

# **FISHERS SOCCER CLUB**

**RECREATIONAL DIVISION**

**AND**

**TRAVEL DIVISION**

**TEAM MANAGEMENT MANUAL**



**AUGUST 2005**

**<http://www.fisherssc.org>**

**“Enriching our youth through the soccer experience.”**



# Fishers Soccer Club Team Management Manual



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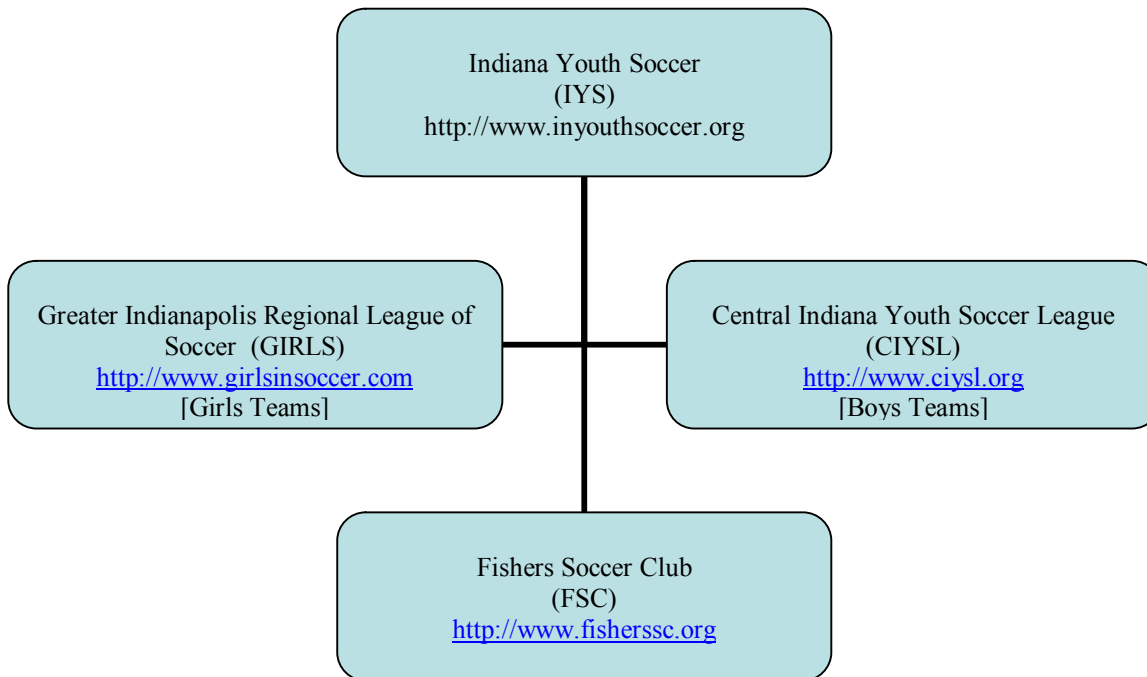
# Fishers Soccer Club Team Management Manual



**1.0 INTRODUCTION.** This section of the Fishers Soccer Club (FSC) Manual provides guidance for the recreational division designated team parent and travel division team manager.

Questions, errors, or recommended changes regarding these or any FSC policies, rules and guidelines should be directed to [policies@fisherssc.org](mailto:policies@fisherssc.org). Any issues not addressed by the FSC policies, rules and guidelines, or the Indiana Youth Soccer Association (IYS) are governed by the rules, policies and procedures of the United States Youth Soccer Association (USYSA) and the United States Soccer Federation (USSF).

**1.1 FSC Relationships and Organization:** The FSC is a member of the Indiana Youth Soccer (IYS) organization, and participates in the Central Indiana Youth Soccer League (CIYSL) for boys games, and the Greater Indianapolis Regional League of Soccer (GIRLS) for girls games. This relationship is shown in the following figure.

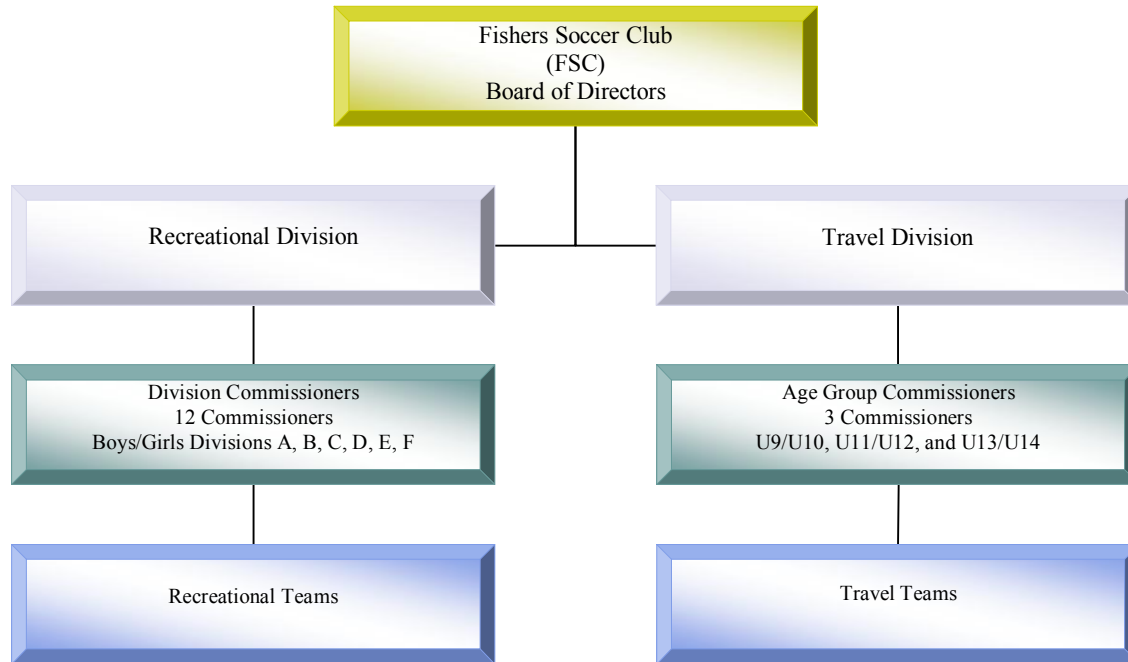


**Figure 1. FSC Relationships**

FSC is organized into two major divisions, a Recreational division and a Travel division, and is headed by a board of directors. Each division utilizes one or more directors and several commissioners to coordinate the administration of the divisions and all of their teams. The FSC organization is illustrated in the following figure. Designated individuals for each position within FSC can be found on the FSC web site at <http://www.fisherssc.org>.



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**Figure 2. FSC Organization**

**1.2 Playing Seasons.** The FSC soccer year consists of two seasons, a fall season and a spring season. The fall season usually begins in August and ends in October for both the Recreational and Travel divisions. For the spring season, the Recreational division begins in April and ends in May, and the Travel division begins in March and ends in June.

**1.3 Game Locations.** Most Recreational division games are played at the Holland Park (in Sunblest), Harrison-Thompson Park (in Fishers) and Hamilton Proper (116<sup>th</sup> Street and Hoosier Road) locations. Travel division games are normally played at Cumberland Park (106<sup>th</sup> Street & Cumberland Road). Both divisions may use additional and/or alternate locations for games or practices. Maps to all playing field locations can be found on the FSC web site at <http://www.fisherssc.org>.

**2.0 FSC RECREATIONAL DIVISION.** The recreational division does not use team managers for team organization, but instead uses a designated team parent to assist the coaches. The team head coach is responsible for organization and management of the team, as well as communications with each team family. However, the head coach may request that any or all of the following responsibilities and duties be supported by the designated team parent.

The recreational (“rec”) division designated team parent is responsible for assisting the rec team’s head coach with administrative duties related to the organization, scheduling and management of the team. The rec designated team parent’s duties shall be those delegated by the rec team head coach and shall not include training and development of players.



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**2.1 Team Roster.** The team roster will be provided by FSC to the head coach. The designated team parent can use it to coordinate snack schedules, team pictures, and other team activities and correspondence.

**2.2 Team Events and Post Game Snack Schedule.** The designated team parent may be asked to organize a post-season team party, or similar event as agreed upon by the majority of the team parents/guardians. Rec division teams normally have a post-game snack consisting of a drink and snack food for each player. The designated team parent should ensure that all parents/guardians know of any food allergies on the team. The designated team parent should also create and distribute the post-game snack schedule, which allows each parent/guardian the opportunity to provide the snack.

It should be noted that team parties are not considered official FSC team events, and are therefore not covered by the soccer insurance policy.

**2.3 Monitor Parents and Coaches.** The designated team parent should assist with controlling parent/guardian/relative game and practice behavior so that the playing environment is positive and conducive to player growth and education and in fostering the ideals of fair play and good sportsmanship.

Furthermore, the designated team parent is responsible for reporting to the FSC rec division age group commissioner any parent/guardian/relative or coach behavior that impedes the creation of a positive player environment, maintaining fair play or in exhibiting good sportsmanship, or otherwise violates the Coaches Code of Conduct. This includes ensuring that the coach does not argue, demean, threaten, or physically assault a referee.

**2.4 Weather-related delays or cancellations.** The designated team parent should assist head coach with ensuring that all players/parents know about game or practice cancellations and reschedules. For information about game or practice cancellations, ensure that all team parents/guardians know the Weather Line number and the web site address for FSC. The Weather Line phone number is (317)767-1476 and includes a recording indicating whether or not games or practices are cancelled. The FSC web site, located at <http://www.fisherssc.org> also posts any practice or game cancellations. Designated team parents should ensure that the parents/guardians of all players are informed about game and practice cancellations.

If a game is cancelled due to inclement weather, FSC may reschedule the game. If the game is rescheduled, FSC will provide the reschedule information to the head coach. The designated team parent should coordinate with the head coach to ensure that all parents/guardians are informed of the reschedule.

**3.0 FSC Travel Division.** The travel division team manager has significant roles in assisting the coaches with the administration of the travel team. General duties of the team manager may include, but are not limited to, the list below. However, the team manager's duties shall not include training and development of players. Further detail of each listed item is provided in



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subsequent paragraphs. The actual list of manager duties and responsibilities will be determined collectively by the coach and manager.

- ✓ FSC liaison
- ✓ Coordinate block-out dates
- ✓ Ensure team and player registration
- ✓ Coordinate and maintain player passes, medical waivers, and birth certificates
- ✓ Retain current copies of the official team roster
- ✓ Attend CIYSL and/or GIRLS coach/manager league meeting
- ✓ Coordinate team player uniforms
- ✓ Coordinate team tournaments
- ✓ Organize/coordinate team volunteers
- ✓ Disseminate team practice and game schedules
- ✓ Coordinate game documentation and payment of referees
- ✓ Organize team events
- ✓ Monitor coach and parent behavior

**3.1 FSC Liaison.** The team manager is the primary FSC liaison for all team administrative issues. The team manager should maintain contact data for the specific age group commissioner and travel director and communicate with them as required. The team manager is also the first level of FSC administration for parent inquiries and issues.

**3.2 Tryouts.** Tryouts dates, times and locations are set by the FSC Travel Director within the parameters dictated by the IYS. Generally, tryouts will be held during the first week of June. The skills of the candidates are evaluated by a team of coaches and trainers. No unauthorized persons (parents, relatives, coaches not evaluating players and team managers) will be permitted in the try-out area during the try-out periods. The Travel Director and head trainer have final approval of all rosters. The tryouts are conducted and teams posted in accordance with the FSC Tryout and Registration policy.

**3.3 Captive Players.** At age U14, each team is allowed to roster up to three (3) captive players. Captive players are players that are 14 years old before 1 August. During the fall season, captive players can play on a U14 team, but tournaments may restrict how or if those players can participate. Managers should clearly check the tournament rules to determine the eligibility of all players before registering the team. For the spring season, the captive players must either be dropped from the roster, or the U14 team must request to be placed in the U15 age group to retain those players. Managers should coordinate with their head coaches after the fall season to schedule a meeting with the Travel Director and Head Trainer to determine the best course of action for both the players and the team.

**3.4 FSC Registration.** Player registration with FSC will be in accordance with the FSC Tryout and Registration policy.

**3.5 Block-Out Dates.** In order to create open weekends in a team's regular game schedule for tournament play, activity conflicts, etc., the team manager and head coach should coordinate and



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determine which weekend dates will be submitted as “block-out dates”. Refer to the tournaments section for more information on locating tournaments and their dates. Each team will be permitted to request 4 dates in the fall and 6 dates in the spring. The FSC Registrar will request this information prior to the beginning of each season to allow each team sufficient time to determine and submit their block-out dates. Once submitted to the FSC Registrar, the Registrar will submit the information to the appropriate league for scheduling during league team registration.

**3.6 League Team Registration.** All teams must be registered with a league (CIYSL, GIRLS, IYS) in order to play. If not accomplished by the player’s parent/guardian during FSC registration, the team manager ensures that the team and player information are appropriately submitted to the FSC Registrar for team registration. The FSC Registrar may request that team managers assist with team registration by asking that the team managers fill in on-line registration forms. During league team registration, the team requested block-out dates are submitted and used by the appropriate leagues during scheduling.

**3.7 IYS Player Registration.** All players are required to be registered with IYS. The FSC Registrar will register all players with IYS. Managers should assist the registrar with collecting the appropriate information from their team players, such as a copy of each player’s birth certificate and a recent photograph for the player pass.

**3.8 Player Passes.** Upon approval of the team and player registrations, IYS will issue an official state team roster, along with USYSA player passes, to the FSC Registrar. The FSC Registrar will send the player passes to the team managers for coordination in obtaining player pictures and signatures for each player pass. Once the pictures for the player pass have been acquired, the manager has each player sign his/her player pass. When all passes are signed, the manager coordinates getting the player passes to the FSC Registrar for signature. The FSC Registrar will sign and return the player passes to the manager for lamination prior to giving the cards back to each player. Managers need to make sure that the player passes do not get laminated until the FSC Registrar has signed them. The manager must also ensure that the player pass for each player is available at each game. It is recommended that all player passes for a team be hole punched and attached together with a clasp ring or similar device.

**\*Player passes are required for each player in order to participate in a game.**

**3.9 Team Roster.** The team manager retains copies of the official state team roster, including the name, address, telephone number, and parent/guardian email addresses and home/work phone numbers. The manager should also notify the FSC Travel Commissioner when a player or his or her parent/guardian indicates that the rostered player will no longer play with the team. No player may be added to the team roster unless an appropriate try-out has occurred and the addition has been approved by the FSC Travel Director and Head Trainer. For more information, refer to the specific section below pertaining to adding or dropping players.

**\*A copy of the team roster must be available at each game for inspection by referees.**

**3.10 League Meetings.** The team manager attends the annual league coaches/managers meeting held by the Central Indiana Youth Soccer League (CIYSL) (for boys teams) or the



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meeting held by the Greater Indianapolis Region League of Soccer (GIRLS) (for girls teams). The meetings are held prior to the fall season in August and are usually held at the same location, although at different times. At these meetings, the team's schedule is provided, as well as discussions on the league rules and other information, the age group league commissioners list, referee reports and game reports. The team manager should provide a copy of the game schedule to all parents/guardians.

**3.11 Medical Waivers.** The team manager ensures that each player has a completed medical waiver form, and that the form is available at each game. The form is attached and is available on the FSC web site at <http://www.fisherssc.org>. The medical waiver/release forms signed by players and their parents, or a photocopy, will be given by the FSC Registrar to the team head coach or the team manager. Any time players are participating in a team practice or game, the Medical Waiver/Release forms for each player must be in the possession of the coach leading the team practice or in the possession of the coach or team manager at the game.

**3.12 Player Uniforms.** Uniforms are selected by the Fishers Soccer Club Board and are supplied by an organization selected by the FSC Board. New uniforms are selected approximately every 3 years. Each player must purchase an FSC uniform for a fee which is separate from the player registration fee. These uniforms will be ordered at the time of registration if the player is new to the FSC, or if FSC is changing to new uniforms that fall. The basic required uniform consists of two (2) jerseys, one (1) pair of shorts, and two (2) pair of socks. Optional items include a set of warm-ups (jacket and pants) and a bag or backpack. For replacement of individual pieces, the team manager should contact the FSC travel uniform coordinator.

Each player must have a unique uniform number that is displayed on the back of his or her uniform jerseys. If two or more members on one team are issued a uniform with the same number, the team manager will contact the FSC travel uniform coordinator for procedures on changing the jersey number.

The uniform is representative of the FSC and should be worn correctly. It is the policy of the FSC that the complete uniform be worn any time the team represents the club in league or tournament play. A team is considered as representing the club any time the club's affiliation with the IYS or USYSA is a requirement to play. No alternate or non-approved uniform pieces may be used at any time without prior approval from the club.

Light colored jerseys are designated as the home jersey, and dark jerseys are designated as the away jersey.

The game uniform must remain free of patches, pins, or lettering of any type. The player's name may be stitched or embroidered on the warm-up jacket, immediately above the FSC crest or on the bag/backpack. The FSC travel uniform coordinator can assist any team desiring stitching on the warm-up jacket or on the bag. The team manager coordinates the team uniforms by ensuring that all players have a uniform or have ordered a uniform, providing the uniform numbers to the



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FSC uniform coordinator, and distributing the uniforms when they are received from the uniform coordinator.

**3.13 Team Pictures.** Each year, FSC provides the opportunity for team pictures. The manager is responsible for disseminating team picture information, and receiving and distributing the pictures. The picture cost is an additional cost, and each player is responsible for the cost of their pictures.

**3.14 Miscellaneous Roster Adjustments.** The team manager is responsible for coordinating any requested changes to the team roster after the roster has been officially set by IYS. Changes to rosters can include double roster requests, or the addition of a player or coach. However, no roster changes will be allowed without the consent of the FSC Travel Director.

**3.14.1 Double Roster Request.** A coach may request that a player be permitted to play regularly with more than one FSC travel team. A player that is double rostered must designate one team as the primary team, and the other team as their secondary team. The player's primary responsibility is to his/her primary team, and the coach and manager should ensure that for any conflicts in schedule, the primary team schedule takes precedence. The head coach will fill out the appropriate double roster request forms, and may ask for assistance from the manager in submitting them for approval. The manager should coordinate with the head coach and ensure that all documentation is appropriately submitted to the FSC Registrar, along with any associated fees. Both the IYS and FSC Double Roster Request Forms need to be filled out and approved for the double roster to occur. The IYS form is available on the IYS web site at <http://www.inyouthsoccer.org>, and the FSC double roster request form is attached. Double roster requests must be approved by the Travel Director and Head Trainer prior to being submitted to the Registrar. The Registrar will not process any request that is not approved. Additionally, after team and player registrations have been submitted to IYS and the leagues, double roster requests will cost \$15.00 per request, and cause a roster change, which is an additional \$5.00 fee. Both fees are to be paid by the team. FSC will not pay these fees.

**3.14.2 Adding Players.** If a team needs or wants to add a player to their roster during or between seasons, the head coach may request that the team manager organize the appropriate forms. As of summer 2005, no player that is currently rostered with a club may leave that club until the conclusion of the seasonal year in June. IYS no longer allows mid-season transfers between clubs, so players already registered and rostered with another club are not eligible to be added to an FSC roster during the seasonal year. No manager, coach, or commissioner has the authority to offer a club rostered position to any player without a tryout coordinated with the FSC Travel Director and FSC Head Trainer. Typically, the tryout of a potential new player may be accomplished by inviting him/her to participate in one or two practices with the prior approval of the travel director and head trainer. The FSC Travel Director and FSC Head Trainer must be present and participate in the evaluation.

If the decision is made to add the player to your roster, the manager should contact the FSC Club Registrar to arrange for the registration and contact the FSC Uniform Coordinator for uniform



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ordering. The Add/Drop/Transfer form is available on the IYS web site at <http://www.inyouthsoccer.org>.

**3.14.3 Drop/Transfer of Players.** A registered/rostered player can be dropped from the roster or transferred to another team. However, as of summer 2005, once a player is registered with a club, that player may not play for another club until the following year. This does not apply if a player is being dropped and transferred within the current club (for example, from one U14 team to another within the club). If there is a need to drop a player from the team roster at any time during the Fall or Spring seasons, the manager should contact the FSC Commissioner and the FSC Registrar. The manager needs to ensure that the Add/Drop/Transfer form is completed, signed by the player and signed by the coach of the team the player is leaving. For within club transfers, the player pass, the completed and signed Drop/Transfer form must be provided to the FSC Registrar who will submit it to IYS in order for the player to be removed from one roster and added to the requested team roster. There is no fee to drop a player from the roster, but there is a \$5.00 fee for a roster change. All associated fees are the responsibility of the team requesting the drop/transfer, unless specifically requested by FSC in order to accommodate team creation or balancing of existing teams. All drops/transfers require the approval of the FSC Travel Director and the FSC Head Trainer.

**3.14.4 Dropped Player Refund.** All requests for refunds will be directed to the FSC Travel Director and Board of Directors for review.

**3.14.5 Player Removal and/or Dismissal.** A coach or team manager may NOT unilaterally remove a player from his or her roster for any reason. If an issue arises such that the coach or manager feels that the removal of a player from the team roster would benefit the team, the coach must contact the FSC age group commissioner with a full explanation and documentation supporting the request for removal. The commissioner will forward the documentation to the Travel Director for submission to the board of directors for review. No dismissal for disciplinary reasons may occur without final approval of the board of directors.

**3.15 Parent and Coach Monitor.** The team manager should assist with controlling parent/guardian/relative game and practice behavior so that the playing environment is positive and conducive to player growth and education and in fostering the ideals of fair play and good sportsmanship. Furthermore, the team manager is responsible for reporting to the appropriate age group FSC Commissioner any parent/guardian/relative or coach behavior that impedes the creation of a positive player environment, maintaining fair play or in exhibiting good sportsmanship or otherwise violates the Coaches Code of Conduct found on the IYS web site at <http://www.inyouthsoccer.org>.

**3.16 Team Practices.** Each head coach is responsible for requesting a practice schedule from the FSC Travel Director. The head coach should provide the practice schedule to the team manager who will communicate the practice schedule to the team parents/guardians, and players. Practices may be cancelled at the head coach's discretion, but should not be cancelled unless absolutely necessary. While conflicts do arise, a practice should be held if at least one of the team coaches is available, and the majority of players can attend. It is the head coaches'



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responsibility to contact the trainer should a practice be cancelled. The head coach may designate the assistant coach or team manager as the contact, but the cancellation communication to the players, the players' parents/guardians is normally a manager responsibility.

**3.17 Practice Field Maintenance Volunteers.** Each team will be assigned to a field for their practices. Teams are also required to participate in maintaining that practice field by refreshing the field lining for a couple of weeks each season. The schedule is developed by the FSC Travel Director, and disseminated to the managers. Managers should coordinate with the head coach to ensure that one or more parents volunteer to line the fields each week in accordance with the maintenance schedule.

**3.18 Team Games.** As of Fall 2005, teams will play minimum of 8, up to a maximum of 10 games each fall and spring season. One half of the games are played at home and one half away. The game format for each age group is outlined in the attached game format chart. Note that the chart is subject to change, and that the appropriate CIYSL or GIRLS web site should be referenced to ensure that the latest data is available. Generally, all games are played within 80 mile radius of Indianapolis on Saturdays and Sundays. Maps to away game sites are located on the CIYSL (<http://www.ciysl.org>) and GIRLS (<http://www.girlsinsoccer.com>) websites. If an opposing team does not have a map posted, the team manager should contact the opposing team head coach or manager directly to request a map to the game site and driving directions. (Note that some clubs have multiple game sites so it is important for the team manager to contact the opposing team to determine at which site the scheduled game will be played.) Team managers should locate the away game site maps and provide these and the game schedule to the parents/guardians of team players as soon as possible after the game schedule is issued and finalized. A team manager game day checklist is attached.

**3.19 Game Cancellation/Forfeiture.** For information about home game or practice delays or cancellations, please call the FSC weather line at 317-767-1476 or log on to the Fishers Soccer Club website at: <http://www.fisherssc.org>. Generally, if an away game is cancelled, the home team will notify the visiting team of the cancellation. It is the home travel head coach's responsibility to make sure that the opposing team head coach and/or manager is notified of the cancellation. FSC head coaches may delegate this responsibility to their team manager.

Note that only the referee has the authority to cancel an FSC home travel game. If you are not advised by the appropriate FSC Commissioner, the FSC Travel Director, the opposing teams (away games), or the soccer weather line/web site does not indicate that the fields are closed and/or games are cancelled, the head coach and/or assistant coach and the team players must appear at the scheduled games. If field or weather conditions are such that play would be unsafe, the referee will make the determination as to whether or not to begin or continue with a game.

For away games, unless the team manager or head coach, the FSC Commissioner or FSC Travel Director have been notified by the opposing team of game cancellation, the team must be present at the scheduled game.



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Failure to attend a scheduled game is considered a forfeit. If a team forfeits a game, the team is responsible for the forfeiture fee of \$100 to GIRLS or CIYSL, not FSC. If that fee is not paid to the respective league, the club (FSC) could be penalized by not being allowed to register any teams the next season until the fee is paid.

**3.20 Game Rescheduling Procedure.** If a home game needs to be rescheduled due to field closure or unplayable conditions, the team manager will be contacted by the FSC Travel Director or FSC Commissioner via email or phone. Once contacted, the team manager must:

- a. Contact the appropriate league (CIYSL or GIRLS) and FSC commissioners by phone or email to advise them of the need to reschedule the game and the reason for rescheduling, and provide them with the original game date and league game number (as shown on the league schedule).
- b. Contact the opposing team head coach or manager and coordinate 2 or 3 acceptable dates and times for the rescheduled games.
- c. Contact the FSC field scheduler to confirm which of the acceptable dates and times that FSC can provide fields and referees.
- d. Advise both the FSC field scheduler and the opposing team head coach or manager of the new date and time and again provide the FSC and league commissioners with the team names and the game number.

In each new season (fall and spring), once schedules are received, the leagues provide a grace period of one week to allow schedule changes at no cost. After that grace period, any rescheduling requested that is non-weather related is subject to a \$100 fee. Note that same day time changes are permissible, provided that the referee crew and field space are available. The team manager or head coach are not required to advise the leagues of same day time changes, but it is recommended.

**3.21 Game Referees.** The home team is required to provide and pay for referees. FSC employs a Referee Assignor, whose duty it is to schedule all referees. Each game will be provided with a center referee and two assistant referees. On occasion, it may be necessary for a parent or spectator to fill-in for a missing assistant referee/linesman. This is permissible, but the fill-in can only call a ball out of play and will not be compensated for performing this task. The center referee must be a licensed referee.

Prior to the beginning of each season, each team will be funded for payment of referees for home games, and the money will be provided to the team manager. Payment to the referee crew must be made in cash by the home team manager prior to the start of the game. Only licensed referees in uniform are to be paid. If less than 3 licensed referees officiate a game, the unpaid portion of the fees must be returned to the FSC treasurer and is not to be divided between the referees that were present at the game.

While referees have been trained on all of the league rules, it is recommended that managers and/or coaches retain a copy of the league rules at each game. The rules can be found on the CIYSL (<http://www.ciysl.org>) and GIRLS (<http://www.girlsinsoccer.com>) websites.



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**3.22 Game and Referee Reports.** For each CIYSL (boys) home and away game, the team manager must provide the referee with the referee report (a part of the team scheduling packet), an envelope for mailing the report, and a copy of the team roster with jersey numbers for each player and the team's player passes. The referee will then send the report to CIYSL. For GIRLS (girls) games, the game report is completed and forwarded to the appropriate league commissioner by the manager. In addition, each team manager or head coach will submit the game scores, fair play evaluation, and referee evaluation reports online at the GIRLS (girls league) website at <http://www.girlsinsoccer.com> or at the CIYSL (boys league) website at <http://www.ciysl.org>.

The team manager should make sure that the referee returns the player passes to him or her after each game.

**3.23 Tournament Selection, Registration, and Organization.** FSC includes payment for 4 tournaments, normally 2 in the fall and 2 in the spring. Teams may opt to attend 1 tournament in the fall, and then 3 in the spring or vice-versa. However, all FSC teams are required to participate in the FSC Halloween Classic tournament held each fall. For specifics pertaining to the Halloween Classic tournament, see below. The team manager may, at the request of the team coaches, assist in the selection of team tournaments. However, the team manager normally registers the team at tournaments, ensures the timely filing of the appropriate tournament application with payment, obtains and fills out IYS permission to travel forms if the tournament is out of state, and organizes team accommodations. A list of IYS sanctioned tournaments can be found on the IYS web site at <http://www.inyouthsoccer.org>. It is strongly suggested that planning for tournament attendance be done well in advance of the upcoming season; before teams are registered with the CIYSL and GIRLS leagues, since block-out dates for tournament attendance must be indicated. Neither league will accept game reschedules for tournament attendance.

**3.23.1 FSC Halloween Classic Tournament.** Our club tournament, the Fishers Halloween Classic, is normally held at the end of October, with one weekend dedicated to the girls, and one weekend dedicated to the boys. The girls weekend is scheduled first. Although this tournament is hosted by our club, each team must still register in accordance with direction provided by the tournament director or travel director. No payment is required by FSC teams for this tournament.

**3.23.2 Halloween Classic Volunteers.** Since the Classic is hosted by FSC, our club must have enough volunteers to adequately support the tournament. Each team is required to have a team representative for the Classic meetings, as well as every player parent/guardian volunteering for at least one two-hour shift during the tournament. The team manager is responsible for ensuring that the team has a team representative assigned, and that the team representative coordinates all volunteer efforts for the tournament.

**3.23.3 Tournament Fee Check Requests.** Upon selection of a tournament, team managers should be aware of entry deadlines and create a check request for tournament entry fees in a



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timely manner. The check request form is available from the FSC Travel Director and is included as an appendix. Managers should complete the request in the format indicated and email it to the FSC Treasurer (treasurer@fisherssc.org) with an email copy to the appropriate FSC Commissioner and FSC Travel Director.

**3.23.4 Tournament Guest Players.** Guest players are players not on your roster, but who are age-eligible to play with your team for tournament play. Guest players are typically permissible for most tournaments. Team managers should check the specific tournament's rules for the guest player policy or contact the specific tournament director for rule clarification. Team managers will need to know the number of guest players allowed and if the tournament has a specific guest player roster that must be submitted. All tournaments will require that a guest player(s) possess a USYSA Player Pass. If the guest is a currently carded player in good standing with the league, the team manager will need to obtain the guest player's pass, a copy of the guest player's birth certificate, and a completed Waiver/Release form. The team manager must be sure that these documents are returned to the player and/or his/her club after the tournament.

**3.23.5 Tournament Only Pass.** If the guest player(s) does not possess a current USYSA player pass, the team manager must contact the FSC Registrar to coordinate applying for a Tournament Only Player Pass. The application form is available on the IYS web site at <http://www.inyouthsoccer.org>, and the fee for this pass is \$25.00, which will be paid for by the player or the team. FSC will not pay this fee. A check made payable to IYS must accompany the application to the state office. The team manager should plan ahead and give the state office sufficient time to process the application and issue the pass.

**3.23.6 Guest Player Uniforms.** If an FSC team proposes to use a non-FSC player as a guest player, the FSC team manager must contact the FSC Travel Uniform Coordinator to determine what FSC uniforms are available to use. A guest uniform consists of both the current FSC home and away jerseys, one pair of the current FSC shorts, and two pair of the current FSC socks. At the conclusion of the tournament, the complete uniform should be laundered and returned to the FSC Travel Uniform Coordinator.

**3.23.7 Tournament Check-In.** Each tournament will have a registration check-in prior to play. This typically will occur on the Friday night prior to the beginning of the tournament although some tournaments will have a Saturday check-in immediately before the first game. The team manager should confirm the location, date and time of the registration check-in from the tournament's website or information packet. At check-in each the team manager should have the following available:

1. Copy of the official state Team Roster
2. Guest Player Roster (if required)
3. All Player Cards (including guest players) and Coaches Cards
4. Medical/Liability Waivers (check tournament rules for local requirements)
5. Certified Permission to Travel (if attending out-of-state tournament)
6. Birth Certificate copies for all players



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**3.23.8 Pre-ordering Apparel.** Most tournaments offer the option of pre-ordering apparel to ensure the availability of t-shirts, sweatshirts, etc. In some cases, the availability of apparel at the tournament may be limited. If an FSC team indicates that it would like to pre-order apparel, it is recommended that an FSC team parent be designated to coordinate the order for the team. Pick-up of presale apparel is usually done at tournament check-in. Team managers should check the specific tournament packet for their specific pre-order pick-up procedure.

**3.23.9 Tournament Information.** Prior to departing for the tournament, the team manager should provide each family traveling with the team a copy of the game schedule, map to the hotel (if an overnight tournament), map to the games site(s) and a list of team members with cell phone numbers. Additionally, emergency contacts should be collected for each player as a backup contact.

**3.23.10 Time Difference Reminder.** The team manager should be aware of time differences, especially if traveling out of state. Make sure your team is aware of any time difference, and whether the time is ahead or behind the local Indianapolis time.

**3.23.11 Out-of-State Tournaments.** For out-of-state tournaments there some additional considerations and procedures that must be accomplished. IYS rules dictate that the head coach or team manager secure and provide to the tournament a Travel Permit. This permit must be applied for by the head coach or team manager and obtained from IYS. The Travel Permit Application Form is available on the IYS web site at <http://www.inyouthsoccer.org>. There is no fee for this permit if it is applied for at least 7 days prior to the tournament starting date. If the permit is applied for less than 7 days prior to the tournament date, there is a \$50.00 fee that will need to be paid by the team. FSC will not pay this fee. When applying for the permit, a copy of the team's official state roster is required to accompany the form, along with a copy of the host tournament's Permission to Host statement. The Permission to Host statement is often included as part of the tournament application or on the tournament web site.

**3.23.12 Tournament Accommodations/Recommendations.** Generally, it is the team manager's responsibility to arrange for hotel accommodations for his or her team when tournament accommodations are necessary. Most tournaments will provide a list of hotels which are holding blocks of rooms specifically for the tournament participants, at a discounted rate. While teams are not restricted to using these hotels, the hotels on the tournament lists are typically at convenient locations to the game sites. When making reservations, it is recommended to consider the following items:

- a. Breakfast - To help reduce costs and keep your team together, it is recommended that teams stay at a hotel that provides a complimentary breakfast. Breakfast service often begins as early as 6:00 AM, which is helpful for teams with early games.
- b. Early Reservations – To guarantee a better rate and hotel choice, it is recommended that teams make hotel reservations as early as possible. Teams are encouraged to use tournament sponsor hotels if possible since they often



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- provide a significant discount in rate and provide income for the host soccer club.
- c. Payment – Hotels will require a credit card to hold the room reservations and it is recommended that the team manager making the reservations obtain the credit card information for each family/room and submit the Room List to the hotel. On occasion, the hotel will have its own forms. In either event, reservations are much easier when the team parents' credit card information is retrieved ahead of making the team reservations.
  - d. Website or Hotel Coordinator – Many hotels have websites to establish contact for group reservations. In many cases, tournaments have a designated hotel coordinator who will assist team managers or the designated team parents in making team reservations. Using the hotel coordinator eliminates the need to work directly with the hotel. Team managers or the designated team parents should review the tournament documentation and follow the tournament's recommendations.
  - e. Evening Meal – While not necessary, it can build team camaraderie to bring the team together for the evening meal on the Saturday of an away tournament. Hotel staff is usually very helpful in recommending local restaurants suitable for a youth team gathering.



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## Fishers Soccer Club Double Roster Request Form

*Before completing this form you must read and acknowledge the  
FSC Double Roster Policy*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Player Name (print): \_\_\_\_\_  
 Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Player Pass #: \_\_\_\_\_  
 Current/Primary Team and #: \_\_\_\_\_  
 Current/Primary Coach: \_\_\_\_\_  
 Current/Primary Team Age Group: \_\_\_\_\_  
 Proposed Secondary Team and #: \_\_\_\_\_  
 Proposed Secondary Team Age Group: \_\_\_\_\_  
 Proposed Secondary Team Coach: \_\_\_\_\_

Reason for Request (primary team coach):  
 \_\_\_\_\_  
 \_\_\_\_\_

Reason for Request (secondary team coach):  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Primary Coach Signature

\_\_\_\_\_  
 Secondary Coach Signature

\_\_\_\_\_  
 Commissioner Signature

\_\_\_\_\_  
 Travel Director Signature

\_\_\_\_\_  
 Head Trainer Signature



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## FSC Travel League Tournament Fee Payment Request Form

Team Name (if any):	
Team Age Level (e.g. U-14AA Boys):	
Tournament Name:	
Tournament website:	
Tournament dates:	
Entry deadline:	
Make the check payable to:	
Tournament mailing address:	
Amount of check - Entry Fee:	
Amount of check - Bond Fee (if required):	
Team name or onlineregistration #, if any, to be noted on check:	
Payment by Credit Card - transaction ID (see Note 1 below):	
<b><u>Team Manager Information</u></b>	
Name	
Address to which check (s) is (are) to be mailed	
Telephone Number(s)	

**Other Instructions or Requests, e.g. special pickup  
arrangements, mail check directly to tournament, etc.**

**Note 1:**

It is Fishers Soccer Club policy that tournament fees be paid by club check unless payment is required by credit card. If payment by credit card is required during on-line registration, please include the credit card transaction number as noted above and attach or include a copy of the on-line registration/payment confirmation with this form and you will be reimbursed. A copy of the registration form can also be faxed as noted below.

E-mail this form to Fishers Soccer Club Treasurer at: [treasurer@fisherssc.org](mailto:treasurer@fisherssc.org) and cc: the FSC Travel Director at [traveldirector@fisherssc.org](mailto:traveldirector@fisherssc.org)

***PLEASE ALLOW AT LEAST ONE WEEK FOR PROCESSING AND MAIL TURN-AROUND.***



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### CIYSL/GIRLS Game Format (as of Fall 2004)

Age Group	U9/10	U11/12	U13 and Above
<b>Format</b>	6v6 (5 plus a goalkeeper)	8v8 (7 plus a goalkeeper)	11v11 (10 plus a goalkeeper)
<b>Goalkeeper</b>	Yes	Yes	Yes
<b>Goalkeeper Distribution</b>	<b>Throwing, Rolling, and Punting.</b>	Throwing, Rolling, and Punting.	Throwing, Rolling, and Punting
<b>Roster Size</b>	12 Maximum 6 Minimum	14 Maximum 8 Minimum	18 Maximum 11 Minimum
<b>Game Duration</b>	2 x 25 minutes	2 x 30 minutes	2 x 35 minutes
<b>Substitutions</b>	Unlimited	Unlimited	Unlimited
<b>Ball Size</b>	4	4	5
<b>Goal Size</b>	Recommended) 6ft x 12 ft 6ft x 18 ft- Maximum	Recommended 6ft x 18 ft 7ft x21 ft- Maximum	8ft x 24 ft
<b>Recommended Field Size</b>	Recommended 45L x 35W Minimum	Recommended 75L x 55W Minimum	Recommended 110L x 65W Minimum
	55L x 45 W Maximum	80L x 60 W Maximum	120L x 80W Maximum
<b>Center Circle</b>	5 yard radius	8 yard radius	10 yard radius
<b>Corner Arc</b>	3 feet	3 feet	3 feet
<b>Goal Box</b>	4 yd L x 14 yd W	4 yd L x 14 yd W	6 yd L x 20 yd W
<b>Penalty Box-by yards</b>	9 x 22 yard	14 x 34 yard	18 x 44 yard
<b>Penalty Mark</b>	8 yards out from center of goal line	10 yards from center of goal line	12 yards from center of goal line
<b>Scores/Standings</b>	Yes/No	Yes/Yes	Yes/Yes
<b>Throw-In</b>	Throw-ins	Throw-ins	Throw-ins
<b>Offside</b>	No	Yes	Yes
<b>Referee</b>	1	1	1
<b>Asst. Referees</b>	<b>Optional (2)</b> or club	Yes (2) or club	Yes (2) or club



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### Team Manager Game Day Checklist

Before each game, team managers should ensure that the following information is readily available.

- ✓ Roster
- ✓ Player passes on a ring
- ✓ 15 copies of team roster with player numbers on it for referees and tournaments
- ✓ Game report sheets
- ✓ Referee evaluation sheets
- ✓ Referee fees
- ✓ Medical waiver forms
- ✓ Birth Certificates for each player
- ✓ Game schedule
- ✓ CIYSL/GIRLS game format reference
- ✓ CIYSL/GIRLS league information passed out at general meeting
- ✓ Team contact list
- ✓ FSC Club contact list

It is recommended that all specific game-related information be paper-clipped together so that a copy of the roster with player jersey numbers, referee reports, game reports, and referee payment is readily available for the game. It is also recommended that the above items be organized in a 3-ring binder.



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## Medical Release Form

As the parent/legal guardian of \_\_\_\_\_, I Request that in my absence the above-named player be admitted to any hospital facility for diagnosis and treatment. I request and authorize physicians, dentists, and staff, duly licensed as Doctors of Medicine or Doctors of Dentistry or other such licensed technicians or nurses, to perform any diagnostic procedures, treatment procedures, operative procedures and x-ray treatment of the above minor. I have not been given a guarantee as to the results of examination or treatment. I authorize the hospital or medical facility to dispose of any specimen or tissue taken from the above-named player.

Date of Players Birth \_\_\_/\_\_\_/\_\_\_ Date of last Tetanus Booster \_\_\_/\_\_\_/\_\_\_

Known allergies of this player, including any allergies to medicine \_\_\_\_\_

Any other medical problems which should be noted \_\_\_\_\_

Family Physician \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ H ( ) \_\_\_\_\_ W ( ) \_\_\_\_\_

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

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ H ( ) \_\_\_\_\_ W ( ) \_\_\_\_\_ F \_\_\_\_\_

Person to notify if Parent/Guardian is unavailable \_\_\_\_\_

Phone ( ) \_\_\_\_\_ H ( ) \_\_\_\_\_ W ( ) \_\_\_\_\_ F \_\_\_\_\_

Insurance carrier \_\_\_\_\_ Policy Number \_\_\_\_\_

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

### JURAT

STATE OF \_\_\_\_\_ §

§

COUNTY OF \_\_\_\_\_ §

Sworn to and subscribed before me on the \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public in and for State of \_\_\_\_\_  
Commission expires \_\_\_\_\_