# Westside Soccer Club - Registration Policies

Revised October 2021

## Registration

The registration process involves obtaining completed registration information from each player including: parent/guardian consent to play, release to obtain emergency medical treatment, grade, validation of date of birth and THPRD residency, payment of applicable fees or approved scholarship, and an indication of parent willingness to volunteer to assist Westside Soccer Club (WSC or the Club). Registration concludes at a date set by the Registrar with approval from the Board.

### General Registration

General Registration lasts from the opening of registration until about 7 days before team formation as required by the League that WSC is a member of. Team formation needs to be nearly complete at this point so that WSC knows how many teams will participate in the league.

### Late Registration

After the general registration deadline, late registration begins. Registration during this period is done on a “space available” basis. Individual age groups will be closed for registration when all teams reach maximum size. The registrar will determine when Late registration for all age groups will be closed.

Registration after official closure may only occur at the request of a coach and appropriate Age Group Coordinator. Players wishing to register at this time must contact the WSC office.

### Eligibility for Registration

Players are eligible to register for play in the Westside Soccer Club if they meet both of the following requirements:

(1) Are in grades Kindergarten through 8$^{th}$ in Fall / Spring or High School in Fall OR are at least 4 years old and not more than 19 years old

2) Meets at least one of the following criteria currently established by Tualatin Hills Park and Recreation District (THPRD):

- Resides within the THPRD boundaries.

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- Has paid the the THPRD assessment fee (for those players that reside outside the THPRD boundaries, as documented on the THPRD website)

Players who do not meet the above are INELIGIBLE to register with Westside Soccer Club.

## Payment Policy

Payment is due at time of registration. If you have indicated on your registration that you would like to "pay by check", please make sure to submit payment as soon as possible. We will not consider your player(s) registration complete until payment has been made and will not place a player until paid in full. Placement requests will only be honored if possible at time of payment--not registration (no exceptions). You may call the office during listed business hours to pay with visa/mc.

## Refunds

Refunds of registration fees can be requested by email. (westsidesoccerinfo@gmail.com).

- Up to August 15 (for fall season) or March 15 (for spring season), registration fees will be refunded minus a $15 administrative fee (covers credit card fees, web hosting fees and OYSA registration)
- After August 15 (for fall season) or March 15 (for spring season), no refunds will be given.

Any exceptions to these policies are at the sole discretion of the Westside Soccer Club Board.

Cancellation of Games or Season

- If an entire season is cancelled (due to weather, public health issue or any other reason), registration fees will be refunded minus a $15 administrative fee. This fee covers the money that is already spent in preparation for the season (credit card fees, web hosting fee, OYSA fees, and scheduling costs).
- If individual games or practices are cancelled, there will be no refunds. Extreme weather conditions are a risk for outdoor sports programs and can happen any time of year. While weather is the primary reason that games or practices may be cancelled, this policy covers any reason for the cancellation of games or practices.

Any exceptions to these policies are at the sole discretion of the Westside Soccer Club's Board.

## Scholarships

Westside Soccer Club seeks to have a liberal policy of providing scholarships for basic registration fees. Cost of uniform and equipment are not included in the scholarship.

Procedures for scholarships are as follows:

- Requests for scholarships must be made at the time of registration.
- Financial aid applications will be emailed, and MUST be returned for a player to be placed onto a team.
- Applications must be returned before "late" registration begins (contact Westside soccer office for exceptions).
- Registrations will not be considered complete until a scholarship application is received in the office. Placement will be made at that time and placement requests will be honored if possible.

## Dual Rostering

Westside Soccer Club allows dual rostering under the following guidelines:

- Players that are participating in a U10 and under development program that is provided by a club other than Westside Soccer Club.

Westside Soccer Club does not allow dual rostering under the following guidelines:

- Players that are participating in a U11 and older Development program provided by a competitive organization.
- Players that are rostered on a U9 or U10 Premier development team within a competitive organization.
- Players that are rostered on a Competitive team and/ or Select team within a competitive organization.
- Players that are rostered on any other organization's program within the THJSL league (cannot play with 2 different clubs).
- Players that are rostered on any high school soccer team (JVII, JV, or Varsity).

## Team Placement

Although it is the goal of WSC to ensure playing opportunities for all eligible players, it is not always possible to accommodate all those who are interested in playing. Also, it is not always possible to accommodate placement requests.

The following provides a general sequence for placing registered players on teams. The Age Group Coordinators (AGCs) will use the following criteria, in the order they appear, to form teams:

- All returning players who were registered the previous season and who register during general registration.

- All other players registering during general registration.
- All players registering during late registration.
- Special request for players.

In the event of two players within the same priority competing for the same slot within the grade group, the date registration was received shall be used to determine the player who is assigned to the slot.

## Grade for Play Based on School Year

Players are assigned to one of the following grade based on current school year:
- Prekindergarten and Kindergarten / G0K
- 1st grade / G01
- 2nd grade / G02
- 3rd grade / G03
- 4th grade / G04
- 5th grade / G05
- 6th grade / G06
- 7th grade / G07
- 8th grade / G08
- 9th grade* / HS Rec
- 10th grade* / HS Rec
- 11th grade* / HS Rec
- 12th grade* / HS Rec

* High School players are generally grouped as FR/SO or JR/SR.

## Players Requesting to Play Up a Grade

Requests to play at a higher grade level than your grade in school are made during the registration process. If you want to make a play up request after registration, please send email to westsidesoccerinfo@gmail.com.

Please include a specific explanation by a parent/guardian of why the player should be assigned to a different grade.

When making a request, please observe the following guidelines:

- Westside Soccer Club does not review player's talent as a recreational soccer club. The club relies on the parent/guardian to place the player at the correct level.
- Playing up more than one grade will not be allowed. (A player who is 1 year advanced in school based on their age may not play an additional year up from their school grade)
- Playing up only applies to Pre-K through G7 Players. G8 may not play up to HS Coed Rec.

Players wishing for a more advanced playing environment than Westside Soccer Club is able to provide can request information about Competitive Soccer Clubs in the area.

## Teams Requesting to Play Up a Grade

Any request to assign a team to a different grade must be accompanied by a specific explanation by a coach as to why the team should be assigned to a different grade.

All the player's parents/guardians must agree to this request just like an individual player requesting to play up a grade. See the Player Requesting to Play Up a Grade above.

The team must meet the following standards:

- Results from previous seasons indicate that playing up is the correct level for this team.
- All players on the team are ONLY playing up single grade.
- Roster consists entirely of players that are playing up. (We do not put a small number of 4th graders on a team of 3rd graders that is playing up, for example)
- Team has at least the Ideal number of players for the grade playing into.
- Coach has to be willing to accept other player(s) on the team who want to play up but were not previously part of the team.

## Team Formation

Westside Soccer Club will use registration information to drive team formation. The Leagues the teams are taking part in help drive some general requirements and time frames for registering teams. Westside's Age Group Coordinators, under the guidance of the Registrar, will form teams to make available to the League within the specified time frames.

## Procedures for Team Formation

The goal of team formation is to provide a good soccer experience for every player in Westside Soccer Club. We seek to improve the self-esteem of the player while enjoying sufficient opportunity to play the game of soccer. To this end, AGCs must consider the following as teams are formed:

General Expectations

Westside Soccer Club is a recreational soccer club. The United States Youth

Soccer Association (USYSA) Official Administrative Rulebook and Tualatin Hills Junior Soccer League (THJSL) define recreational as leagues in which:

1) The use of tryouts, invitations, recruiting or any like process to roster players selectively to any team on the basis of talent or ability is prohibited; AND

2) The club administering the league accepts as participants in the league any and all eligible youths (subject to reasonable terms of registration); AND

3) A system of rostering players is employed for the purpose of creating a fair or balanced distribution of playing talent among all teams participating; AND

4) League rules require that each player play at least one-half of each game except for reasons of injury, illness or discipline.

THJSL expects Club Registrars (and AGCs) to ensure that clubs will employ fair rostering procedures with particular attention to recruiting (by coaches and parents) and balancing distribution of talent. AGCs need to pay particular attention to reasons for requests to transfer to a new team, staying alert to incremental reorganization that assembles better skilled players at the exclusion of lesser skilled players.

AGCs MUST NOT ALLOW COACHES TO INTERFERE WITH TEAM PLACEMENT OF PLAYERS!

The general procedures for team formation are as follows:

1) Teams are organized by elementary public school attendance areas. However, the number of players should be as evenly distributed between teams within the same age group as possible. This should be done by moving players to the nearest school possible, verifying closest addresses by school maps. Every effort should be made to avoid single player exclusion. Move players in pairs or groups if necessary to another school area. Avoid forming different teams at the same age group that are drawing from the same elementary school areas unless numbers allow for it.

2) Returning players will generally be placed on their previous team unless they specifically request otherwise. However, the return of a player to a previous team is not to be promised.

3) Consideration will be given to requests provided on the registration form including a specific coach or specific teammates.

4) AGCs may also need to place players on certain teams in order that the available coaches are spread across the teams.

5) Resolution of problems and final placement is at the discretion of the AGC.

After team formation is complete and families are notified of team placement, requests to move a player from an initially assigned team to another team are generally discouraged. Such change is permitted only with the explicit approval of the AGC. AGCs must communicate any such changes with affected coaches. In reviewing such shifts, the AGC should consider a number of factors such as; difficulty of the player to attend practice, personality conflicts or problems with the coach, and personality conflicts on the team.

## Coaching Selection

The Club's Board of Directors has final say on whether a coach is confirmed to coach for Westside Soccer Club per Bylaw 104. Once a coach is confirmed, the Age Group Coordinator, working with the Head Coach and other Board Members as needed, shall have the final say in assigning Coaches to the teams. The Westside Soccer Club's Board is the final arbiter as needed. Registered Adult Coaches must be at least 18 years old.

Coaches under the age of 18 are allowed under the following conditions:

- The minor coach is under the direct supervision of their own parent/guardian. They may not coach if their parent/guardian is not present.
- The minor coach is a registered player with OYSA.
- Westside Soccer has been notified and placed the minor on the team as a coach.

## Coed/Mixed and Girls Teams

Beginning at the G0K level and continuing to G08, all teams are either mixed or Girls teams. Unless otherwise requested, all girls will be assigned to Girls teams and all Boys to mixed teams. Parents of Girls may request on the registration form to have their girl play on a mixed team. The mixed team will consist predominantly of boys but may have one or more girls on the team. Mixed teams with only one female player should be avoided if possible. If this situation arises, the AGC needs to discuss the situation with the parents of the player prior to team assignment.

## Team Size

Teams should be initially formed with at least the minimum size, but less than the ideal size. This will allow later registrants to bring the team up to the ideal size. Some teams may fill quickly to maximum size based on requests, but most teams should initially be kept between minimum and ideal size.

Effort should be made to make as many teams as reasonably possible out of the registered players. It is better to have teams at the ideal size with a few substitutes rather than teams at the maximum size with many substitutes. This

allows players to have greater playing time. AGCs should ask assistant coaches to be head coaches as needed for additional teams.

If all teams have reached maximum size prior to the close of regular registration, then the AGC should create additional teams and move players between rosters as necessary. WSC is committed to providing playing opportunities to as many players as possible.

After the regular registration deadline, and when all of the teams in an age group are full, the AGC will communicate to both the Registrar and the President that the age group needs to be closed to further registration. Players will not be accepted above the maximum size without the approval of the coach and AGC.

The following table illustrates these concepts of team size for the current play arrangements for each age group:

| Age Group | Game Format | Minimum # of players | Ideal # of players | Maximum # of players |
|---|---|---|---|---|
| GK | 3 v 3 | 4 | 6 | 8 |
| G1 | 3 v 3 | 4 | 6 | 8 |
| G2 | 4 v 4 | 4 | 6 | 8 |
| G3 | 7 v 7 | 7 | 10 | 12 |
| G4 | 7 v 7 | 7 | 10 | 12 |
| G5 | 9 v 9 | 9 | 12 | 16 |
| G6 | 9 v 9 | 9 | 12 | 16 |
| G7 | 11 v 11 | 11 | 16 | 18 |
| G8 | 11 v 11 | 11 | 16 | 18 |
| G9-12 | 11 v 11 | 11 (at least 4 girls) | 16 | 22 |