

Welcome!

Carolina Soccer Club wants to thank each of you for volunteering for this important job. If it were not for your dedication to our youth, these children would not have the ability to play soccer in this capacity. Your volunteerism is greatly appreciated!

Risk Management

All coaches, assistant coaches and team managers must complete the online Risk Management process available at www.ncsoccer.org. TADL teams will need to go to www.usclubsoccer.org to fill out the background check process for coaches only. At any point during the season a new coach/trainer joins your team staff, please ensure that that person has taken care of this responsibility. The office must be made aware of any new additions. i.e. physical trainer, keeper trainer, temporary assistant coach.

Club Members

All families must visit the club website and register as a member. Once per family. This is to ensure that they will receive club info and announcements via email. Please encourage your families to check the site frequently.

Leaving the Team

Any player who wishes to leave the team must contact the office as soon as possible. If any family mentions that they are quitting please direct them to the office. Any player who simply stops attending practices or games will still be considered a member of the team and will continue to be responsible for any financial obligation to the team and the club.

Budgets

Every team's budget is different. Player's registration fees cover expenses for the following: either NCYSA or US Club registration, insurance, stat fee (classic only), fields, and referee fees for the season.

A team budget will need to be organized to take care of some of these items: equipment, tournament fees, coach's travel expenses, lit field fees in the winter, and expense for a team hotline. i.e. One Call system www.onecallnow.com

Tournaments

Coordinate with your coach's other team manager on tournament choices. You may appoint a parent on your team the responsibility of applying for the tournament or you may choose to do this yourself. The team manager is generally responsible for checking the team into the tournament on the Friday evening before. If you are taking a guest player, make sure that you complete the appropriate paperwork.

Appoint a parent member of your team the hotel coordinator. It is cheaper to reserve a block of rooms rather than have everyone make their own reservations.

Fee Assistance

Any family requesting fee assistance will need to fill out an application. (available on website) This will be taken into consideration and the applicant will be notified prior to the start of training. Those receiving assistance will be expected to participate in a volunteer role for the club. These opportunities vary in size and responsibility.

Training Fees – Classic Only

All training fees are due on the 5th of the month to Carolina Soccer Club. Training fee are \$1100 for the full year player and \$770 for the single season player.

Payments Options

1. Make Credit Card arrangements through the club website via PayPal.
 - Classic fees are \$110 per month
 - There will be 10 months of payment starting in July for full year teams.
 - Single season teams will pay a seven month schedule.
 - Girls – July – January
 - Boys – October – April
2. Bill Pay – Families may make arrangements to set up bill pay through their banks. Please provide notice to the office that this is the option that you are choosing and what bank.
3. Auto Draft – Families may choose to enroll in the Auto Draft program where CRSC will draft your account in the amount of \$110 on the 5th of each month beginning in July.
4. Full payment by season or by year – Families may choose to make one lump some payment either for the whole season (\$550) fall/spring or (\$1100) full year. Single season teams can pay \$770.

Team Notebook

Items to include:

1. One plastic sleeve per player. White copy of NCYSA medical waiver on the top, US Club medical waiver on the backside. Medical insurance card hidden in the middle of the medical waivers.
2. Player contact info
3. Official red stamped team rosters. (Classic) Colored Rosters (US Club)
4. Team Schedule
5. Match rosters – carbons – (Classic Only) No match rosters for TADL
6. Photo copies of match roster – one per game. (Classic only)
7. Pen pouch – pens, shoe laces, band aids, emergency laminate.
8. Player passes on a ring
9. Classic Directory-print from www.ncsoccer.org website
10. Pocket Sleeve to keep all copies of after game match reports.
11. DO NOT carry copies of birth certificates. The office has a copy of all player birth certificates and if anyone is disputing the age of a player, they can contact the office to request the age.

Game Schedules

All classic games for the season will be scheduled by the team manager unless your coach has requested to handle this task. Please keep in mind that some coaches have more than one team therefore, managers should get together to work out the schedule before turning it in to NCYSA.

Game Schedules for TADL teams will be done for you. Any coach needing a specific day off, needs to contact our scheduling coordinator prior to the scheduling meeting.

Carding Day – NCYSA Team Only

All players must be carded and the manager must be in possession of the pass in order for the player to be eligible to participate in a tournament, scrimmage or game. Any player participating without a card will negate the insurance for the entire team.

Teams will be notified in August with instructions to get their players carded. We cannot begin this process until the cards start arriving from NCYSA. Players have to be present. Each team will be given a location and time to appear. This is a quick process. We ask that players make every effort to attend. We depend on our registrars to be available and we don't want to have to inconvenience their schedules.

Prior to carding day please submit to the office either a proof sheet (see example) with a ¾" square headshot of each player, or drop off labeled ¾" square photos (gathered from families) to the office.

Managers might consider asking a parent to attend a practice with a digital camera and take a head shot of each player. At the time of carding, any player who has not had a photo submitted to the office must have a 3/4" x 3/4" headshot of themselves to affix to the card. This must be a current picture. If a digital camera is used, the photo must be printed on photo paper. Any player not possessing a picture at the time of carding will not be allowed to sign their pass.

TADL Teams Carding

All players must be carded and the manager must be in possession of the pass in order for the player to be eligible to participate in a tournament, scrimmage or game. Any player participating without a card will negate the insurance for the entire team.

All managers are to submit to the office either a proof sheet (see example) with a 3/4" square headshot of each player, or drop off 3/4" square photos (gathered from families) to the office. In order to ensure that there will be time to affix them to the cards, please allow one week for this to be completed and back to you. Player signatures are not required.

Team Rosters - Classic

Each manager will receive their official team roster and match rosters at the time of carding. Anytime a change is made to the roster, please ensure that you throw away the old rosters as you will be given new ones.

Team Rosters – TADL

We have the ability to make changes to US Club rosters same day. Players are eligible to move from one team to another. If a coach lets you know that "Johnny" will be playing with the team for an upcoming game or tournament, please contact the office. This can only be a player within our club. Guest players for a tournament are handled differently.

Ref Fees

Each team will be given a check from CRSC a few days prior to the first game. This will be the total amount that your team will need for ref fees for the season. Take the time to tally up the dollar increments that you will need using the payment schedule provided.

I.E. If you are a U17 team – Center - \$50, 2 asst - \$35 = \$120

Each team pays half. Team has 8 games.

\$60 x 8 = \$480

Cash check for 8 - \$20, 24 - \$10 and 16 - \$5s

Use 8 envelopes and put 1- \$20, 3 - \$10s and 2 - \$5s in each one.

Game Day

Before game time, give the head ref the money, the player passes and the match roster (classic only).

Classic teams – home game is a carbon match report. Away game is the photo copied match roster (report).

Challenge team – use the photo copied match rosters if the ref requests one.

At the end of the game, it is your responsibility to get the match roster from the ref (classic). Do not walk away until you have verified your score and that all refs and coaches have signed the report. Some coaches choose to have the manager sign for them. This is fine.

Reporting Scores

Classic Teams only – Scores are reported on the Classic website.

Discipline & Game Cards (Classic)

All Managers will receive a log in with password to the Soccer-In-College Classic site. This is also the location where the manager is to keep track of the team and player points appointed per yellow and red cards given during season games. Tournament cards (points) do not accrue.

NCYSA POINT SYSTEM FOR CLASSIC PROGRAM – D&A

Players Receive - 2 Points for a Yellow Card

5 Points for a Red Card

Players receiving two yellow cards in one match: 2 points for first yellow card; 3 points for second; this equals a total of 5 points and therefore an ejection.

Coaches Receive - 3 Points for a Caution (Yellow Card)*

6 Points for an Ejection (Red Card)*

Spectators - Receive the same points for infractions as the Coach

NCYSA Rule 9 states in part: If a player or coach is ejected from a match, he/she cannot be replaced in that game AND must not play/coach in their team's next scheduled match. This includes State/Kepner Cup.

WHEN THE TEAM RECEIVES THE 20TH POINT

The local Association (President or President's designee) to which the team is a member, must meet with the team (coaches and team manager) within 10 days of receiving notice from NCYSA, and a written report of the meeting must be filed with the Discipline and Appeals Administrator at the NCYSA State Office within 7 days of meeting.

WHEN THE TEAM RECEIVES THE 25TH POINT

The head coach shall receive a one game suspension when the team reaches 25 points. The coach will be required to sit out the next NCYSA scheduled league game.

WHEN THE TEAM RECEIVES THE 40TH POINT

A \$100.00 fine must be paid to NCYSA by the team within 10 days of notice, and a meeting must be held with the team, coaches, local association officials and a member of the D & A Committee or Chairman's appointee. Fines not paid within the time limit will result in the team forfeiting all league matches until fines are paid. All fines and forfeiture fees will need to be paid in order for the team to play their next game.

** WHEN THE TEAM RECEIVES THE 40TH POINT IN A SEASONAL YEAR, the head coach shall receive a one game suspension. The coach will be required to sit out the next NCYSA scheduled league game.*** The team ,including coaches and all carded adults, will be required to attend a rules clinic given by an approved referee by the State Youth Referee Administrator.

WHEN THE TEAM RECEIVES THE 60TH POINT

A \$200.00 fine must be paid to NCYSA by the team within 10 days of notice, and a meeting must be held with the team, the local association President or President's designee and at least 3 members of the D & A Committee. The team will be assessed a one game forfeit for the next regular season match and forfeiture fees for that match. All fines and forfeiture fees will need to be paid in order for the team to play their next game.

** Teams will continue to accumulate points. Teams receiving more than 61 points in a year will be subject to review by the D & A Committee and further action taken as necessary.

** Team points will NOT continue to accumulate during STATE CUP and/or KEPNER CUP PLAY. Individual points will continue to accumulate for players during STATE CUP and/or KEPNER CUP.

INDIVIDUAL PLAYER POINTS

Once a player receives 13 points, he/she must sit out the team's next regularly scheduled season game played and/or State Cup or Kepner Cup game. If the 13th point is received as the result of a red card, the player must sit out the red card offense AND then the 13 point sit out penalty will be enforced.

Individual player points will continue to accrue during STATE CUP and/or KEPNER CUP. At 17 points, the player must sit out the next game and appear before the Discipline and Appeals Committee before he/she is allowed to play again.

SUBTRACTING POINTS

A team can have points taken off their total in the following manner:

If a team plays **two consecutive** league games without receiving cards, two (2) points will be deducted from the team's total points. These points will not be deducted from individual player points. Taking off points cannot bring total below zero (0).

Dual Rostering

Players are eligible to be dual rostered only if the following guidelines are followed:

"USYS Rule 224. Section 4: When a State Association allows a player to be rostered on more than one team, the first team to which the player is rostered is the only team with which the player may participate in National Championships competitions for a seasonal year, except_

(1) if a player is rostered to more than one team on the same day, the player must designate on that day the only team for which the player is to be rostered for National Championships competitions and failure to so designate on that day makes the player ineligible for any National Championships competitions for that seasonal year,..."

A player may register on one or more than one team per a USYS seasonal year, provided the following conditions are complied with:

1. No team shall have more than the limit allowed per age group rostered at one time.
2. A player cannot play for more than one team in the same competition/age group. Competition is defined as league (classic, challenge, recreation) or tournament play.
3. A player cannot play for more than one team in the same competition sponsored by USYS (i.e., a player can only play for one team in the USYS State Cup Tournament).
4. A player may register on **only two teams at the same time**.
5. A player must **designate his/her cup team at initial registration**. This must be noted on the work roster and the original roster by the registrar.
 - a. Enter the cup team and their association name(the player will play on this team in the NCYSA State Cup
 - b. Enter the non-cup team and their association (the player will not be able be allowed to play for this team in the NCYSA State Cup.

6. The only way a player can change his cup team after registration is to drop from his cup team. His non-cup team would then become his cup team.
7. Transfers from a designated cup team will make the new team the player's cup team; similarly, transfers from a non-cup team will be to a new non-cup team.
8. When a player registers to a team, they are registered as a cup team unless otherwise designated. Their second team would become their non-cup team.
9. A player can play for only one team on the same day.
10. The Cup team pays the full registration fee; the non-cup team pays the multi-rostering fee.
11. If multi-rostering, the higher level of competition MUST be your Cup team.

For Example:

Scenario #1: If a player registers for a Challenge team and a Classic team, then the Classic team MUST be his "cup" team. (Higher level must be the cup team)

Scenario #2: If a player is registered to a Challenge team in the Fall, which would be his "cup" team (1st team registered to), then he CANNOT multi-roster to a Classic team in the Spring.

Transfers

Any player wishing to transfer to another club must be directed to a registrar first before any communication begins with any other teams.

Permission to Travel (PTT) – Classic only

Any club wishing to attend an USYSA tournament outside of North Carolina must complete a PTT 30 days prior to the tournament. This process can be completed inside of 30 days, but the fee will increase. This is an online process on the NCYSA website. www.ncsoccer.org Left side click on "Permission to Travel". All directions are provided online.

Guest Players - Classic

The Guest Player Roster is used when a player wishes to play as a 'guest' on a team other than their own in a Tournament, Scrimmage, Friendly Games or Practices. This applies to NC registered players and out-of-state players. Players are not permitted to guest in regular season play or State Tournaments.

1. North Carolina registered players that "guest-plays" with another N.C. team **OR a North Carolina** registered player that "guest-plays" with another N.C. team in an 'out of state' tournament:

- The registrar will use a "Guest-Player" roster form.
- They will need the guest-player's pass (for proof of registration) and a NC Medical release form for the team they will guest play with.
- Both the guest coach (of the team the player is going to guest play with) and the league coach (team player is registered with) must sign this form before the releasing registrar stamps the form.
- Once the releasing registrar sees the valid paperwork, they will then fill out the guest player form, stamp, sign and date, as they do with any other roster.
- The team will need a *red-stamped* copy of this "guest-player" roster to take to the tournament and it is recommended that the registrar maintain a copy for their records.

2. North Carolina registered players that want to "guest-play" with a team from another state:

- The local registrar will provide the player with an Interstate USYS Region III Permission form.
- The player's parent will fill out Section 1 & 2, get the coach's signature and submit the Interstate USYS Region III Permission form to the State Office.

- The State Office will verify that the player is registered, in good standing and will send the form to the out-of-state team's State Office for approval.
- When approval is granted, the NC State Office will send or fax the signed form to the parent of the player.
- The parent is responsible for getting this form to the out-of-state team, along with a new medical release for the out-of state team they will be playing as a guest.

TADL Guest Players – A guest player would indicate that this player is attending a tournament or event with your team. This player must already be a US Club member (from another club). IF they do not have a membership with any other organization, they will need to “join” your team – even if only for the one event. Call the office for assistance.

End of Season

Please turn in all player passes and shred all other documents at the end of the season.