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Competitive Team Manager's Handbook

June, 2007

This Handbook is not intended to be an exhaustive compilation of all rules, regulations, policies, etc. of Ft. Worth Youth Soccer, North Texas Soccer, any other leagues, tournaments, etc. For complete and official rules, consult the North Texas Soccer Administrative Rulebook and any published rules, etc. of playing leagues, tournaments, and the like.

MEMORANDUM

TO: Competitive Team Managers

FROM: Dale Story
Executive Director

DATE: June, 2007

SUBJECT: **Handbook**

This Handbook is intended to assist you in preparing your paperwork relative to registering your team with Fort Worth Youth Soccer (FWYSA) and North Texas Soccer (NTS). However, a number of caveats need to be emphasized. This Handbook is very limited in subject matter, i.e., you will find many items ranging from playing rules to recruiting prohibitions not covered. Also, this Handbook is not an official document, i.e., it does not replace NTS rules nor is it an official summary of NTS rules.

I would strongly recommend that every Manager acquire a copies of the NTS Administrative Rulebook, NTS By-Laws/Rules, NTS Travel/Insurance Instructions, and NTS Competitive Soccer Policy Manual. These documents may be either purchased directly from NTS or (in some cases) available on their web site. Their address, phone number, and fax number are:

North Texas Soccer
1740 So. I-35, Suite 105
Carrollton, TX 75006
972-323-1323
Fax # 972-242-3600

The NTS web site is *ntxsoccer.org*. All of the necessary forms can be downloaded from this site. I would also recommend that every Manager acquire a copy of the complete rules of the league in which they are playing.

This Handbook is divided into the following sections:

1. Typical Duties of a Competitive Team Manager
2. Registering a Team
3. Release Form
4. Adding and Deleting Players
5. Travel
6. Foreign Player Registrations

Please let me know if you would like to see other sections added or if you have any other suggestions regarding this Handbook.

Finally, be sure to realize that your job as Manager entails much more than the limited focus of this Handbook. As but one example, you will be responsible for a budget of at least \$10,000 (with some teams' budgets approaching \$40,000). You will be responsible for entering your team in a qualifying tournament and than the appropriate playing league, keeping abreast of all league requirements, entering your team in numerous tournaments, and a host of other playing matters. You will make more phone calls and put up more nets than you care to remember. The list could go on, but the main point should be clear: **THE JOB OF A MANAGER IS A VERY TIME-CONSUMING AND OFTEN TEDIOUS TASK. DO NOT TAKE IT LIGHTLY.**

I. Typical Duties of a Competitive Team Manager

Resources that you likely will need:

1. Ideally you would like to have access to a fax machine, the internet, email, and a copier. Much information is available on the internet. Many tournaments, leagues, associations, and commissioners will want to fax and/or email materials. You will frequently need to make copies of schedules, maps, and other paperwork. In many ways, your job is analogous to running a small office.
2. Cell phone. Many instances require the instantaneous communication of cell phones (traveling to tournaments, rain-outs, etc.).
3. Modest cash liquidity. You may need to pay tournament, league, or other fees before being able to collect sufficient income.
4. Soccer net and corner flags will often be required (usually bought from the team budget). A pop-up tent/canopy is quite common. Either the coach or manager will also be in charge of training equipment (balls, cones, practice bibs, etc.)

What you will likely be doing:

1. Submit Team Fact Sheet to North Texas by June 15 (or earlier--check the NTS web site for the date). You will need to have developed a projected budget by this time.
2. Communicate legally with potential players in June to advertise clinics and try-outs.
3. Assist with try-outs beginning July 1—typically handling all paper-work (sign-ins, distribution of contracts, and so on).
4. Register the team as soon as possible in July.
5. Register the team in qualifying tournaments—often these deadlines occur as soon as try-outs end in July, if not even earlier. Failure to register in the appropriate qualifying tournaments can be a devastating error. Be sure to contact the appropriate leagues early.
6. Maintain all paperwork: rosters, birth certificates, player and coach IDs, medical releases, player and parent contracts, and the like.
7. Be familiar with all appropriate rules (home association, North Texas, and leagues). Useful resources are North Texas Administrative Rule Book and FWYSA Competitive Team Manager's Handbook.
8. Manage the team budget—often this is over \$10,000 (and usually much more).
9. Register the team in tournaments. Know their deadlines. If traveling outside “North Texas,” certain travel paperwork must be completed weeks (if not months) in advance.
10. Attend meetings: club meetings, league meetings for managers, tournament meetings, and others.
11. At league games: put up net and corner flags (if necessary), pay referees, and manage the game report.
12. Secure necessary releases for any guest players at tournaments.
13. Communicate with parents. Provide them with schedules, maps, and other information. Initiate a phone tree. Serve as liaison between parents and coach.

These are not necessarily an exhaustive list of resources and duties of a typical competitive team manager. Each team and club will have unique needs. . The list could go on, but the main point should be clear: **THE JOB OF A MANAGER IS A VERY TIME-CONSUMING AND OFTEN TEDIOUS TASK. DO NOT TAKE IT LIGHTLY.**

II. REGISTERING A TEAM

The first step is to file a Team/Club Fact Sheet with North Texas Soccer. NTS typically requires that your Fact Sheet be in their office (no faxes accepted) by June 15. To repeat: **ALL FACT SHEETS MUST BE IN THE NORTH TEXAS OFFICE NO LATER THAN JUNE 15 (NO FAXES ACCEPTED)**. Check the NTS web site for any possible changes to this deadline.

Registration with Ft. Worth Youth Soccer will involve the manager leaving the complete registration packet as early as possible in the FWYSA office (7600 Calmont—or mail to PO Box 122297, Ft. Worth, TX 76121). We will complete the rosters as quickly as possible (and in order of receipt). Once the roster is completed, we will email the manager a signed copy.

If you need travel cards printed, let us know. We will mail each team one set of travel cards, if requested. You will need to leave copies (you should always keep all originals) of the following items. If any are missing, we cannot register your team. Please do not leave your registration materials, UNTIL ALL ARE COMPLETE.

- _____ Team/Club Fact Sheet—including signature sheet from try-outs;
- _____ NTS Coach/Referee/Volunteer/Staff Application and Child Abuse Statement for every adult registered with your team (typically the Coach, Assistant Coach, and Manager);
- _____ Competitive Team Roster (including General Instructions) with players listed in alphabetical order by last name (write the player's name as you want it to appear on the roster, e.g., North Texas State Soccer may require "birth certificate" names);
- _____ Competitive Player Membership Form and copy of Birth Certificate for every player (in the same order as on the Team Roster). We cannot pull copies of Birth Certificates from last year's files.
- _____ Check to cover registration fees (\$35/player and \$10/each adult coach or mgr.)—unless arrangements have been made to invoice your Club.

Every form needs to be completed fully with all required signatures. We will not register a player without a copy of the Birth Certificate. We cannot pull Birth Certificates from last year's rosters. You should always keep originals of all paperwork.

Player's/Parents' Contracts and Medical Releases. We do not need copies of the team or club "contracts." Those contracts are a matter between the team/club and each player/parent and are not part of the registration procedure. We also do not need copies of medical releases beyond those on the Competitive Membership Form, and we do not need those notarized. However, I would strongly recommend that each competitive team secure notarized medical releases from all of their players. I would further recommend that you utilize the Medical Release Form provided by U.S. Youth Soccer.

EXPENSES. Your team will be charged a \$35 registration fee for each player (includes insurance and administrative fee to North Texas) and \$10 for each coach and manager. Player and adult registrations cover the entire soccer year (Fall and Spring). Each team is responsible for its expenses. Fees for initial team registration are due at the time of registering (unless arrangements have been made to invoice your Club). Any adds after your initial registration must be paid at the time of adding (unless arrangements have been made to invoice your club).

III. RELEASE FORM

NTS provides one generic Release Form that covers a variety of situations, plus a newer Guest Player Form.

Be sure to consult the current Administrative Rulebook for any recent changes.

Please note that all the signatures are in chronological order from top to bottom.

IIIA. GUEST PLAYER RELEASE FORM

NTS now provides a specific form for Guest Player Releases for tournament play. Be sure to check the tournament rules for whether they allow guest players and how many (usually 5 is the maximum number). Competitive teams can have either recreational or competitive players guest play for them. Recreational teams can only have recreational players guest play for them.

Please note that competitive players do not need the signatures of either their Home Association or of NTS, unless the tournament is outside of North Texas (in which case the NTS Youth Commissioner's signature is required). Recreational players do need the signature of the Home Association.

NOTE: GUEST PLAYERS MUST BE REGISTERED WITH NTS.

To have a guest player who is not presently registered, they may register through FWYSA as a recreational player on a "dummy roster." They must reside within the territory of FWYSA and be eligible to register as a recreational player.

This process requires the following:

1. Recreational registration form completed fully for the player.
2. Copy of birth certificate.
3. Appropriate recreational fee (currently \$75 for U9-U12). FWYSA would then register the player as recreational "non-rostered."
4. Complete Guest Player Recreational Release Form. FWYSA Registrar signs as Releasing Coach.

IIIB. RECREATIONAL PLAYER RELEASED FOR COMPETITIVE PLAY

From Dec. 1 through March 15 of every soccer year (check NTS Rules for any changes to dates), competitive teams may add recreational players to their rosters. The recreational player needs to acquire a release from their recreational team before they can be added to the competitive team.

Required signatures are Player, Parent, Releasing Coach, and Home Association Registrar.

IIIC. COMPETITIVE PLAYER RELEASED FROM TEAM

Probably the most common mistake made by managers is to assume that they can simply delete a player from their team by completing an Add/Delete Form. Before the Delete can be processed, the Home Association must have a Release Form stamped and signed by NTS. In essence, this form signifies that the player has voluntarily left the team and has not been involuntarily removed. The NTS stamp will show that the player has been released for recreational soccer only.

Section 1 has *No* checked for Questions 1 and 2.

The Signature section includes the signatures of the Player, Parent, and Releasing Coach.

Once you have secured the above signatures, you would fax or deliver the form to North Texas Soccer, which will affix the signature of the NTSSA Youth Commissioner and stamp the form “Released for Recreational Soccer Only.”

If you can no longer locate the player, you need to write a letter to the NTS Youth Commissioner explaining the situation and asking them to approve the release without the player’s or parent’s signatures.

The Release must be accompanied by an Add/Delete sheet for us to complete the change on your roster.

COMPETITIVE PLAYER REQUESTING TRANSFER TO ANOTHER COMPETITIVE TEAM

North Texas Soccer has a specific Transfer Request form (available on their web site) for requesting a transfer to another North Texas Soccer competitive team.

DISBANDED TEAM PLAYER RELEASED TO TRANSFER TO COMPETITIVE TEAM

When a competitive team has disbanded, NTS must approve the disbandment and may release players to transfer to another team. Section 5 of the current Release Form would be used.

IV. ADDING AND DELETING PLAYERS

NTSSA has created a Competitive Add/Transfer/Delete Form for the purpose of adding and/or deleting players from competitive team rosters.

To Delete a Player:

Complete the top portion of the form (Team Name through Coach/Manager information) and list any deleted players information in the Delete Section. Remember, we cannot delete a player unless we have the completed Release Form (with the NTS Youth Commissioner signature and NTS stamp signifying Released for Recreational Soccer Only) that releases a competitive player for recreational play (see above).

To Add a Player:

If the player has not been registered with any other team for the current soccer year (Fall and Spring), we only need:

- A. Add/Delete Form with the top portion of the form completed and the new player's name, address, etc. completed in the Add Section;
- B. Completed and signed Competitive Membership Form; and
- C. Copy of the player's birth certificate.

We cannot process the Add without all of the above.

If the player is currently registered to another competitive team, you will need to provide us a copy of the letter and release approved by NTS stating that the player is being released to transfer to another competitive team (these are very unusual) plus A, B, & C above.

If the player is currently registered to another recreational team, you will need to provide a copy of the form for Recreational Player Released for Competitive Soccer (see above) plus A, B, & C above. This can only be done between Dec. 1 and March 15 of each soccer year (check NTSSA Rules for any changes in dates).

You must also complete the Add/Delete Check-List for Competitive Teams.



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ADD/DELETE CHECK-LIST FOR COMPETITIVE TEAMS

I. To add a player to a competitive team roster, we must have:

_____ Completed Add/Transfer/Delete form (Add Section);

_____ Completed competitive Membership Form;

_____ Copy of birth certificate; and

Either

_____ Release form approved by North Texas showing that the player has been released to play competitive soccer.

OR

_____ Written verification from that team’s manager or coach that the player has not been registered to play soccer for the current soccer year (Fall and Spring).

MANAGER/COACH AFFIDAVIT—I VERIFY THAT THE FOLLOWING PLAYER(S) HAS NOT BEEN REGISTERED ANYWHERE IN THE CURRENT SOCCER YEAR (NOT JUST THIS SEASON)

NAME(S) OF PLAYER(S): _____

SIGNATURE OF MANAGER/COACH: _____

PRINTED NAME OF MANAGER/COACH: _____

_____ Adding this player(s) does not exceed the maximum of 18 on the roster (for U11 through U16) or 22 (for U17 through U19).

_____ We have received \$35/player and \$10/adult added.

II. To delete a player from a competitive team roster, we must have:

_____ Completed Add/Transfer/Delete form (Delete Section); AND

_____ Completed Release form approved by North Texas Soccer and stamped by North Texas Soccer as “Released for Recreational Soccer Only.”

V. TRAVEL

All travel papers and travel IDs are processed through North Texas Soccer.

Check the NTS Web-Site for all Travel Rules, Forms, Fees, and Deadlines.

Travel within the NTS area does not require these procedures. If you have any questions about whether a tournament is within the NTS area, be sure to ask. Examples of cities within NTS include Midland, San Angelo, Lubbock, Denton, Tyler, and Waco. Examples of Texas cities not within NTS (thus requiring this paperwork and approval) are Austin, San Antonio, and Houston. Any travel outside the state of Texas, of course, requires this paperwork and approval.

VI. FOREIGN PLAYER REGISTRATIONS

To quote from a memo of September 11, 1996 from David Messersmith (President of NTS):

Please be advised that per rule 3017 of the United States Soccer Federation any player that is 14 or older that is or has been registered in a foreign country must have clearance papers or a release signed by the official registration chairman or secretary of the Foreign Association.

You must contact NTSSA about current procedures.

To our knowledge, the team must apply for the release through NTSSA to U.S. Soccer by supplying the release from the Foreign Association, proof of age, proof of legal guardianship, proof of local school attendance, and \$5.