

## ***CW3 House Team Formation Policy and Procedures***

**Objective:** The dual purpose of this policy is to ensure that all efforts are made to put together teams within the House league that are fair and balanced and to promote consistency among the Divisions.

**Policy:** The House Directors should follow the guidelines enumerated below in forming all teams, except for players who are placed from the Waitlist, who shall be assigned to teams as openings arise.

To the extent situations arise that are not addressed by these guidelines, the Directors shall make decisions that are consistent with and in furtherance of the stated objective of this policy. To the extent situations arise requiring decisions that are contrary to these guidelines, the Directors shall provide full disclosure of the decision being made to the entire Board prior to the teams being finalized. Disclosure may be made via e-mail, with an opportunity for comment, and need not wait until the next Board meeting. If comments contrary to the proposed decision are received, the Director making the decision shall take all such comments into consideration, shall notify the Board of his/her final decision, and, in no instance, shall act contrary to the stated objective of this policy.

The Directors are encouraged to consult one another in making difficult decisions, in an effort to maintain consistency.

The Guidelines are listed in order of priority.

### **Team Formation Guidelines:**

<b><u>Issue</u></b>	<b><u>Guideline</u></b>	<b><u>Example</u></b>
1. Returning all players to their Fall Team	In forming teams for the Spring seasons, players shall be returned to their Fall teams. Individual requests to switch teams <b>will not be honored</b> except in extraordinary circumstances, in which case it will be brought to the attention of the Board by the Director(s).	Players may be moved to a different team in the Spring if it is necessary in order to obtain a new coach.
2. Placing siblings together	Requests to place siblings together <b>will be honored.</b>	

<u>Issue</u>	<u>Guideline</u>	<u>Example</u>
<p>3. Placing players according to elementary school boundaries</p>	<p>Efforts will be made to assign kids to teams with other kids from their <b>elementary school boundaries</b>; however, it may be necessary to split a single school into two (or more) teams, particularly if, for the Spring seasons, the split already occurred in the Fall or if there are too many kids from one school to fill an existing team of kids from that school.</p> <p>Efforts will be made to pair kids with at least one other kid from their school, preferably more.</p> <p>If a high number of kids all go to one school, and forming a single-school team will result in an imbalance of other factors (i.e., gender, age, etc.), then those kids shall be separated into two or more teams. (See #4, below)</p>	<p>Efforts will be made to pair kids attending private schools with other kids from that school or other kids from the municipality in which they reside.</p> <p>If there are 12 second-year players who all attend the same school, they shall be separated into two groups of 6 and placed on two teams, filling the remainder of each of those teams with a balanced number of first-years.</p>
<p>4. Balancing age and gender</p>	<p>Efforts will be made to <b>balance teams</b>; however, only within the parameters articulated above.</p> <p>** Consideration should be given to post-July birthday grade level (i.e., if a team is unbalanced with first-years, yet the majority of the first-years are fall birthdays in the same grade as the second-years).</p>	<p>Kids should not be moved away from their school classmates simply to achieve a balance, unless the imbalance is severe. In such a case, the school should be split across two or more teams, if possible.</p>

<u>Issue</u>	<u>Guideline</u>	<u>Example</u>
<p>5. Dealing with requests to assign kids to teams with their friends/other kids</p> <p>(This includes requests for purposes of “<b>carpooling</b>.” Many parents use this as an excuse to play with their friends. Assigning kids with others from their elementary school boundaries should take care of this issue. Exceptions should be made only if the parents come forward with exceptional circumstances justifying the need prior to the teams being formed.)</p>	<p>Requests to play with friends outside a child’s school boundaries <b>will not be honored</b>.</p> <p>Requests to play with friends within a child’s school boundaries where there is a choice of 2 or more teams encompassing a school will be decided <b>at the Director’s discretion</b>, assuming that the above criteria have been met (balancing gender/age) and with due consideration given to the avoidance of team stacking.</p>	<p>Assuming there are 12 kids from a single school registered to play and they are being split 6-6 across two teams, it is ok to honor the request of 2 of these kids to play together, assuming that it doesn’t disrupt the gender/age balance and that it doesn’t create, in the Director’s mind, a concern regarding team stacking.</p> <p>Obviously, if 6 kids ask to play together, a red flag should be waived.</p>
<p>6. Dealing with requests for a particular coach</p> <p>This includes offers to be an Assistant Coach only for a particular Coach. (See Procedure for Selection of an Assistant Coach, below)</p>	<p>Requests to be placed with a particular coach <b>will not be honored</b> unless the player would have been assigned to that team irrespective of the request (i.e., by school or return to Fall team).</p> <p>This rule applies even if a player is requesting a coach for whom he/she played in a previous season, indoor or outdoor.</p>	<p>The Directors shall use their best judgment in assigning kids where there is a choice of 2 or more teams encompassing their school (one coached by the preferred coach), in an effort to avoid team stacking.</p>
<p><b>Exception:</b> Requests in the Fall not to return to a particular coach for whom a child has played in past season(s).</p>	<p>Requests in the Fall not to return to a particular coach for whom a player has played in past season(s) <b>shall be honored</b>, except that a parent <b>cannot</b> select the team to which the player will be assigned.</p>	<p>This does not apply to requests to switch teams between Fall and Spring seasons. Such decisions shall be made in accordance with the Guidelines set forth in Issue #1, above</p>

## **Procedures:**

### ***Selection of an Assistant Coach:***

Each volunteer Coach shall be permitted to pre-select, if desired, **one** Assistant Coach at the beginning of the season and have that person's child placed on his/her team. The Assistant Coach shall be noted on the official team roster. If that Assistant Coach's child does not return to play in the Spring, then the Coach shall be permitted to select another Assistant Coach for the Spring season.

The intent of this policy is to allow each Coach to select a volunteer who is committed to assisting in the coaching process. CW3 reserves the right to overrule the selection of an Assistant Coach if it determines that the policy is being used to further team-stacking efforts or if the intent of this policy is being abused.

### ***Communication with Coaches:***

Prior to the teams being formed, the Director shall contact those individuals who have volunteered to coach and attempt to secure a Head Coach and, if possible, an Assistant Coach for each team. If a team is formed without a coach, then the Director shall contact the parents of the players on that team in an effort to obtain a Coach. If no coach can be found from the players assigned to that team, from the Wait Listed players, or from elsewhere within CW3, then the team shall be disband and the registration fees shall be refunded.

If more coaches volunteer than are required for a particular age Division, then the Head Coaches shall be chosen pursuant to the provisions set forth in the Coaching Policy.

At the end of each Fall season, the Directors shall contact each Head Coach in their Divisions and ascertain his/her willingness to coach in the Spring.

**All Coaches shall be made aware of this Policy in order to avoid any false information regarding team formation being conveyed to parents.**

**This Policy shall be posted on CW3's website under *Coaches' Corner*.**