

Manager Handbook

You now have a child playing soccer and just when you thought the only thing would be for you to get your player to and from games and practices and then the coach asked you to be the team manager. Your first question was probably “What does a manager do?” and the coach made it sound easy and not at all time consuming. Then you take a look at the job you feel very overwhelmed. There is no need to be overwhelmed. With a little organization and information the job can be fun and rewarding. Remember the manager is a vital part of the team’s success. You will learn about soccer, about people and you’ll help the players have the opportunity to get the most out of their soccer experience.

Recreational Teams:

Most recreational teams do not have team managers; they have team parents (traditionally called “soccer moms”). These team parents are the ones that organize the snack list and phone tree. The team parent plays an important role in making sure the correct information is passed along to the parents. Let’s face it, the coach may tell the child “it is your turn to bring snack at the next game”, but the reality is the parent will find out on the way to the game when the child says, “oh yeah, I have snack today.” Coaches need to be preparing practice drills and game lineup; they do not need to be worrying if the players get a snack at the end of a game. The team parent takes on this responsibility. It is important that the team parent communicate with the coach to determine who takes care of what. Some coaches will prefer to call players with news or changes and some coaches prefer the manager organize a phone tree or take on the responsibility of calling parents. Whoever does the calling; it is very important that information be passed along in a consistent and timely manner. In today’s tech world emails are a fast and effective form of getting information to everyone at the same time. Coaches and the Team Parent should have a list of the players, parents’ name, email addresses, home phone numbers and cell phone numbers. This list should be at every game and practice just in case there is an emergency.

Competitive/Select Teams:

These teams are selected through a competitive tryout and typically travel significant distances for tournaments and some competitions. Managing a select team will involve paperwork, travel arrangements and forms. Most task and issues that are in the manual pertain to Managers of Competitive teams. Both recreational and competitive programs will need some forms and information.

Structure of Soccer Clubs

The structure of soccer clubs and leagues vary from club to club and district to district. You should be aware of the structure of your club.

**United States Soccer Federation
U.S.S.F.**

US Youth Soccer

Alaska Youth Soccer

Fairbanks District	Anchorage District	Mat Valley District	Southeast District	Kenai Peninsula District
FYSA	Cook Inlet Soccer Club	Matansuka Soccer Club	Juneau Soccer Club	Kenai Soccer Club
FYSA Recreational Program	Northern Light Soccer Club	Palmer Soccer Club	Ketchikan Youth Soccer League	Soccer Association of Homer
Eclipse Soccer Club	Anchorage Youth Soccer Club	Wasilla Youth Soccer	Sitka Soccer Club-Community Schools	
Arctic Knights Soccer Club	Full Force Soccer Club	Wasilla Complex Indoor		
North Pole Youth Soccer Club	Alaska Rush Soccer Club	Alaska Palmer Burn Soccer Club		
	Chugiak Soccer Club			
<i>Anchorage and Mat Valley Comp leagues games administrated by United Anchorage Youth Soccer League</i>				

Each Club is organized and controlled by a board of directors. The coach is the central figure of the team in almost any scenario. With younger teams, the coach is typically the volunteer parent of the team and may have experience anywhere from none to substantial. In some cases, teams are organized and then the organizing club or league seeks a coach. In others, a coach organizes the team on behalf of the club or league. In all cases teams belong to clubs and coaches follow the rules and policies of the clubs. At the select and comp level it is increasingly common for the coach to be a full-time or part time soccer professional, not a player parent and to be paid a salary or stipend. The club is usually the hiring authority.

On the best-run teams, there is agreement over authority between the coach and the parents. Where there is either disagreement or lack of understanding, the manager should take the lead on compromise and communication. The manager works with the coach within the framework of the club's rules and policies to manage the team properly.

The manager's most basic task is to make sure the required paperwork is in order so the team can take the field.

Roster

The club registrar typically prepares the team roster. In some clubs the team's manager prepares it, and then it is signed or stamped by the registrar (with the exception of the State Cup Blue Roster). Every time a player leaves or is added to the team, the roster must go back to the registrar to be updated. A player cannot play in league play without being on the team roster (exception club pass policy # 50706A1). All players must be listed on the roster in order to play in a tournament. The competitive roster goes hand-in-hand with the player pass. It contains essentially the same information for each player as is on the player cards.

Player Passes/Cards

For select teams, the player pass is the soccer equivalent of a driver's license or passport. The state association issues Player Pass annually. The procedure is different from club to club. Typically the club request player passes from the state office in early spring. The Executive Director will sign the passes and send enough for the club to issue to every comp player. Alaska Youth Soccer Association requires all comp teams to use player passes for league play and tournament play

Each club has a registrar that will be in charge of issuing the player passes. The manager is responsible for checking the information on the cards and making sure that each card has a signature from the player. The signature on the card must match the name printed on the player pass. Example: If the card is issued to Robert Jones, the player must sign it Robert Jones. If the player goes by a name that is a common or recognized nickname the player pass may be printed as Bobby Jones and the player may sign it as Bobby Jones. Under no circumstances may someone else sign the player pass for the player. This includes well-meaning parents and managers who simply forgot to get the player to sign.

Once cards are issued, the manager must keep them on hand for all games and competitions. In accordance with Alaska Policy # PP41606 all competitive players must have a player pass to play in league competitions and games.

Once in a while a player may need to borrow his or her card from the manager to play elsewhere, such as a guest player for another team. The manager must make sure they get it back.

If a player changes teams during the seasonal year (September 1-August 31) paperwork must be completed to accomplish the release and transfer to the new team. The old player pass must be sent into the AYSA office along with the transfer paperwork. The new team will be responsible for issuing a new player pass. If the player simply quits playing soccer, collect the player pass and destroy it.

Player Pass Information

- State:** ALASKA
- Member:** Coach, Assistant Coach, Player, Trainer or Manager
- Name:** Same Name as on the Roster –must be signed as printed on roster and card
- Birthdate:** Must match Birth Certificate
- Team:** Club name with team name
- Team #:** Assigned by club, any formula the club uses is acceptable
- Age Groups:** u-**this changes** every year.
- Seasonal Year:** Current year
- ID#:** Player or coach ID number assigned by club

Cards must laminate and sealed on all sides.

Hole is punched in the left hand corner.

All adult cards must be outlined in red.

On Back-card must have current player or coach picture.
Card must have signature of AYSA official on the back.

MEMBER PASS

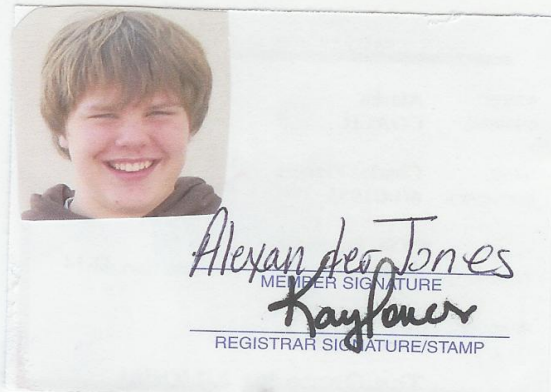
STATE: ALASKA
MEMBER: Player

NAME: Alexander Jones
BIRTHDATE: 1/18/1993

TEAM: KYSL Superstars
TEAM #: 0000000 AGE GROUP: U-14B

SEASONAL YEAR: 2006
I.D. #: Jone011893B

The Game for All Kids!



MEMBER PASS

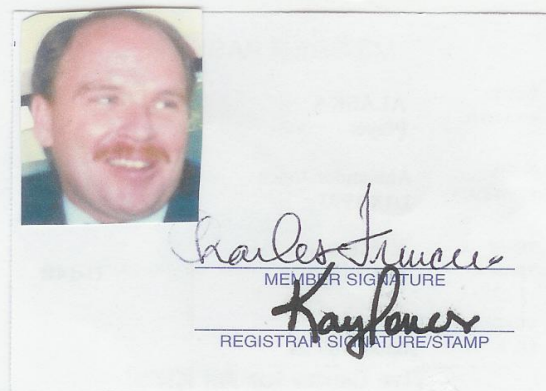
STATE: Alaska
MEMBER: COACH

NAME: Charles Francis
BIRTHDATE: 6/14/1955

TEAM: KYSL Superstars
TEAM #: 00000 AGE GROUP: U-14

SEASONAL YEAR: 2006
I.D. #: Franc1455B14

The Game for All Kids!



Organizing Paperwork

The easiest way to assure all paperwork is organized and with the manager is to keep it in a three-ring binder. Rosters, copies of the player birth certificates and medical releases can be inserted into three-hole plastic sheet protectors where they will be easily accessible and protected from moisture or damage. Player passes will be on a medal ring and can be easily clipped inside the notebook. The manager should also keep important information such as emergency contacts, tournament information and rules, league schedule, field permit if applicable, and travel plans in the notebook. The notebook can be divided into sections as a way to organize the various pieces of information. The notebook should be kept current and clean of past paperwork and loose papers. If the team is participating in State Cup the manager should do another notebook complete with another copy of the players' birth certificate (see State Cup section).

Uniforms

Select teams will at a minimum need two sets of shirts in contrasting colors. Many teams buy soccer shirts, while others purchase tee shirts and apply the team logo. All shirts must have numbers and team members must have and wear the same color of socks. In some clubs, there is little choice for the team because the club obtains uniforms centrally and regulates style and colors. Uniforms must be youth appropriate in style and name (Team Uniform Policy # PLP08082006). Sponsors may be used on the uniforms as long as they are youth appropriate. A general good rule of thumb is if they cannot wear it to school then they cannot wear it on the soccer field. There is no restriction on uniform styles. Uniforms typically do not last more than two years, due to a combination of player growth, wear and tear and roster turnover. The manager should have an accurate record of what uniform pieces the player. If the uniform is team owned, not player purchased, the manager should keep up with distribution and return of the uniform.

Getting Help

The only worse thing than trying to do everything yourself from the start is having to do everything yourself at the deadline because others didn't meet their commitments. The manager should be in charge of the paperwork, so it is done consistently and on time. Tasks not intertwined with paperwork that can be delegated include

- Coordinating travel and rooms
- Purchasing uniforms
- Coordinating field layout, set-up and take down (if needed)
- Directing fund-raising projects
- Arranging team parties
- Arranging first aid kits/water/ice at games
- Researching soccer camps or tournaments

Someone other than the manager should be treasurer, or at least sufficiently involved with the team finances (such as second signature on checks) to avoid any appearance of one-person control of the money.

Tryouts

Depending on how the club is organized, in some clubs the manager arranges the tryout fields/permits and make sure the announcements are published. Remember all tryouts for teams need to be open and advertised.

Tournaments

Tournaments provide the opportunity to play several games in a weekend, often against teams not faced regularly in league play. There are several tournaments in Alaska; these tournaments include Far North in Anchorage, Ina K in Anchorage, Fred Meyer Zane Cup in Anchorage and Midnight Sun in Fairbanks. Teams wishing to participate in one of these tournaments will need to get registration information from the clubs sponsoring the tournament. The Alaska State Cup is an AYSA tournament and is traditionally held the second week in August. In general a tournament will distribute some form of announcement and require interested team to apply or register. These tournaments do not need permission for the state to attend or participate.

There are several out of state tournaments that teams may choose to attend. In most cases the registration, paperwork, accommodation and transportation become a major task for the manager. The permission to travel paperwork must be completed a minimum of thirty day in advance for a team to travel.

Tournaments handle accommodations in a variety of ways, ranging from merely providing a list of nearby hotels to actually handling all the reservations. For larger tournaments the manager should arrange rooms before even before finding out if the team is accepted in the tournament. The rooms can be cancelled if the team is not accepted. When making reservations, the manager will need to know how many rooms (or an estimate) and provide a credit card to guarantee. The division of the room cost can be worked out at a later time. Parents of unaccompanied players should be made to realize they are expected to pay for their child's expenses, including a share of the room. The manager should establish a budget for the trip and divide the cost among the players. This should include entry fee, hotel cost and transportation cost and any incidentals. If the player is expected to pay for their own food, the manager should give them a ballpark figure on what the daily cost will be. Some teams have each player pay a flat food fee and the manager will arrange meals. Each team will decide what works best for their players and team. For younger teams the manager may hold on to the player's money for safe keeping. To avoid a misunderstanding on the money, the manager should have each player's money in individual envelopes. On the front of the envelope write the amount the player starts with and have both the manager and player sign and initial the amount. Every time the player "withdraws" money from their envelope the manager writes the amount taken out and again both the player and manager sign or initial beside the amount. This is a little extra work, so the manager may delegate another chaperone to be in charge of this. For older players unless the parents specifically ask the manager to hold their money, they should be able to manage their own spending habits. It is important that the manager take note if a player is not eating, or doesn't appear to be spending money, it may mean they have run out or loss their money, in that case the manager should handle it discreetly.

Parents vary in whether they can or want to attend tournaments. The parents should notify the manager well ahead of time if they are attending and plan on paying for their own transportation and rooms. It is wise for teams to establish rules for parents that are attending the tournament. Often the parent thinks in terms of their child and does not take into consideration the rest of the team. This can lead to conflict between the coach and parent and resentment from the other players whose parents are not there. Some clear guidelines given to the parents can help overt any problems. If the manager prepares a form that parents sign then there is no question concerning the rules

Example of parental guidelines:

- Parents may not take their child away from the team.
- Parents may not over-ride the rules of the coach or club.
- All parental requests must be made directly between the coach and the parent. Players should not be used as the “messenger”.
- While traveling the coach/manager will have the final decisions on all players traveling under their supervision.
- Parents may not stand with your child during the games.
- Parents may not take their child for a meal or shopping, without the permission of the coach.
- Parents may not bring their child extra goodies or items unless you have one for every team member (soda, sports drink, snacks, etc.)
- Parents may not decide to pull their child early from the tournament. All players will remain with the team until the day and time the entire team leaves.
- Parents should read and sign all paperwork.
- Parents should be familiar with the rules and guidelines their player will be expected to follow.
- In the event the parent becomes aware of violations of rules, they will notify the manager/coach immediately.

At all times parents should respect the coach and the rules set forth for the team.

In the same respect the manager should always follow the same guidelines when dealing with their own child. The manager is there to work for the entire team, not just their child. Special consideration or treats for the manager’s child will build resentment among the other players.

APPLICATION TO TRAVEL GUIDELINES

Domestic Travel

If your team is planning on playing games out-of-state, you must submit the official US Youth Soccer "Application for Travel" form to the State Office at least 30 days prior to travel. This form can be found on the AYSA web site. Incomplete applications will not be approved. Copies of the team roster must be included as well as a copy of the “Application to Host a Tournament or Games” for the competition in which you wish to participate. Teams are not permitted to travel without an approved "Application for Travel." This form covers tournaments in the US only.

Procedures -Domestic travel: Fill out the application and mail the following to the State Office:

- One copy of the travel application
- One copy travel rosters of all players and team officials along with their registration numbers
- A copy of the approved Application to Host a Tournament (you receive this from the tournament)
- \$35.00 Application fee made out to AYSA.

- YOU MUST PROVIDE AN EMAIL ADDRESS. ALL APPROVALS WILL BE RETURNED VIA EMAIL. IT IS THE MANAGERS RESPONSIBILITY TO SEND A COPY OF THE APPROVAL TO THE TOURNAMENT DIRECTOR.

TRAVEL APPLICATIONS CAN BE EMAILED TO THE STATE OFFICE FOR APPROVAL.
EMAILED ROSTER PAY \$25.00 PROCESSING FEE

Incomplete packages will not be processed until all the paperwork is received.

In Section III "Travel to Participate in Games" where you "request permission to engage in games in the following locations," you list "friendly games." This will cover games that are not a part of the tournament. These games must be with USYS affiliated teams ONLY.

A Friendly is played under full game condition with officials, a scrimmage is more informal. If the team is planning on playing "Friendlies" either prior to or after the tournament Section III, of the permission to travel form must be completed. If the final details have not been worked out, then on the form the manager may write "Friendly Game, Team TBD" and fill in the club and contact information.

The AYSA State office will forward a signed copy of the application to the tournament director as long as you include the SASE to the tournament. If that is not included, you must forward the approved application to the tournament yourself, after you receive the signed copy from the State Office.

Without signed permission to travel, your team will be unable to participate in the outside tournament. Teams going to the Far West Regional Tournament do not need travel papers, but if the team is going to play "friendly games" with, the travel application will need to be submitted to the AYSA state office with Section III completed.

Travel request submitted to the State Office less than thirty (30) days will have a 50.00 late fee imposed. Checks must be made out to AYSA.

Tournaments have their own special registration requirements. You should obtain applications for each tournament, fill them out and return them to the tournament director along with a team check covering the registration fees.

International Travel

Tournaments in foreign countries offer an international experience with tasks for the managers that are a little different from a U.S. tournament. There are several vendors that offer international tournament travel. After a team has decided to travel to another country for a tournament or tour there will be quite a few steps that have to be completed.

The forms are different and permission is granted from United States Soccer Federation (USSF) and not US Youth Soccer.

Annual Travel Permit (recommended):

Teams may apply for the Annual Travel Permit. The application with the team roster and a fee of \$50.00 can be mailed or emailed to the State Office for processing.

Upon approval the stamped approved roster and travel permit will be issued. This form will be used for all **US Youth Soccer Events and Tournaments**. When a team is traveling, the manager will send an email to the office that states the Tournament Name, location and

dates of travel, no other information or paperwork is needed. The Approved Roster may be adjusted for guest players. Guest Forms and roster with travel notification will be emailed to the office for approval. If there are no changes to the roster there is no need to submit a new one with notification of travel email.

Team traveling to non-USYS sanctioned tournaments may not use this annual permit approval and will need to fill out the single “application to travel” paperwork and submit it with the fee to the office for approval.

Foreign Travel Procedures

Same care as with domestic travel plus:

Travel to foreign countries (**including Mexico and Canada**) requires an Application for Foreign Travel-form TAPP 3-03 and completion of the Ted Stevens Amateur Act –form TTED 3-03.

Procedures- Foreign Travel: Fill out the application and mail the following to the State Office:

- 2 copies of Application for Foreign Travel-TAPP 3-03
- 2 copies of Ted Stevens Amateur Act Statement-TTED 3-03
- 2 copies of roster
- Check for \$25.00 payable to AYSA
- Check for \$50.00 payable to USSF
- SASE envelope to manager

The AYSA office will approve and send the application and fee to the USSF office. Approval from USSF is sent via email or letter.

USSF is not required to accept or approve any application submitted less than sixty (60) days in advance. If an application is submitted less than sixty (60) days in advance of your desired travel dates, the following non-refundable late fees must be enclosed, made payable to U.S.S.F.

- Less than sixty (60) days but more than thirty (30) days -\$50.00
- Less than thirty (30) days- \$75.00
- AYSA late fee for foreign travel submitted less than 60 days from travel \$50.00

Other Paperwork Responsibilities

Foreign Born Players

Under age 12:

If a player enters the US before the age of 12, they do not have to fill out any waiver or clearance paperwork. The manager/club will obtain a copy of the proof they were in the country before 12. This approved proof will be kept in the manager's notebook behind their stamped copy of proof of age. Acceptable items are: report cards or school registration forms, past player passes, past registration forms, medical records such as a shot record, copies of past dividend checks, dated page from a passport, etc. They will never have to fill out waiver or clearance form.

12 years old to 16 years old:

If a player enters the country between 12 years old and 16 years old they will fill out a Waiver Form (form WV-4/02), If they answer no to every question, then they are eligible for a Waiver Form Clearance. The form is sent to the AYSA office along with a check for 10.00 payable to

USSF. The AYSA office will forward it to USSF and send a copy to the club and /or manager. The player is eligible to start playing immediately. The manager will keep the copy of the waiver with the stamped proof of age.

17 and older (or answers yes to one of the Waiver questions):

If the player entered the US starting at age 17 or older or answered yes to one of the waiver questions, the player must fill out an International Clearance Request Form (ITC 3-03). There is no fee to fill out this form, but it must be sent to USSF and approved before the player plays in any matches or tournaments. The player may practice but not play in any games. In accordance to FIFA regulations the international federations have 30 days to respond, so this must be done early enough to insure the player can play. The club will fax the form directly to USSF and then send a copy to the AYSA office with the date it was faxed. The club and AYSA will receive the clearance directly from USSF. This clearance will be kept with the players proof of age at all times. Remember that if they player answers yes to the first question on the waiver form: *Are you 11 years of age or younger?* do not fill out the Clearance Form; they simply provide proof of entry under the age of 12.

To determine which form the foreign born player needs, answer the following questions:

- Are you 11 years of age or younger? Yes___ No___
(if they are 11 or younger, no more paperwork is required after proof the entered the US before 12)
- Are you 17 years of age or older? Yes___ No___
- Have you signed a contract with a professional team? Yes___ No___
- Have you received any money or other remuneration for playing soccer? Yes___ No___

If they have answered all 4 of the above questions “No”, and are not coming to the United States to play in a tournament or friendly game and then return to their native country, they qualify for a waiver. The original signed Waiver Form (Form WV-4/02) will be sent to the AYSA Office. The manager should keep a copy of the signed waiver or a copy of proof that they were in the country before age 11 will need to be kept in the notebook with the player’s information. This can be a copy of their report card, medical record, or stamp on passport. Player may begin playing immediately after submitting waiver request.

If they answered “Yes” to one of the above questions, they do not qualify for a waiver. An International Clearance Request form (ITC 3-03) must be submitted. The form is sent to the AYSA office and the Executive Director will make a copy for the state records send it in to the USSF Office. Approval will be sent to the AYSA office or to the player. A copy of the ITC-3-03 and the approval will need to be kept in the notebook with the player’s information. Player can not play until approval from USSF is obtained (may take up to 30 days).

This does not apply to players of US citizens born abroad.

Permission to Play in Adult League

It is the manager's responsibility to email permission to play in adult league to the AYSA Executive Director before the first adult league game. There are several guidelines that have to be followed.

1. In order to maintain youth status and insurance all players must be registered with an AYSA youth club.
2. Before the first (1st) game player/team Permission to Play Adult League form must be submitted **via email** to the AYSA office for approval. Teams may use one form per team submitting a single team roster with it; all players on the roster must be at least 14 years old.
3. Penalty fee will be imposed for teams/players failing to submit proper paperwork before first game. \$25.00 player penalty fee for an individual registering or \$150.00 team penalty fee.
4. The Executive Director will verify the player's registration and approve or disapprove the permission. The manager will be notified by email. Please allow one week for the approval email. The manager should follow the one-week timeline when submitting the paperwork.
5. The correct form must be submitted. This form can be found on the AYSA website.

Player Insurance Claim Form

If a player is injured during a practice or game the manager must fill out an insurance claim form to be sent via email to the AYSA office. This claim request must be sent to the AYSA office within two weeks of the incident. Insurance request sent via USPS may take up to 4 weeks to process.

STATE CUP

The Alaska State Soccer Tournament is held in early August. Champions in age divisions U-12 and up will go on to participate in the Region IV Far West Tournament the following June. It is important for all players, parents, and coaches to understand that any player or coach not fulfilling their commitment to travel to Regionals after winning State Cup will be subject to additional sanctions besides forfeiting their deposit money.

In June (as directed by yearly calendar), each Club/Association Registrar sends team rosters to the State Office. When the State office receives each team's official State Cup blue roster in mid-June, the names on it are compared to the June team roster.

There are very specific guidelines and deadlines that the manager must adhere to in order for the team to participate in the AYSA State Cup.

The first thing the manager will need to do is submit a State Cup registration form, state cup fee and blue roster to the AYSA State Office that is postmarked the deadline. This deadline is usually one day the last week in June and is on the AYSA yearly calendar by October. A roster is called a blue roster because it will be printed on light blue paper. This paper must be light blue not dark blue, royal blue or turquoise in color.

Your blue roster

- **Must be typed, no exceptions**
- **Must have every blank filled in**
- **May not have alterations (no white-out)**
- **Must list players alphabetically, last name first (no middle name or initial)**

The blue roster submitted will not require player signatures. Only the players of teams playing in the finals at State Cup will need to sign the blue roster. These signatures will be done at the headquarters in front of the State Registrar, State Cup Chair or Executive Director the day before the finals is played.

Players' that have a recognized nickname to their legal name may sign both their blue roster and player pass using the nickname. Example: If the player's name is **Kathleen**, it will be typed **Kathleen** on the Player pass and Blue roster, but the player may sign **Katie** on both. Please note the player must sign the same name and way on both the player pass and blue roster.

Once the registration is submitted to the state office the manager will put together a state cup notebook. This notebook will contain a medical/liability release and proof of age on each player.

Accepted proof of age documents

- Uniformed Services Identification and Privilege Card (DD Form 1173) issued by the uniformed services of the United States
- Birth registration issued by an appropriate government agency or board of health records,
- Passport i.e. birth certificate
- An alien registration card issued by the United States Government
- Certificate issued by the Immigration and Naturalization Service attesting to age,
- Current driver's license.

Hospital Baby Certificates (even those that say *Birth Certificate*), Baptismal Certificates or Religious Certificates are not accepted

Copies of proof of age documentation do not need to be stamped by the Executive Director.

The manager and club will be responsible for insuring that the proof age meets the above listed criteria. For State Cup and all State Sanctioned Tournaments (that require proof of age) the manager will still provide the proof of age with the credential notebook.

It is the manager's responsibility to make sure they have the proper form of ID. If they arrive at credentials and have the wrong kind i.e. hospital certificate or an unreadable copy the player's pass will be pulled until a corrected version is produced.

It is recommended that after the credentials the manager **NOT** carry the copies of proof of age in the notebook that is brought to the games (notebook should contain medical releases and player passes only).

If the Team has a Foreign Born Player

If the team has a foreign born player, the manager will need to make sure the player has either filled out the International Waiver Form (WV-4/02) or International Clearance Form (ITC3_03) or proof that they were in the country before age 12 **and** a Foreign Translation Form. This documentation will be behind the age documentation. This should be done before the regular

season begins. It cannot be done at State Cup credentials and the player may not play in the tournament, no exceptions.

Adding Players to the State Cup Team

After the team has submitted the first blue roster the team may need to pick up more players. There is a limit on how many players a team may pick up. A team may add no more than three (3) competitive players and may not drop more than three (3) players from their original team. A team may add recreational players and it does not count towards the 3 add-ons.

The only changes allowed are:

- **registration of RECREATIONAL PLAYERS**
- **three (3) transfers of competitive players who have been previously rostered on a competitive team (may not transfer from another state cup bound team).**

All players rostered to a State Cup bound team may not transfer to another State Cup bound team.

PROCEDURE for adding players:

- A team will submit a state cup application, state cup fees and initial blue roster by the June deadline.
- A transfer and release form must be submitted with the proper transfer fee.
- From June until the final freeze date, players may transfer from a team not participating in the State Cup to a team that is attending, all transfer fees will apply.
- Players may not transfer from a team that is going to State Cup to another team going to State Cup.
- Recreational players may be added to a State Cup blue roster with no consequences.
- No additions or transfers will be allowed after the July freeze date.
- In the event a team disbands or withdraws from State Cup before the final freeze date, players from this team may request to transfer to a State Cup bound team on an individual basis. All requests should go through the AYSA office and will be reviewed by the Executive Director and State Cup chair.

Final Blue Roster Submission:

If there are changes to the blue roster from the original a final Blue roster will be sent to the AYSA office by the July freeze date established by the State Executive Director and State Cup Chair person. A copy of the blue roster will also be emailed to the AYSA office, kayjones@kpunet.net, by the freeze date. This emailed copy will include the complete typed information without signatures. If a copy of the blue roster cannot be emailed, then a roster will be emailed complete with team name, and age/gender bracket

Credentials

Credentials are checked several days before the start of State Cup. To expedite the process, you must have the following information in a 3-ring binder:

- Player and coach passes in the same order as the blue roster (must be laminated, on an easy open, medal ring, with hole punched through the upper left corner of the front of the cards)
- Coach/assistant/manager passes must be outlined in red and must be clearly marked as a coach or manager pass
- Proof of age documents - birth certificate, passport, driver's license, state ID card, military ID card.
- Medical releases (these do not have to be notarized, but it is advised)-may be on registration forms

The proof of age document, medical release and registration forms must be in clear sleeves. The notebook will be set up exactly in the same order as the roster and player pass. The player's proof of age will be on the left side. The player's name and birth date will be highlighted in yellow. The registration/medical release will be in the right side.

Needed for Credentials:

Each team must have a 3-ring binder. In each binder should be the following:

- A. Player passes
- B. AYSA approved copy of Birth certificates or other acceptable verifications of age. All paperwork required with a foreign birth certificates should be with the foreign birth certificate (see below)
- C. Medical release (can be on the registration form)
- D. Six Copies of Blue Roster (copied on white paper).

DO NOT HAVE COPIES OF YOUR TEAM ROSTER IN YOUR BINDER ON BLUE PAPER!

There should be nothing else in the binder. The binders of age group champions will not be returned to the teams after the tournament. Teams will get the binders back after credential check at the Region IV Far West Regional Tournament

Credentials Procedures:

Station 1: Team manager will pick up paperwork and final blue roster from the head table.

Stations 2: Credentials tables; Manager go to an open table to have the notebook and roster reviewed. The person checking the notebook cannot be from the same club as the team.

The person credentialing the notebook will make sure:

1. The Roster and Player passes are in the same alphabetical order (last name).
2. The Name on the Blue roster is the same as the name on the player pass, *example: Katherine Jones on the Roster must be Katherine Jones on the Pass, not Katie, but the player may sign using a recognized nickname if both signatures are the same like Katie.*
3. The player pass is signed with the same name as the printed name.

4. The birth date on the blue roster and player pass match the proof of age documentation
5. There is signed medical/liability release for each player.
6. The coach and manager passes are outlined in red
7. **Foreign Born Players have the correct paperwork!! Credential day is too late; if you do not have it then the player cannot play~ No exceptions! This paperwork must be done before the player can even play regular league play.**

Situations that will most likely come up during credentials:

Name on the roster and or player pass does not match the name on the birth certificate:

The roster/player pass will be corrected and initialed by Executive Director or State Cup Chair. If the team wins the championship the blue roster will have to be re-done.

Exceptions: Regionals will accept either the first or middle name as long as the name used is consistent on each document. For example, if the player is Gregory Allen Doe on the birth certificate, but the roster and the player pass have Allen Doe, which is okay.

***If the player is William on the birth certificate, signs Bill on roster and player pass that is acceptable.**

**see exact policy on page 13*

Birth date on roster and pass is different than on proof of age document

Use special pen to correct pass

Use regular pen to correct roster

Errors on blue roster

Use regular pen to make corrections. Line through incorrect information and write new information as neatly and legibly as possible.

Blocks on right hand side of roster are not completed

The only column that can be left blank is the Alt. Jersey column if the team does not have alternates. If there are blanks, the team rep must fill them in. If team rep doesn't have the information, then all the passes will be held.

Foreign Born Player do not have correct documentation

Player Cannot Play NO EXCEPTIONS!

All foreign birth certificates must have a completed *Region IV Translation Form* kept with them.

A player that arrived in the country before the age of 12 must fill out a USSF Waiver Form (WV-4/02). There also must be proof the player was in the country before the age of 12 (this could be a medical record, school record etc). If the player is using a passport as proof of age, then the US entry stamp can serve as proof of when they arrived in the country. If the player arrived after age of eleven - *USSF International Clearance (ITC 3-03)* will be necessary.

Station 3: The Executive Director will stamp the six (6) white copies of the blue roster. The team will need these copies for their games; this is what is given to the referee at the beginning of the game when the referees check the player passes.

BLUE ROSTER SIGNATURES WILL BE DONE THE DAY BEFORE THE CHAMPIONSHIP GAMES DURING STATE CUP.

THE TWO TEAMS WILL BE ASSIGNED A TIME THEY WILL COME TO THE HEADQUARTERS AND SIGN THE BLUE ROSTER IN FRONT OF THE EXECUTIVE DIRECTOR OR STATE CUP CHAIR. THE MANAGER SHOULD ALSO BE THERE WITH THE TEAM'S PLAYER PASSES.

Risk Management Issues for Managers

Listed below are guidelines to follow to protect you from accusations of inappropriate conduct. This information comes from the US Youth Soccer Kidsafe Program – a program to foster safe circumstances for every person, and especially every player, who participates in a USYS activity. As an affiliate of US Youth Soccer, the Alaska Youth Soccer Association endorses these guidelines.

IN THE EVENT THERE IS QUESTIONABLE BEHAVIOR OR RISK MANAGEMENT ISSUES, THE ADULT WILL BE REMOVED IMMEDIATELY PENDING A FORMAL HEARING

- Avoid being alone with players in non-public settings.
- Document unusual situations and forward the documentation to the Risk Management person on the club or state level.
- Do not buy gifts or give money to team members.
- Let your language set the tone. Avoid profanity, even in conversations that you think are private but may be within earshot of players.
- Never verbally demean, negatively label or ridicule a child based on appearance, gender, weight, sexual orientation, race or any other identifying characteristic.
- Do not consume alcoholic beverages while coaching and/or traveling with a team or player.
- No coach should be alone in the front seat of a vehicle with a player who is not part of his or her family or household.

Dealing with Contentious Issues

Disagreements and difficult issues will arise from time to time. Unless the manager is the problem, the manager is usually the person in the best position to conciliate or lead to resolution of the issue. Many issues do not have a right or wrong answer. The task is to find a position with which all or most of the families and the coach can be comfortable. It is important that the manager remains objective and not over rule the coach's position or circumvent the clubs policies and procedures. Many times a problem can be resolved by simply calmly listening to the issue. Managers should avoid getting caught up in gossip or speculation. Deal with problems as up-front as possible. Managers are in the position that confidentiality must be maintained at all times.

Sideline conduct can sometimes lead to a contentious situation. Controlling the parent or coach whose sideline conduct is out of order is the manager's most unpleasant task. Ultimately, the referee may take care of the situation for the particular game by banishing an outrageous offender. The manager should make sure the situation doesn't get to that extreme. Foul language, harsh criticism of players and loud referee baiting all are out of line. Most people will subside if they're quietly told to cool down before the situation gets too heated. Repeat offenders need to be talked to more directly under calmer circumstances. These talks should involve the coach and manager together when addressing the offending party. The manager and coach should be set the example of behavior at all games.

AYSA Policies

POLICY TOPIC: Club Pass for Competitive Leagues

POLICY NO: 50706A1

POLICY: A Player Pass may be used as a Club Pass during Regular League Play.

PURPOSE: Within a club, players may play in other regular league games. Club passes will allow players to move within their club to play up an age group or laterally.

PROCEDURE:

- A player pass will be issued for to all comp players registered with AYSA. These passes are to be used in regular league play, tournament play and State Cup play. These passes may also be used as club passes for regular league play.
- Club passes applies to age groups U-11 and older.
- U-11 to U-14 players may only club pass up one age group. U-15 and older may club pass up 2 age groups. No player may play down. Individual players playing up an age division from their true age, may only club pass up one age group. *Example: A 13 yr old playing on a U-16 team may only club pass up to a U-17 team.*
- Player may not play more than two games in a twenty-four (24) hour period.
- Player must honor primary team first (rostered team is primary team).
- Club pass does not apply to tournament. Players from other teams would be considered guest player-as per rules of the tournament. Club passes would not apply to State Cup, only rostered players may play in State Cup. State Cup does not allow guest players.
- Each district/association will develop language on how to enforce the club pass policy, including how referees/opposing teams will be informed of the roster.
- Districts/Association/Leagues may adopt language stricter, but not more lenient that state policy. District/Associations/Leagues/Clubs may choose not to adopt a club pass.
- At all times the safety, well-being and development of the player should be the first consideration. Proper player development takes priority over fielding a team.

POLICY TOPIC: USYS PLAYER PASSES FOR COMPETITIVE LEAGUE PLAY

POLICY NO: PP41606

POLICY: The intent of this policy is to ensure that all summer leagues use USYS player passes for competitive players and games during regular league season.

PURPOSE: Competitive players playing in regular league play will use USYS player passes as a means to identify the players listed on the team roster. This will assure that AYSA competitive leagues are following the standard that is common practice for all competitive leagues with USYS.

PROCEDURE: Prior to the beginning of the summer outdoor season all players properly registered to a competitive soccer team will be issued an USYS player pass. This player pass along with the roster will be presented to the referee prior to the beginning of a game. The referee will assure that all players rostered will have a player pass that matches the name and information on the roster. Players without a player pass will not be allowed to participate in the game. Coaches are responsible for keeping all player passes and presenting them at games. Only one player pass per player may be issued in a seasonal year (may not issue duplicate passes).

In the event there is a red card “ejection” shown to a player, the referee will take the player pass of the ejected player. The player will leave the field of play immediately.

Each district and /or association will develop a method by which the coach of the ejected player may retrieve the player pass after that player has completed the disciplinary requirement of sitting out the appropriate number of games for the offense. A red-carded player must attend the game they are to sit out and sit with the team. The referee on hand will note the player sitting out for disciplinary actions. If a player is not present for the game it will not count as a disciplinary “sit out”

POLICY TOPIC: Team Uniform Policy

POLICY NO: PLP08082006

To promote youth soccer as a youth appropriate, family friendly, healthy activity, Alaska Youth Soccer Association is expecting all uniforms and team names to be youth appropriate. No advertising or references to alcohol products, tobacco, drugs or sexual innuendoes are allowed on the uniform.

Teams violating this policy will be reminded one time and asked to remove the offensive logos or replace the uniforms. A second complaint or failure to comply with the first reminder will result in a disciplinary hearing held by AYSA, with possible sanctions and fines imposed.

POLICY TOPIC: 22 PLAYER ROSTER

POLICY NO: PP40105

POLICY: U-17, U-18 and U-19 teams may register and roster 22 players to their teams. Only 18 players may suit up and play in a game. This policy will also govern the National Championship tournament games, and USYS Alaska State Cup.

PROCEDURE: In accordance with the new policy change adopted by USYS, *Policy 205, Section 1, Policy 221, Section 3 and the National Championship Series Policy 101*, it is the decision of the Alaska Youth Soccer Association Board of Directors all U-17, U-18 and U-19 teams may register and roster 22 players to their teams. Only 18 players may suit up and play in a game. This policy will also govern the National Championship tournament games, and USYS Alaska State Cup.

Each club and league may choose to adopt this policy, or they may continue the 18-roster policy for their own teams.

Q & A

Q. What about U-16 teams playing in a division with U-17, U-18 & U-19 teams?

A. This policy governs teams only, not divisions. If a U-16 team is in a U-19 division they must still comply with the 18-player roster policy.

Q. What if the U-16 team registers and plays as a U-17 team in order to register 22?

A. Then that team will have to play as a U-17 team in all tournaments including State Cup

Q. Can all 22 players be in uniforms on the sideline of a game?

A. No only 18 may participate in a game.

Q. Can a team substitute at half time (or anytime in the game) one of the rostered players not dressed out for the game?

A. No, the 18 a team starts the game with will have to be the 18 they play with.

Q. Is there a limit on how many players have to be true age on a U-17 and older team?

A. No, AYSA has not adopted such a policy to date. They have adopted a true age policy for U-13 teams, 10 at the time.

Q. Is this mandatory for all clubs, leagues and associations?

A. No, leagues and associations may adopt this policy, but do not have too. Clubs, Leagues and Associations must use AYSA bylaws and policy as guidelines, but they may adopt their own policies that are stricter as long as they do not directly contradict AYSA/USYS bylaws and policies. In other words associations have the lead way to adopt stricter policies but not more relaxed policies (example: they can not say 25 may be registered or U-16 or U-15 teams may participate in the 22 roster policy)

Q. How will this affect the Blue Roster for State Cup?

A. We are waiting for USYS to modify a Blue roster for these older age teams.

Q. Will it change how many players can be selected for ODP?

A. At this time the team limit will remain 18 per state team.

POLICY TOPIC: Youth Players in Adult League

POLICY NO: PP50706

POLICY: Youth Players 14 years old and older *at the time of registration for Adult League* may register to play in the local adult leagues. Any youth player that registers with an adult league must submit “Permission to Play in Adult League” form to the AYSA office to maintain their youth status.

PURPOSE: This policy will allow youth players of appropriate age to participate in adult leagues while maintaining their youth status.

PROCEDURE: Players must be at least 14 years old at the time adult league registration.

- In order to maintain youth status and insurance all players must be registered with an AYSA youth club.
- Before the first (1st) game player/team Permission to Play Adult League form must be submitted to the AYSA office for approval. Teams may use one form per team submitting a single team roster with it; all players on the roster must be at least 14 years old.
- Penalty fee will be imposed for teams/players failing to submit proper paperwork before first game.
 - \$25.00 player penalty fee for an individual registering or
 - \$150.00 team penalty fee
- Failure to follow policy may result in team being disqualified from any youth events/games.

POLICY TOPIC: Player’s Financial Obligation

POLICY NO: PP62505

POLICY: Whenever a player moves from one club/team to another all fees and dues must be current with the team/club they are leaving.

Procedure: Any player moving from one club/team to another must be current in all dues and fees to the team/club they are leaving. It is the team/club responsibility to notify in writing the new team/club of any outstanding debt by the player (documentation may be requested and should be provided). The accepting team/club must inform the player that they are not eligible to travel or participate in games until such a debt is paid in full.

While AYSA will not act as a collection agency for the teams and clubs, if a player is not in good standing due to non-payment of fees, the AYSA state office will not approve any travel or tournament play for the player until the debt is paid.

Notification:

1. Clubs will work directly with the new club to resolve the issue.
2. If within a reasonable amount of time the debt is still outstanding, the club that is owed money may contact the AYSA office.
3. Once notified the AYSA office will inform the new club and the parent (guardian) of the complaint of debt against the player.
4. Once the new club has been notified that there is a financial obligation due to the former club, the current club is obligated to honor the request that the player not be allowed to practice or play until the debt is paid. This player is also not eligible for travel.
5. If there is an outstanding debt due to AYSA, the player will be deemed ineligible to travel or play with their current team until the debt is paid.

POLICY TOPIC: Member in Good Standing

POLICY NO: PP92405

POLICY: To participate in an AYSA sanctioned event or AYSA program, the player/ coach/ manager must be a member in good standing. This includes but not limited to having no disciplinary actions or sanctions at the time of the event or during the time frame of program. The player/coach/manager must be in good standing with their AYSA affiliate team and club. Any disciplinary actions taken against a player/coach/manager by the local team or club must be reported to the AYSA office for review of that player/coach/manager’s eligibility to participate in an AYSA sanctioned event or AYSA program.

POLICY TOPIC: Transfers from Blue Rosters for State Cup

POLICY NO: SC42006

POLICY: All players rostered to a State Cup bound team may not transfer to another State Cup bound team.

PURPOSE: This policy ensures that competitive players make a commitment to their state cup bound teams through the Regular league play and State Cup play. This policy allows a team to develop as a team throughout the regular season and into the State Cup Tournament.

PROCEDURE:

- A team will submit a state cup application, state cup fees and initial blue roster by the June deadline.
- From June until the final freeze date, players may transfer from a team not participating in the State Cup to a team that is attending, all transfer fees will apply.
- Players may not transfer from a team that is going to State Cup to another team going to State Cup.
- Recreational players may be added to a State Cup blue roster with no consequences.
- No additions or transfers will be allowed after the July freeze date.
- In the event a team disbands or withdraws from State Cup before the final freeze date, players from this team may request to transfer to a State Cup bound team on an individual basis. All requests should go through the AYSA office and will be reviewed by the Executive Director and State Cup chair.

POLICY TOPIC: Team Qualification-Amateur Leagues

POLICY NO: SC42007

POLICY: U-17, U-18, U-19 teams may qualify for state cup eligibility by playing in an amateur league (adult league) if there is not a viable 4-team youth league in the area teams play in. Youth leagues may consist of multi age teams, example U17, U18 and U19 may play in as a multi-age league.

Procedure: The following guidelines must be followed in order to be eligible for State Cup if playing in amateur league.

- a. Only U-17, U-18, U-19 teams eligible.

- b. Teams/players must be properly registered with an AYSA/USYSA affiliate club or league.
- c. All players must have permission from AYSA office to play in adult league prior to first game.
- d. A game schedule must be submitted with State Cup registration form from the amateur league with team's schedule clearly marked.
- e. ONLY if there is not a 4-team youth league available for the team to play in.

At no time may a coach, parent or team official discourage players from forming a team in order to keep a 4-team youth league from forming.

At no time may a club or league refuse to register a team in order to keep a 4-team youth league from forming.

Any activities of this nature that is reported to the AYSA office will be dealt with at the AYSA board level. Consequences can run from sanctions to fines.

POLICY TOPIC: Single Team Division-State Cup

POLICY NO: SC070103

In the event there is only one team enter into a division for the competition for Alaska State Cup the following guidelines will be followed before the team is allowed considered the Alaska Representative at the Far West Regional Tournament the following June.

- The team should have placed in a tournament in the state i.e.: INA K, Far North, Midnight Sun or any other tournament approved as a competitive outdoor tournament in the Alaska. If a team places in an out of state tournament they may request to the State Cup Committee for this to be accepted.
- Team will participate in games at State Cup with teams in the older and/or younger age division.
- The State Director of Coaching (DOC) will evaluate the team during preliminary games at State Cup. This evaluation will include written recommendation given to the State Cup Chair as to the quality of play and competitive nature of the team.
- In the event there is a negative evaluation of the team's performance, the team may request a second evaluation to be conducted by the DOC, State Cup Chair and Committee.
- This team must remain a viable team until Far West Regional Tournament.
-

POLICY TOPIC: State Cup Champion Teams Policy

POLICY NO: SC080104

POLICY: The Championship rostered team will represent Alaska at Far West Regional and National Cup.

- a. The Far West Region includes the state associations of: Alaska, Arizona, California-South, California-North, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon Utah, Washington and Wyoming.
- b. A team may not release voluntarily or involuntarily any player from its roster unless a written request stating the reason why the release has been requested, has been made to and approved by the State Cup Chair and Executive Director.
- c. A team may release involuntarily a player from its roster only if the player is unable to play for the following reason:
 - i. The Player has violated bylaws, policies or requirements of the Federation, US Youth Soccer, the State association or the member of the State Association through whom the player is registered.
 - ii. The player has moved beyond a reasonable travel distance. Determination of what constitutes a reasonable travel distance is subject to definition by the State Cup committee.
 - iii. The player is injured in such a manner that the player will not be able to participate for the remainder of the season.

- d. The team must demonstrate a continuity of rosters between league and National Championship competition.
- e. Credential books, player passes and Blue rosters of the winning team of the USYS Alaska State Cup must be released to the State Cup Chair at or before the end of the awards ceremony for the team.
- f. In order to maintain the integrity of the team's credential book, copies of birth certificates will not be removed nor shall copies be made from the credential books once the book has been turned into the State Cup chair.
- g. All teams must notify the State Cup Chair by January 15th, hotel the team will be staying in while attending Far West Regionals. If there is a change of hotels the manager must notify the State Cup Chair.
- h. It is the team's manager responsibility to keep the State Cup Chair informed of all cell phone contacts and email contacts for the team coach, assistant coach and manager.
- i. It is strongly recommended that if holding tryouts after state cup competition (after Sept 1, for the New Year) the team not drop players from the roster for the regular season. The team MAY NOT drop the team below 15 from the original State Cup Roster. Extenuating circumstances must be brought to the Executive Director and State Cup Chair.

EFFECTIVE JULY 2005

Alaska no longer has a waiver allowing the replacement or addition of players on the Blue Roster for team competing in Far West Regionals.

POLICY TOPIC: Player Commitment to Travel to Far West Regional Tournament
POLICY NO: SC 080105

Coaches are required to inform players in the National Cup that any player not fulfilling their commitment to go to Far West Regional Championship after winning State Cup may be subject to sanctions. The sanctions, as a *minimum*, as approved by the Alaska Youth Soccer Board are as follows:

The player will not receive AYSA approval to travel outside of Alaska to play soccer for one (1) year. This includes the ODP program. The player will forfeit all deposit moneys. The player will be given a hearing and notified of any and all sanctions.

POLICY TOPIC: U-12 Participating in State Cup
POLICY NO: SC121006

Policy: U-12's will participate in AYSA State Cup as an 8v8 team. If the team chooses to go to Region IV Far West Regionals they will be allowed to add up to four (4) players to their roster and participate at the Far West Regionals as an 11 v 11 team.

The team has the option of not participating in the Region IV Far West Tournament with no consequences or loss of deposit if they inform the State Cup Chair by the deadline of February 1st they are not attending.

The Guidelines for adding players:

- *The first criteria for adding players will be: players must come from within the winning team's club. If this is not possible due to the club's inability to provide addition age appropriate players, the coach may work with a coach from another team to invite up to four (4) players. Coaches must work with the other team's coach; players should not contact directly.*
- *Players must be an in-state addition only. Coaches may not go to another state nor contact another state requesting a player. Even if this player played for the team or club in the past, once they register with another state they are no longer eligible.*
- *Coaches and clubs may not use this as a recruitment tool to entice a player to join a team. Coaches may not tell a player that they will only be invited to play on the regional bound team if they agree to join the team.*
- *Coaches may not add more than 4 additional players, no matter how low their roster drops.*

- *Coaches may not drop a player to add a player; the original roster must stay intact.*
- *A new blue roster will be completed for the team and new player passes will be issued for the additional players.*

Final Thoughts

The three most important tasks as manager are:

- Do the paperwork timely and accurately so the team can play, whether in league or tournaments.
- Communicate, so everyone gets to where they're supposed to be, understands what's going on and is reasonably happy with it.
- Put the safety and well-being of the team first and foremost.

**If the manger has questions or needs help they should not hesitate to contact the
AYSA State Office.**