

FC Sonora – Randolph Soccer Club 2017-2018

The fact that you are reading this means you have made the generous decision to be a volunteer coach or team manager. Thank You! We appreciate all of the time and energy that you have and will put into the Club and your team. We hope that this information not only makes your job easier, but also makes your experience as a youth coach and volunteer more rewarding for you. Below is information to help you get and stay organized for the upcoming 2017-18 season.

I. Club Information

Club Address: P.O. Box 41414, Tucson, AZ 85717

Board Members

- **Chris Cox, President:** Chris.Cox@fcsonora.org - 225-9518
- **Chris Bennett, Director of Coaching:** doc@fcsonora.us - 300-7888
- **Chenoa Taylor, Secretary:** chowbella77@gmail.com – 307-3128
- **Mike Peyton:** mppeyton@gmail.com
- **Dan Roth:** droth@m3eng.com – 401-1801

Club Officials

- **Heather Moore, Registrar:** heatherrific@gmail.com – 404 -1875
- **Scott Heath, Webmaster:** stokeandgalaxy@gmail.com – 907-3689

Club Communication & Participation

- Read all your emails and handouts from the Club. Ask questions!
- If you or your Assistant Coach or Team Manager moves or changes email address or phone number, you must notify the Registrar immediately, so we can keep our database up to date. We must have current contact information as **we rely on email for all our communications** to you. We do not have the time or resources to call you to communicate Club information.
- **ATTENDANCE AT COACHES' MEETINGS IS HIGHLY ENCOURAGED AND FOR SOME ANNOUNCED MEETINGS, MANDATORY.**

II. Registration Information

2017-2018 Registration Fees:

Soccer Pups \$100 per session or \$125 for full year
U5-U8 Youth Development \$125 per session or \$200 for full year
U9-U10 FC Sonora Academy Teams: \$225 for full year
U11-U14 FC Sonora Developmental Teams: \$250 for full year
U15-U19 FC Sonora Competitive Teams: \$275 for full year

IF YOU HAVE NEW PLAYERS COME ON IN THE SECOND HALF OF THE SOCCER SEASON (MISSED FALL PLAY):

U9-U10 FC Sonora Academy Teams: \$175 for Winter Session only
U11-U14 FC Sonora Developmental Teams: \$175 for Winter Session only
U15-U19 FC Sonora Competitive Teams: \$200 for Winter Session only

Other Fees:

Player Transfer Fee: \$6.00
Replacement Card Fee: \$5.00

Refund Policy

- 1 If the player's parent requests a refund in writing before July 1, 2017 then 100% of the registration fee is refundable, less the \$5 bank fee we have incurred if payment was completed by credit card online.
- 2 After July 1, 2017, if the player's parent requests a refund in writing before the uniform and player card are issued, then 50% of the registration fee is refundable.
- 3 After the uniform and player card have been issued there will be no refunds.

A team administrator must email the Registrar a copy of the request for refund along with the name of the player, to whom the refund is to be made payable and the mailing address. **Do not have parents request refunds directly.**

Roster Size Limits and Age Cut Off

Age groups	Maximum # players	Minimum to register
U9 – U10 (7v7)	12 players	8 players
U11 – U12 (9v9)	16 players	10 players
U13 – U19 (11v11)	22 players	12 players

Review attached age group chart for birth date range for your team age bracket.

For player development and safety reasons, the club strongly discourages players from "playing up" in an older age group. **Permission for a player to "play-up" must be granted by the Director of Coaching.**

Playing "down" is only permitted for medical reasons; contact Director of Coaching for more information.

Coach's Scholarship and Financial Need Scholarships

FC Sonora Soccer Club strives to see that every child has the opportunity to play soccer, regardless of family income. The Club also recognizes the value of our Coaches and the time, energy, and financial support they give to their teams. **Each team is guaranteed 1 full Coach's Scholarship and 2 partial Financial Need Scholarships. An FC Sonora Scholarship Request Form and a PCJSL Scholarship Form (two forms total) must be turned in with each scholarship player's registration. Scholarship players will neither have their registration finalized nor their players card printed without these forms turned in the registrar first.**

Coach's Scholarship - Every Head Coach will receive a full scholarship to be used by a child on his/her team. Usually this is used for the Head Coach's child, however a Head Coach may elect to offer the full scholarship to any other player on his/her team.

Financial Need Scholarship - Any player who cannot afford the registration fees or whose soccer registration fees will pose a financial burden can apply for a partial Financial Need Scholarship. Due to the Club's limited financial resources, only 2 partial Financial Need Scholarship per team are guaranteed. In exchange for receiving a partial Financial Need Scholarship, the player's parents must agree to the following requirements:

- 1 Pay at least \$50.00 of the registration.
- 2 Complete both Scholarship request forms and turn in with the player's registration paperwork.
- 3 Agree to provide 5 hours of volunteer time to the club during events such as the Fall Picnic, Socctoberfest and Pima Cup Tournaments. Failure to fulfill volunteer hours may result in the denial of future requests for financial assistance.

U9 – U19 Team Registration

- 1 All teams must be registered with the Club and PCJSL before they can be scheduled to play in the league.
- 2 2017-2018 team player registration process:
 - a The Head Coach will submit a roster list of players to the registrar indicating returning players and new players, and all coaching staff and team manager. This may be done by hard copy or by email.
 - b Parents/guardians are responsible for registering their son/daughter online for the season, selecting the appropriate team during the online session. They must either pay by credit card or select "Pay by check" or "Pay with cash", which must then be mailed to the address provided during registration or turned in to the head coach. Parents should also indicate jersey and short size during online registration.
 - c If players or their families are unable to register online, contact the team coach or club registrar for assistance, and she/he can process their registration for them, provided the necessary paperwork, payment and player photo have been submitted (See next section for list).
 - d Digital passport-style photos of all players, coaches and managers must be emailed to the registrar before player and coach cards can be printed.
- 3 **The following must be turned in for each registering player:**
 - a Copy of newly signed player Medical Release form (Team coach or manager must keep the original.)
 - b Copy of Registration Agreement form (This is the code of conduct and concussion understanding form.)
 - c Copy of each player's Birth Certificate or Passport for new players
 - d Copy of a "Foreign Translation Form" for birth certificates that are not in English
 - e Copy of "International Clearance Request" or "International Clearance Waiver Form" if necessary (see below)
 - f If registration fees are paid by check (or cash) and handed to coaches or managers: Checks or money orders should be made payable to "FC Sonora Randolph Soccer Club" with the name of player and team on the memo line.
If you collect cash, we prefer that you submit a money order or check for the cash received.
 - g Two (2) Scholarship Form for scholarship players (Club form and PCJSL form)
- 4 Coaches and Team Administrator registration requirements:
 - a Each team must have at least a Head Coach and an Assistant Coach, and it is recommended to also have a Team Manager.
 - i All coaches and managers must complete an AYSA basic background check. Contact the registrar with your coach and manager names and email addresses. Coaches and managers will receive an email from AYSA with a link to the online form, which is initiated by our registrar.
- 5 All player paperwork must be given to Chris Cox, Chris Bennett, Heather Moore or any other board member or mailed to the club's PO box.

Registrar: Heather Moore

Address: 3903 E. Calle de Jardin, Tucson, AZ 85711

Home Phone: 572-7859
Cell Phone: 404-1875
Email: heatherrific@gmail.com

Heather will be collecting and processing all the registrations. You should consider the registrar your first point of contact for registration questions and needs. She will also print all player, coach and manager cards and you will need to coordinate with her when you need to pick them up. All players, coaches and managers must have a digital passport-style photo submitted to the registrar before a AYSA soccer ID card will be created. She is often willing to come to you to deliver cards, but occasionally other arrangements may need to be made when her schedule doesn't allow it.

Player & Administrator Cards

- 1 When you receive your administrator and player cards, please review them carefully for typographical errors. Contact the registrar immediately to get corrected cards if you find any errors. **Double check birthdates just in case!**
- 2 Even though there is a place for players to sign the back of the card, player signature is not required.
- 3 All Player, Head Coach, Assistant Coach and Team Administrator cards must be laminated with a passport style photo attached to or printed on the card. Email digital pictures of all your players, coaches and managers to the registrar. You are responsible for getting the cards laminated. Fedex Office has self-server laminating service or you can buy self-sealing laminating sheets from an office supply store.
- 4 To keep your cards together, hole punch each card in the corner and hook all the cards on a large key ring or carabiner clip.

Individual Player Registration

"New players" are any players added to your team after the initial team registration process is completed. Please note that the Club reserves the right to add players who register at Open Registration to the rosters of our U9 & U10 teams and any "Silver" teams if there is space on their rosters.

If you identify a new player you would like to add, please submit the same forms and a digital passport-style picture to the registrar as required when you completed your team registration. As soon as you confirm with the registrar that there is room on your roster the parent/guardian can register online.

Incomplete registration paperwork cannot be processed and only creates delays.

Although the registrar can often work more quickly for completing player registration and printing coach, manager, or player cards (provided her work and family's schedule allow) the general turnaround time for cards and uniforms is a minimum of **1 WEEK. Uniform ordering often does not have a quicker turnaround time so please plan ahead as much as possible for this.** Registration forms and uniform orders must be submitted by **WEDNESDAY** of each week in order for cards and uniforms to be ready by **THURSDAY** of the following week. **Please remember that those processing the registrations are volunteers with jobs and families so please plan accordingly and follow this timeline policy.** If your request is not turned by Wednesday, you will likely have to wait another week to receive printed cards or uniforms.

Please do not have parents call Heather with registration questions. Getting players properly registered is your responsibility as Team Administrators.

- YOU WILL BE NOTIFIED IF YOUR CARDS OR UNIFORMS WILL BE DELAYED.
- IF YOU ARE NOT NOTIFIED OF A DELAY, YOUR CARDS AND UNIFORMS WILL BE READY ANY TIME ON OR AFTER THE FOLLOWING THURSDAY.
- YOU ARE RESPONSIBLE FOR PICKING UP YOUR CARDS AND UNIFORMS. THE REGISTRAR WILL MOST OFTEN BE ABLE TO BRING YOUR CARDS TO YOU, BUT OCCASIONALLY MAY NEED YOU TO PICK THEM UP FROM HER. CONTACT SCOTT HEATH ABOUT UNIFORMS.

III. Uniform Orders

The ordering of uniforms this year will be done by the parent/team. This is be done through a link to FC Sonora on The Shop web site. Further instructions will follow in the next couple of weeks.

IV. Additional Information

Foreign Born Players

If any player was born outside the United States, AYSA requires the player to meet additional requirements before being eligible to register. If the player is 11 years of age or younger, AYSA requires that the player submit proof that the player resided in the United States prior to being 11 years of age. The player can submit a school report card or prior season's player card as proof. Keep prior season player's cards for these players to use to register the following years.

If the player is between the ages of 12 and 17, and has not signed a professional contract or received money from a professional team for playing soccer, the player **MUST** complete an International Clearance Waiver Form found at www.azyouthsoccer.org and return the form and pay the fee to the US Soccer Federation. You will not receive any confirmation or documentation from the Federation, so keep a copy of your Waiver form. Submit a copy of the form and proof of mailing and payment to FC Sonora - Randolph with the player's registration form.

If the player is over 17 years of age, the player **MUST** complete and submit to the US Soccer Federation an "International Clearance Request Form" before being eligible to register. Keep a copy of your request form and submit a copy of the form to Randolph with the player's registration form. Clearance Request Forms take a minimum of 30 days to be processed.

Foreign Birth Certificates

All birth certificates, regardless of the player's age or nationality, which are in a foreign language, **MUST** be accompanied by a Foreign Translation Form found at www.azyouthsoccer.com. The translation must be done by a schoolteacher, government official, professional translator, or similar professional or official. A member of the player's family or the Coach cannot do translations. Keep a copy for your records and to use in future registrations.

Multiple (Dual) Roster Players vs. Loan Players

"Multiple (Dual) Roster Players" and "Loan Players" are NOT the same. A Multiple Roster Player is a player who receives a player card for your team and Loan Player does not. A Multiple Roster Player must be registered on both teams at the beginning of the season with the initial registration of the team. **They cannot be added later!** Players cannot dual roster on 2 teams in the same age bracket. A Multiple Roster Player must be approved by the club's Director of Coaching and Player Development. Additional fees will apply.

Loan Players are not players registered to your team. See the PCJSL website for the current rules on how many loan players are permitted for league play (under D&R Rules).

For league play for each loan player, you will need:

- 1 The player's card

- 2 A Member Loan Form, if the player is from another Club
- 3 Signed original Medical Release Form
- 4 A numbered team uniform. FC Sonora - Randolph does not provide spare jerseys to borrow, but they can be purchased from the club.

FC Sonora players playing with another FC Sonora team during league play do not require loan papers. The player card and the medical release are all that are needed.

Tournaments will each have their own loan player rules. It is your responsibility to know the rules and follow them.

Transfer Players

If a player currently registered on another team wishes to switch to your team, you may only register the player if the player and parent/guardian completes a "Member Change Status Form" also found on www.pcjsl.com. The player must also complete the FC Sonora registration form, provide a copy of their birth certificate and pay our registration fees.

If a player is transferring from your team to another team (even another FC Sonora team), the releasing team's Coach must sign the form. Please note the "Change Status Form" says the "coach or manager" may sign. FC Sonora - Randolph's Registrar will only sign forms signed by the releasing team's Coach.

Coaches should not withhold their signature unreasonably. If a Coach has reasonable cause not to sign (i.e. the player owes money), please contact Director of Coaching to discuss the situation. The transfer of players between Randolph teams must be discussed and agreed upon by both FC Sonora - Randolph coaches and the Director of Coaching. **Do not discuss transferring of players between club teams with the parents until both coaches and the DOC have agreed it is in the best interest of the player.**

Dropping Players

You are not required to officially drop a player; however failure to do so may prevent you from adding another player due to roster limits. If you need to officially drop a player from your team for any reason (i.e. injury, stops coming to practice for no good reason, etc.), AYSA requires that a Member Change Status Form and the player card be turned in. The Form requires that the player and parent sign the Form. If you are unable to get the Form signed, you must attach documentation to the Form stating why you are requesting the player be dropped and confirming calls made (with dates) and/or emails sent to get the required signatures. **NOTE:** PCJSL has called parents in the past to verify the drop circumstances if the Form is not signed.

Notarized Medical Release

Teams traveling out of state must have a notarized medical release for each player. Tournament requirements vary; check with the tournament host. If you will have a team meeting at the beginning of the year to put together paperwork it is very helpful to have a Notary attend to take care of this requirement.

Replacement Cards

Please do not throw away or lose your Administrator or player cards. The cards remain the property of AYSA. **If you should lose your cards, contact the Club's registrar immediately.** Replacement cards can be reissued, but you will need to pay the replacement card fees.

Adding Administrators Once the Season Has Started

To add an assistant coach or team administrator an administration application must be turned in and the background check disclosure form online completed.

AYSA and PCJSL rules require that any adult or minor who works directly with Club players must complete a Disclosure Form **BEFORE** they are permitted to work with players. As Team Administrators, you are responsible for ensuring that no one works with your team until they have completed the Disclosure Form. AYSA and our registrar cannot issue administrator cards until the person's disclosure form has been cleared. **Do not allow a volunteer to work with the players in any capacity until they have been cleared and issued a card.**

V. Team, Practice and Game Management

Team Management

- Make sure your parents, players and Team Administrators are on the same page regarding team logistics (i.e. practice time, rules, etc.). Have a team meeting at the beginning of the season and explain your expectations. Prepare a team handout outlining your goals and expectations.
- Notify a board members when your scheduled parent meeting will be so at least one member of the board can be present and talk about club-level rules, guidelines, etc. as well as help you answer any questions.
- Every team must have a Team Manager that is responsible for the administrative requirements for the team.
- Follow guidelines for adding new players after your team's initial registration. Keep extra copies of the registration forms for new players and parents.
- Carry a first aid kit with you to all games and practices. Bring ice to games. Your players' safety is your primary concern at all times.
- Plan out your practices in advance (drills, etc.); seek practice planning assistance from the Director of Coaching and Player Development and others coaches in the Club.
- Have proper equipment with you at practice and require all players to bring a ball to practice.
- Encourage all players to wear training t-shirts to practice. This enhances the image of the club and is an excellent advertising tool for the club.
- Do not permit players to practice without shin guards!
- Keep a team telephone list and email addresses in your team book with Medical Releases.
- **Bring medical releases and Registration Agreement forms (this is the code of conduct and concussion understanding document) to all practices and games.**

Game Day

- **Medical Release Forms.** You must have an original signed Medical Release for every player at every game. These should be kept in sheet protectors in a 3 ring binder.
- **Player and Coaches Cards**
 - You must have the laminated player cards and coaches' cards at **EVERY** game. **The No Card = No Play rule applies.** If there is no Coach, Assistant Coach, or Team Administrator present with the cards, the team does not play! Failure to have player cards will result in PCJSL assessing a game forfeiture fine.

- **Loan Players**
 - You must have the player card and an original signature medical release form for the player.
 - You must also have member loan forms at each game for any players playing with you from another club. The form is on www.pcjssl.com.

- **Game Schedules & Game Cards**
 - You will need a game card for U9-U19 games. Complete the game card **BEFORE** you go to your game. These are available at www.pcjssl.com.
 - Frequently check the PCJSSL website (including the forum page) for up-to-date game information, field changes and cancellations, especially during bad weather. PCJSSL is the only one who can cancel games and usually will post. If PCJSSL has not cancelled, **GO TO THE FIELD**. The referee may cancel, but you can't be sure in advance and do not want to risk a forfeiture fine for failing to show.
 - Check the PCJSSL website (under D&R Rules) to determine which side of the field your team/parents are to sit. (Tournaments may have different rules) Home teams are responsible for changing jerseys in the event of a color conflict.

- **Game Forfeiture & Rescheduling**
 - See PCJSSL's policy on the PCJSSL website (D&R, Rules). **All game cancellation fines assessed to the Club for a team's game cancellation must be paid by the team immediately upon request.**

Player Injury

If a player is seriously injured during a game or practice, please complete and submit an Injury Report Form. This is required for the AYSA medical insurance to be available. The parent may think at the time of the injury that since they have insurance coverage and filling out the form it is not necessary and then find out later that it would have been very helpful.

If you have any questions, please ask. We look forward to a terrific season!