



Newport Youth Soccer Club  
Select Team Manager  
Handbook

Updated 6 / 3 / 2 0 1 7



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## Overview

### Annual Team Cycle

**Tryouts and Team Formation** are in May.

**Summer Training and Tournaments** are in June-August.

**Fall Training & League Games** are in September-December.

**Founder's Cup** (optional) is in January and early February.

**Spring Training & League Games** (optional) are in February-April.

**President's Cup** (optional) is in April.

The exception to this cycle is High School soccer.

- The girl's High School soccer season is late August through early November. High School girls do not participate in **Fall Training & League Games** but do participate in **Summer Training and Tournaments**. Their **Spring Training and League Games** begins in late November and ends in March.
- The boy's High School soccer season is March through early May. High School boys do not participate in **Spring Training & League Games**. Their **Tryouts** are in February.



There are a few key Newport YSC administrators you need to know to manage your team. You should keep their contact information someplace easy to find.

### **NYSC Registrar – Brinda Virden**

[administrator@newportsoccer.org](mailto:administrator@newportsoccer.org)

Once you have registered with Newport YSC as a Team Manager, you will receive all club-related information from Newport YSC Registrar, Brinda Virden. She is your first point of contact besides your coach.

The Registrar:

- Verifies Proof of Age has been collected by the Team Managers and entered into the system
- Processes all NYSC team rosters
- Posts All NYSC games for Ref coverage
- Processes ALL NYSC player passes (player cards)
- Processes ALL NYSC teams for State Cup (Founder’s Cup and President’s Cup)

To drop physical documents off with Brinda or pick them up from Brinda you will need to drive to Brinda’s house. There is a file box on her porch for transferring documents.

Brinda Virden  
6055 129<sup>th</sup> Ave SE  
Bellevue, WA 98006

### **NYSC Field Scheduler – Brinda Virden**

[administrator@newportsoccer.org](mailto:administrator@newportsoccer.org)

The NYSC Field Scheduler is responsible for working with the city of Newport to reserve fields for practices, games and other events. She will work with all the NYSC teams to set up practice schedules and game schedules. She also works with the VP of Referees to get games posted on the referee website.

The field scheduler

- Manages/schedules field space on Newport for ALL games, scrimmages, camps and academies. This also includes scheduling lighting for fields for evening events.
- Notifies coaches & managers of training times/locations
- Manages allocating field space for schedule changes
- Posts all NYSC league games and changes to games for Ref coverage

### **NYSC Uniform Coordinator – Brinda Virden**

[administrator@newportsoccer.org](mailto:administrator@newportsoccer.org)



The NYSC Uniform Coordinator manages uniform ordering from the club level. The Team Uniform Coordinator will work with NYSC Uniform Coordinator to get ordering information to the team.

Please send your Team Uniform Coordinator's name and contact information to the NYSC Uniform Coordinator as soon as you've identified this person.

### NYSC Treasurer – Bob Carr

[treasurer@newportsoccer.org](mailto:treasurer@newportsoccer.org)

The NYSC Treasurer is the contact for team treasurers. He will help you set up a team bank account, handles payroll for NYSC and writes checks for NYSC.

### Role of the Coach & Manager

The Head Coach (and Trainer) is responsible for:

- Soccer training and game coaching
- Setting and communicating seasonal objectives for the team
- Determining the season schedule, including league play and tournaments
- Resolving any schedule conflicts with other coaches

As Team Manager, you are responsible for:

- Being a direct line of communication between the coach and the registrar
- Communicating the schedule and logistics of team operations to the team:
  - training times
  - tournament info
  - game info
  - schedule changes
- Assembling team volunteers
- Communicating home game information to opposing team
- Gathering away game information from opposing team
- Roster preparation and score reporting

*A note about planning the schedule and making schedule changes.* The logistics and scheduling of a team are a primary responsibility of the Coach, not the Team Manager. The field scheduler will provide game times and fields for home games. The coach is responsible for resolving conflicts. Ultimately, the two coaches make the final decisions on any game schedule or change. Routing the schedule-making process through the team managers is unnecessarily complicated and leads to problems. Do yourself and everyone a favor, and ensure the coach participates in this important task.



## Getting Started

Thank you for volunteering to be a Team Manager! Here's what to do first:

1. **Register as a Team Manager.** Go to the [NYSC Bonzi Registration page](#) and register yourself as a volunteer. Once you are registered, notify the [NYSC Registrar](#). The [NYSC Registrar](#) will add you to the roster as the Team Manager.

When you need to contact the [NYSC Registrar](#), email her. When communicating with the [NYSC Registrar](#), ***please put the team name on subject line.*** (Example: NYSC BU19 Whitecaps 98).

2. **Risk Management Assessment (RMA).** All adults on your team (Coach, Assistant Coach (if any), Team Manager and Team Treasurer) need to register as a coach/volunteer on the [NYSC Bonzi Registration page](#), notify the [NYSC Registrar](#) when they have registered and complete a RMA. Check with your coach(s) and treasurer to be sure they are registered and have completed a RMA.

To apply for an RMA go [WA Youth Soccer Risk Management Application page](#) and follow the instructions for WA Youth Soccer Volunteers.

3. **Email Distribution Lists.** Set up team emails distribution lists. You might want to have one distribution list with your coach included and one without. This way your coach doesn't have to receive every team email.
4. **Contact Your Team/Families.** Send a "Welcome to the Team" email. (See [Welcome to the Team – Example Email](#))
5. **Treasurer.** Find a Treasurer for your team ASAP! Once the position is filled, they need to register as a volunteer on the [NYSC Bonzi Registration page](#). Once registered, email the treasurer's name & info to the [NYSC Treasurer](#) and cc the [NYSC Registrar](#) on the email so he/she can add them to the team roster.
6. **Uniform Coordinator.** Find a Team Uniform Coordinator. Once the position is filled, email the Team Uniform Coordinator's name and contact information to the [NYSC Uniform Coordinator](#). He/she will forward uniform information to the Team Uniform Coordinator for team distribution and provide available jersey #'s.
7. **Team Meeting.** Work with your coach to set up a [Team Meeting](#). At your team meeting, collect all paperwork from parents. Once you've collected it, organize it and get it to the [NYSC Registrar](#).

## Player Registration Paperwork

- A. **Proof of Age** – 2 copies of birth certificate or passport for ALL players new to Newport YSC (for the [Team Binders](#)). Returning NYSC players from last year do not need to submit copies of their birth



certificate or passport if you, the manager, have 2 copies from last year. If players moved within NYSC, they can either track down the birth certificates from the last team manager or ask parents for 2 new copies. Rosters will not be verified until all birth certificates are received.

- a) Be sure to check the proof of age dates with the dates on your roster.
- B. Medical Release Forms – A new Newport YSC Medical release form is required from all families each year also. These can be printed from Bonzi. Make 2 copies for the [Team Binders](#).
- C. Full Legal Names – On all paperwork players must be listed with their full legal name. No nicknames.
- D. Mistakes in Player Information - If a player has any information that is incorrect, their parent will need to go back onto their child’s Bonzi profile page and make appropriate corrections including capital letters, numbers, addresses, etc. If they need assistance, have them email Bonzi at [support@gobonzi.com](mailto:support@gobonzi.com).

Congratulations! You’ve made a great start!!

## Team Binders

It is required that the Medical Release Forms and emergency contact information for all players be at the field for all games and practices. A Team Binder is a great solution for this. It is recommended that you create two binders – one for the coach to have on the field and one for the team manager. The binders should be 3 ring-binders with plastic sleeves.

### Coach’s Binder

The Coach’s Binder needs to contain the Medical Release Forms and emergency contact information for each player. The coach’s binder could also contain Player Passes. Player Passes give proof of age for the players and RMA clearance for the coach, assistant coaches and team manager. However, some managers prefer to keep the Player Passes in the Manager’s Binder for safer keeping.

### Manager’s Binder

The Manager’s Binder should contain the same information as the Coach’s Binder. It should contain the Player Passes, if they are not in the Coach’s Binder. Put the Player Passes on a ring attached to one of the rings in the binder. It should also contain a team roster, and the [NYSC Registrar’s](#) email address to report all injuries. The manager may wish to keep the seasonal practice and game schedule, volunteer information and team financial information in the binder as well.

For tournaments, the binder should contain a Proof of Age document for each player, if the tournament requires them; the tournament roster; and tournament schedule. Placing the Medical Release Form for a player facing out on one side of a plastic sleeve and the Proof of Age facing out on the other side of the same plastic sleeve makes for quick access to a player’s information.





## Team Meeting

The beginning of the season team meeting should be set up as soon after the roster is set as possible. The team meeting should include the coach(s), players and as many parents as possible. Preferably at least one from each family. The objectives of the team meeting are:

1. For everyone to meet the coach, players and parents
2. Collect [Registration Paperwork for each player](#)
3. Find [parent volunteers](#) to help run the team
4. Have the coach talk about
  - a. The upcoming year and his objectives
  - b. The tournaments he plans to enter

## Player Documents

### Contact Information

You should collect contact information for each player and their parents so you can communicate with all of them. This information should contain:

- Name – Legal name and familiar name
- Address(s)
- Phone number(s)
- Email address(s)

A summary of the contact information should be combined for a “Team Card” which can be given to each family. See [Team Card](#) for more information.

### Player Passes

Player Passes are also called Player Cards. These are laminated cards used to identify each player, coach, assistant coach and team manager on the team. These will be required for all Fall and Spring League games. They are required for State Cup games. They might be required for Summer Tournaments. If the passes are required, players won't be allowed to play if their pass is missing. Coaches won't be allowed to coach if their pass is missing. If there is no adult with a player pass on the sidelines, the game will not be allowed to be played and the team will likely forfeit.

For more information about creating Player Passes and using Player Passes, see [Player Passes](#).

## Parent Volunteers Roles

It is crucial to get other team parents to volunteer to help with the team. There is enough work for every family to have some involvement in the running of the team and way too much work for one person to do it all.

There is no rule that says every family must provide a volunteer. There is no rule that the following roles can't be combined. Each team is different and should organize themselves in the way they feel best supports the team.



Suggested Parent Volunteer Roles:

## Team Manager

The team manager role is the most crucial and most demanding role (in both time and effort).

The Team Manager is responsible for:

- Being a direct line of communication between the coach and the registrar
- Communicating the schedule and logistics of team operations to the team:
  - training times
  - tournament info
  - game info
  - schedule changes
- Assembling team volunteers
- Communicating home game information to opposing team
- Gathering away game information from opposing team

*A note about planning the schedule and making schedule changes.* The logistics and scheduling of a team are a primary responsibility of the Coach, not the Team Manager. The field scheduler will provide game times and fields for home games. The coach is responsible for resolving conflicts. Ultimately, the two coaches make the final decisions on any game schedule or change. Routing the schedule-making process through the team managers is unnecessarily complicated and leads to problems. Do yourself and everyone a favor, and ensure the coach participates in this important task.

## Treasurer

The treasurer is responsible for setting up a team budget for the year and managing the team finances.

This includes:

- Estimating tournament costs, travel expenses (transportation, meals, lodging, and other team costs) to tournaments and to distant league games (e.g. Bellingham), and other expenses (e.g. end of season team party, coach's "thank you" gift).
- Estimate fund raising income
- Determining the team fees based on the above estimates
- Collecting the team fees from the player's parents/guardians (or scholarship)
- Setting up a bank account (checking and credit card) to manage the team money
- Balancing the budget monthly during the year
- Collect extra money if the budget is exceeded
- Reimburse money at the end of the season that wasn't spent

The treasurer will need to register on the [NYSC Bonzi Registration page](#). Once registered, the treasurer needs to email their name and contact information to the [NYSC Registrar](#), he/she will add them to the team roster. The team treasurer will be supported by [NYSC Treasurer](#).

There is a Treasurer's Manual for helping the treasurer. It will be emailed to the treasurer by the [NYSC Registrar](#) or [NYSC Treasurer](#).



For more about the Treasurer role, see [Team Finances](#).

### Uniform Coordinator

The uniform coordinator will ensure the team is given uniform ordering instructions and manage jersey numbers. This information will come from the [NYSC Uniform Coordinator](#).

The uniform manager will follow-up w/players to ensure uniform orders have been placed, etc.

For more information see [Uniforms and Jerseys](#).

### Tournament Coordinator

The tournament coordinator manages the tournaments the teams play in. This includes:

- Applying/Registering for the Tournament
- Arranging payment for the Tournament
- Managing information about the tournament and distributing it to the team
- Organizing the day to day schedule for the team

Another role of the Tournament Coordinator is managing the travel planning such as lodging, transportation and meals for tournaments or matches that are far away (e.g. Spokane). This can include:

- Negotiating hotel rooms
- Renting cars or vans
- Finding places to eat as a team
- Negotiating air fares

### Referee (Ref-in-Pool)

Each team needs a Ref-in-Pool. There is a shortage of referees. By providing a Ref-in-Pool, the team will get priority, based on the number of games officiated by their Ref-in-Pool, in getting referees assigned to their home games. Teams without a Ref-in-Pool will get no priority towards getting referees assigned to their home games.

The Ref-in-Pool must become a certified referee and be at least 16 years old – preferably an adult. This person agrees to officiate at 10+ games during the fall season (Sept-Dec) for EKCSRA.org. They get to choose which games (although they can't officiate games in which any relative is playing or coaching) and they get to choose to be an Assistant Referee (AR or linesman) or a center referee for each game.

For more information about the Ref-in-Pool program see [Introduction to Ref-in-Pool](#) and [Team Requirements for Ref-in-Pool](#).



## Player Pass & Team Card Coordinator

New Player Passes are needed each year. The [NYSC Registrar](#) will provide the team manager with an unlaminated player card for each player, coach and team manager on the team. The Player Pass Coordinator needs to take head photos of each player, coach and team manager, attach the photo to the player pass and laminate it. (See [Creating Player Passes](#) for how to do this.) The team manager will manage the player passes after they have been laminated.

A team card is also a very useful thing for each team – especially for younger teams. A team card consists of each player’s name and number, and their parent’s names, phone #s and email addresses. The team card should be small so it can fit in a wallet or purse. It should be laminated so it doesn’t get destroyed. This will require putting half the players and parents on one side and the other half on the other side of the card.

## Equipment (Bench, Canopy, Medical Bag, Wraps)

The equipment can be spread over multiple volunteers, but it is not a difficult role.

- The Bench person needs to keep the team bench (e.g. Insta-Bench) and bring it to each game - unless you know there are benches already there.
- The Canopy person needs to keep the team canopy and bring it to each game if it’s possibly going to rain or it’s going to be very hot - unless you know there are canopy’s already there. If your team would prefer a shelter, one can be purchased [here for about \\$350](#).
- The Medical Bag person needs to keep the medical bag stocked. They need to bring the medical bag to each game.
- If the team wants to purchase warm wraps for players sitting on the bench during cold days, then someone needs to store the wraps and bring the wraps to games that will be cold.

It is up to the team on how these items are bought. The team can buy them from the budget. If this method is chosen, the item should go with the team after tryouts. A person on the team can buy one of the items. In this case, the person who bought it would take it with them after tryouts.

## Photographer

This is an optional role. The job is to take pictures of the kids (e.g. during games, at award ceremonies, group pictures). Everyone loves pictures of their kids.

## Social Coordinator

Plan social events for the team such as the end of season party and team bonding events (e.g. team dinners).

## Team Communication

Good communication is vital. Newport YSC provides every team with a page on the Bonzi system that allows you to post schedules, track attendance, send emails, and upload documents and photos. There is also an app for your phone, which also allows you to send out text alerts and quickly access team



schedule. The registrar will send out the initial invite code to all parents of players on the team. After that, the manager can resend invite codes. Insist all parents sign up so that they do not miss important team communication.

## Bonzi Links

If your team chooses to use Bonzi as your communication tool, here are some links that will explain how to use Bonzi.

- [Bonzi Team Website](#)
- [Bonzi Team for Parent's Guide](#)
- [Bonzi Team for Coach's Guide](#)

## Other Websites

Some teams use different websites to host team information and team communication. Bonzi is free and provides the basic the communication your team should need. However, there are a lot of other sites team use instead of Bonzi or in addition to Bonzi.

- [TeamSnap](#)
- [Shutterfly](#)
- [Facebook](#)

## Team Finances

### Team Checking Account

It is suggested that a banking account be set up to manage each team's finances. If you are changing Treasurers and a bank account already exists, then have the old Treasurer transfer the bank account to the new Treasurer. The Treasurer Manual will help setting up the bank account.

**COACHES AND/OR TEAM MANAGERS ARE NOT ALLOWED TO USE THEIR PERSONAL CHECKING ACCOUNTS FOR THE TEAM ACCOUNT.** The team account will be used for paying camp fees, tournament registration fees, and any other team purchases such as a bench, etc. To prevent having to change checks each season, the printed portion of the check will have your team name with the year your team. For example, a Boys team with the birth year of 2004 would be Newport Boys 04.

### Authorized Signers on Team Checking Account

Each team should have two signers for their account - the Manager and an additional person, preferably a treasurer. Having more than one signer on the account is important for your protection. This will also be important in the event that you are unavailable.

### Team Fees

The manager and/or treasurer are responsible for setting and collecting the team fee. The team fee usually ranges from \$200-\$300. Things typically covered by team fee: camps, tournaments, equipment (bench/shelter), team parties.



**Example Budget**

3 summer tournaments (\$550 each)	\$1650
Founders Cup	\$550
Team Party/Coach gift	\$200
Team Bonding event	\$300
Miscellaneous Expenses	\$200
<u>Summer Camp</u>	<u>\$1200</u>
Total	\$4100
Cost per player (16 on roster)	\$256.25 (=\$4100/16)

At your initial team meeting, be sure to brainstorm for any potential expenses that may be incurred during the season. It is much easier to refund money to families at the end of the year than to collect more as the season draws to a close.

To help manage your team finances here is a [Sample Cash Flow Template](#).

## Uniforms and Jersey Numbers

It is the responsibility of the Team Manager to assign uniform numbers. Returning players keep their numbers from the previous year and new players can request numbers not already in use. Once numbers are assigned, parents can order uniforms. The uniform cycle typically lasts two years.

The [NYSC Uniform Coordinator](#) will send out instructions on ordering and can assist you in placing orders and managing the process.

## Tournaments

### In-State Tournaments

Information about each In-State Tournament can be found on [Washington Youth Soccer Sanctioned Tournaments website](#).

#### Team Tournament Coordinator

- Once your coach decides which tournaments you will participate in, send the schedule to your team (see [Tournament Schedule – Example Email](#)). Ask team about player availability in the event you need to get guest players. (see [Guest Player](#) info below).
- The [NYSC Registrar](#) will send you a signed official roster once all your paperwork is in. If you don't use any guest players, this roster is good for all in-state tournaments. If you need to take guest players, an updated roster will be required. The [NYSC Registrar](#) would like **1 weeks' notice** in order to process any guest players.





- Verify that player and guest player's information is correct on the roster. Make 2 copies. Place one copy in your [Team Binder](#) and keep the other for tournament officials at "check in".
- Each tournament is a little different, get the information you need on the tournament websites. Website will answer all your questions or you can email the tournament director for clarification.
- Apply before the deadline.
- Once you have applied, please send the [NYSC Registrar](#) an email with all the following:
  - Team name: (NYSC BU19 Whitecaps 98)
  - Tournament Name:
  - Tournament Date:
  - Guest players? Yes or No. If you are taking any guest players, follow directions below.
  - Application Deadline date:
  - Roster – Do you need a roster to apply or just at check in?
  - Guest players: Check tournament website for guest player rules, each tournament is different.
- Wait for acceptance from the tournament.
- How do you pay? That is determined at the team level. Team check? Team credit card? Or, if it is online, your tournament coordinator can use their own VISA card and then be reimbursed.
- Keep checking the tournament website for schedule release. (usually 2 weeks prior to tournament).
- Once you receive your schedule, send it to your coach(s), team manager and the team. (see [Tournament Game Details – Example Email](#))
- Be sure to review tournament rules/procedures and "check in" procedures.
- Add the tournament website on email for player/family to review.
- Day of tournament: "Check in" according to tournament procedures.
- You will need to have your binder with copies of birth certificates/passports, player passes, medical waivers and "signed roster".
- At check in, you will receive tournament information and pins for each of the players. Pins are usually given out by you or your coach after the last game played or coaches preference.

### Team Manager

- Talk with your coach and confirm tournament schedule.

### Guest Players

If the guest is an EYSA player, the [NYSC Registrar](#) needs their legal name, date of birth and current team. If the guest is not an EYSA player, the [NYSC Registrar](#) will need the NYSC guest document signed and the \$20 fee to add the player to your roster. This fee covers insurance for the player. The player will also need a NYSC uniform. You can borrow from current player.

Preferences in order for guest players:

- B team players if any. Be sure to have coaches discuss who to call up so B team is not decimated.
- Other NYSC club members (e.g. Rec players)
- Other EYSA club members



- Any other WYS member
- **Premier players cannot play for Select or Rec teams**

### Out of State Tournaments

Contact the [NYSC Registrar](#) for out of state tournament procedure. If any team is participating in an out of state tournament, a **minimum of 30 days' advance notice** will be required to obtain the necessary travel documents.

Reminder: Until 8/31 you may need to use your 2016-2017 team to start the process.

Send the [NYSC Registrar](#) an email with the following information using the tournament document he/she sent you:

- Team name (NYSC BU19 Whitecaps 98)
- Tournament name, date and location
- A team roster will be generated and then sent to WYS for permission to travel.
- Once it is approved it will be sent back to the [NYSC Registrar](#).
- The [NYSC Registrar](#) will then scan it to you and you can print for check in.

Players may need a [WYS Medical release form](#) to participate in some out of state tournaments. Check with the tournament. Make 2 copies of the [WYS Medical release form](#) for the [Team Binders](#) if they are needed.

Be sure you know what documents are required for check-in once you arrive.

### State Cup

State Cup is the culmination of the season for most teams. Most Select teams will play in the Founder's Cup. However, your team may also play in the President's Cup and technically in the Championship Cup. It is very rare for a Select team to win President's Cup and even rarer for a Select team to enter Championship Cup.

Founder's Cup is comprised of U10+ WYS Select teams from around the state. It is played in January and February except for the high school aged girls. They play in March and April.

President's Cup is comprised of U10+ WYS Premier teams except for the top "A" Premier teams who play in Championship Cup. A few very strong Select teams from around the state play in President's Cup as well. The President's Cup usually gets divided into an upper and lower divisions with the Select teams usually playing in the lower division. President's Cup is played in March and April except for the high school aged boys. They play in January and February.

Championship Cup is comprised of the top 8-12 U13+ "A" Premier teams from around the state. Occasionally a very strong "B" Premier team will play Championship Cup. U10, U11 and U12 teams do





not play in the Championship Cup. Championship Cup is played in March and April except for the high school aged boys. They play in January and February.

The State Cup schedule is managed through the [Affinity](#) website. This means the [NYSC Registrar](#) will need to move your team to [Affinity](#) and you will need to manage your State Cup games in [Affinity](#). You will already have an account in [Affinity](#) since you needed to set one up to get your RMA.

### State Cup Deadlines

There are 2 State Cup Deadlines that each team must meet. The [NYSC Registrar](#) will know these dates.

1. Registration Date – the date by which the team registers for one of the State Cup tournaments.
2. Roster Freeze Date – a week before the first game of the State Cup tournament. This is the last date players may be added to a State Cup roster. There are no guest players in the State Cup tournaments.



## League Schedules, Matches and Score Reporting

### NPSL (North Puget Sound League)

Your team's league (e.g. NPSL) schedules are managed on the [NPSL website](#). Please be aware of the [other documents](#) defining the rules of play within the NPSL.

The [NYSC Registrar](#) will register your team for the NPSL league, manage paying NPSL and provide you with your team's pin number. You will need these to access your team on the NPSL website. Please read the [NPSL Guide to Accessing and Using Team Pages](#) for accessing your team's information through the NPSL website.

The NPSL website is used to:

- View your team's schedule and standings
- Set the date, time and field for your home matches
- [Reschedule a match](#)
- [Print Match Reports/Rosters](#)
- Enter Scores and Cards issued in a match

### RCL (Regional Club League)

There is a slight chance your team will play in the RCL instead of NPSL. The RCL is where the WYS Premier teams play. Each year a few Select teams from around the state are allowed to join this league if they have a history of winning Division 1 in the NPSL. If your team does play in the RCL your schedules are managed in Affinity. All Team Managers with teams in the RCL must register in Affinity. Please read the [Affinity Team Administrator Instruction Guide](#) about using Affinity to manage your team's schedules.

### League Schedules

Once games are scheduled, team managers will enter times and locations for their league home games into NPSL's website.

Any teams traveling more than 2 hours to a game will have their game scheduled between 11am and 4pm.

**Note:** Teams that cancel or reschedule a game with less than 7 days' notice may be charged for the field time; teams that cancel or reschedule a game with less than 3 days' notice may be charged for field time and referee fees.

#### *Game Schedules: Communication with Coach & Team*

Once your game schedules are released, work with your coach to avoid conflicts. If he/she coaches another team you will want to send your schedule information to that team manager as well. This way you both know where your coach will be in case there are any conflicts with your game times/locations.

**\*Remember this is just the schedule, you have not received Home & Away times/or locations\***



Send your initial schedule to your team. (You can use [Team Schedule – Example](#) to create your schedule.) Advise them that you will send updates as soon as you receive. The [NYSC Registrar](#) will send you HOME times and field locations schedule ASAP.

Update your schedule as needed and remember to send updates to your coach, team and coaches other team managers. (see [NPSL Fall Schedule – Example Email to Team](#))

The week before each match send game details i.e., times/locations to team. (See [Match Details – Your Team Example Email.](#))

#### *Game Schedules: Communication with Opponent*

Once you receive your Home game times, send email (see example [Opponent Manager Contact Email](#)) to the opposing team ASAP and ask if they can do the same. This way, if there are any conflicts you can get it worked out right away. You can also request game changes at this time. Game change requests should be coordinated with the opposing team. If the teams can agree then the [NPSL Director of Competition](#) does NOT need to be involved. If the teams cannot agree then the [change request](#) needs to be submitted to the [NPSL Director of Competition](#) for resolution.

To find contact information for an NPSL opponent:

- Go to [NPSL’s website](#)
- Click on your season in the “Schedule” dropdown in the menu bar
- Click on your division
- Click on the opponent’s name

As you receive game details i.e. times/locations from your opposing teams. Send these to your coach right away. If there is a conflict, your coach will advise you of the dates and times that work best for he/she. **If a conflict occurs with a HOME game, contact the [NYSC Field Scheduler](#) FIRST before you contact opposing team. The [NYSC Field Scheduler](#) will let you know if there is field space available.** You’ll then need to contact the opposing team and request a time or date change.

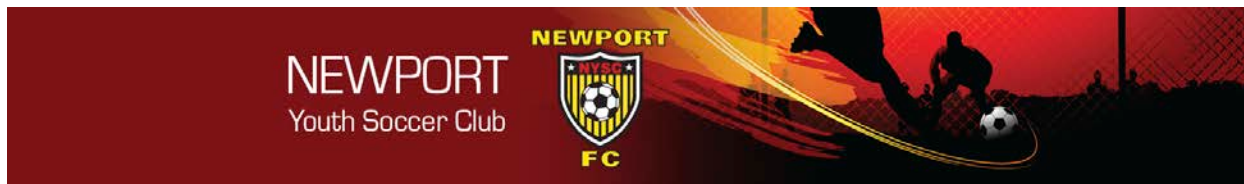
As game details come in, both HOME and AWAY, you can set up your game announcements and place them in your email draft folder so they are ready when it comes time to send out. (See [Match Details – Your Team Example Email.](#))

The week before each match send game details i.e., times/locations to your opponent. (See [Match Details – Your Opponent Example Email.](#))

#### *Game Schedules: Keep the NPSL Website Up to Date*

If your team and the opposing team agree on a schedule change after the schedule has been posted on NPSL’s website, then the home team should update the NPSL website with the new date and time. If the game is a home game, the [NYSC Field Scheduler](#) will make sure the referee website is updated once they approve your new game time.

Keep your team updated if you have any changes.



## Guest Players

Guest players must also be denoted on the game roster as a Guest player.

Players may play up as a guest player, but may not play down.

- Playing up means playing with an older age team or playing with higher competition.
  - A U13 player may guest on a U14 team
  - Recreational players can guest on Select and Premier teams. Select players can guest on Premier teams.
- Players may not play down.
  - “A” team players may not guest on “B” teams at the same age group.
  - A U14 player, may not guest on a U13 team.
  - **Premier players may not guest on Select or Recreational teams. Select players may not guest on Recreational teams.**
  - Goalkeepers are exempt, but may only play in the goal and only in the case of a documented goalkeeper injury, not an absence.

## Referees

Referees are managed by local “Referee Associations”. There are about 25 associations across our state. Referees must be certified by USSF to be assigned to your game.

### Referees for Home Matches

There is a referee shortage throughout out state. Your team needs to participate in the [Ref-in-Pool Program](#) to insure they get at least center referees for your home games.

Referees for your home matches are provided by EKCSRA (East King County Soccer Referee Association). You should check to make sure your home games are on the EKCSRA.org website at least a week before your home match.

To see your home games, go to [Information Section of EKCSRA](#) and enter your team’s WYS ID (a 9-digit number beginning with 20110) into the TeamID box, then click “Show”. If you don’t see a home game on the website and it’s within a couple weeks of you match, contact the [NYSC Registrar](#).

You can tell if referees are assigned to your match by looking in the “Referee(s)” column. An “ok” means a referee has been assigned. An “O” means the position is Open. There are a couple more symbols, but they also mean no referee is assigned.

### No Referee(s)

With the shortage of referees, there’s a good chance you won’t get a full crew of referees for one of your games. There’s also a good chance referees won’t be assigned to a game until the day before or even the day of your match.



Generally, three referees (1 center and 2 ARs – assistant referees) are assigned to U13+ matches and only a center referee is assigned to matches below U13. If no center shows up but ARs do, one of the ARs may decide to be the center for your match, but they are not required to. They may feel they are not qualified and the risk of injury to players would be too high if they were the center.

If there is no center referee for our match, a substitute official should be chosen and agreed upon by both coaches. The coaches will agree that the official's decision will be final. If there is no agreement on a substitute official, the visiting team may have the choice of rematch date and location. If there is no referee at the rescheduled game and a substitute cannot be agreed upon, the League Administrator will reschedule the game at the expense of both teams.

The lack of assistant referees will not hinder the playing of a match.

### Training Schedules

You can use the [Team Training – Example Email](#) to notify your team of training times.

### State Cup Schedules

Your team's State Cup schedule is managed in [Affinity](#).

The semi-final and final matches will be played at Starfire.

Information, scores and standings can be found on [Washington Youth Soccer's State Cup website](#).

### Affinity

Your team's State Cup (e.g. Founder's Cup, President's Cup) schedules are managed in Affinity. You will have an Affinity account already since you used Affinity to get your RMA. Please read the [Affinity Team Administrator Instruction Guide](#) about using Affinity to manage your team's schedules.

Affinity is used to:

- View your team's schedule and standings
- Set the date, time and field for your home matches
- Reschedule a match
- Print Match Reports/Rosters
- Enter Scores and Cards issued in a match



## Player Passes (Player Cards)

Player passes are used to identify players in leagues and tournaments. The pass must be present for a player to play in a game. The coach(s) and team manager card must be present for them to be allowed on the sidelines with the players. The passes travel with the player if they are guesting on another team.

You only need Player Passes from WYS/US Youth Soccer. You no longer need US Club player passes.

### US Youth Soccer/Washington Youth Soccer Player Passes

All Newport YSC teams need WYS player passes for each player, coach and the team manager. You must only have one player pass per person. If you lose a player pass, contact the [NYSC Registrar](#) about getting a replacement.

**\*YOU MUST HAVE YOUR PLAYER PASSES WITH YOU AT EVERY GAME.\***

You may want to place your cards in a zip-lock bag with your weekly game roster/score sheet to hand to your coach before each game.

**DO NOT THROW PLAYER PASSES AWAY!**

Teams will not be issued new cards for State Cup play. These cards are valid through 8/31 of the next year, so please make sure you DON'T THROW THEM OUT AFTER LEAGUE PLAY!! Players will need them for tournaments next summer. If a player transfers to another team or club be sure to give them their player card.

The [NYSC Registrar](#) will contact you with information regarding your player cards. They will be ready to be created in August.

### How to Create a Player Pass

You will need 1"X1" headshot photos of your players, coach(s) and team manager.

Once you receive your cards, verify that ALL information is correct on cards.

The cards have 3 parts:

- Member Pass (white background) – Used to create Player Pass
- Membership Card (blue background) – Give to the player or store with team paperwork
- Right End Tab - Discard

**\*PLEASE DO NOT DUPLICATE PLAYER CARDS\***. Make 1 set only.

Using a glue stick, attach the photo to the Top Left Corner on the Back of the "Member Pass". There is no longer a signature required on the card.



Take the cards to Kinko's and laminate "member pass" side only. Kinko's has a self-serve laminating machine and small business card size sleeves that you can slide the cards into.

Once laminated, hole punch each card in the upper left hand corner.

Place the laminated player cards on a ring and clip to the inside of your binder.

DO NOT give player passes to individual players unless they are using them to guest on another team or are leaving the club.

## Fields

### Field Reservations

If you are looking to rent a field outside of your regular assigned practice or game times, for any reason (training, camps, scrimmages, etc.), you must go through the [NYSC Field Scheduler](#). The cities and school districts have our names and they will only be renting to us directly. If they receive a request from someone else, they will call us and let us know; please do not compromise the rapport the club has with the city and school district field schedulers. Any fees associated with additional field time will be billed to the team.

### Finding Fields

The addresses of fields used for NPSL games can be found on NPSL website.

- Go to [NPSL's website](#)
- Select "Schedule" in the navigation row
- Select the season
- Select the division
- Click on the field you want the address of

## Rules for Field Use

### Turf Fields

There are common sense rules that apply to all turf fields.

- No pets allowed on turf.
- No spectators on the ends near the corner flags. Spectators should not be any closer to the end lines than the top of the penalty area.
- Spectators should be 2 yards off the sidelines. This is for player safety, spectator safety and Assistant Referee (AR, linesman) use and safety.
- No portable heaters on the turf.
- No food and drinks, other than water, on the turf.
- Remove all trash from the area when you leave.

### Grass/Dirt

Grass and dirt fields are a little more forgiving than turf fields but most of the rules still apply.





- No spectators near the ends of the field. Spectators should not be any closer to the end lines than the top of the penalty area.
- Spectators should be 2 yards off the sidelines. This is for player safety, spectator safety and Assistant Referee (AR, linesman) use and safety.
- Remove all trash from the area when you leave.

Newport Hill Park – Information, Rules and Policies

Newport Hills Park Address

6029 120<sup>th</sup> Ave SE  
Bellevue, WA 98006

Night Lighting at Newport Hills Park

If you are scheduled for an evening practice or game at Newport Hills Park, and the lights go off early, or don't come on at sunset, please call the City of Bellevue Lights at 425-452-2864.

The lights are set to come on at sunset every night and they are set to go off 15 minutes after our ending time. If the lights do go off for some reason, they will take 15 minutes to be back at full strength.

Weather Cancellations

If Newport YSC or the city of Newport decides to close the fields before the start of practice, the manager or coach will contact each player/family by as soon as possible.

Lightning

If lightning threatens the fields the coaches will halt practice until the lightning subsides. See the [EYSA Lightning Policy](#) on the EYSA website.

Parents should stay close to the fields in the event that practice gets cancelled or your child needs a place to go while the weather is questionable.





## Appendix – Example Email

### Welcome to the Team – Example Email

Congratulations to your **son/daughter** on making Newport YSC's **(insert team name here)**! I will be the Team Manager. There are a few administrative issues to take care of up front. Please review the information below carefully and let me know if you have any questions.

1. Register with Bonzi. If you have not already done so, please go online and register your **son/daughter** on the [NYSC Bonzi Registration page](#).
2. Paperwork for Player. I will be collecting all paperwork at the upcoming parent/player team meeting.
  - For players new to Newport YSC: 2 copies of a Birth Certificate or Passport, returning players do not need to submit a new document.
3. Team Email List. Please let me know which email addresses you would like included from your family on our team email list. Also include the name each of you would like to use (e.g. if your legal name is Robert, but you prefer Bob, I'd like to know).
4. Contact Information. Setup your Bonzi profile to receive important or urgent notifications!!
  - [Log onto Bonzi](#)
  - Click on your name in "Member Profiles" and make sure all your information is correct
5. Team Volunteers. Please review the following jobs/descriptions and let me know if you are interested. We will all need to take on something - first come, first served!
  - Team Treasurer. Responsible for making sure team funds are met. Will need to register on the [NYSC Bonzi Registration page](#). Once registered, email your name and contact information to the NYSC Registrar. He/she will add you to the team roster. The Team treasurer will be supported by NYSC Treasurer.
  - Uniform Coordinator. Will ensure team is given uniform ordering instructions once received from the NYSC Uniform Coordinator. They will follow-up w/players to ensure uniform orders have been placed, etc.
  - Tournament Coordinator. Once **(insert coach name here)** determines which tournaments the **boys/girls** will participate in, the tournament coordinator will submit tournament applications and fees. This person also ensures that proper paperwork is available at tournaments. If tournament requires travel, this person will book team hotel accommodations & airline reservations (if necessary) and manage until all final payments are received. We may decide to split this job into Tournament Coordinator and Travel Coordinator.



- Referee in Pool. Referee 10 games as Assistant Referee or Center Referee in the fall season (Sept-Dec) from EKCSRA.org. This person must be at least 16 years old and be certified as an USSF referee. This can be a parent, an older sibling, neighbor, soccer player you know of, etc.

Each Newport YSC team must provide the name of a referee to go into the ref pool. There is a shortage of referees. By providing a Ref-in-Pool, your team will get priority, based on the number of games officiated by their Ref-in-Pool, in getting referees assigned to their home games. Teams without a Ref-in-Pool will get no priority towards getting referees assigned to their home games. For more information about the Ref-in-Pool program see [Introduction to Ref-in-Pool](#) and [Team Requirements for Ref-in-Pool](#).

- Insta-bench. Ensures Insta-bench is brought to every game and set up. Store the bench at your home for the team.
- Canopy. Ensures canopy is brought and setup at each game. Stores the canopy for the team at your home.
- Medical Bag. Keep the medical bag up to date and bring it to every game.
- Fundraising Rep. Will help facilitate fundraising needs for the team due to tournament travel and accommodations within the team, if necessary.
- Social Coordinator. Plan social events for the team.
- Player Passes & Team Card Coordinator. Applies photos and laminates WYS player passes once received from the NYSC Registrar. Also, creates laminated cards with player phone #'s and jersey #'s for team families.
- Team Photographer. Take photos of players throughout the year and share them with the rest of the team.

If you have any questions, please feel free to contact me.

I look forward to meeting all of you.

Name  
Email:  
Phone #:



## Jersey # Selection – Example Email

Hi Everyone,

Below you will find a list of numbers available for our team.

(Insert the jersey numbers you receive from NYSC Uniform Coordinator here).

For those Newport YSC players that are returning, you will keep your same number as last year.

Numbers will be given on a first come first serve basis, so please select 2 choices in the event that your number has already been taken.

I will let you know your number as soon as possible.

Thanks,

## Tournament Schedule – Example Email

All,

Below you will find our summer tournament schedule.\*

I've also included the links to tournament locations. (add links)

May 23-26 Starfire Memorial Day Cup

June 27-29 Diadora Cup at Starfire

July 12-14 Nike Crossfire Challenge at 60 Acres (Redmond)

August 15-17 Starfire Cup [http://www.starfiresports.com/main\\_addedpages/2008tournaments.asp](http://www.starfiresports.com/main_addedpages/2008tournaments.asp)

Please add these dates to your summer calendars, so you can plan accordingly. If you are aware that your player will not be available for any of these tournaments, please let me know.

Thanks,

\*Please note that these dates are tentative at this time. I will let you know ASAP if there are any changes.

## Tournament Game Details – Example Email

Hi All,

Here are game day details.



Pre-game Warm-up: Coach (name) would like the boys/girls to the field, ready for warm-up, 45 minutes prior to each game.

Uniforms: When Newport YSC teams are:

Home: they wear white (boys)/red (girls) jerseys and socks, white (boys)/red (girls) shorts

Away: they wear all navy

Always have both jerseys with your son/daughter at all games, in the event that we do have to change jerseys. If there is a conflict in jerseys between teams, the home team changes jersey color.

#### Game #1

Away vs. NWN

Date: Saturday, May 24

Time: 11:00am

Warm up: 10:15am

Field: Starfire #10 (grass)

Tournament Location (example): [http://starfiresports.com/main\\_addedpages/2008tournaments.asp#752](http://starfiresports.com/main_addedpages/2008tournaments.asp#752)

Wear: all navy

Bring: white jersey, water to drink, #4 ball

#### Game #2

Home vs.

Date:

Time:

Warm up:

Field:

Tournament Location:

Wear: white jersey and socks, white shorts

Bring: navy jersey, water to drink, #4 ball

#### Game #3

Home vs.

Date:

Time:

Warm up:

Field:

Tournament Location:

Wear: white jersey and socks, navy shorts

Bring: navy jersey, water to drink, #4 ball

#### Game #4

Away vs.

Date:

Time:



Warm up:

Field:

Tournament Location:

Wear: All Navy

Bring: White jersey, water to drink, #4 ball

If the boys win Group B (based on points earned in the four games), they will play in the Championship game at 12:15pm on Monday, May 26. Field #10.

Points are earned for the following:

6 = win

1 = goal (up to 3)

1 = shutout

3 = draw

So far, I have all the boys/girls available for the tournament.

If your son/daughter has a conflict with any of these game days/times, please let me know ASAP.

Thank you.

Insert your name here.

Team Manager

Insert team name here.

H:

C:

## NPSL Fall Schedule – Example Email to Team

**Subject: NYSC BU19 Whitecaps 98 Fall Schedule**

**Hello Whitecaps!**

**Attached is the schedule for the Fall season.**

**At this time, the schedule has the dates of the games and the opponents. Exact game times and locations will come closer to the day of the games. The boys/girls will have their first Fall season game on (insert date here) and will play every Saturday for 10 weeks with the last game falling on (insert date here).**

**The opposing Clubs are: Mercer Island, Bainbridge, Seattle United, Crossfire (Redmond), FME (Fife). (insert your opposing teams in this section).**



The team will play in the North Puget Sound League (NPSL). (Insert Age group and Division here, if known). If you are interested in learning more about the league, go to:

<http://www.northpugetsoundleague.org/>

Please let me know if you have any questions.

Thanks,

Your Name

### Opponent Manager Contact – Example Email

**Subject: NYSC BU19 Whitecaps 98 Team contact information. (Action required. Please respond that you received)**

Hello,

I am the Team Manager for NYSC BU19 Whitecaps 98. Listed below is my contact information for your reference.

We are scheduled to play your team (insert date here). As soon as I receive game details from our NYSC Registrar, I will forward the information on to you. If you could do the same for our game scheduled (insert date here), we would really appreciate it.

Thank you,

Your Name

Team Manager

Team Name

Cell:

Email:

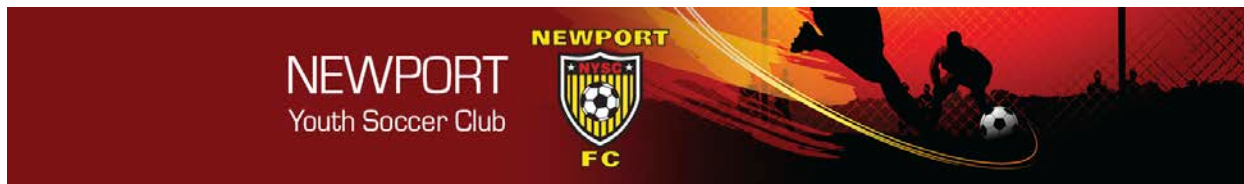
### Match Details – Your Team Example Email

**Subject: NYSC BU19 Whitecaps 98 - Game #6 AWAY against WPFC - Saturday, Feb 28th @ 12:00 pm – warm-up 11:15 am**

AWAY vs. Washington Premier FC Black

Date: Saturday, Feb 28th.

Time: 12:00 pm.



Warm up: 11:15 am.  
Field: Field #3 (grass)

Game location: WPFC Field Complex  
5702 44th St. East  
Puyallup, WA 98371

[http://www.washingtonpremierfc.com/fields/index\\_E.html](http://www.washingtonpremierfc.com/fields/index_E.html)

Opponent info: <http://www.hometeamsonline.com/teams/?u=wpfc97black&s=soccer&t=c>

Wear: Red JERSEY, Black SHORTS/SOCKS

Bring: White JERSEY, water to drink, ball

GO Newport!

## Match Details – Your Opponent Example Email

**Subject: March 7th Game vs. NYSC BU19 Whitecaps 98 (Action required - please respond that you received.)**  
Here is information regarding our game scheduled (insert date here).

**Match:** NYSC BU19 Whitecaps 98 vs. Washington Premier FC Black  
**Date:** Saturday, March 7th.  
**Time:** 11:00 am.  
**Home uniform:** White  
**Field:** Newport Hills Park (Field Turf synthetic turf)  
**Field Address:** 6029 120<sup>th</sup> Ave SE  
Bellevue, WA 98006

### Newport Hills Park Field Rules

#### Participants:

- No Gum on the turf.
- Please drink water only when on turf.
- Promptly clear the field and sidelines when game has ended.
- Players clean your area as you leave the field.

#### Spectators:

- No pets allowed on turf.
- No spectators on the ends near the corner flags.
- Spectators, please keep sidelines clear for linesman use.
- No portable heaters.
- Food and drinks should stay on the paved area around the fields.
- Remove all trash from the area when you leave.

Let me know if you have any questions.





**(Insert your name here)**

**Team Manager**

**(Insert team name here)**

**Email:**

**Cell:**

## Team Training – Example Email

All,

Here is the training schedule for the month of **(insert month)**.

Training:

When: Monday - March 8, 15, 22, 29. **(insert your dates here)**

Time: 4:30 - 6:00 pm. **(Insert your times)**

Location: Newport Hills Park

Bring: Ball and a bottle of water

Training:

When: Wednesday - March 10, 17, 24, 31.

Time: 6:00 - 7:30

Location: Newport Hills Park

Bring: Ball and a bottle of water

If your player is unable to attend training, please let Coach **(insert name here)** and me know ASAP.

Thanks,





## Appendix – Fees and Costs

There are 3 sets of fees/costs associated with your team. Here's a brief explanation of the fees.

### Registration Fee – Managed by Club

Each player is charged a Registration Fee. This fee covers the following:

- Coaches
- Field Rental for Practice and Games
- Lights
- Referees for Season Home Games
- Newport YSC Administrative Costs
- EYSA Administrative Costs
- WYS Administrative Costs

### Uniform and Equipment Costs – Paid by Player

Each player will need to purchase the required uniform and equipment. There is optional uniform and equipment also.

### Team Fees – Managed by Team

Each team has additional fees associated with playing in tournaments and covering team costs. These include:

- Tournament Fees
- Travel Expenses to Tournaments
  - Transportation to the Tournament
  - Transportation at the Tournament
  - Food at the Tournament
  - Lodging at the Tournament
- Team Bonding Event(s)
- Team Equipment (e.g. First Aid Kit, Canopy, Game Balls, Practice Balls)
- Coach Gift
- Holiday and/or End of Year Party