of a competitive coaching curriculum.
- Provide coach assessments based on observations made over the course of the season. As a minimum, coach assessments will be made mid-year, before and in support of coach selection and on an ad hoc basis as required.
- Responsible to administer and run approved skills camps open to either all City SC San Marcos players or geared toward competitive players. Players from outside of City SC San Marcos are welcome to attend camps.
- Run training clinics for competitive players.
- Run coach training sessions.
- Assist with establishing the playing level of the team.
- Focus on the technical development of the players at the youngest ages.

#### **E. Operations Manager**

The Operations Manager is not a member of the Board of Directors and does not hold voting rights. He/she is an employee of City SC San Marcos. He/She is recommended by the Competitive Play Committee and approved by the Board of Directors. He/She works directly with the Director of Competitive Programs and reports to the Board of Directors. The Operations Manager responsibilities include, but are not limited to the following:

- Volunteer Personnel Management
- Facilities Management
- Supply Management
- Digital Platform Management
- Office Hours and Field Presence
- Referee Management
- Registration Management

## **F. Head Coaches**

The head coaches are responsible for the training of their team and establishing their support positions like team managers and assistant coaches. The head coach is responsible for setting practice times within the league schedule, planning multiple practices a week, and for managing the games effectively. Head coaches must attend all mandatory coach meetings or make sure that there is an appropriate replacement representing the team. The head coach must attend a minimum number of coach training sessions organized by the Director of Coaching per the coaching contract. The coach must adhere to all applicable policies described in this document. The head coach is an appointed position.

## **G. Team Managers**

It is required that each competitive team have a team manager. Team managers are responsible for the internal communication of their team. They will work with the coach to make sure that all team events are organized appropriately. The team manager must attend all team manager meetings or make sure that there is an appropriate replacement representing their team. The team manager will be responsible for collecting money from the team and depositing it in the team account or delivering that money to the CFO or a staff member appointed by the CFO. The team manager is responsible for maintaining the team folder, which must include as a minimum the player registration forms, player birth certificates and player cards. Team check-in at all season and tournament games is the responsibility of the team manager. The team manager is appointed by the coach and cannot be related to the coach.

## **13. Trademark and Intellectual Property**

“San Marcos Youth Soccer”, “SMYS”, “SMYS Revolution”, “San Marcos Youth Soccer Revolution”, “SM Revolution”, “San Marcos Revolution”, “City SC San Marcos” and “City SC San Marcos Revolution” are all trademarks of City SC San Marcos. They are all the intellectual property of City SC San Marcos and their use without the permission of City SC San Marcos is forbidden. A request to use any of these names will be made to and provided by the Board of Directors.

## **14. Amendments to This Document**

Subject to any provisions of these policies and procedures, this document, or any part of it, may be altered, amended, or repealed and new policies and procedures adopted by the affirmative vote of a majority of the Competitive Play Committee with final approval of the Board of Directors.