

# ARLINGTON TRAVEL SOCCER CLUB COACHES' AND MANAGERS' MANUAL

Updated for 2004-2005

## FOREWORD

Dear Coaches and Managers,

This reference guide provides you with the basic information you will need to run your team. Please refer to it frequently. It should answer most of your questions, as well as those of your players and their families. If the answers you seek are not in the manual, contact the appropriate Arlington Travel Soccer Club (ATSC) staff person or club representative, who will be able to assist you.

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ATSC wishes you a rewarding soccer experience and season. Thank you for the many hours you are contributing to soccer and to Arlington youth.

To all coaches and managers: **No matter how long you have been with ATSC, please read this manual.** It is important that you stay up to date.

ATSC Web Site:  
[www.atsc-va.org](http://www.atsc-va.org)

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Please send comments, suggestions and recommended changes on this manual to the ATSC  
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## ATSC PURPOSE

The purpose of the Arlington Travel Soccer Club (ATSC) is to develop, administer, and promote a program for providing Arlington and Falls Church youths with the opportunity to acquire and develop superior soccer skills through higher levels of competition and greater coaching expertise.

## ACRONYMS and the STRUCTURE OF SOCCER

FIFA: Federation Internationale de Football Association, world governing body ([www.fifa.com](http://www.fifa.com))

USSF: U.S. Soccer Federation, U.S.A.'s governing body ([www.ussoccer.com](http://www.ussoccer.com))

USYS: U.S. Youth Soccer, national governing body for youth soccer ([www.usyouthsoccer.org](http://www.usyouthsoccer.org))

VYSA: Virginia Youth Soccer Association, state governing body for youth soccer ([www.vysa.com](http://www.vysa.com))

ASA: Arlington Soccer Association, governing body for all Arlington youth soccer  
([www.arlingtonsoccer.com](http://www.arlingtonsoccer.com))

ATSC: governing body for travel soccer in Arlington ([www.atsc-va.org](http://www.atsc-va.org))

WAGS: Washington Area Girls Soccer League, girls travel league (ages U11-U19) ([www.wagsl.com](http://www.wagsl.com))

NCSL: National Capital Soccer League, boys travel league (ages U9-U19) ([www.ncsl-soccer.com](http://www.ncsl-soccer.com))

ODSL: Old Dominion Soccer League, boys and girls travel league (ages U9-U19) ([www.odsl.org](http://www.odsl.org))

## ARLINGTON YOUTH SOCCER

**ASA Structure: ASA:** The Arlington Soccer Association is responsible for running the youth soccer program in Arlington. Thirteen recreational (house) clubs plus ATSC make up the ASA. Twelve ASA clubs are organized on a neighborhood school basis for elementary and middle school age children, with one club serving 1-3 local elementary school areas. The 13<sup>th</sup> club is the Teen Soccer Club, which provides a recreational program for high school age players. The ASA is governed by a three-person elected Board of Directors. In recent years, the ASA Board has appointed commissioners for key soccer programs, such as fields, referees, rules and discipline, etc. John (Mac) McLaughlin is the ASA Executive Director.

**ATSC Governance:** Club policy decisions are made by the "Club Council," consisting of a coach and a manager representative from each team. Operating decisions are made by the Board of Directors (BOD). The BOD is comprised of nine elected officers and two appointed player representatives, and takes input from club representatives and committee chairs. The BOD meets the third Tuesday of every month at 8:00 p.m., at the Lubber Run Community Center. Club Council meetings, which are general membership meetings for each team's coaches and managers, are held two to four times per year, before and sometimes during or after each season. All meetings are open to the public.

## ATSC BOARD OF DIRECTORS (BOD)

A list of current Board of Directors members is found on page 2. The responsibilities of the members include:

### **OFFICERS**

**President** - Supervise and direct the business and affairs of the ATSC. Preside over Board of Director and Club Council meetings. Organize and develop proposals for ATSC rules and policies. Appoint (with Board approval) and direct staff employees. Represent ATSC in meetings with county, ASA, and other organizations. Help resolve disputes between teams. Be a liaison with interested parents.

**Boys Commissioner and Girls Commissioner** -. Assist the President in developing proposals for rules and policies to govern the member teams. Ensure that all teams under their jurisdiction are aware of and in compliance with all applicable ATSC and league policies. Serve as principal liaison for ATSC and arrange for representation of ATSC to the three leagues. Ensure that Club representatives to leagues are appointed and communicating the necessary information between the league and the Club. Facilitate communication between teams and Club management, serving as a resource for ongoing team management/operations issues. Assist with the coordination of team formation and the development of age-group interaction and coordination. Help resolve disputes within and between teams. Preside at Club Council and Board of Director meetings in the absence of the President.

**Secretary** - Prepare and distribute agendas for and keep and distribute minutes of all Board of Directors and Club Council meetings. Maintain master record of Constitution. Maintain list of member teams in good standing. Administer and provide for tabulation of all balloting and recorded voting.

**Treasurer** - Propose ATSC annual operating budget and report to ATSC BOD and Club Council. Set ATSC player dues, prepare itemized invoices for dues and fees, collect dues and fees, and authorize and pay expenditures. Make monthly reports on ATSC finances to BOD, and fall and spring to Club Council.

**Member-at-Large** – Shall perform such duties and functions as shall be assigned by the President or the Board of Directors.

**Tryout Chair** – Coordinate annual open tryouts for ATSC teams, in cooperation with the Boys and Girls Commissioners and appropriate club staff, in accordance with Club policies.

**Boys and Girls Coach Representatives** – Advise the Board of Directors. Communicate with Club coaches about potential policy issues. Report back to Club coaches about actions taken by the board. Represent the coaching perspective in BOD discussions. Assist the Director of Coaching on coaching issues.

**Boys and Girls Player Representatives** – Advise the Board of Directors. Communicate with players about potential policies and report back to players about actions taken by the board. Represent the perspectives and interests of the ATSC players in BOD discussions.

## ***STAFF***

**Director of Coaching** – Supervise the recruitment, selection, training, licensing, and evaluation of ATSC coaches. Set training standards and organize continuing coach-training programs for travel and house coaches. Select coaches for newly formed teams and help existing teams find new coaches. Resolve all coaching related issues for ATSC teams and coaches. Organize skills clinics for players. Work with Tryout Chair to organize spring tryouts.

**Executive Director** – Deal with operational issues. Schedule team practices; submit game fields and coordinate field use with the Arlington Soccer Association. Provide staff support for President and Commissioners. Advise and assist team managers. Assist with grant writing. Publish the ATSC Managers' Manual and distribute to teams. Publish and distribute a directory of ATSC team officials for team coaches and managers. Respond to queries from public and parents about ATSC. Maintain ATSC web site. Administrator of online registration system.

## ***COMMITTEES***

**Communications** - Develop and coordinate publicity activities designed to promote the identity and enhance the image of ATSC and travel soccer in Arlington soccer and general communities. Develop visibility products for ATSC (bumper stickers, etc.). Provide publicity services for ATSC tryouts. Serve as media spokesperson for ATSC regarding coverage of games, tournaments, special events, and recruiting activities.

**Newsletter** - Produce and distribute the ATSC Newsletter three or four times per year.

**Fields and Equipment** - Support work of ASA Fields Commissioner to add to and improve Arlington and Falls Church soccer fields. Order new ATSC equipment and maintain existing equipment. Organize placement of ATSC goals on practice fields.

**Fundraising** - Develop and coordinate fund raising programs for the ATSC. Solicit corporate and individual donations for ATSC activities, including travel and scholarship funds. Write grant proposals.

**Scholarships** – Review team applications for Club scholarship funds and determine disbursement of such funds.

**Referees** - Work with ASA Referee Commissioner to recruit and train referees and assistant referees for travel games. Help evaluate conduct of Arlington players, coaches, and spectators toward other teams and game officials. Coordinate ATSC's Refs in Reserve program.

**Tournament** - Explore feasibility of organizing an annual soccer tournament to raise funds for the ATSC. Develop and maintain a list and evaluations of tournaments. Encourage travel to tournaments outside Washington metropolitan area and overseas. Coordinate soccer participation in Sister Cities program.

**Uniforms** – Coordinate and place team orders for uniforms. Organize selection of new club uniforms, as needed. Serve as liaison with uniform retailer.

**League Club Representatives** – (for NCSL, WAGS and ODSL) Serve as principal liaison for ATSC on respective league boards. Ensure administrative requirements are met for obtaining permission to play and registering ATSC teams. Serve as liaison between team manager and respective registrar for team registration and roster changes. Communicate League policies, rules and procedures to team managers. Train new managers in preparation of documents and other administrative tasks required by the league. Main point of contact to league in such areas as communicating multiple team coaching schedules, and other special issues.

## **TEAM FORMATION**

Annual open tryouts for existing and new travel teams (rising U9 - U11) are coordinated by the Tryout Committee. Older age groups conduct their own team tryouts. All ATSC teams must conduct open tryouts prior to forming the teams for the fall season. Age group coaches should work together to coordinate their tryouts. The coach(es) is(are) responsible for all decisions about selecting players, dropping players, and playing time.

U9 and U10 teams have a developmental focus. These teams play 7 v 7. At U9 the teams are balanced, with players of varying abilities on each team. At U10, teams are re-configured, and tiered in consultation with the Director of Coaching and age group coaches. Thereafter, teams are tiered according to ability, in an A-B-C structure, with the strongest players together on one team. At U11, the roster sizes are increased and teams play 11 v 11 in ODSL and NCSL. Beginning in the fall, 2004 season, WAGS will play 8 v 8 at U11.

Age group coaches are strongly encouraged to maintain open communication to foster the development of each player, working together during tryouts and throughout the season.

A player may play on only one travel team during a season. ASA permits players to play on both a travel team and a house team, but restricts the number of travel players on the game field at one time (except there are no restrictions at U9). ATSC coaches should be explicit in notifying players in advance as to their expectations in situations where house and travel practices or games conflict. The travel program demands a greater commitment from players and parents than does house soccer.



## **SOCCER LEAGUES**

Currently, the ATSC enters teams in the following three travel (or select) leagues.

### ***NATIONAL CAPITAL SOCCER LEAGUE*** ([www.ncsl-soccer.com](http://www.ncsl-soccer.com))

The NCSL provides play for boys' teams ages U9 to U19. Participating clubs range from Baltimore and Frederick to Loudon County and Stafford. NCSL fields up to 60 teams per age group divided into six divisions (and maintains a waiting list for additional teams), although more teams may enter at the U-10 level. No club may enter more than two teams per age group. In U9 and U10, teams are randomly assigned to divisions. The next season division assignments are based on team records in the Spring U10 season. Thereafter, every season, the top three finishers move up a division and the bottom three move down (except between Divisions 1 and 2, where only two teams move). The five last place teams in the lowest division are dropped from the league each season and may re-apply for the waiting list. Once the age group is reduced to 60 teams, dropped teams are replaced by teams from the waiting list.

High school age teams have an option to sit out a season in which the majority of players are playing for their high school team (during the spring for Virginia teams), without losing their division standing.

### ***WASHINGTON AREA GIRLS SOCCER LEAGUE*** ([www.wagsl.com](http://www.wagsl.com))

WAGS provides play for girls' teams ages U-11 to U19. The geographic range of WAGS is similar to NCSL. Beginning Fall 2004, the U11 age group will play 8 v 8. Each club may have a maximum of 2 teams in the age group. If you only have one team at U11 you may add a second team at U12; however, if a club has no teams playing U11, they may not form two teams at U12. WAGS matches will be played on dual fields simultaneously to allow all players to participate. The maximum roster size is 18 players per team. No seeding, scores or standings will be published for the entire U11 year. There will be no wait list for entry to WAGS until the end of U12.

WAGS limits age groups to 50 teams beginning at U12 and drops from the league the five bottom finishers in the lowest division each season, if there are five or more teams on the waiting list. Teams entering in the Fall of U11 are randomly assigned to divisions. Drops start at the end of the Spring season of U12. Clubs may enter only two teams per age group unless both teams are in Division 3 or higher, in which case a third team may apply. WAGS moves teams between divisions based on end-of-season standings and expectations of future play, without a set formula. High school age teams have the same sit-out option as in NCSL.

### ***OLD DOMINION SOCCER LEAGUE*** ([www.odsl.org](http://www.odsl.org))

The ODSL plays in northern Virginia, as far out as Stafford, Culpepper, and Winchester. It is the only league available for travel play for U9 and U10 girls. Arlington U9 and U10 girls teams that start in ODSL will normally shift to WAGS at U11, although a third team may form to play in ODSL. If more than one division exists in an age group (U10 and older), teams are seeded based on their records.

A coach and/or manager of each ODSL team is required to attend an information meeting before the beginning of each season, where schedules are distributed. For the date of these meetings, please contact ATSC's ODSL Club Representative.

## **GENERAL INFORMATION AND POLICIES**

### ***SPORTSMANSHIP***

The conduct of ATSC coaches on the playing field affects how ATSC is perceived by players, parents, and by the public. Parents who entrust their children to ATSC should feel confident that the highest standards of sportsmanship are being taught and demonstrated. Managers must ensure that their team parents, players, and coach(es) are aware of ATSC sportsmanship guidelines to requiring them to read and sign the ATSC Code of Conduct before the team's first season, when new players/coaches join the team, and at reasonable intervals thereafter.

Every ATSC coach is expected to follow these guidelines:

- Players are instructed to play according to the laws of the game and are encouraged to play to win without taking unfair advantage of an opponent.
- Coaches will not dispute the ruling of a referee while the game is in progress; will instruct players, substitutes, and spectators to do the same; and in all cases will follow the directions of the referee. Coaches may request a clarification of a ruling during an official break or when the official indicates it is appropriate.
- Coaching from the sidelines is permitted provided:
  - the tone of voice is informative and not a harangue
  - it is from the bench area (as defined by the relevant league)
  - it is from the correct sideline (as defined by the relevant league)
- Coaches are responsible for the conduct of their players, officials, and spectators.
- Physical violence, foul and abusive language, and harassment of players or referees will not be tolerated and could result in fines and/or permanent suspension from ATSC, the league, and/or VYSA.
- NCSL and WAGS teams must identify a parent or other adult at each game to serve as the Team Sidelines Liaison (TSL) who is identified on the game card and is responsible for ensuring sportsmanlike conduct by that team's spectators.

### ***AGE GROUP CUT-OFFS***

Age groups for NCSL, WAGS, ODSL, State Cup, tournament play, and other U.S. Youth Soccer-sanctioned events are based on an August 1 - July 31 year. A player's age on August 1 determines his or her playing age for the "seasonal" year. A chart showing the birth dates for each age group is included in Appendix B. Individual players are allowed to "play up" in NCSL and WAGS, although ATSC discourages it and these leagues have restrictions on the number of under-age players allowed on some teams. ODSL does not allow players to play until they are at least eight years of age. No league permits players to play "down" on a younger team.

Olympic Development Program (ODP) teams are based on a calendar year; age group is determined by a player's age on January 1.

### ***FIRST AID KITS***

Teams are required to have first aid kits at all practices and games. Appendix E provides an example of a well-stocked first aid kit for the regular season and tournaments. In all cases, check with parent or guardian before administering any medication.

### ***INSURANCE***

Each team registered with NCSL, WAGS, and ODSL is covered by insurance via VYSA and their league. This insurance covers the twelve-month seasonal year (September 1 through August 31). Its purpose is to provide medical and liability insurance for each team in NCSL, WAGS, and ODSL. The medical insurance is a supplement to the medical insurance that the player or his/her family may have through other sources or is primary insurance if a player's family does not have health insurance. The insurance also covers any adult

aides, such as additional assistant coach(es), manager(s), trainer(s), parents who instruct at practice, etc., who are listed on the official team roster.

### ***“KID SAFE” FORMS and BACKGROUND CHECKS***

All coaches, trainers and managers who work with children on the field must fill out a “Kid Safe” form provided by ASA/ATSC. Forms must be submitted when a new coach or trainer joins the team and by the manager upon assuming that position. They must be re-filed every five years. All teams should file their new KidSafe forms with the ATSC Executive Director whenever a new coach or manager is working with a team. A copy of the Kid Safe form is included as Appendix I. ASA will run background checks on all coaches and other persons who file a Kid Safe form. There is no fee for background checks for all new coaches, trainers, and managers beginning with the Fall 2003 season.

### ***SCHOLARSHIPS / SPONSORS***

The goal of the ATSC is that no player be denied an opportunity to play travel soccer due to a family’s inability to pay. Each team should arrange to support those players who cannot afford the team fees. Fundraising activities and soliciting individual and/or corporate donations are some options. Most teams either increase the fees of parents who can pay to help cover scholarship players, or ask parents to make tax-deductible contributions for a team scholarship fund. (See following paragraph for how to contribute.)

Teams may have corporate or individual sponsors. A sponsor’s logo may be placed on uniform sleeves, or on team banners, warm-ups, bags, or non-uniform T-shirts. Sponsors or others who wish to make a tax-deductible donation to a specific team may do so by making the check payable to “Arlington Travel Soccer Club/ASA.” and sending it to the team’s treasurer. The team’s treasurer should then send the check(s) to the ASA, c/o Mac McLaughlin, 4918 N. 28th Street, Arlington, VA 22207. Checks and an accompanying letter should clearly indicate the team name and age group/sex (i.e., U11G Ballhogs) for which the money should be credited. The team should then send a separate request to Mr. McLaughlin for distribution of the donated money to the team, and a letter of appreciation acknowledging the donation to the sponsor(s) for their tax records. Team parents can fund the scholarship portion of their team assessment in this way if they wish their scholarship payment to be tax-deductible.

Team parents can claim a tax deduction in their individual income tax for the scholarship portion(s) of their payments to the team. The team’s treasurer should be able to calculate each parent’s individual scholarship contribution, taking into consideration sponsor(s) donations, other contributions, and ATSC scholarship grants to the team. A letter for the parent’s tax records is needed only if the scholarship portion of any payment to the team is \$250.00 or more.

The ATSC also has developed a fundraising program for a club-wide scholarship program. Donations are welcome and needed. To make a tax-deductible donation to the club’s scholarship fund, checks should be made payable to the “Klurfeld Travel Soccer Scholarship Fund,” and mailed to the Arlington Community Foundation, 2525 Wilson Blvd, Arlington, VA 22201. The Community Foundation also participates in the United Way and Combined Federal Campaign fundraising drives each fall. Donors can designate ATSC to receive their United Way or CFC donations by downloading a form from the ATSC website (look in Forms & Documents) and mailing it to the Community Foundation. The online registration system also provides an opportunity for families to donate directly to scholarship and other ATSC programs.

Teams may apply for ATSC scholarship funds at the beginning of each season. All scholarship players carried by the team are eligible for a refund of their ATSC fees. A team must carry the equivalent of one full scholarship player before they can apply for additional scholarship funds.

### ***TEAM CHECKING ACCOUNTS***

Teams must open their own checking accounts. Personal accounts should never be used for team transactions. Ask the ATSC Treasurer for a list of banks that offer free checking for teams. Some banks will open accounts in the team name, which is preferable; others require the account to be in the name of an individual (usually the treasurer and/or manager). Do not include the team's age group in the account name, as it will change each year. At least two people, preferably the manager and treasurer, should be authorized to sign on the account and both should have blank checks available. Each team receiving scholarship assistance is required to have a separate checking account in their team's name. Scholarship checks will be made payable to the team, not an individual.

## **UNIFORMS**

The ATSC adopted a club uniform policy in May 1998, and amended it May, 2004. The revised uniform guidelines are as follows:

- ATSC has club-wide uniform requirements for all Arlington travel teams. Starting in 2000, the approved uniform was custom designed by Dynamic. This uniform remains available. Teams may choose not to use the Dynamic uniform provided the following requirements are met. All teams must use the club colors of royal blue, white and red; the primary color is royal blue with white and red accents/trim for jerseys and shorts (jerseys and shorts must match); the alternate shirt/jersey color, for use when the opposing team wears similar colors, is white with royal blue and red accents/trim. Teams not using the Dynamic uniform must consult the Uniform Chair before placing orders, but will purchase the uniform on their own. Consult the ATSC website for uniform brands various teams have chosen. The ATSC logo must be placed on the front upper left side of jerseys, shirts and warm-ups. All teams are encouraged to use the ATSC logo on team bags and other suitable equipment. Contact the Uniform Chair for a camera-ready or electronic copy of the ATSC logo. It is also available at Tanzman's, La T-Shirt, Soccer Kicks and Matt Godek.
- Effective November 1, 2003, all orders needed September – May (for the Dynamic uniform as well as white cotton t-shirts) should be made directly with Tanzman's LLC. All orders for the Dynamic uniform and white cotton t-shirts following spring tryouts will be made directly with the ATSC Uniform Coordinator.
- Age/sex groups age U9-U11 (e.g. all U9 Girls teams, or all U11 Boys teams, etc.) choosing not to wear the Dynamic uniform **must** select the same uniform. Teams age U12 and older are **strongly encouraged** to use the same uniforms for all teams in the age/sex group. Through U11, numbers should not be duplicated between players on different teams. Both of these provisions are designed to reduce the cost of players moving from one team to another and simplify players guest playing on other team(s) in tournaments.
- League uniform rules require 6-8 inch high numbers on the back of the jerseys. Check your league rules for specifics.
- Because the home team must change jerseys when its colors conflict with the visiting team, teams need an alternate color (usually white) jersey.
- Teams moving from the Dynamic uniform to a different uniform selection should contact the ATSC Uniform Chair as soon as possible each spring. The Club wants to collect used Dynamic uniforms, especially in the smaller sizes, for the new U9 and U10 teams and other players on older teams, to reduce costs players whenever possible.

The Uniforms Committee Chair can also help teams with the purchase of other items such as coach shirts, bags and warm-ups; some discounts are available. For teams that submit a team roster, Soccer Kicks on Wilson Blvd. will provide discounts or credit to ATSC team members, and a rebate to ATSC teams.

Shin guards are mandatory, and must be worn at all games and practices. Metal cleats are not allowed in any league. In games, socks must be pulled up over the top of the shin guards and shirts must be worn tucked in.

## TEAM MANAGEMENT

### ***VOLUNTEERS***

All ATSC teams are required to provide at least one parent (or older player) as an ATSC volunteer to assist in ATSC activities. Board members and committee chairs are some examples of volunteers, as are tryout coordinators, grant writers, and other committee members. Please contact the ATSC Executive Director to ensure that your volunteer is recognized for your team.

In addition, all teams must provide a “North Tract Coordinator” to help with communications and team support for developing soccer fields at the North Tract site in Crystal City. Please submit names w/home phone numbers and e-mail addresses to the Executive Director.

Teams differ in how they divide responsibilities among coach, manager and other parents. Some coaches are responsible only for coaching players at practices and games and selecting players at tryouts; others also select and/or register for tournaments, recruit players for tryouts, and set team policies. While each team should determine its own division of labor, generally coaches make all decisions and perform tasks related to player personnel and coaching philosophy, such as player recruitment and selection, desirable player qualifications, decisions about playing time, on-field decisions including playing style and positions, the conduct of practices, changes to team rosters, appropriate level of competition, and any necessary disciplinary action. Parents usually handle most administrative tasks related to registration, dissemination of information, financing, logistics of team competition and activities, and uniforms and equipment.

### ***COACH RESPONSIBILITIES***

**Team Administration** - If a team parent is not already functioning as Manager before the coach is selected, a coach should enlist at least one parent for this job. Coaches should have a clear understanding with their managers about the scope of the manager's role, including communications and areas in which the coach wants support and areas in which the coach prefers no input or interference.

**Certification** - To ensure quality coaching, ATSC expects all coaches to obtain at least a USSF “F” (U9-U11) or USSF “E” (U12+) license, or an NSCAA equivalent, during their first year as an ATSC coach. ATSC encourages coaches to obtain higher licenses and will reimburse 50% of the costs incurred in obtaining advanced licenses. Every other year, coaches are expected to attend “maintenance” or refresher training courses or to instruct a clinic for other ATSC coaches.

**Sportsmanship** - Please read the section on *Sportsmanship*. Good sportsmanship is a principal aim of ATSC. A coach’s attitude and behavior is a model for players and parents; therefore, coaches must exemplify and demand good sportsmanship.

**Safety** - Coaches are reminded that the safety of the players is of paramount importance. Coaches are expected to use good judgment at practices and games regarding players’ health or possible injuries. Open areas such as soccer fields are dangerous during electrical storms. Please read the section on *Dangerous Weather* in Appendix D.

**ATSC Support** - Coaches and assistants are requested to support the ATSC program by helping with player evaluations at other ATSC tryouts, and by providing support to other ATSC coaches as necessary.

**Age-Group Coaching Coordination** – All coaches in an age/sex group must maintain lines of communication to foster the best developmental program for each player, and work together during tryouts and throughout the season.

**Expectations of Parents** - Coaches should clearly indicate to parents their expectations regarding prompt arrival and pickup, attendance, support, schedule conflicts, communication of parental or player concerns, parental conduct at games and practices, and other matters of importance.

**ODSL Meetings** - All ODSL coaches listed on each team roster are required to attend a two hour ODSL Coaches Certification Clinic conducted by the Conduct Committee. Annual attendance is mandatory. Please contact the ATSC's ODSL Club Rep for more information on this clinic.

## ***PARENT RESPONSIBILITIES***

Most teams are coordinated by a parent manager who organizes the other parents and provides administrative support to the coach(es). To help managers understand their duties, the article *Some Tips for Team Managers* is included in Appendix C. Following is a list of many managerial/parental responsibilities.

**Delegation** - The most crucial skill for a manager is delegation of tasks to other parents. The scope of managerial tasks is too broad for most managers to undertake alone. In addition, all parents should understand and appreciate the effort required to run a travel team. People tend to support what they help to create, and parents who have team responsibilities will be more supportive of the team than uninvolved parents. The tasks explained below can be performed by the manager or delegated to other parents.

**Official Paperwork** - Be sure to maintain copies and records of the following paperwork.

- *Enrollment In League* - Each of the three leagues has different forms, such as Application to Play, Division Structure Request, and Scheduling Request. Some of these forms can now be completed online. Complete the necessary forms and submit as required to league office or Club Representative. Ensure that league fees are paid on time. Performed in June and January; specific deadlines are on the leagues' web sites.
- *Initial Team Registration* - Performed in July or August for all teams. Carefully read the respective league Registration Manual and RosterPro Manual. Following directions explicitly, prepare the official team roster and player passes using the RosterPro program for submission to the appropriate Club Representative.
- *Medical Releases* - Collect a signed and notarized medical release for each player. A sample form appears as Appendix G.
- *Other Official Transactions* - State and national regulations govern the release, addition, or transfer of a player from/to team rosters, as well as permission for teams to play out-of-state or out-of-country. Special forms are required and must be completed precisely.
- *Out-of-State Players* - For Maryland residents to play on a Virginia team, a special form and a \$10 check payable to VYSA must be submitted with the team or player registration.
- *State Cup and Tournament Applications and Registration* - All tournaments have an official application form due well in advance (1 - 3 months) and a specific registration procedure, usually the day before the tournament begins. See the section on *Tournaments*. State Cup competition is held annually for each age group U12 and older and has complex regulations for application, payment, and participation. See the section on *State Cup*.

**League Games** – Provide schedule information to all team members. The league schedule and field directions are available on-line at each league's web site. Go to your team's page on the web site to find schedule and field directions in one place. The schedule is available about a week before the start of each season. Make copies and distribute them to players. Double check "away" field directions with the opposing coach or manager – the on-line field directions can be inaccurate. Managers usually distribute field directions to players/parents at the start of each season, and send them by email before each away game. Some managers provide each player with a single sheet listing the season's game times and locations along with directions to away playing fields and any special assignments such as halftime drinks.

**Scheduling** - Provide ATSC with practice field/time requests about two months before the start of each season (teams will receive an e-mail soliciting requests). Assist the coach as requested with selection of tournaments. Provide parents with schedules for practices, scrimmages, games, tournaments, parent meetings, team photos, team outings, social events, etc.

**Uniforms and Equipment** - Provide players with uniforms, bags, warm-ups, goalkeeper shirt and other individual equipment; place orders including sizes and player numbers; distribute to players. Purchase team equipment and store what the coach does not keep: balls, ball bags, cones, medical kit (keep it well stocked), nets, corner flags, banner, practice jerseys, shade awnings, patches for tournaments. (Your team does not need all of this; it is a fairly inclusive list). Some teams have different parents responsible for team and for individual equipment.

**Tournaments** - File timely applications for selected tournaments and have backup plans if the team is not accepted. Attend tournament registration session (usually Friday night). Coordinate transportation, arrange hotel accommodations, and plan any group meals or other activities for out-of-town tournaments. Keep team tournament and league record histories for use in future tournament applications. Teams often assign two parents to tournament chores, dividing the hotel/meal responsibilities from tournament registration/paperwork.

**Treasurer** - Prepare a team budget each season (see Appendices E and F for drafts) and distribute to parents. Fixed budget items include league, county, and club fees; optional items include tournament fees, patches for tournaments, individual and team equipment expenses, coach and/or trainer salaries, coach's expenses for out-of-town tournaments, advertising, scholarships, postage and copying, social events, food or beverages purchased by the team, photography, gifts, miscellaneous expenses, and a contingency fund. Pay bills, keep records of financial transactions, bill players, collect their fees, and arrange for scholarships in consultation with the coach and manager.

**Communications** – Maintain a roster with home, work, cell phone numbers and e-mail addresses for parents and players. These are essential for last minute changes, such as weather-related cancellations. Most teams do the majority of their communications through e-mail, but must also ensure communication for families who do not have e-mail accounts. However, information is often last minute, requiring telephone calls. Some teams use a service that offers use of a hot line for a monthly fee; many teams have phone trees of 2-3 parents who are assigned to call 5-8 people each. Many teams use their team page on the ATSC website as a primary communications tool. Some teams publish short newsletters. In addition to intra-team communications, someone should be assigned to write and submit short articles about tournament or league championships to the ATSC newsletter, *Inside the 18*, and the local media.

**Refreshments** - Most coaches, especially in the younger age groups, want some parent-provided food and/or beverage (examples: Gatorade, ice, oranges, “treats”) during and/or after games and sometimes, particularly in very hot weather, at practices. Make up and distribute a schedule of who is responsible for which refreshments at which games, according to the coach's wishes.

**Social** - Plan beginning and/or end of year parties, special events or outings. A family affair is often useful in developing team camaraderie. Buy gifts as appropriate.

**Fundraising** - Discuss team philosophy regarding needy players and fundraising, including expectations for team scholarship donations and participation in fundraisers. Organize any fundraising activities approved by the parent group.

**Field Preparation** - Arlington County prepares and lines fields and sets up nets and flags for Sunday league games. **Teams must set up nets and flags for all week night and Saturday games.** Please see the ATSC website (Fields Set-up and Take-down ) and the League Play section of this manual for more information.

## ***OFFICIAL LEAGUE MANUALS***

Please refer to the following manuals for the appropriate procedures and the answers to questions about registration and other issues. Although ATSC has tried to summarize some basic information in this manual, the leagues' manuals are the official sources of all information. The NCSL Manual is available only on line. The WAGS and ODSL Manuals are provided to each team before the fall season.

NCSL ([www.ncsl-soccer.com](http://www.ncsl-soccer.com)): Rules & Procedures

WAGS ([www.wagsl.com](http://www.wagsl.com)): League Rules

ODSL ([www.odsl.org](http://www.odsl.org)): Operating Procedures of the ODSL, Inc. and ODSL Registration Manual

**The deadlines laid forth in these manuals are absolute. Teams that miss them are subject to sanctions, including suspension from the league.**

The manuals are revised annually and supplement FIFA rules with detailed information about league play. They also describe how to compile a roster and player passes, give procedures for roster changes, a list of registrars, and other information related to official paperwork. **All managers, coaches, and assistants should read their manual carefully every year.**

## **REGISTRATION INFORMATION**

This section is intended as a brief summary and is not meant to replace the guidelines in the Registration Manuals provided by the three leagues. **Please read your league Registration Manual.** Note that the term "seasonal year" means September 1 to August 31; the term "season" means from the first official league game date each season to the last official rain make-up date.

Beginning Fall, 2004, ATSC will be requiring on-line registration of all players, in order that we have a comprehensive database of all ATSC families. This will improve our knowledge of volunteer availability and enhance our communication within the Club. More information will be available at the Managers Meeting and Fall Club Council Meeting.

### ***TEAM APPLICATION***

The application and payment for season league play are due several months in advance. Teams should contact their respective ATSC Club Representative by early-June (for fall) or early January (for spring) to ensure receipt of proper application and registration material, and to ascertain total fees and due dates. Up to date fee information is also available on each league website.

### ***PLAYER AND COACH REGISTRATION***

Before the fall season, every team must register for the seasonal year as a new team with new rosters and new passes. These are valid until August 31 of the following year. New rosters and player passes are not required for the spring season (except for new teams). Rosters and player passes are due to the Club Rep by late July or early August for each year. WAGS requires passes for coaches as well. A player must register in the state in which s/he resides with his/her parent(s) or guardian(s). (NOTE: D.C. is a member of the VYSA, therefore D.C. players register on a Virginia pass.) Special procedures are required to register a player who resides in another state. (See the League Registration Manual.)

Detailed information about acceptable proof-of-age and proper completion of player/coach passes is clearly explained in the Registration Manuals. Official certified birth certificates or passports are the most common proofs of age. Baptismal certificates, hospital certificates (baby feet imprint), school records, and driver's



licenses are not acceptable.

## **TEAM REGISTRATION**

**RosterPro** – Virginia travel teams complete player passes and rosters on line using the RosterPro program. RosterPro can be downloaded from each league's web site, data inputted while off line, and final rosters and player passes printed off. RosterPro instructions are available with the program. ATSC will have several managers available to assist with RosterPro questions and problems – check with your Club Representatives for further assistance. Player identification numbers will be assigned as part of a team's RosterPro registration.

**Roster** - The maximum number of players permitted on the roster depends on the league and the age level of the players and can be found on the chart in the *Parameters for ODSL, WAGS, and NCSL*, Attachment H to this manual. The roster submitted with the registration packet must contain at least as many names as players on the field (i.e., 11 players for 11 v 11 play). More players may be added later if desired.

Once the official roster is approved and returned by the registrar (see "registration," below), it must be transmitted to VYSA on line (see RosterPro instructions). Make copies of roster to use for tournaments and other purposes, including the unlikely and horrific event of loss or destruction of the official copy. Rosters may not be laminated.

**Player Passes** – Player passes must be printed off, signed by the player, and have a picture affixed. It is best to print the passes before having players sign them, but because people are out of town in the summer, it is often necessary to have the players sign before the passes can be printed. If players sign blank passes in advance, they can be printed from RosterPro in the order in which they were signed. **Do not** detach the passes before they are printed.

### **Potential Problem Areas**

- Pictures and signatures must appear on **only one part** of the player pass in the proper location.
- The player must sign his/her name as it is written on the pass and roster (Andy vs. Andrew; John Smith vs. John E. Smith).
- Birth certificates must be official with raised seal or original official stamp.
- Be sure to submit the required number of roster copies to the registrar.
- Indicate whether the team is participating in a Labor Day or late August tournament on the envelope submitted for August registration. Otherwise, the roster and passes might not be returned in time.

**Registering** - To register a team, the following should be placed in a large envelope:

- the original and four (WAGS/NCSL) or three (ODSL) copies of the roster.
- valid proof of age for every player (the previous year's player passes can be used for previously carded players)
- completed new Membership/Player Pass for every player (still attached to each other)
- RosterPro audit form
- for ODSL, a check including the VYSA player pass fee (usually \$9-10) per rostered player. (For NCSL and WAGS, this fee is paid with the initial team registration fee)

On the front of the envelope, note team name, age group, team number, and contact person and phone number(s). Also, indicate if the team will play in a late August or Labor Day Tournament. Registration envelopes should be delivered to the ATSC, NCSL, or WAGS Club Rep who will check for errors and deliver the packet to the league registrar, or directly to the ODSL registrar. Registration envelopes will be due to the Club Rep by **late July or early August**. Please verify deadlines and delivery procedures with the

Club Rep well in advance.

The original roster, proofs of age (except for expired player passes, which the registrar keeps), and new player passes will be returned when the league registrar has completed the team registration. If there are errors in the packet submitted to the registrar, the registrar will usually call the contact person listed on the envelope, who will then need to correct the errors promptly. This usually involves a trip to the registrar's home to pick up the packet to make the correction(s). It may also involve making new copies of the roster--and another trip to the registrar to submit the corrected material. It's best to get it right the first time.

Once the approved roster has been returned to the team manager, the manager should submit the data on-line to VYSA, following RosterPro instructions.

## ***PLAYER MOVEMENT***

For the following transactions, the registration manuals specify the procedures and timing requirements.

**Additions to Rosters** - A player who is not registered with another team can be issued a player pass and added to the team roster at any time during the seasonal year. Registrars may set deadlines for submission of materials; *e.g.*, to play in a weekend game, materials must be correctly submitted by the preceding Wednesday night.

**Transfers Between Teams** - A team may register only three transferred players per seasonal year (9/1-8/31). Any player who has been "carded" to another team, whether within the same league, in a different league or a different state, or a player who was released from a team and rejoins the same team within the same seasonal year, is considered a transfer. This is the case whether or not that player actually participated in any games (league, tournament, or other) with the first team, and whether the player left the first team (the "losing" team) voluntarily or involuntarily or the team disbanded. Released players who join another team count as transfers only for the second team (the "gaining" team).

Players may not transfer between teams in the same league during the regular league season, after the league opening date. The coach must inform prospective players and players requesting release of this policy. Players may transfer, however, between the end of the fall season and the beginning of the spring season. Players carded by another league may transfer into NCSL and ODSL during a season, but not into WAGS.

A player must complete two separate Player Status forms to transfer teams: the top portion and the "release" section for the losing team; the top portion and the "transfer" section for the gaining team. If two different registrars are involved, the losing team must complete the release process with the registrar before the gaining team may initiate the transfer process.

Player Status forms are available on line from VYSA and the leagues.

**Voluntary Release** - A player may request to be released from a team at any time during the seasonal year. The request must be *initiated by the player* and the reason for the release stated on the release form. A coach or manager may not refuse to release a player, even if equipment or team bills are outstanding. If the releasing coach is not willing to sign the transfer form, ATSC's Club Representative or the league registrar will approve the transfer. Failure to grant a release or process the paperwork promptly can result in forfeiture of games or suspension from the league. A player who is released from a team may rejoin the same team in the same seasonal year if accepted by the team and if transfer spaces remain available.

**Involuntary Release** - Players may not be "cut" or involuntarily released during the seasonal year, even between seasons, except for the following reasons:

- breaking state or national rules

- moving beyond a reasonable distance
- being injured in such a manner as to be unable to participate for the rest of the seasonal year.

**Tryouts** – Players may move freely between teams between the end of the spring season and the beginning of the fall season. Each age/sex group of teams is expected to hold open tryouts during May and/or June to ensure the best placement of players on teams.

**Player Movement Between ATSC Teams** - ATSC has developed Player Movement Guidelines for coaches to use when considering moving players between teams throughout the seasonal year, after tryouts have been completed. The goal is to encourage coaches to work together to place players on the team most appropriate for their current level of skill, ability, and commitment, to enable coaches of higher-level teams to obtain top-quality players when needed, and to prevent players from being recruited from one team to another during the seasonal year without coach cooperation or just before the season begins. All coaches should refer to these guidelines when considering a need for additional players from within the club after tryouts have been completed.

## ***MEDICAL RELEASE FORMS***

Medical release forms are required for all players for most tournament play, and must be presented at tournament registration. Some tournaments require that forms be notarized; some do not. It is safest to have forms notarized. A copy of a medical release form is included as Appendix G. Teams should have these forms at all games in case of a medical emergency. It is prudent for the coach to keep copies of medical release forms at practices. One idea is to keep the notarized forms in the team notebook, but make copies of all forms for the coach to keep at all times.

## ***TEAM FEES AND CHARGES***

All teams must pay the following fees:

- League fees (per team biannually): Payable to ATSC and delivered to the Club Rep (WAGS/NCSL) or payable to ODSL and delivered to the Registrar (ODSL), usually due about June 19<sup>th</sup> for Fall season and January 19th for Spring season.
- VYSA fee (per team annually): Included in Fall league fee for WAGS and NCSL (checks payable to ATSC) and paid to ODSL when Fall rosters are submitted (checks payable to ODSL).
- ATSC biannual fee (per player biannually): Collected on line beginning Fall, 2004 from all ATSC teams at the start of each season. The teams' then-current Official Roster Form must be submitted to the Club Treasurer. Players without internet access pay check to Treasurer, payable to ATSC.
- ASA annual dues (\$12 per registered Fall Season player): Collected on line beginning Fall, 2004 from all ATSC teams when the Fall ATSC dues are paid.

A sample team budget including ranges of fees can be found in the Appendix E. A sample U9 startup budget with key dates can be found in Appendix F.

# **LEAGUE PLAY**

## ***PRACTICES***

**Practice Field Requests** – Six to eight weeks before official practices begin, the ATSC Executive Director e-mails each team a request form for practice space (fields/days/times). Teams that do not submit requests to ATSC on time are not assigned practice fields. ATSC tries to schedule practices together for teams in the same age/sex group.

**Inclement Weather** - Arlington fields are operated by the Arlington County Department of Parks, Recreation and Community Resources' Sports Division. Sports closes fields in inclement weather to protect the fields. To determine if fields are closed on or after rainy days, call 703-228-4715 after 3:30 p.m. weekdays or 7:00 a.m. weekends. On nice days, after heavy precipitation, fields may still be closed because the ground is wet. Teams may not practice on closed fields, and county monitors patrol closed fields frequently. Teams that do not abide by field closing regulations may lose their practice permits. Practices and games at the Gunston synthetic turf field will almost never be cancelled due to wet fields.

**Games on Practice Fields** - Occasionally evening games are scheduled on practice fields. For advance notice, each week a list of weeknight game fields is provided on the ASA Hotline (703-532-2088, ext. 396). Both house and travel games always take priority over practices. Unfortunately, no backup practice space is available.

## ***GAME FIELD ASSIGNMENT AND PREPARATION***

**Field Assignment** - Travel teams usually play games on the home field of one of the two competing teams. Arlington game playing fields are assigned by the league from a list of available fields submitted to them by ATSC. WAGS and NCSL teams in higher divisions may prefer to request the use of Northern Virginia Regional Park Authority fields at Bull Run or Occoquan for their home games. Such requests should be submitted to the Club Rep in mid-June (for fall) or mid-January (for spring). The leagues prepare the league schedules and assign game fields; ATSC does not.

**Field Preparation** - A properly prepared field is mowed, lined, provided with nets and corner flags, and free of safety hazards such as deep holes. The home team is responsible for ensuring a properly prepared field and will forfeit the game if nets and flags are not in place or the referee deems the field unplayable due to lining, mowing, or safety problems.

*Lining/Mowing* – Arlington Sports Division mows and lines Arlington playing fields. For weekend games, teams should inspect their home fields on Thursday. If a field is inadequately mowed or lined, call 703-228-3951 for mowing and 703-228-6526 for lining. (Please do not over-use these numbers as they are for emergencies only.) ATSC has field liners and paint for emergency lining. These are stored behind Nancy Etkin's house (2230 N. Powhatan St.). The liners must be signed out and returned the same day. To reserve in advance, call Nancy at 703-532-6887.

*Nets/Flags* – Arlington Sports provides and installs nets and corner flags for Sunday games. If a field does not have nets and flags up 30 minutes before game time, call the field prep staff person (number to be distributed on emergency game card before season). **Teams must put up their own nets and flags for all weeknight and Saturday games.** The first team scheduled on the field must set up, and the last team must return nets and flags. ATSC has four sets of large nets, two sets of small nets, and 4-5 sets of corner flags stored at Nancy Etkin's; call her at 703-532-6887 to reserve. Bring a short stepladder and a hammer for pounding stakes. The league schedules indicate which teams are the first game on the field (setup responsibilities) and the last game (takedown responsibilities). For Sunday games, please ignore these designations; teams need not do anything on field prep. For Saturdays and weeknights, individual teams must do setup and takedown. See the ATSC website for current and more detailed information.

*Regional Park Preparation* - Teams that elect to play their home games at Bull Run or Occoquan are responsible for field lining as well as nets and flags. ATSC field liners are available for lining (see above); nets and flags are available in field boxes on the respective fields. Check regional park website for lock combination information.

## ***INCLEMENT WEATHER PROCEDURES FOR GAMES***

**League-wide Rainouts** - In the event of area-wide inclement weather or poor field conditions, the league can declare a "league-wide rainout," which means all games are canceled and are re-scheduled by the league on one of the rain-out make-up dates at the end of the season. Notice of a league-wide rainout can be found on the league web sites and hotlines (see below). This almost never happens.

**Individual or Club-wide Cancellations** - Clubs may also cancel or relocate individual games. In Arlington, Sports Division staff visits fields early on game days to assess conditions and decide whether the fields are playable. Arlington field cancellations are announced on 703-228-4715. Sunday cancellations are also listed on the WAGS (703-241-0099) and NCSL (703-237-7800) hotlines. Once games have been canceled for the day, the decision is not reversed. When a game is canceled, the home team coach or manager must notify the opposing team representative at least three hours before game time, even when that game is posted on the hotline.

Referees also have the authority to delay or cancel games if field or weather conditions deteriorate either before the start or during the game. Immediately upon suspension or termination of a match, players and spectators must leave the field and the surrounding area and return to places of safety, such as enclosed automobiles. Do not argue with the referees over these decisions; they are responsible for the players' safety. Games called because of lightning are often resumed after an appropriate interval.

**Rescheduling** - Games terminated at any point before the final whistle must be replayed in their entirety. WAGS and NCSL administrators reschedule all rained out games and notify the coaches and/or managers of the teams involved. If a team has a major conflict that will prevent it from fielding 11 players for a potential make-up date/time (e.g. six players have a mandatory school event), notify the league immediately (though it might not help). Make-up games are scheduled at any time: weeknights, Saturdays, even Sunday double-headers, and the home field can be changed based on field availability. Once a game is re-scheduled, the League will not change it for anything except—sometimes—high school soccer conflicts. ATSC does not control WAGS and NCSL rescheduling.

In ODSL, teams have input into rescheduling. For home games, the manager and coach should select several possible game times (Arlington fields are most available on late Saturday afternoons/early evenings). First contact the Executive Director to request possible field options; providing the game number, date/time options, and manager's phone number. The manager should then contact the opposing team's manager to reach agreement on the options. This should be done within 24 hours of the rainout. Send this information to the ODSL administrator, at [administrator@odsl.org](mailto:administrator@odsl.org). Copy the Executive Director, the ODSL Club Rep, and the opponent. This must be done within 72 hours of the rained-out game, or ODSL will reschedule the game without team input. For away games, be ready with dates/times when the opposing team's manager calls.

## ***GAME DAY PROCEDURES***

Please check the league rules manual for any rule modifications particular to your league, age group, division, or gender.

**Prior to Game Day** - The home team coach or manager must call the opponent's coach or manager at least 72 hours before the game. Clarify directions to the field, confirm game time, and establish jersey colors (the home team must change jerseys if there is a color conflict). For away games, if the opposing coach or manager has not called by 48 hours before game time, call them. Make sure to confirm directions and jersey colors.

**Player Passes and Official Roster** - Player passes must be brought to all games. ODSL and WAGS teams are required to present them to the referee for verification before the game. Teams that do not have player passes by the scheduled game time will forfeit the game. (ODSL rules state that only the ODSL Executive Board can declare a forfeiture. Therefore, games should be played and the status should be reported by the referee on the game cards. ODSL will decide if a forfeiture is appropriate.) The NCSL teams must have

cards available by halftime if one team requests a card check. WAGS cards and rosters must remain at the field for the entire game.

**Game Report Card** - These cards are provided to teams by the league. Before the match, each home team must provide the referee with a completed game report card. The game card requires precise information about the teams, including team number, game number (this is the four-digit number listed on the schedule), both teams' rosters, and appropriate signatures. It is easier to glue or tape small pre-printed rosters to the card than to write in the information for every game. The host should have a glue stick or tape, pen, and scissors at the field for completion of the game card. The coach or manager should confirm game length with the referee when presenting the card, as length differs among leagues and age groups and referees can easily be mistaken.

**Referee Evaluation Card** - Complete the sections for referee names and game information before game time. If referee evaluation cards are provided, please send them in after every game. This helps the referee assignors, rewards the good referees, and gives a team credence when complaints arise.

**Red Cards** - Any player or coach who receives a red card must sit out the **next** scheduled game. The referee and opposing coach must be notified of such a suspension before the start of the game. In NCSL and WAGS, the team with the suspended player must fill in a red report card, which must be signed by the opposing coach or manager and the referee. The card must be mailed by the team of the suspended player or coach. The coach who received the red card cannot be present at the field complex during the game. Players may attend the game but may not be in uniform and must stay on the parents' side of the field. Read each league's rules and procedures manual for specific information concerning accumulation of points and red card sit-outs. Players collecting a certain number of red and yellow cards must sit out an additional game for an accumulation of points. It is the team's responsibility to keep track of their players' discipline points and record these sitouts.

**Uniforms** – Please make sure all players bring both jerseys to every game. Shirts must be tucked in and shin guards worn. Players who play in a jersey which does not bear the player's official number can cause their team to forfeit their game. Shinguards are required.

**Score Reporting** - Rules for calling in the score and reporting any red cards issued, are as follows: NOTE: Times given below can change; check your league manual to confirm.

- WAGS - Home team notifies Division Coordinator before 7:00 PM on game day
- NCSL - Winning team notifies Division Coordinator before 6:30 PM on game day; both teams call in a tie
- ODSL - Home team notifies Age Group Commissioner between 5:30 and 9:30 p.m. on Sunday.

The person reporting the score should also report any yellow or red cards issued during the game and whether the proper number of referees worked the game.

## **ADDITIONAL OPPORTUNITIES FOR TRAVEL SOCCER PLAY**

### ***TOURNAMENTS***

Teams are encouraged to participate in the various holiday/weekend tournaments held throughout the year. They provide an opportunity to compete against teams from other cities and states. Most tournaments offer a 3-game or 4-game minimum, plus finals and, sometimes, semi-finals. Some tournaments are very selective and accept only the top-ranked teams. Others accept almost any travel team that applies. A few accept teams in the order in which applications are received.

Tournament applications, along with the tournament fee (usually \$400 - \$600) often must be submitted 2-3 months before the tournament date. Because of high startup expenses, most tournaments do not refund fees if games are canceled due to inclement weather. It is important to ensure that the tournament is sanctioned by the host's state organization; a sanction form should be part of the tournament invitation.

**Tournament Information** - Tournament information is available on various state soccer association's web sites. The ATSC website provides a variety of information and links to tournament lists in its Club & League News / Tournaments section.

**August Tournaments** - August tournaments use rosters and age groups from the previous year.. Be sure to have valid player passes and roster for the tournament; if necessary, ask the ATSC Club Rep to contact the registrar for special processing assistance.

**Permission to Travel** - ATSC teams wishing to play in out-of-state tournaments must submit a Permission to Travel form to the league registrar at least 30 days before the tournament date. Out-of-country play requires separate forms and earlier deadlines. The forms are available on line at the VYSA web site. Permission to Travel forms are not required for NCSL and WAGS teams playing in out-of-state tournaments sponsored by clubs which enter teams in WAGS or NCSL (i.e. Baltimore, Potomac, etc.). ODSL teams must file Permission to Travel forms for any tournament outside Virginia or D.C. See the Permission to Travel section of your league registration manual for additional requirements.

**International Travel.** Teams traveling to play in tournament or "friendly" games out of the country must submit both a Permission to Travel form and an Application for Foreign Travel and other documentation to both VYSA and USSF. This process must be started at least 4-5 months in advance of departure. Please check the VYSA, US Youth Soccer, and USSF websites for more information.

**Guest Players** - Many tournaments allow teams to bring "guest players" who are not on the roster for league play. The tournament application indicates any limit on the number of guest players. To add a guest player to a tournament roster, write in the player's name and other information on the first blank line of a COPY of the official roster. Write "guest" in the "Status" column. *Do not write on the original roster!* Guest players must have a current player pass.

**Recreational Player Pass** - Non-carded ASA house recreational players may sometimes guest play in travel tournaments. They must furnish a recreational player pass, available from Mac McLaughlin. The pass must be filled out and returned to Mac for certification; pictures and birth certificate are not required. This applies only to recreational players in the Arlington Soccer Association. ASA **cannot** issue rec passes to players who did not play on an Arlington house team the previous season or year.

**Registration** - Tournament registration is usually held the evening before the first scheduled game. To register the team, bring the original roster and 1-3 copies (copies should list any guest players), all player cards, notarized medical release forms, and the Permission to Travel form, if required.

**Patches** - Club or team patches are usually exchanged with opponents after each tournament game. ATSC patches can be purchased from ASA by calling Mac McLaughlin (703-532-3111, ext. 310) several days before the tournament and picked up at his house (4918 N. 28th St., Arlington). To calculate the number of patches needed, allow for full rosters, coaches and any playoff games. Patches need not be exchanged with teams more than once; however, patches should be made available for new players on a team that was a previous opponent. You should take a check, payable to "Arlington Soccer Assn" to drop off for Mac when you pick up the patches. The current price is \$0.70/patch.

## **INDOOR WINTER SOCCER & FUTSOL**

Many teams play in indoor, small-sided soccer leagues during the winter. Several area facilities offer indoor select leagues and holiday or weekend tournaments. Registration is usually due in early Fall. Some of the more popular leagues/facilities fill up very quickly. Some indoor organizations offer two seasons of play (late fall-early winter and late winter-early spring), while others have one season that usually begins in January. These leagues tend to be expensive.

Some coaches love indoor soccer because it is fun, builds foot skills, and keeps their players in touch with the game; others dislike it, claiming it corrupts the players' touch and style of play (in part because players learn to play the ball off the wall). Futsol is a similar program that is played with a smaller, heavier ball on an indoor court but without using the walls. Futsol is becoming more popular each year; several indoor soccer facilities offer futsol play as do a couple special futsol-only arenas.

Some strategies teams use for dealing with the problem of large rosters for small-sided games include:

- Make indoor play optional for the players
- Ask the players to select a certain number of games to play and to sit out the balance
- Enter two teams in the league rather than one

Most teams permit players to work their indoor schedule around other winter sports, such as basketball.

### ***VIRGINIA STATE CUP***

State Cup, sponsored by VYSA, is the playoff that determines the Virginia state champion in each age group. Ages U12 through U14 and age U19 play in the Spring; ages U15 through U18 play in the Fall. ATSC strongly encourages all "A" and "B" teams to enter the State Cup play. Most play is on Saturdays except for the final weekend. Sometimes local teams have to travel as far as Roanoke or Virginia Beach to meet their Cup opponent.

Except for the previous year's semi-finalists, which are seeded, matches are assigned by draw in a single-elimination tournament format a few weeks before the Cup begins. State Cup matches take priority over league play; teams with conflicts must notify both the opposing league team and their Club Representative to arrange to reschedule their league game.

Cup winners (state champions) advance to the Eastern Regional Tournament in early Summer. Champions from the four U.S. Youth Soccer regions advance to the U.S. National Youth Soccer Championships in the U16 through U19 age groups.

Notices announcing cup competition usually go out in January or February for Spring and in July or August for Fall; information and applications are available on the internet at [www.vysa.com](http://www.vysa.com). If you do not receive information by July 1 or March 1, you must seek it on your own. Deadlines are firm. Teams submit rosters along with the team registration fee. No additions or transfers to the roster are permitted while a team is competing in Cup play, but releases are accepted.

### ***OLYMPIC DEVELOPMENT PROGRAM (ODP)***

Olympic Development Teams are formed by VYSA beginning at age U13. Competitive tryouts are held in various areas (districts) in the state. Selected District players later try out for the Virginia State teams which usually hold several practices at various locations in Virginia. Some age groups have both "A" and "B" State teams. Virginia State ODP "A" players may go on to try out for Regional and National teams.

Unlike the August 1 - July 31 birth date guidelines for league play, ODP teams are selected based on birth year (1990, 1991, etc.). WAGS and NCSL run the tryouts in the Northern Virginia area for Northern District



teams. Initial ODP tryouts are usually held in August. Notices of tryouts are mailed to all rostered travel players and more information is available on the VYSA website.

Coaches who wish to volunteer to help evaluate players at the tryouts may do so by calling WAGS or NCSL. They must work with an age group younger than the one in which they coach.

## **APPENDIX A: AGE GROUPS FOR U.S. YOUTH SOCCER**

### **Fall 2004 & Spring 2005 Seasons**

The following age groups apply to ODSL, WAGS, and NCSL teams, tournaments, state championships and other U.S. Youth Soccer-sanctioned events, but **not** ODP teams, which are based on the calendar year.

<b><u>Age</u></b>	<b><u>Birth dates</u></b>
U19	August 1, 1985 - July 31, 1986
U18	August 1, 1986 - July 31, 1987
U17	August 1, 1987 - July 31, 1988
U16	August 1, 1988 - July 31, 1989
U15	August 1, 1989 - July 31, 1990
U14	August 1, 1990 - July 31, 1991
U13	August 1, 1991 - July 31, 1992
U12	August 1, 1992 - July 31, 1993
U11	August 1, 1993 – July 31, 1994
U10	August 1, 1994 – July 31, 1995
U9	August 1, 1995 – July 31, 1996

## **APPENDIX B: SOME TIPS FOR TEAM MANAGERS**

- **DELEGATE!** Don't try to do it all yourself. By giving a job to each family on the team, you help to create team unity and support.
- Divide your phone tree into "branches." Have 2-3 adults be responsible for calling five or six families each. "Branch leaders" should check in with you after making calls so that you know who couldn't be reached.
- Suggest that every family have an answering machine or voice mail. Any family that does not have an answering machine or voice mail should be responsible for checking in with you or a caller.
- Stockpile for the telephone "branch leaders" as many numbers as possible for each family: main phone, kids' phone, work phone, cell phone, fax, pager, e-mail address, etc.
- Distribute a roster with most of these numbers, e-mail, home addresses, parents' names, and (for new teams) children's schools.
- Prepare a wallet-sized, laminated phone list with families' names and home/cell/work phone numbers for emergency contacts while en route or at the field.
- Use your own answering machine to leave messages for the team. Let them know under what conditions they should check your machine, and have them leave their name so you know who has checked in.
- Send a weekly email on Wednesday or Thursday (after confirming directions with the opponent) that reminds parents/players of game time, opponent, provides driving directions, and specifies who is responsible for snacks.
- Whenever you prepare a handout, write each player's name on top. That's the only way to keep track of who got what (and who left it on the bench).
- Use a loose leaf binder to keep track of official team paperwork, such as medical releases, official roster and copies, player status forms. Store player passes in the binder in sports card protector pages, and store all papers in clear plastic page protectors.
- Have a well-stocked medical kit at every practice and game. Assign a parent the responsibility of regularly checking and restocking the medical kit.
- Make an extra copy of the notarized medical release forms and put them in a small binder to give to the coach to take to all games and practices, in addition to the official set which stays in the manager's binder.
- In addition to the standard bandages, tape, and cold packs, a medical kit should contain a small ball pump, a pen, shoelaces, loose change, a bag of elastics to keep the girls' (and boys'!) hair out of their faces and plastic bags for players' jewelry.
- Someone will invariably forget part of the uniform. Have a spare set of shorts, socks, and shin guards, and an extra team jersey at all games. Keep electrical tape and safety pins in the medical kit and use them to fashion the correct number on the jersey when a player forgets to bring the one being worn that day. A player can play using a jersey with a different number if the referee is informed in advance and the substitute number is shown on the game card roster.
- Bring a small cooler filled with ice and plastic zipper bags for making on-the-spot ice packs. The cooler is also a good place for storing washcloths (to clean injuries) and cups.
- Open a bank checking account for the team; do not use personal accounts for team funds. Assign a parent to be team treasurer and to receive and disburse funds and prepare the budget each season. Have both your signature and the treasurer's on file at the bank, and have your own team checkbook so you are not in trouble when fees are due and the treasurer is out of town. Put the team's name on the checks if you can, but not the age group.
- Have players sign new player passes and submit photos for player passes as soon as tryouts end so you don't have to hunt people down during the summer.
- Keep a file of handouts, schedules, budget, and other information that is distributed during the season. When new players try out, give them a copy of the file. This will help them know what to expect on your team.

**SEND IN YOUR OWN TIPS! EMAIL to [administrator@atsc-va.org](mailto:administrator@atsc-va.org)**

## APPENDIX C: DANGEROUS WEATHER

**By way of definition, dangerous weather exists if any of the following conditions are present:**

- The sound of thunder follows lightning within 10 seconds of a visible flash.
- Any cloud-to-ground strike occurs within 2 miles of the field.
- Thunder is heard from within a 2-mile radius of the field, regardless of the presence of lightning.
- Any lightning, of whatever form, is visible within a 2-mile radius of the field.

**What to do when lightning is near:**

- Most deaths occur when a person is in the open or under a tree. In the open, crouch or sit in the lowest spot available (do not lie flat). Move away from isolated tall objects.
- Seek shelter in a large building or enclosed automobile.
- Get away from open vehicles, including convertibles, bicycles, motorcycles, and golf carts.
- Drop all metal objects like golf clubs, tennis rackets, and fishing rods. *Remove shoes with metal cleats.*
- If you feel an electrical charge, your hair stands on end, or your skin tingles, lightning may be about to strike you. Drop to the ground immediately.
- If someone is struck by lightning, start mouth-to-mouth or cardiopulmonary resuscitation (CPR)

- Reprinted from the *Washington Post*

## APPENDIX D: SAMPLE FIRST AID KIT

Following is a list of recommended equipment to include in a first aid kit. This list should suffice for the following types of injuries :

something in your eye  
abrasion or laceration  
bone or joint injury  
sun damage  
insects  
aches and pains

### **Equipment:**

Small bottle of "Sure-Clens" solution for washing wounds  
1 or 2 Boxes of 4 x 4 gauze pads  
Small bottle of Eye Wash Solution  
Q-tips  
insect repellants  
sun block  
nail clipper  
2 3 inch ace bandages  
2 4 inch ace bandages  
2 rolls 1 inch paper tape (can be torn easily)  
standard bandaids  
ice packs or equivalent  
ziploc freezer bags to make ice bag  
tylenol  
ibuprofen

In addition, people treating an injury can be creative. Usually there is something at the field, along with ice and an ace bandage that would suffice for most joint injuries. For example, a pen can be a finger splint. A magazine or newspaper can be used to splint an ankle. They will be held in place with tape or an ace, with the ice underneath.

Please do not use ace bandages for anything more than holding ice packs on an injury, not for restricting motion. Use tape and a brace instead.

Cold spray is very difficult to use safely if you have not worked with it and generally is not recommended. In almost every use, direct application of ice or a freeze pack is safer and easier to use.

## **APPENDIX E: ALL-INCLUSIVE BUDGET**

Teams should select which items to include in their budget. Dollar amounts are estimates only.

### **MANDATORY FEES FOR ELIGIBILITY FOR LEAGUE PLAY**

- A. League (per season) (Please check league website for exact fees)
  - WAGS/NCSL: U9-10, mid \$300's; U11-12, high \$400's; U13-14, about \$500; U15+, mid \$700's
  - ODSL: U9, mid \$300's; U10, hi \$300's; U11+, approx \$500
- B. State (VYSA): U9-10, \$120; U11+, \$175 annually (per team, paid in fall)
- C. Arlington:
  - ASA: \$12 per player annually (paid in fall)
  - ATSC: \$46 per player per season

### **FEES FOR OPTIONAL TRAVEL EXPERIENCES**

- A. State Cup \$200
- B. Tournaments Typical range: \$400-550 each
- C. Winter Indoor League \$450-750 for 8-10 game "season"

### **COACH AND TRAINER SALARIES/BONUSES/GIFTS**

Can range from several hundred (gifts/bonuses) to several thousand dollars per season.

### **TEAM EQUIPMENT**

Nets and flags, portable goal, shade tarp, etc. \$100-300 each item  
Balls, cones, pinnies, first aid, etc. \$25-100 per season

### **COACH EXPENSES FOR OUT-OF-TOWN AND TRAINING EVENTS**

Negotiable. Can include: hotel, meal allowance, gas, licensing, clinic registration fees, etc.

### **PATCHES FOR TOURNAMENT EXCHANGES**

Approx. \$0.70 each from ASA. Suggest initial purchase of 100 for first major tournament.

### **UNIFORMS AND RELATED EQUIPMENT**

Two jerseys (one is often a cotton T-shirt), shorts and socks: \$60-80 per player  
Optional equipment includes: team bags, warm-ups, jackets, sweatshirts, rain gear, etc.

### **PHOTOGRAPHY**

Team pictures, individual pictures of players (action or still), film and developing.

## MISCELLANEOUS AND UNEXPECTED EXPENSES

\$10-15 per player; if not all used, can be carryover to next season or added to scholarship fund.

## GIFTS

Thank you, bereavement, special events, etc.

## POSTAGE, PRINTING, COPYING, LONG DISTANCE TELEPHONING

## SOCIAL EVENTS

## SCHOLARSHIP FUND

Scholarship funds vary widely by team. Some teams increase everyone's fees to cover the costs for scholarship players. Some divide the total budget by the total number of players to assess the standard fees and ask those parents who can afford it to make a tax-deductible donation to cover the fees for scholarship players. Most teams do fundraising for scholarship or other team expenses.

## **NOTES ON TIMING FOR COLLECTION OF FEES:**

League fees, pre-season tournament fees, and some early-season tournament fees are due 2-3 months before league play starts. To cover these expenses, most teams require partial early payment (\$100-200) from each player – at the end of the previous season for players continuing on existing teams, and as soon as the team members are selected for new teams. Another option is to assess an extra \$50-100 one-time fee when each player initially joins the team, which is refunded when the player leaves the team. This money is available in the team's bank account for early payments. See Appendix F for timing of payments for startup U9 team.

## **APPENDIX F: TIPS FOR A NEW STARTUP TEAM**

ATSC's U9 teams play in the ODSL (girls) and NCSL (boys). After U9 teams are selected, the new managers have very little time to get organized because the selections are not announced until mid June. It is not uncommon for new players and their families to leave for vacation shortly after selections are announced. This appendix is intended to help new managers plan ahead so that all of the necessary registration documents, signatures, and funds can be collected on time. (See attached sample budget.)

Also listed are some abbreviated tips on situations that a new manager might experience. This is intended to supplement the Tips for Team Managers at Appendix B and the detailed information contained in the body of this manual.

### ***GETTING STARTED -- KEY TIMEFRAMES***

#### Mid June

- ◆ Hold an organizational parents meeting to assign parent support roles (identified in the Managers Manual), decide on your final budget, fee collection schedule, confirm uniform orders, and determine payment dates for your coach. Invite your coach to the meeting so he can meet the parents; ask him/her to outline his/her coaching philosophy, expectations, communication preferences, and any other messages.
- ◆ Collection of Fees: Don't be timid about collecting ample fees from parents right away. This will save you a lot of hassle later. You're going to need a substantial amount of money by the end of June just to get started. This includes the purchase of uniforms, pinnies and balls (talk to the coach about these); the league fee, club fee, VYSA fee, and possibly a fall tournament fee. (U9 teams are encouraged to play in one or two fall tournaments. Labor Day and Columbus Day weekends are popular times to do so.) Be sure to make accommodations for families who require a scholarship and build that into your fee structure.
- ◆ Order uniforms through ATSC Uniform Coordinator.
- ◆ Attend the ATSC New Managers meeting.

#### Early July

- ◆ Talk to ATSC Executive Director about obtaining fall practice field assignments. She'll send an e-mail reminder.
- ◆ Read your league's Registration Manual. Call the ATSC club rep or league registrar to learn due dates and for clarification.
- ◆ Collect required documents from parents for the registration process. Catch parents and players before they leave on vacation. Some documents require signatures (such as notarized medical releases and player cards). Get blank member passes and roster forms from the league club rep or registrar.

#### Late July

- ◆ Prepare a team handout that provides addresses, phone numbers (home, work and cell), e-mail addresses for coach(es), the team manager, players, parent's names, the Arlington inclement weather hotline number, practice field assignments, players names/phone numbers, practice field assignments, practice dates & times. Distribute copies.

#### Early August

- ◆ Practices will begin. Make sure you have your field permit and take it with you to practices. The coach should also have a copy at the field at all times. Check the Arlington inclement weather hotline if there has been any rain within the past couple of days. Make sure your parents also know to check it before going to practice. Fields are closed when the fields are very wet, not necessarily when it is raining.



- ◆ Plan to attend both the ATSC Club Council meeting and (for ODSL teams) an ODSL pre-season meeting. Check with the ATSC Executive Director to make sure that you're on all the appropriate e-mail distribution lists for notifications. Send her contact information for coaches, assistant coaches and managers: home address, home/work/cell/fax phones, and e-mail addresses.

- ◆ It is helpful to provide at the first game a small roster with players' names, jersey numbers, and parents' names, to help identify the players and get to know each other.

### September

- ◆ The first league game will be played the first Sunday after Labor Day. It's also possible that a Saturday game may be scheduled. You may not get your schedule until a week before the game.

- ◆ The manager or his representative must take to every game: player cards, roster, medical authorization forms, and first aid kit. **Your team will forfeit their game without the roster and cards.** Note: the referee will check player cards and inspect for shin guards and jewelry before each game.

### ***IF YOU ARE THE HOME TEAM (don't risk a forfeit)***

- ◆ By Wednesday evening, call the opponent's team manager to verify game schedule, time, field directions, and jersey colors. If jersey colors are similar, the HOME team changes jerseys.

- ◆ If Arlington fields are closed on game day or if there is a change of fields, notify the opponent team manager right away, at least 2 hours before game time. If it has rained in the past 2-3 days, check the inclement weather hotline just in case there has been a change. Your opponent won't know to do this.

- ◆ If your team plays the first game of the day, make sure that your Field Coordinator (parent volunteer) checks the field by the preceding Thursday to see whether the grass is cut and the field is lined. Nets and flags will be set up Sunday morning by the Sports Division. Know where to pick up a set of nets (Nancy Etkin's, 2230 N. Powhatan St.) in an emergency. Check with the Executive Director if you see field problems.

- ◆ The HOME team presents the referee with a completed game card prior to the game. Each league provides game cards before the season begins.

- ◆ Keep your ATSC Emergency Information Card, which includes an emergency referee phone list (provided at the Club Council meeting) handy in case there are field problems or your referee doesn't show up by 5 minutes before game time.

- ◆ Report the score (and any Red cards issued) to the division or age group coordinator on Sunday evening (see earlier in manual for varying league requirements).

- ◆ Confirm the game length with the referee before the start of the game.

- ◆ (Optional, but strongly recommended). If you believe the referee did a noteworthy job, send in a referee evaluation card (provided by leagues).

- ◆ If you have a Saturday or week night game, you must set up your own nets and flags. **Your team will forfeit if you do not do this.** See ATSC Website (Fields – Set up and Take down) for full information on game day field setup instructions.

These are just a few items for a new manager to think about. There are probably more. To contribute additional tips or comments for future updates, please notify Nancy Etkin at [n.etkin@verizon.net](mailto:n.etkin@verizon.net).

# **SAMPLE STARTUP BUDGET FOR NEW U-9 FALL & SPRING—TWO TEAMS**

			Cost per		Cost per
Expense		Fall 04	Player Fall	Spring 05	Player Spring
NCSL Fee (2 teams x \$326) (ODSL similar)		\$652	\$27	\$652	\$27
VYSA Fee (Fall only) (2 teams x \$114)		\$228	\$10		\$0
ASA Fee (Fall only) (24 x 12) (Paid by family online)		\$288	\$12		\$0
ATSC Fee (24 x \$46) (Paid by family online)		\$1,080	\$46	\$1,080	\$46
Coach salary (amount may vary significantly)		\$3,000	\$125	\$3,000	\$125
Uniforms (Fall only) (26 x \$75)		\$1,950	\$81		\$0
Equipment (first aid kit, misc.)		\$150	\$6	\$50	\$2
1 tournament Fall, 2 in Spring, \$400-\$550/team		\$1,000	\$42	\$2,000	\$83
Patches for tournaments		\$75	\$3	\$150	\$6
Miscellaneous		\$200	\$8	\$50	\$2
Social (end of season party)		\$150	\$6	\$150	\$6
<b>Sub Total</b>		<b>\$8,773</b>	<b>\$365</b>	<b>\$7,132</b>	<b>\$297</b>
<b>Scholarships</b>					
Scholarships (4 estimated; will vary based on need)		\$800		\$600	
ATSC Fee Refund (4 x \$46)		-\$184		-\$184	
ATSC Scholarship Fund (estimated) (2 x \$60)		-\$120		-\$120	
<b>Total Scholarships</b>		<b>\$496</b>	<b>\$25</b>	<b>\$296</b>	<b>\$15</b>
<b>Tentative Collection + Payment Schedule</b>	6/10/04	\$125	Fall - 1st pmt		
Collections - Fall (\$375* )	by 8/1/04	\$58	Fall - OLR (ATSC + ASA fees)		
*Does not include scholarship donation payments	8/15/04	\$68	Fall - 2nd pmt		
	9/15/04	\$115	Fall - 3rd pmt		
	10/15/04	\$25-\$50	Scholarship Donation (not in \$375)		
Payments - Fall	6/25/04	\$880	NCSL & VYSL Fees		
	7/1/04	\$1,000	Uniform down payment		
	7/10/04	\$1,000	Tournament fees		
	9/1/04	\$1,000	First coach payment		
	10/1/04	\$1,000	Second coach payment		
	11/1/04	\$1,000	Final coach payment		
Collections - Spring (\$300*)	1/1/05	\$100	Spring - 1st pmt		
*Does not include scholarship donation payments	2/1/2005	\$46	Spring - OLR (ATSC fee)		
	3/1/05	\$55	Spring- 2nd pmt		
	4/1/05	\$100	Spring - 3rd pmt		
	5/1/05	\$15-\$25	Scholarship Donation (not in \$300)		
Payments - Fall	1/15/05	\$1,000	March tournament fees		
	1/??/05	\$652	NCSL & VYSL Fees		
	3/1/05	\$1,000	Memorial Day tournament fees		
	4/1/05	\$1,000	First coach payment		
	5/1/05	\$1,000	Second coach payment		
	6/1/05	\$1,000	Final coach payment		

**APPENDIX G**  
**ARLINGTON TRAVEL SOCCER CLUB**  
**CONSENT AND MEDICAL AUTHORIZATION FORM**

As the parent/legal guardian of \_\_\_\_\_, I request that in my absence the above-named player be admitted to any hospital or medical facility for diagnosis and treatment. I request and authorize physicians, dentists, and staff, duly licensed as Doctors of Medicine or Doctors of Dentistry or other such licensed technicians or nurses, to perform any diagnostic procedures, treatment procedures, operative procedures, pain relief measures and x-ray treatment of the above minor. I have not been given a guarantee as to the results of examination or treatment. I authorize the hospital or medical facility to dispose of any specimen or tissue taken from the above-named player. I request and authorize the hospital or medical facility and its staff to share information on the medical condition of my child with the parent, coach or assistant coach associated with her soccer team that represents him/herself as the responsible adult in my absence.

Player's Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)      Date of last tetanus booster \_\_\_\_/\_\_\_\_/\_\_\_\_

Known Medical Problems/Allergies: \_\_\_\_\_

\_\_\_\_\_

**Parents/Guardian** \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work (Mother) \_\_\_\_\_ Work (Father) \_\_\_\_\_

Cell (Mother) \_\_\_\_\_ Cell (Father) \_\_\_\_\_ Fax \_\_\_\_\_

**Family Physician** \_\_\_\_\_ Phone \_\_\_\_\_

Physician Address \_\_\_\_\_

**Person responsible for charges** (if different from above) \_\_\_\_\_

Person's Address \_\_\_\_\_

Person's Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**Insurance Company** \_\_\_\_\_ Policy Number \_\_\_\_\_

Address for Submitting Claims \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date Signed

\*Subscribed and Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary \_\_\_\_\_

My Commission expires \_\_\_\_\_

\*Notarization is not required by US Youth Soccer

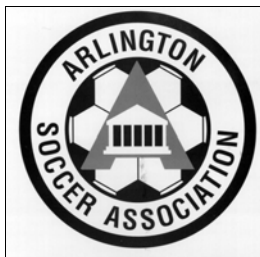
## APPENDIX H

### ***PARAMETERS FOR NCSL, WAGS AND ODSL***

The parameters in the following chart apply to ODSL, WAGS, and NCSL teams. Tournaments, Olympic Development teams, state championships and other events sanctioned by U.S. Youth Soccer might have other regulations, so check to make sure. (O= ODSL, N = NCSL, W = WAGS)

	<b><u>Maximum Roster Size</u></b>			<b><u># of Players on Field</u></b>			<b><u>Ball Size</u></b>			<b><u>Game Length (Minutes per 1/2)</u></b>		
	O	N	W	O	N	W	O	N	W	O	N	W
U19	18	18	18	11	11	11	5	5	5	45	45	45
U18	18	18	18	11	11	11	5	5	5	45	45	45
U17	18	18	18	11	11	11	5	5	5	45	45	45
U16	18	18	18	11	11	11	5	5	5	40	40	40
U15	18	18	18	11	11	11	5	5	5	40	40	40
U14	18	18	18	11	11	11	5	5	5	35	35	35
U13	18	18	18	11	11	11	5	5	5	35	35	35
U12	18	18	18	11	11	11	4	4	4	35	30	35
U11	18	18	18	11	11	8	4	4	4	30	30	35
U10	12	12	-	7	7	-	4	4	-	25	30	-
U9	12	12	-	7	7	-	4	4	-	25	30	-

## APPENDIX I



### ARLINGTON SOCCER ASSOCIATION – KIDSAFE FORM ADULT COACH/VOLUNTEER REGISTRATION APPLICATION

SEASONAL/SCHOOL YEAR \_\_\_\_\_

#### *Personal Information*

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

ASA Club Affiliation Arlington Travel Soccer Club

Previous soccer affiliation if less than 3 years in ASA \_\_\_\_\_

(Circle appropriate answer)

Positions: Coach \_\_\_\_\_ Asst. Coach \_\_\_\_\_ Manager \_\_\_\_\_ Volunteer \_\_\_\_\_

Current Team: \_\_\_\_\_ Boys Girls

Age U- 9 10 11 12 13 14 15 16 17 19

Coaching License (highest level)

None

VYSA: F E D

USSF National: D C B A Youth

NSCAA: Nat'l Diploma  
State Diploma

Adv. Nat'l Diploma  
Regional. Diploma

Nat'l Youth Diploma  
Adv. Reg. Diploma

### KIDSAFE CERTIFICATION

PLEASE READ, COMPLETE AND SIGN **KIDSAFE CERTIFICATION** ON REVERSE SIDE. INCOMPLETE OR UNSIGNED REGISTRATION APPLICATIONS WILL NOT BE ACCEPTED. THIS DATA ON THE REVERSE SIDE OF THIS REGISTRATION FORM WILL BE KEPT IN ABSOLUTE CONFIDENTIALITY BY ARLINGTON SOCCER ASSOCIATION AND MUST BE UPDATED ANNUALLY.

## **CONFIDENTIAL KIDSAFE CERTIFICATION**

**KidSafe** is a risk management program designed to foster safe circumstances for every person, and especially every child, who participates in a US Youth Soccer affiliated activity including the programs of the Virginia Youth Soccer Association and the Arlington Soccer Association. It is a program to inform all US Youth Soccer volunteers and employees concerning the risks associated with youth programs.

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_ Drivers License # \_\_\_\_\_

Employer & Employer Address \_\_\_\_\_

\_\_\_\_\_

Please circle "Yes" or "No" To The Following Questions:

Have you every been arrested for or convicted of sexual abuse, physical abuse, or exploitation of any minor?  
Yes    No

Are you now using illegal drugs?    Yes    No

Are you subject to any civil restraining order or any type of civil action relating to child or domestic abuse or violence?  
Yes    No

If you answered "Yes" to any of the above questions, please provide below or on a separate sheet detailed information as to the nature of the offense, the number of separate offenses in question, the date of the offenses, the relationship between the offense and the position for which you are applying and any mitigating factors that should be taken into account.

### **VOLUNTEER APPLICATION AND DISCLOSURE STATEMENT**

I understand that my volunteer position with the Arlington Soccer Association (ASA) or any of its member clubs is contingent upon my truthful completion and ASA's or any of its member club's review of this form. I authorize and understand that ASA may obtain a criminal history report, and that I may be requested to provide a set of fingerprints. I understand that I may be immediately discharged for any misrepresentation or material omission on this form. I understand that a pending arrest or a closed arrest is not an automatic bar to consideration of my application but it is the intent of ASA or its member clubs to deny a position to any person who has been convicted of sexual abuse, physical abuse, or exploitation of any minor. I understand that ASA or any of its member clubs will take into account the nature of the offense, the date of the offense, and the relationship between the offense and the position for which I am applying and any mitigating factors.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# APPENDIX J

## Team Notebook

### Recommended Contents

- Pencil pouch to include: pens, glue stick, sideline passes, mini-rosters
- Official game cards (from league)
- Sit out cards (for red cards)
- ATSC emergency info card
- Team roster (unofficial, with parents names, addresses, all phone numbers, etc)
- Mini-roster (for use on game cards)
- Copy of season schedule
- Snack schedule
- Field directions
- Player and coach passes (in sports card protectors)
- Official roster (keep a few copies available for tournaments, too)
- Division contact info page
- Medical release forms, notarized (each visible in page protectors)
- KidSafe certification for coaches and managers
- Practice field permit
- Other forms (player release/transfer forms, rules of the game)
- Miscellaneous information (score reporting, field setup)
- Spare page protectors

### Tips

- Use plastic page protectors to hold all papers
- Make sure notebook has pockets on front and back covers for extra junk
- Put team name, your name, and phone number prominently on book in case it gets lost (an unimaginable horror!)

## APPENDIX K

### Team Jobs for Parents

Manager*	_____
Assistant Manager*	_____
Treasurer*	_____
Uniform Coordinator*	_____
Phone Tree* (2-3 people)	_____ _____ _____
Snack/Drink Coordinator*	_____
Fundraising Coordinator*	_____
Tournament Applications/Registration*	_____
Tournament Logistics/Lodging	_____
State Cup Coordinator (U12+ only)	_____
Team Website Maintenance*	_____
Equipment/Field Preparation*	_____
First Aid	_____
Shade Tent/Banner	_____
Social Coordinator	_____
Indoor Winter Soccer Coordinator*	_____
Soccer Camp Coordinator	_____
ATSC Volunteer Rep	_____
ATSC North Tract Team Rep	_____
Publicity (newsletter/newspaper articles)	_____
League Division Coordinator Volunteer (probably not needed but name must be supplied)	_____

\* Most important jobs for U9/U10 teams (12 jobs)



## APPENDIX L

### Team Fundraising Ideas

Travel soccer teams are expensive. While some parents are in a position to pay high seasonal fees, many are not. In addition, Arlington teams generally carry scholarship players who can pay some, but not all, of the team fees. To reduce the burden on the parents who pay, many teams sponsor fundraising activities, with the proceeds going to a variety of things, including the team's scholarship fund, new bags or warm-ups, special trips, or general team fees. Following are some of the fundraising activities undertaken by Arlington teams in the past. The ATSC Executive Director can notify all teams about an individual team's fundraising event if given sufficient advance notice.

**Yard Sale:** Can raise \$700-\$1,800, depending on location and items donated for sale. One idea to get more sale items is to prepare a flyer and have players go throughout their neighborhoods asking for donation of goods for the yard sale. Many people have items they want to discard to a good cause. Some teams sell sodas and/or baked items in conjunction with the yard sale. Have players on site, in uniform, to assist with sales. A large sign at the site, noting the sale proceeds are for xyz purpose for the youth soccer team, will sometimes encourage higher sale prices or donations.

**Car Wash:** Can raise \$500-\$1,000, depending on location and weather. Usually better for older teams whose players can actually do the work of washing the cars. Good sites must usually be reserved months in advance. Bring signs for players to get attention from cars driving by, hoses, buckets, towels, etc. A vacuum cleaner with an extension cord can bring in extra income.

**Phone Book Delivery:** Can raise \$1,000-\$1,400. Local phone company pays for deliveries of white and yellow pages to Arlington neighborhoods, by zip code. Usually takes two full days, a few adult drivers, and a number of kids doing the actual deliveries. Hard work but significant money.

**Bake Sale:** Can raise \$300 to \$500. Players can sell with adult supervision. Site location is important.

**Sales of Merchandise:** Can raise \$200-?? A number of different fund-raising companies provide merchandise for teams to sell, keeping part of the proceeds. Merchandise items (usually frozen food) include pizza, cheesecake, and cookie dough. Parental supervision should be provided for any door-to-door selling.

**Gift Wrapping:** Can raise \$200-500. Various stores allow non-profit groups, including sports teams, to provide holiday season gift-wrapping services in their store; payment is from tips from the customers.

**Grocery Store Gift Certificates.** Amount raised depends on participation. This is the program the school PTAs, church groups, etc. use and is available to any non-profit organization, including individual teams. The team buys a certain amount of gift certificates from the store at a discount and resells them to team parents and others at face value, keeping the difference. Rates range from 1%-5%, depending on the store and size of purchase. Some teams take advance orders and checks from parents, then order and distribute the certificates. Others, with sufficient funds in the bank, can buy the certificates first and then sell them to parents. This takes a person willing to organize it and do the appropriate record-keeping, but teams can make "free" money by buying their regular groceries. Giant and Shoppers Food Warehouse I have these programs. Contact the stores for more information.

**Raffle:** Team may solicit donations of items to be raffled. Certain county regulations apply.