

Somerset West Soccer Club
Registration and Team Formation Policy
SWSC Policy No. 002I
(Adopted May 9, 2018)

I. Purpose

The purpose of this policy is to outline the Club's procedures for the registration of players and the formation of Microsoccer (Kindergarten and Grade 1), Grade 2 through Grade 8, and High School Recreational teams. Although fairly specific in terminology, the policy is intended to be flexible in application to allow for as many extenuating circumstances as possible.

II. Background

The Somerset West Soccer Club (SWSC) is a recreational soccer club. As such, it adheres to the following registration and team formation guidelines:

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.
2. The Club accepts any and all eligible youths as players, subject to its bylaws and the terms of this registration and team formation policy.

III. Definitions

1. Returning Player – A player who played on a SWSC team during the immediately preceding recreational soccer season.
2. New Player – A player who did not play on a SWSC team during the immediately preceding recreational soccer season
3. Late Registration Period – Any time the day of, or after, late registration begins, per Section V below.
4. Program Registrar – The following SWSC Board members serve as registrars for the programs indicated:
 - a. Microsoccer (Kindergarten and Grade 1) – Microsoccer Coordinator
 - b. Grade 2 to Grade 8 – Registrar
 - c. High School Rec – High School Rec Coordinator

IV. Registration Procedures

1. Online registration is the primary and preferred method for registering players with the Club.

2. Each spring, families of the previous season's players are notified (by e-mail, mail, and/or other means) of the fall season registration process. The registration process is posted on the Club's website and registration forms are provided to each public elementary and middle school within the Club's boundaries following approval by appropriate school or district authorities.
3. Player registration involves the electronic (i.e., online) or manual (by Program Registrar) completion of the registration process, which includes parent/guardian consent to play, medical release to obtain emergency medical treatment, and payment of applicable fees.
4. It is the responsibility of each player and his/her parent(s) or guardian(s) to complete the registration process and pay the appropriate fees according to these procedures and the schedule outlined in Section V. The Club cannot be responsible for players or families who do not complete the online registration process or obtain and submit a registration form.
5. Youth not registered with the Club may not practice or play games with any SWSC team. Coaches who allow unregistered youth to violate this rule may be subject to disciplinary action under the Club's Judicial Procedures.
6. Microsoccer and Grade 2 to Grade 8 players who request a change in age group, gender group, or team assignment after late registration begins, become "late registrants" and have their Club registration date updated to be the date the request for change is made.

V. Registration Schedule

Registration for Microsoccer, Grade 2 to Grade 8, and High School Recreation players is conducted according to the following schedule. Slight changes may be necessary from year to year. Any change will be posted on the Club website.

1. Microsoccer, Grade 2 to Grade 8, and High School Rec regular registration begins – May 1
2. Microsoccer and Grade 2 to Grade 8 regular registration ends/late registration begins – June 15
3. High School Rec regular registration ends/late registration begins – August 31

VI. Registration Fees

1. Registration fees are set by the Board annually prior to the start of the registration process.

2. If a Microsoccer or G2-G8 player withdraws before August 15, a refund is provided. However, \$15 is withheld from the refund. Refunds on or after August 15 will not be provided. Exceptions may be granted subject to approval by the registrar and the club president.
3. If a High School Rec player withdraws before September 1, a refund is provided. However, \$15 is withheld from the refund. Refunds on or after September 1 will not be provided. Exceptions to this may be granted subject to approval by the registrar and the club president.

VII. Scholarships

Within the financial ability of the Club, registration scholarships are provided for families in need of assistance. Financial assistance for participation in the SWSC soccer program may also be available to families living in the boundaries of the Tualatin Hills Park and Recreation District through the District. It is the policy of the Club that a prospective player seeks assistance from the District before the Club will consider providing a scholarship.

VIII. Team Formation Procedures and Policies

1. General
 - a. Microsoccer and Grade 2 through Grade 8 teams are typically organized by school grade level. Players are allowed to “play up” one grade level but cannot, except in very special cases, play up two grade levels or play down a grade. Requests to play up one grade level are subject to coach approval. Coaches must inform the Club within two weeks of the start of practice if they feel a player who has requested to play up should be allowed to continue at that level. If the coach feels they cannot, the Club will endeavor to move the player to a team at their grade level. Requests to play up two grade levels require a waiver form signed by the parents and the team coach and approval from the Board. Requests to play down must be approved by the team coach and the SWSC Head Coach.
 - b. High School players are typically assigned to a team affiliated with the high school they attend. High School Rec players cannot play on a SWSC and regular high school team at the same time. Coaches who allow players to violate this rule may be subject to disciplinary action under the Club’s Judicial Procedures.
 - c. Players cannot be registered with/rostered on a competitive team and play on a SWSC team in the same season. Competitive teams are those that play in a competitive league or that are formed by use of tryouts, invitations, recruiting, or any like process to roster players selectively on the basis of talent or ability. Developmental teams in leagues run by competitive clubs

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for players under 10 years of age are generally not considered competitive teams and players on those teams may be dual rostered. However, if the developmental league and associated teams and players are considered to be competitive by the sponsoring club and/or the sponsoring club does not allow dual rostering, then those players cannot be dual rostered on a SWSC team. Coaches who allow players to violate this rule may be subject to disciplinary action under the Club's Judicial Procedures.

- d. Players registered with/rostered on a SWSC team may be used as a "guest" player on a competitive team or another recreational team in the same season.
 - e. Players may transfer from one team to another with the permission of the Program Registrar.
 - f. It is the goal of the Club to provide playing opportunities for all eligible players but it is not always possible to accommodate everyone who is interested in playing. In the event that all teams within an age bracket are full, players still wishing to register are placed on a waiting list and called if other players withdraw. Players on a waiting list also have the option to play with other clubs.
 - g. The team formation process does not begin until the regular registration period closes. The Club does not discuss or provide information concerning team formation or team assignments before the individual program's (Microsoccer, Grade 2-Grade 8, High School Recreational) coach meeting. Prior to this date, limited information may be provided by Board members in the process of recruiting team coaches. Parents/Guardians seeking team assignment information prior to the coach meeting are only told if their child's registration form has been received.
 - h. Team size is always a consideration in the formation of teams. Standards for team size are noted in the program specific sections below. Team sizes that differ from the standards are made on a case-by-case basis with the approval of the team coach.
 - i. For all teams, every effort is made to place a player on a team with a teammate identified and requested during the registration process. However, such placements always take into account the priorities noted below (e.g., a second priority assignment is not made ahead of a first priority assignment simply to honor a teammate request). Both players must request each other during the registration process.
2. Within the general parameters noted in Paragraph 1 above, players in the Microsoccer program are assigned to teams according to the following priorities:

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- a. To the extent possible, Microsoccer teams are formed around elementary school attendance areas. The attendance areas located within the SWSC are Bethany, Elmonica, Lenox, McKinley, Rock Creek, and Springville.
 - b. Microsoccer teams are gender-specific (i.e., boys and girls play on separate teams) and include both kindergarten and first grade players. Every effort is made to provide grade level balance on each team. Girls are allowed to play on a boys' team if requested by the parents.
 - c. First priority for assignment to Microsoccer teams is given to returning players who are entering first grade, who played in the Microsoccer program the previous year, and who register within the regular registration period. The actual date of online registration or the date of receipt of the registration form by the Program Registrar is a factor in these assignments.
 - d. Second priority for assignment to Microsoccer teams is given to new players who are entering kindergarten or first grade and who register during the regular registration period. The actual date of online registration or the date of receipt of the registration form by the Program Registrar is a factor in these assignments.
 - e. Third priority for assignment to Microsoccer teams is given to players entering kindergarten or first grade who register during the late registration period. The actual date of online registration or the date of receipt of the registration form by the Program Registrar is a factor in these assignments.
 - f. Every effort is made to place a player on a team with a coach identified and requested during the player's registration process. This assumes the requested coach is coaching a team at the Microsoccer level.
 - g. The standard size for Microsoccer teams is 12 players. The typical range is 10 to 13 players. However, every effort is made to keep the team size at or below 12 players.
3. Within the general parameters noted in Paragraph 1 above, players at the Grade 2 level are assigned to teams according to the following priorities:
- a. To the extent possible, Grade 2 teams are formed around elementary school attendance areas. The attendance areas located within the SWSC are Bethany, Elmonica, Lenox, McKinley, Rock Creek, and Springville.
 - b. Grade 2 teams are typically formed by gender (i.e., boys' teams and girls' teams). In some cases, girls are allowed to play on boys' teams, but this must be done with the concurrence of the team coach and SWSC Head Coach.

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- c. First priority for assignment to Grade 2 teams is given to returning players who are entering second grade, who played in the Microsoccer program the previous year, and who register within the regular registration period. The actual date of online registration or the date of receipt of the registration form by the Program Registrar is a factor in these assignments.
 - d. Second priority for assignment to Grade 2 teams is given to new players who are entering the second grade and who register within the regular registration period. The actual date of online registration or the date of receipt of the registration form by the Program Registrar is a factor in these assignments.
 - e. Third priority for assignment to Grade 2 teams is given to new and returning players who are entering first grade, who played in the SWSC Microsoccer program or another comparable program the previous year, who desire to play up to the Grade 2 level, and who register within the regular registration period. The actual date of online registration or the date of receipt of the registration form by the Program Registrar is a factor in these assignments.
 - f. Fourth priority for assignment to Grade 2 teams is given to players entering second grade who register during the late registration period. The actual date of online registration or the date of receipt of the registration form by the Program Registrar is a factor in these assignments.
 - g. Fifth priority for assignment to Grade 2 teams is given to players entering first grade who desire to play up and who register during the late registration period. The actual date of online registration or the date of receipt of the registration form by the Program Registrar is a factor in these assignments.
 - h. Every effort will be made to place a player on a team with a coach identified and requested during the player's registration process. This assumes the requested coach is coaching a team at the Grade 2 level in the same gender division as the player being registered.
 - i. The standard size for Grade 2 teams is 6 players. The typical range is 6 to 8 players.
4. Within the general parameters noted in Paragraph 1 above, players at the Grade 3 to Grade 8 levels are assigned to teams according to the following priorities:
- a. To the extent possible, Grade 3 to Grade 8 teams are formed around elementary school attendance areas. The attendance areas located within the SWSC are Bethany, Elmonica, Lenox, McKinley, Rock Creek, and Springville.

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- b. Grade 3 to Grade 8 teams are typically formed by gender (i.e., boys' teams and girls' teams). In some cases, girls are allowed to play on boys' teams, but this must be done with the concurrence of the team coach and SWSC Head Coach.
- c. First priority for assignment to Grade 3 to Grade 8 teams is given to returning players who register within the regular registration period, whose teams remain intact from the previous season, and who desire reassignment to their prior team. This priority also applies to returning players who were playing up in the past and who wish to continue playing up. The actual date of online registration or of receipt of the registration form by the Program Registrar is not a factor in these assignments as long as the registration is received before the end of the regular registration period.
- d. Second priority for assignment to Grade 3 to Grade 8 teams is given to returning players who register within the regular registration period but whose teams have disbanded or who desire assignment to a different team. The actual date of online registration or the date of receipt of the registration form by the Program Registrar is a factor in these assignments.
- e. Third priority for assignment to Grade 3 to Grade 8 teams is given to new players who register during the regular registration period. The actual date of online registration or the date of receipt of the registration form by the Program Registrar is a factor in these assignments.
- f. Fourth priority for assignment to Grade 3 to Grade 8 teams is given to returning players who desire to play up one level, who have not been playing up in the past, and who register within the regular registration period. The actual date of online registration or the date of receipt of the registration form by the Program Registrar is a factor in these assignments.
- g. Fifth priority for assignment to Grade 3 to Grade 8 teams is given to new and returning players who register during the late registration period. The actual date of online registration or the date of receipt of the registration form by the Program Registrar is a factor in these assignments.
- h. For all assignments, other than first priority, every effort will be made to place the player on a requested team or on a team as close to the player's school attendance area as is possible.
- i. Every effort will be made to place a player on a team with a coach identified and requested during the player's registration process. This assumes the requested coach is coaching a team at the age level and in the same gender division as the player being registered.

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- j. Standard sizes and typical ranges for Grade 3 to Grade 8 teams are noted below:
 - (1) Grade 3 and Grade 4 – 10 players, with a typical range of 9 to 13 players
 - (2) Grade 5 and Grade 6 – 13 players, with a typical range of 12 to 15 players
 - (3) Grade 7 and Grade 8 – 16 players, with a typical range of 13 to 18 players

- 5. Within the general parameters noted in Paragraph 1 above, players in the High School Recreation program are assigned to teams according to the following priorities:
 - a. To the extent possible, High School Rec teams are formed around high school attendance areas. Westview is the only high school located within the SWSC boundaries.
 - b. High School Rec teams include boys and girls and players at all high school grade levels. Every effort is made to provide gender and grade level balance on each team.
 - c. Multiple teams may be formed depending on the number of players who register and teams may be organized into Frosh-Soph and Junior-Senior depending on the number of teams in the Club and the League.
 - d. First priority for assignment to High School Rec teams is given to returning players who are in high school, who played in the High School Rec program the previous year, and who register within the regular registration period. The actual date of online registration or the date of receipt of the registration form by the Program Registrar is a factor in these assignments.
 - e. Second priority for assignment to High School Rec teams is given to returning players who are entering high school, who played on a SWSC Grade 8 team the previous year, and who register within the regular registration period. The actual date of online registration or the date of receipt of the registration form by the Program Registrar is a factor in these assignments.
 - f. Third priority for assignment to High School Rec teams is given to new players who are currently enrolled in or entering high school and who register during the regular registration period. The actual date of online registration

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or the date of receipt of the registration form by the Program Registrar is a factor in these assignments.

- g. Fourth priority for assignment to High School Rec teams is given to players who are currently enrolled in or entering high school and who register during the late registration period. The actual date of online registration or the date of receipt of the registration form by the Program Registrar is a factor in these assignments.
- h. Every effort is made to place a player on a team with a coach identified and requested during the player's registration process. This assumes the requested coach is coaching a team at the High School Recreation level.
- i. The standard size for High School Recreation teams is 18 players, with a typical range of 14 to 22 players.