

Towamencin Youth Association (TYA) Soccer



Soccer Committee Guidelines

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1 Introduction

The TYA SOCCER COMMITTEE (hereafter referred to as the committee) is under the auspices of the TYA board and adheres to all regulations stipulated by the board.

The committee is responsible for total administration of the TYA SOCCER PROGRAM. All activities involving TYA soccer teams must be approved by the committee.

1.2 The committee consists of the following primary committee positions.

1. These members can vote on issues that require committee approval.
2. For the children of these members the registration fee is waived in full.
 - Director
 - Assistant Director
 - Intramural Coordinator
 - Travel Coordinator
 - League managers for each league: U6, U8 (Boys & Girls), U10 (Boys & Girls), U12 (Boys & Girls), U15 (Boys and Girls)
 - Registrar
 - Referee Coordinator
 - Equipment Manager
 - Uniform Manager
 - Facility Manager
 - Volunteer Coordinator
 - Merchandise Coordinator
 - Training Coordinator
 - Tournament Coordinator

The following committee roles consist of secondary committee positions.

1. These members can vote on issues that require committee approval
2. For the children of these members the registration fee is 50%
 - Secretary
 - Newsletter Coordinator
 - Picture day Coordinator
 - All-Star Coordinator
 - Snack Bar Coordinator
 - Indoor Coordinator
 - Intercommunity Coordinator

Included in this document are the following:

- a “contact directory” consisting of names (and addresses, phone numbers) of important contacts (including, in some cases, who is responsible of interfacing with same).

The director maintains the **Soccer Notebook**, which includes copies of all pertinent correspondence that relates to the soccer program. This includes copies of the various forms, announcements, memos, etc. that should be used to administer the program. In general, these items will NOT be included as

attachments to this guidelines document, as they are of interest to people holding specific positions. They can and should be provided (as appropriate) to new committee members.

2 Operations

Monthly Meetings

The committee meets on the SECOND WEDNESDAY of each month, usually from 7:30 – 9:00 PM in the Nash Elementary School library.

The director provides an agenda and the secretary takes the minutes. There may be various handouts depending on the items to be discussed. In general, each committee member provides a status of the previous months activities and/or issues. This is followed by any old and new business. Since the meeting is limited in time, care must be taken not to dwell too long on any one issue (especially travel team issues). The travel coordinator should hold separate travel team meetings.

All committee members are expected to attend the monthly meeting. If unable to attend in person, a status should be emailed to the director prior to the meeting.

Finances

The assistant director/director has responsibility for budget control. He/she develops the budget and keeps track of income and expenses. All invoices (two copies) should be given to him. He will review for approval, log and pass the invoice on to the TYA treasurer. Invoices are to detail how the total is developed, when appropriate. All expenses must be approved by the assistant director/director prior to ordering the item(s).

Registration

Registration is held in the March/April timeframe. It covers three weekends (generally either Friday evening or Saturday morning).

Late registrations will be accepted without a late fee until about the end of the school year. After the grace period, a \$20/family late fee is charged. Late registration will be available online at the TYA web site.

TYA's Executive Director or Administrative Assistant should place an advertisement in the local paper (The Reporter) regarding the dates and place of soccer registration.

TYA's Executive Director or Administrative Assistant should deliver registration forms to the following organizations

- Christopher Dock School
- Corpus Christi School
- Calvary Baptist School
- Saint Maria Goretti School
- Freddy Hill Farm
- Merrymeade Farm

Schedule

The intramural season begins the last week of July and ends with a tournament of the minors, junior and major divisions around the first Saturday of October. During the season, each team meets twice per week. The first two weeks (4 times) are strictly for practice. Each league manager, in conjunction with the coaches, has the discretion to adjust the schedule to allow for more practices later in the season.

Coaches Meeting

This meeting is held in early July and is a MUST for all coaches. The topics to be addressed include:

- Introduction and General Information (Director)
 - Coaches Code of Conduct
 - Player Code of Conduct
 - Parent Code of Conduct
 - Risk Management requirement
 - Player Evaluation Forms
 - End of Season Survey
- Registration Information (Assistant Director)
- Equipment issues (Equipment Manager)
- Field Maintenance issues (Facility Manager)
- League meetings (League Managers)
 - Each league will discuss the following topics
 - Rules for their respective division
 - Hand out team rosters
 - Hand out team schedules
 - Hand out picture day schedule
 - Hand out preliminary tournament schedule
 - Hand out coaches packet
 - Hand out equipment bags

The primary purpose of the meeting is to give out the coaches' packets and the equipment. See the coach's letter (attached) for a summary of the information that is presented as well as the contents of the packets.

Newsletter

Two yearly newsletters are distributed, one at registration and one at the Intramural tournament. The newsletter coordinator solicits articles and stories for each newsletter from any member of the TYA soccer community: TYA board members, soccer committee members, soccer coaches, soccer parents and soccer players.

Travel Teams

The travel teams will conduct tryouts in a timely manner in order that their rosters are submitted by the end of May to the travel coordinator. To participate in a tryout, the player must be registered in the TYA soccer program. Any player trying out for a travel team should be made aware of the additional cost for participating on a travel team. Among other items, these additional fees cover the cost of a uniform and tournaments. A secondary player on a travel team should only pay the travel fee. The registration fee shall be waived as long as the player pays the registration fee to his/her primary soccer club.

TYA Executive Director Responsibilities

- Make copies of registration form
- Deliver registration form to various organizations identified in section 2.3
- Obtain sponsors for Intramural teams

TYA Soccer Refund Policy

- Registration to Coaches' Meeting: Full Refund (Team Rosters Established)
- Coaches' Meeting until uniform issued: Half Refund
- After uniform issued: No Refund

3 Committee Position Responsibilities

3.2 Director

The director is ultimately responsible for ensuring that the TYA soccer program is a successful one.

Specific responsibilities include:

- Update Soccer guidelines on an as needed basis
- Provide guidance to the program and committee
- Provide an agenda for each monthly meeting
- Chair the monthly meetings
- Develop the soccer activity calendar
- Attend the TYA board meetings
- Interface with EPYSA including:
 - Principal point of contact for EPYSA
 - Attend EPYSA annual convention
 - Ensure EPYSA dues are paid on time
 - Submittal of appropriate 'RG' forms
 - Submittal of player registration forms
 - Submittal of insurance forms
- Provide input for newsletters
- Develop intramural schedule (taking into consideration the needs of each league)

3.3 Assistant Director

The assistant director is the primary backup for the director and will perform the necessary responsibilities if the director is unavailable. If this position is unfilled, these responsibilities will fall upon the director.

Specific responsibilities include:

- Budget Control:
 - Developing the budget for the upcoming year
 - Keeping track of all income and expenses
 - Provide at each monthly meeting a current actual vs. plan budget statement.
- Registration Duties:
 - Update registration form in conjunction with soccer director and registrar. Give the registration form to the TYA Executive Director for distribution.
 - Get volunteers to 'man' the tables at registration
 - Registration guidelines to volunteers
 - Sign-up lists (field maintenance, license course, etc.)
 - Collect all registration forms and money
 - Give forms to registrar
 - Money to TYA treasurer (keep track of income and late fees)
 - Develop 'late' registration form

3.4 Secretary

The secretary is responsible for taking the meeting minutes and sending them to all committee members. This mailing is generally done the week before the next meeting to serve as a reminder of the upcoming meeting.

Specific responsibilities include:

- One week prior to the monthly meeting, send out an email (with agenda, if available) reminding all TYA Soccer families of the upcoming monthly meeting.
- Take minutes and send to committee members
- Maintain contact list of committee members, including email addresses and phone numbers
- Maintain permanent records of past meeting minutes

3.5 Intramural League Coordinator

Specific responsibilities include:

- Coordinate the responsibilities of the league managers
- In coordination with the registrar and league managers, create initial team rosters.
- Review and update the TYA Soccer Coach's Guidebook
- Create and update as needed coaches documentation for distribution online via team pages which includes:
 - letter to coaches signed by director
 - distribution letter to team members and parents
 - TYA Soccer Laws of the Game (in conjunction with head referee)
 - coaches code of conduct (to be moved online)
 - team directory (to be moved online via team pages)
 - schedules
 - coaches guidebook
 - Instruction on accessing EPYSA Risk Management site (to be moved online)
- Keep league managers informed
- Monitor and collect player evaluation forms online.
- Organize coaches meeting and provide agenda. The agenda should include:
 - Brief coaches on the content of the packets
 - Collect signed copies of the coaches code of conduct form
 - Brief coaches on submitting EPYSA Risk Management forms
 - Instruct coaches on using the online team pages of TYA's website
- Staff and recruit candidates to fill league manager positions

3.6 Intercommunity Coordinator

Specific responsibilities include:

- Work with other clubs in area to determine schedule
- Order uniforms through Uniform Manager
- Coordinate with Referee Coordinator to schedule referees
- Coordinate field usage through Travel Coordinator
- Create team rosters
- Recruit coaches

3.7 Travel Coordinator

The travel coordinator is responsible for ALL issues relating to the travel teams.

Specific responsibilities include:

- In conjunction with director and training coordinator select travel coaches
- Attending the travel league meetings as TYA representative
- Request travel league fees and referee fees through director
- Submit the necessary registration forms and fees (league and referee) to the travel league
- Monitor and distribute travel league information to travel coaches
- Provide facilities manager with TYA home schedule in order to schedule field lining.
- Providing budget information to the assistant director
- Submitting for approval expense items
- Monitor TYA scores are entered on the travel league website
- Act as TYA travel representative for electronic registration with EPYSA and US Club Soccer
- Coordinate travel team tryouts
- Coordinate coaches training sessions
- Coordinate Uniform selection and pass information onto uniform manager
- Coordinate end of season survey
- Coordinate field schedule for practices

3.8 League Managers

The League Managers serve as the focal point for the coaches in the respective leagues.

Their responsibilities include:

Before season:

- Assist in the team rosters creation for their respective leagues
- After team rosters have been created, if a team is without a designated “head coach”, the league manager will facilitate the promotion of an assistant coach to head coach.
- Contact each coach (head and assistant) and inform them of the coaches meeting
- Meet with coaches at coaches meeting to explain league specific rules and policies

During season:

- Serve as point of contact for coaches questions and issues
- Serve as point of contact for the intramural coordinator for league business
- Distribute uniforms to teams
- Collect and post results during season to the TYA administration system
- Record and post games results during tournament day.
- Issue tournament day trophies and awards

After season:

- Help equipment manager collect any outstanding equipment

3.9 Registrar

Specific responsibilities include:

- Attend EPYSA registrars' training sessions.
- Open and close the on-line registration programs for each soccer year.
- Manage and report to committee on the results of the registration process
- Provide manual registration information to the TYA bookkeeper for data entry
- Coordinate with assistant director on design of hard-copy registration form.
- Perform data conditioning and maintain data in TYA soccer database.
- Contact families if there are discrepancies with registration information and make corrections.
- In coordination with Intramural coordinator and league managers, create initial team rosters.
- Maintain team rosters as changes take place up to roster close date.
- Monitor registration payments of travel players and notify travel coordinator of unpaid registrations prior to approving teams.
- Monitor Risk Management along with Director.
- Provide EPYSA registration Information.
- Provide custom reports to director and coordinators as requested (within reason).
- Provide reports at each meeting as to the current registration status, broken down by age and sex
- Facilitate the distribution of Intramural team pages to coaches first for approval then the players families.
- Create from the TYA soccer database a final master listing (alphabetical order) of each registered player (format must satisfy the EPYSA requirements)
- Provide township with report regarding percent of players from each township verses percent of township fields used by TYA Soccer. (See Appendix A for example).

3.10 Referee Coordinator

The Referee coordinator is the focal point for all referee related issues:

Specific responsibilities include:

- Organize referee clinics with goal to increase number of qualified grade 8 or higher referees
- Develop the referee schedule and distribute to coaches/referees
- Place referee schedule on web site
- Update the TYA Soccer Laws of the game (in conjunction with league managers, intramural coordinator and soccer director)

3.11 Equipment Manager

The equipment manager is responsible, **with the aid of volunteers**, the organizing of all coaching equipment bags. Each bag should contain the following items based on the division:

U6 – Coed (3v3)	U8 (4v4)	U10 (6v6)
2 - size 4 balls	2 - size 4 balls	2 - size 4 balls
1 booklet of the Soccer Laws of the game	1 booklet of the Soccer Laws of the game	1 booklet of the Soccer Laws of the game
10 flat cones	10 flat cones	10 flat cones
10 tall cones	10 tall cones	10 tall cones
6 pinnies <ul style="list-style-type: none"> • 3 of one color • 3 of another color 	8 pinnies <ul style="list-style-type: none"> • 4 of one color • 4 of another color 	12 pinnies <ul style="list-style-type: none"> • 6 of one color • 6 of another color
2 whistles	2 whistles	2 whistles
1 deck of training cards	1 deck of training cards	1 deck of training cards
1 first aid kit	1 first aid kit	1 first aid kit
1 hand pump	1 hand pump	1 hand pump

U12 – (8v8)	U15 – (11v11)
2 - size 4 balls	2 - size 5 balls
1 booklet of the Soccer Laws of the game	1 booklet of the Soccer Laws of the game
10 flat cones	10 flat cones
10 tall cones	10 tall cones
16 pinnies <ul style="list-style-type: none"> • 8 of one color • 8 of another color 	16 pinnies <ul style="list-style-type: none"> • 8 of one color • 8 of another color
2 whistles	2 whistles
1 deck of training cards	1 deck of training cards
1 first aid kit	1 first aid kit
1 hand pump	1 hand pump

Specific responsibilities include:

- Inventory and order coaching equipment (balls, cones, etc.) with approval of soccer director
- Distributing equipment to coaches at the coaches meeting
- Collect equipment at season end

3.12 Uniform Manager

The uniform manager is responsible for managing uniforms for all the intramural teams.

Specific responsibilities include:

- Order intramural uniforms.
- Distribute uniforms to league managers or intramural coaches.
- Obtain uniform bids and perform vendor evaluations to report findings to committee.
- Order coaches and referee shirts, etc.

3.13 Facility Manager

The facility manager, **with the aid of volunteers**, has responsibility for ensuring that the fields are ready for use.

Specific responsibilities include:

- In conjunction with the volunteer coordinator put together a schedule for each field's maintenance plans for the season
- Organize volunteer teams to carry out assigned field maintenance tasks
- Put goals in position (with nets) on fields for travel tryouts
- Put goals in position (with nets) on ALL fields for regular season
- Contact TYA Executive Director to ensure use of school and township fields, regular cutting of school and township fields and use of school gym time.
- Lining of fields
- Develop schedule for volunteers to line fields at least every two weeks.
- Goal and net removal and storage at end of season.
- Maintain field lock boxes
- With approval of director, contact vendors to order paint, goals, nets, corner flags, field aeration, field seeding

As of Fall 2008 season, the following fields are to be lined:

- U6:** 2 fields at Bustard
2 fields at CUMC
- U8:** 2 fields at Bustard
2 fields at General Nash School
2 fields at CUMC
- U10:** 1 field at Grist Mill
1 fields at Inglewood School
2 fields at Gwynedd Square School
- U12:** 1 field at Bustard
2 fields at Walton Farm School
1 field at Gwynedd Square School
1 fields at Plains Mennonite Church (Travel)
- U15:** 2 fields at Walton Farm School
1 field at Inglewood School (Travel)
1 field at Grist Mill Park
1 field at Gwynedd Square School (Travel)
1 field at Clemens Park (Travel)

The fields to be used are in accordance with US Youth Soccer recommended modifications to the FIFA laws of the game.

Fields sizes are quoted in maximum – minimum dimensions:

U6: Meet US Youth Soccer 4v4 fields recommendations:

	Minimum (yards)	Maximum (yards)
Length	20	30
Width	15	25

Center Circle Radius	4 yards
Penalty Box	None
Goalie Box	None
Goal	6 x 18 feet
Penalty Mark	None
Penalty Mark to Arc	None

U8: Meet US Youth Soccer 4v4 fields recommendations:

	Minimum (yards)	Maximum (yards)
Length	25	35
Width	20	30

Center Circle Radius	4 yards
Penalty Box	None
Goalie Box	3 x 12 yards
Goal	6 x 18 feet
Penalty Mark	None
Penalty Mark to Arc	None

U10: Meet US Youth Soccer 6v6 fields recommendations:

	Minimum (yards)	Maximum (yards)
Length	45	60
Width	35	45

Center Circle Radius	8 yards
Penalty Box	10 x 26 yards
Goalie Box	6 x 18 yards
Goal	6 x 18 feet
Penalty Mark	8 yards
Penalty Mark to Arc	8 yards

U12: Meet US Youth Soccer 8v8 fields recommendations:

	Minimum (yards)	Maximum (yards)
Length	70	80
Width	45	55

Center Circle Radius	8 yards
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Penalty Box	14 x 34 yards
Goalie Box	6 x 18 yards
Goal	6 x 18 feet
Penalty Mark	10 yards
Penalty Mark to Arc	8 yards

Majors: Regulation field size

3.14 Picture Day Coordinator

The picture day coordinator works closely with the photographer to develop a schedule for both intramural and travel pictures.

Specific responsibilities include:

- Attend Picture Day
- Distribute picture day schedule to ALL coaches.
- Distribute picture envelopes to league managers prior to picture day.

3.15 Training Coordinator

Specific responsibilities include:

- Coordinate soccer camp dates and facilities
- Distribute advertising for soccer camp
- Obtain coaching clinics from EPYSA or outside trainers
- Coordinate coaches licensing program
- Coordinate player training clinics

3.16 Volunteer Coordinator

Specific responsibilities include:

- Compile and maintain active volunteer lists for where resources are needed most
- Work with to identify resource needs in conjunction with Facilities manager, Intramural coordinator, tournament director or league managers.
- Assist in filling roles on the committee based on the responsibilities contained herein
- Using TYA's online administrative database contact volunteers via phone or email campaign
- Provide report to committee on number of active volunteers during season

3.17 Merchandise Coordinator

The Merchandise coordinator works closely with the soccer committee to identify items for sale on the TYA soccer website.

Specific responsibilities include:

- Review merchant catalog to identify high value items for sale
- Establish the acceptable margins and pricing of merchandise.
- Work with vendor to update the specific product for TYA soccer.
- Identify promotional items
- Provide inputs to the annual budget process on income/expense line items
- Provide committee regular monthly updates on the financial results of the on line store.

3.18 All - Star Coordinator

Specific responsibilities include:

- Research intramural tournaments for coaches
- With approval of soccer committee, development process of player selection for the minor, junior and major divisions. No all-star teams are created for the Pee Wee divisions.
- Request tournament fees through Director
- In conjunction with Director and Intramural Coordinator, select All-Star coaches
- In conjunction with Uniform Manager, order All-Star jerseys
- Arrange field usage with Travel Coordinator
- Submit budget to the Director

3.19 Tournament Day Coordinator

Specific responsibilities include:

- Schedule Tournament Day activities with help of volunteers
- Obtain snack bar and other equipment needed for Tournament Day
- Coordinate with Minor, Junior and Major League Managers to schedule league tournament
- Coordinator with Referee Coordinator for referee support
- Coordinator with facility manager that all fields are freshly lined
- Order trophies and ribbons

3.20 Indoor Coordinator

Specific responsibilities include:

- Request gym time through TYA Executive Director
- Schedule games
- Coordinator referee support with the referee coordinator
- Solicit coaches
- Initiate Registration

3.21 Snack Bar Coordinator

Specific responsibilities include:

- Create schedule for volunteers to work snack bar
- Provide instructions to volunteers working snack bar
- Manage inventory of food and drinks
- Manage snack bar income and expenses
- Submit budget to the Director

3.22 Special Advisors

The special advisors are past directors that are willing to serve in an advisory capacity to provide the benefit of their experience.

4 Other Volunteer Positions and Duties

4.2 Coach

Specific responsibilities include:

Before Season:

- Sign and return coach's form
- Sign and return coach's code of conduct
- Fill out Risk Management
- Fill in, sign and send player/parent letter
- Attend coaches meeting and clinic
- Understand rules

During Season:

- Ensure equipment is at the games
- Organize and conduct practices
- Supervise games
- Notify each player of schedule changes and game postponements
- Report any player, coach or parent misconduct to league manager and intramural coordinator
- Provide feedback for all –star team selections

End of Season:

- Fill out player evaluation forms
- Return equipment at the end of season

4.3 Assistant Coach

Specific responsibilities include:

- Sign and return coach's form
- Assist coach in organizing and conducting practices
- Assist coach in supervising games
- Assist coach in notify each player of schedule changes and game postponements

4.4 Referee

Specific responsibilities include:

- Sign and return volunteer registration forms
- Attend referees clinic
- Understand rules
- Referee games as scheduled by head referee
- Prepare and submit game reports

4.5 Field Maintenance Committee

- Help the facility manager perform the duties to maintain fields.
- Put up and remove goals and nets
- Line fields
- Fertilize and seed fields

4.6 Equipment Committee

- Assist Equipment manager in organizing coaches equipment
- Inventory equipment
- Prepare team bags
- Distribute equipment at coach's meeting

4.7 Tournament Day Committee

- Assist Tournament Day Coordinator organize the activities involved in putting on the tournament.
- Work in concession stand(s)
- Record game results, if necessary
- Line fields, if necessary

4.8 Snack Bar Committee

- Assist Snack Bar coordinator in performing their duties
- Work in concession stand(s)

People who paid the **volunteer opt-out fee** that perform volunteer service during the soccer season may request a refund of the opt-out fee.

Appendix A: Report to Towamencin Township regarding Field Percent vs. Player Percent

Township	IM Boys	IM Girls	IM SubTotal	Travel Boys	Travel Girls	Travel SubTotal	Total	Player %
Hatfield	68	53	121	3	8	11	132	14.8%
Lansdale	10	6	16	1	2	3	19	2.1%
Lower Gwynedd	1	0	1	0	1	1	2	0.2%
Lower Providence	1	0	1	0	5	5	6	0.7%
Lower Salford	1	2	3	0	5	5	8	0.9%
Montgomery	9	11	20	3	3	6	26	2.9%
North Wales	1	1	2	0	0	0	2	0.2%
Perkiomen	0	0	0	0	1	1	1	0.1%
Skippack	3	2	5	1	3	4	9	1.0%
Souderton	0	1	1	0	0	0	1	0.1%
Towamencin	197	217	414	63	50	113	527	58.9%
Upper Gwynedd	33	38	71	12	9	21	92	10.3%
West Rockhill	0	2	2	0	0	0	2	0.2%
Whitpain	0	0	0	0	2	2	2	0.2%
Worcester	23	27	50	5	10	15	65	7.3%
Total	347	360	707	88	99	187	894	100%

Intramural Fields	Owner
Bustard #1	Tow
Bustard #2	Tow
Bustard #3	Tow
Specht #1	Tow
Specht #2	Tow
Christ UMC	Private
Plains Mennonite	Private
Clemens	Hatfield
Heebner	Worcester
Nash #1	NPSD
Nash #2	NPSD
Gwynedd Square #1	NPSD
Gwynedd Square #2	NPSD
Gwynedd Square #3	NPSD
Inglewood #2	NPSD
Walton Farm #1	NPSD
Walton Farm #2	NPSD
Walton Farm #3	NPSD
Total	18

		Field %	Player %
Towamencin Township	5	27.8%	58.9%
Private	2	11.1%	N/A
Hatfield Township	1	5.6%	14.8%
Worcester	1	5.6%	7.3%
North Penn Schools	9	50.0%	N/A

Revision History

Date	Who	Change
05/02/1995		Original Version
01/11/2006	Committee	Updated to make current
02/04/2006	Robert Deckel	Add township report to registrar duty Add TYA Refund Policy Add Appendix A: Towamencin Township Report
9/1/2008	A. Vose	Updated Committee functions Updated positions added responsibilities Updated Field dimensions Updated references to league divisions from former to present USYSL guidelines
9/29/08	A. Vose	V 1.1 Updated committee roles in anticipation of implementing online sports administration software to TYA