

# **FC CAROLINA ALLIANCE**

## **TEAM MANAGER MANUAL**



ESTABLISHED AUGUST 2009 – Revised 06/12/2012

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NCYSA Classic Handbook:

<http://www.ncsoccer.org/files/Documents/classicHandbook.pdf>

## Welcome

Thank you for agreeing to be a FCCA Team Manager. You will be performing an important and pivotal job for your team and FCCA as a Team Manager.

You will handle the administrative duties ONLY for the team, such as team communication, team finances and team travel arrangements.

FCCA's Directors of Coaching (DOCs) will be responsible for selecting team tournaments, arranging practices and scheduling games.

## FCCA Missions Statement

*"We provide youth soccer training and development to players of all ages, genders and abilities. We foster commitment, teamwork, and sportsmanship, with a goal of achieving FUN and rewarding experiences that produce well rounded young adults."*

## History of Futbol Club Carolina Alliance

FC Carolina Alliance (FCCA) founded in 1997 and formerly known as Cabarrus Soccer Association. As a US Youth Soccer Association and a 501 (c) (3) non-profit organization, our purpose was to promote and advance youth soccer opportunities in the greater metro Charlotte area.

In 2004, Cabarrus Soccer Association merged with Tri-County Football Club and formed FC Carolina Alliance. Today, FCCA is one of the fastest growing soccer associations, offering programs at the Munchkin, Pre-Academy, Academy, Challenge and Classic levels. With over 70 competitive teams, the club has broadened its programs into the Rowan, Stanly, and Mecklenburg Counties.

FCCA is governed by volunteer Executive Board of Directors as well as the full time staff- Directors of Coaching. The Directors of Coaching oversee the development of the players, vision of the club, and continued outreach into the communities. Working alongside the Directors of Coaching are the great staff of professional coaches, and full time administrative staff who handle the day to day operations of the club. Altogether we strive to *"provide youth soccer training and development to players of all ages, genders, and abilities. We foster commitment, teamwork, and sportsmanship, more importantly a goal of achieving FUN and rewarding experiences that encourage the development of well rounded young adults."*

It is our goal to develop better soccer players, as well as assisting in the development of our members into adulthood. In order to achieve this goal the club has obtained some of the most professional and experienced coaching staffs in North Carolina. With over 15 college coaches on staff and numerous coaches with prestigious coaching licenses and collegiate and professional playing experience. Furthermore, we strive to instill into our members that, through hard work, determination, commitment, and teamwork we all can achieve great success.

FCCA is a proud member of the North Carolina Youth Soccer Association, as well as part of the US Youth Soccer Association.

## FCCA Team Managers Contact Information

Name	Email	Phone	Address
FCCA	<a href="mailto:soccer@fccasoccer.com">soccer@fccasoccer.com</a>	704-597-5150	4351 Main St. Suite 213, Harrisburg NC 28075
NCYSA – North Carolina Youth Soccer Association (all teams)	<a href="mailto:classic@ncsoccer.org">classic@ncsoccer.org</a>	336-856-0460	136 Manley Avenue, Greensboro NC 27407
CAYSL – Charlotte Area Youth Soccer League. Challenge level scheduling league serving Charlotte area	<a href="mailto:info@CAYSL.org">info@CAYSL.org</a>	NA	CAYSL P.O. Box 26676, Charlotte NC 28221
FCCA EDOC Shane Carew	<a href="mailto:shane@fccasoccer.com">shane@fccasoccer.com</a>	980-622-4703	
FCCA Director of Soccer Development Liam Shannon	<a href="mailto:liam@fccasoccer.com">liam@fccasoccer.com</a>	706-767-4438	
FCCA Director of Academy & Challenge Luke Exley	<a href="mailto:luke@fccasoccer.com">luke@fccasoccer.com</a>	704-654-6782	
FCCA Boys Classic Director Jason Osborne	<a href="mailto:jason@fccasoccer.com">jason@fccasoccer.com</a>	704-728-1731	
FCCA Girls Classic Director Jason Strange	<a href="mailto:jstrange@fccasoccer.com">jstrange@fccasoccer.com</a>	919-619-8617	
FCCA Goalkeeping Director Jason Strange	<a href="mailto:jstrange@fccasoccer.com">jstrange@fccasoccer.com</a>	919-619-8617	
FCCA Head Registrar Suzanne Bogart	<a href="mailto:sbogart@carolina.rr.com">sbogart@carolina.rr.com</a>	NA	

## FCCA Team Manager Timetable

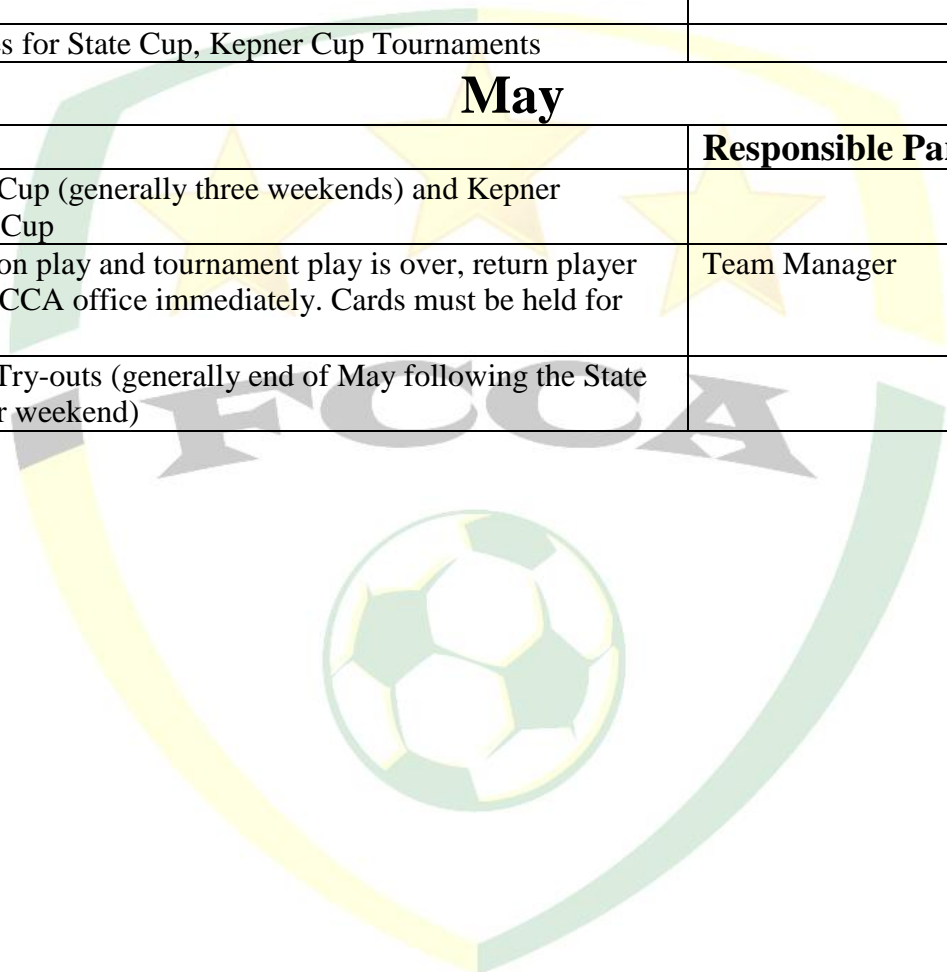
**Please follow this timetable accordingly:**

<b>May/June</b>	
<b>Description</b>	<b>Responsible Party</b>
FCCA Tryouts	Team Manager
Attend FCCA Player/Parent Meeting <ul style="list-style-type: none"> <li>- Meet with coach</li> <li>- Receive team roster</li> <li>- Appoint team treasurer</li> <li>- Appoint team tournament representative</li> <li>- Appoint team fundraising representative</li> </ul>	Team Manager
Complete team registration process in conjunction with Head Registrar	Team Manager & Head Registrar
Collect the following for Head Registrar: <ul style="list-style-type: none"> <li>- copy of player birth certificates</li> <li>- completed &amp; signed medical waivers</li> <li>- 1”x1” head shot pictures for player cards</li> </ul>	Team Manager
Open team checking account in team name	Team Manager & Team Treasurer
Create team distribution list, include coach and DOC (ALL COMMUNICATION TO TEAM SHOULD BE SENT VIA BCC). All parents (& players if older) for ease of communication	Team Manager
Communicate Uniform purchasing info to all parents/players	Team Manager
Complete NCYSA Fall “Intent to Play.” Your FCCA Director of Coaching/Registrar will submit the “Intent to Play	Director of Coaching & Head Registrar
Visit <a href="http://www.ncsoccer.org">www.ncsoccer.org</a> for valuable information including season start dates and specific team information	Team Manager
Read all Discipline & Appeals information located on the NCYSA website and share with your team via link to website <a href="http://www.ncsoccer.org/home/default.asp?menu_category=Home&amp;menuid=461&amp;parid=461">http://www.ncsoccer.org/home/default.asp?menu_category=Home&amp;menuid=461&amp;parid=461</a>	Team Manager
Inform players on FCCA Pre-Season camp and optional summer camps – info on FCCA website	Team Manager
<b>July</b>	
<b>Description</b>	<b>Responsible Party</b>
<b>Tournaments:</b> <ul style="list-style-type: none"> <li>- Receive Fall team tournament list from DOC.</li> <li>- DOC will determine the tournaments your team will participate in.</li> <li>- All FCCA teams are required to play in FCCA tournaments (Carolina Shootout in November, First Strike in April).</li> <li>- Check tournament registration deadlines.</li> <li>- Complete online registrations for Pre-season tournament(s) and any in early fall season</li> </ul>	Team Manager, DOC

Prepare Team Budget in conjunction with team treasurer, communicate to team	Team Manager & Team Treasurer
Submit Academy/Challenge/Classic player registration to NCYSA for ALL teams	Head Registrar
For NCYSA Fall Scheduling purposes email team parents to find out any dates their player will be unavailable (i.e., spring breaks, etc.). - Share this info w/ coach for scheduling purposes - Consult with Director of Coaching on team scheduling	Team Manager – send info to DOC & Coach
Complete online NCYSA 2012-2013 Risk Management application – mandatory for all Team Managers	Team Manager
Send communication to team re: FCCA Pre-Season Camp & Fall Season Practice schedule	Team Manager
<b>August</b>	
<b>Description</b>	<b>Responsible Party</b>
PRACTICES begin for Fall Season teams	
Begin collecting team fees	Team Manager, Team Treasurer
Work with Head Registrar on getting player cards created for fall and spring teams (stamped, laminated, etc.)	Team Manager & Head Registrar
Communicate season schedule to team along w/ link to schedule on NCYSA site. Include directions to games.	Team Manager
Receive match reports, official rosters, medical waivers and player cards from DOC and/or FCCA Head Registrar.	Team Manager, DOC, Head Registrar
Make appropriate copies of rosters for use during the season	Team Manager
Organize referee fees (place in individual envelopes for each game)	Team Treasurer
Create list of parents & volunteer duties they will complete to fulfill their 3 hour commitment	Team Volunteer Coordinator
<b>September</b>	
<b>Description</b>	<b>Responsible Party</b>
Fall league season begins (Saturday after Labor Day)	
Check tournament registration dates & complete online applications for late fall tournaments	Team Manager
<b>Girls Teams</b> - watch for notification of State Cup/Directors cup applications online at <a href="http://www.ncsoccer.org">www.ncsoccer.org</a> <b><u>must be processed immediately.</u></b> - Your DOC will determine what level of State Cup to apply for. - Complete online registration, submit and send copy to your DOC. - Once registered, it is mandatory to inform Head Registrar as to which cup your team is playing in. The Head Registrar has to file FCCA paperwork on your behalf	Team Manager & Head Registrar
If needed, continue to collect team fees	Team Manager, Team Treasurer

<b>October</b>	
<b>Description</b>	<b>Responsible Party</b>
Start Volunteer list for November FCCA Carolina Shootout tournament	Team Volunteer Coordinator
<b>November</b>	
<b>Description</b>	<b>Responsible Party</b>
Fall Season ends @ end of November	
<b>U15-18 Girls ONLY</b> - When season play and tournament play is over, return player passes to the FCCA Office.	Team Manager
Mail "Intent to Play" forms to NCYSA for Spring season teams.	DOC
Encourage FCCA members to volunteer for FCCA Carolina Shootout Tournament. Send them link to online volunteer registration	Team Volunteer Coordinator
FCCA Hosts Carolina Shootout in mid November	
<b>December</b>	
<b>Description</b>	<b>Responsible Party</b>
Attend Post-Season tournaments (if any)	
<b>January</b>	
<b>Description</b>	<b>Responsible Party</b>
Receive NCYSA Spring Schedule from DOC	Team Manager, DOC
Distribute season schedule to team (games & tournaments)	Team Manager
Spring Season Teams – If haven't done so already, Work with Head Registrar on getting player cards created for spring teams (stamped, laminated, etc.).	Team Manager, Head Registrar
Spring Season Teams - Receive match reports, official rosters, medical waivers and player cards from DOC and/or FCCA Head Registrar. Make appropriate copies of match reports for use during the season	Team Manager, DOC, Head Registrar
Organize referee fees	Team Treasurer
<b>February</b>	
<b>Description</b>	<b>Responsible Party</b>
Attend pre-season tournaments	
Spring season begins early February	
Watch for notification of State Cup/Directors cup applications online at <a href="http://www.ncsoccer.org">www.ncsoccer.org</a> <b><u>must be processed immediately.</u></b> <ul style="list-style-type: none"> <li>- Your DOC will determine what level of State Cup to apply for.</li> <li>- Complete online registration, submit and send copy to your DOC.</li> <li>- Once registered, it is mandatory to inform Head Registrar as to which cup your team is playing in. The Head Registrar has to file FCCA paperwork on your behalf.</li> </ul>	Team Manager, DOC

<b>March</b>	
<b>Description</b>	<b>Responsible Party</b>
Start Volunteer list for April FCCA First Strike tournament	Team Volunteer Coordinator
<b>April</b>	
<b>Description</b>	<b>Responsible Party</b>
Compete in and volunteer for FCCA First Strike Tournament	
Encourage FCCA members to volunteer for FCCA Carolina Shootout Tournament. Send them link to online volunteer registration	Team Volunteer Coordinator
Play in matches for State Cup, Kepner Cup Tournaments	
<b>May</b>	
<b>Description</b>	<b>Responsible Party</b>
USYSA State Cup (generally three weekends) and Kepner Cup/Directors Cup	
When the season play and tournament play is over, return player passes to the FCCA office immediately. Cards must be held for one year	Team Manager
Volunteer for Try-outs (generally end of May following the State Cup Final Four weekend)	





# FCCA Team Manager's Duties

## 1. Start-Up and Registration

### Office Supplies

- Binder: We suggest a 3-hole binder that zips up, so all the paperwork won't fall out. All of your team's information will go into this binder as well as a copy of this manual. Therefore, suggested that you get one that is at least 1-1/2" wide. You will take this binder to every game and tournament, because it contains player cards & NCYSA medical waiver forms.
- Clear Protective Sheets: Since you will have each player's medical waiver form, rosters, match reports, and other important papers, clear plastic protective sheets will help keep these from getting torn or wet.
- Pencil Pouch for pens, paperclips and any other items you may need. Place players cards in either clear baseball trading card protective sheets or hole punch and put on a large ring (both options available at office supply stores). Use whatever method you think will work. You don't want ANYTHING to happen to these cards.
- Keep cards in alpha order as stated on roster. Also, keep medical waivers in alpha order in the notebook.
- Envelopes: Small envelopes for ref fees and some manila envelopes.
- Please contact the FCCA office if you need office supplies.

### Team Roster

- You will receive several copies of a state-generated roster with the registrar's red stamp in August. There are two rosters – ones with player addresses and ones without. **USE THE ONES WITHOUT ADDRESSES** for games and tournament registrations. Keep them protected in your team binder. You can make extra copies via color copier – making sure stamp is RED. **Always keep ONE original w/ red stamp.** If you need more, contact your club Head Registrar.(See Section G)

### Team Startup & Communication

- Set up email address lists for players and parents. This is a way for you to have contact with your parents. (Make sure to BCC all emails and include your DOC in all emails)
- Remind parents to update all email information in Member Oasis Account. This is the club's main tool for communication.

### Submit Intent to Play

- The FCCA office and your DOC will prepare the Intent to play form online.
- DOC will determine the dates of FCCA tournaments and additional tournaments. These will be need to be submitted as your team's "bye" weekend dates from its regular season schedule.
- Participation in FCCA tournaments is mandatory for all FCCA teams.

### Player Cards

- The club registrar will set up a schedule for carding all teams. Tell your team when you will be carding everyone to make sure they are all there
- **Players and coaches must be present when FCCA Registrar cards them.**

- If a player cannot be there during team carding, it is the player's responsibility to contact the Head Registrar to arrange for a time to complete the carding process. It will be the player's responsibility to meet the registrar.
- **ALL PLAYER CARDS MUST BE LAMINATED.**

### NCYSA Rosters

- The Registrar will give you ONE red stamped *Team Roster* (Jersey #'s, Player's Name, Addresses, Phone #'s, & Birthdates) along with your player cards. This roster must be kept in your binder at all times. DO NOT give it out or give anyone a copy of it.
- You will also be given several copies of a red stamped *Match Roster* (Jersey #'s, Player's Names, Birthdates ONLY). Please make copies of this form to use for games. These can be black & white.
- Tournaments will require official red stamped Match Rosters. If you need additional copies during the season, please contact your FCCA Head Registrar.
- Please note: For all U17 and above teams, the USYSA state associations voted to increase the roster size to 22 players. These teams will be required to provide a game day roster to the referee prior to the match naming up to 18 participating players from the 22 player roster (not required to roster 22 players to a team).

### Player Adds/Release/Transfer/Guest Player

- In the event your team decides to add a player, drop, transfer a player or have a guest player for tournaments, you will first receive confirmation from your DOC.
- **NO RECRUITING** - No FCCA coach/FCCA manager/FCCA parent is permitted to speak with any player from another association during the seasonal year with regard to joining FCCA. This is considered **ILLEGAL RECRUITING** and is not permitted by FCCA. If a Player/parent from another association approaches you, please contact the Executive Director and/or age group DOC immediately!

### Practice Fields

- Your DOC will communicate practice location and times to your team. Once known, communicate to team.

### Game Schedule

- You will receive the team's season schedule in mid-August (fall) and mid-January (spring) from your DOC. Communicate via email to your team as quickly as possible, along with directions to fields (these are available on [www.ncsoccer.org](http://www.ncsoccer.org)).
- Ordinarily, the fall season begins the weekend after Labor Day and continues for eight or nine Saturdays. There may also be weekends where you will play both Saturday and Sunday. There may also be mid week games **NOTE:** Rain Makeups will be scheduled on as needed basis. The spring season usually begins the 2<sup>nd</sup> weekend of February and continues for eight Saturdays (with no games scheduled on Easter weekend).

## 2. Financial Information

### Club Fees

- Club Fees are paid on-line at [www.fccasoccer.com](http://www.fccasoccer.com) or directly via mail to FCCA. It is the parent's responsibility to ensure that payment is made in a timely manner.
- If a FCCA Club payment is not made as scheduled, the player may not be rostered, or may not be issued a player card and thereby, making the player ineligible to practice or play in any games or tournaments.
- Failure to pay club Fees in a timely manner will result in a players card being pulled, resulting in the inability for a player to participate in games, tournaments and/or practices until the account is made current or paid in full.

### Team Budget/Team Fees

- Upon commitment to a FCCA team, all team fees must be accounted for by every player.
- As team manager, you and the Team Treasurer will collect "team fees" from each player to cover referee fees, tournament entrance fees, coach's travel expenses and any miscellaneous team expenses.
- "Team fees" are different from "club fees," which each player pays directly to FCCA.
- "Club fees" cover the cost of coaching salaries, practice field rental, etc. Make sure your team's parents understand that the "team fees" are separate from "club fees."
- Before the season starts, prepare a budget, estimating the amount you will need for refs, tournaments, coach's travel and miscellaneous expenses. Divide that amount by the number of team members. See sample budget at end of manual.
- Deposit "team fees" in your team's checking account (see C below). Set a payment due date and send reminders to players who have not paid their "team fees."
- The average amount of "team fees" per season depends largely on the number of tournaments in which the team is participating. Fees for a single tournament registration can range from under \$300 to \$1,000
- Please contact the FCCA club office for members who need assistance with team & club fee's. There are opportunities for members to work within the club to offset the cost of team & club fees.

### Team Checking Account

- Open a checking account for "team fees" deposits and to pay team expenses. For this account, you can use the team name (i.e., 92 Boys Elite), or anything you designate, but **NO WHERE ON THE CHECK CAN FC Carolina Alliance OR FCCA BE PRINTED**. You cannot use FCCA's tax ID #. Many banks will link a free account to your personal checking account.
- If you can't get a free account, find one with the lowest monthly fee and build this expense into your team budget.
- You may want to inquire about a team credit/debit card to pay for online tournament fees.

### Tournament Fees

- To play in tournaments, your team must register online and either submit the required entrance fee via credit card online or by mailing a check.
- Tournament entrance fees typically range between \$325-\$1000 and are due 2-3 months before tournaments (6 months for highly competitive tournaments)
- **Out of State tournaments require additional paperwork.** NCYSA Notification to travel

(approval to travel out of state to play) should be completed at least one month prior to attending out of state tournaments. See NCYSA website to complete online form

### Referee Fees

- For U9 & U10 Academy games only one official referee is assigned to each game.
- For U11-U18 games there will be 3 referees assigned = 1 center ref and 2 assistant referees.
- Each team is responsible for paying for the referees at each regular season game. (Home team pays one half and away teams pays one half.)
- At tournaments, the tournament entry fee covers the ref fees.
- The amount you are required to pay varies, depending upon the age group of your team.
- Cash is the preferred method of payment and small bills are appreciated. Exact change only
- 3 certified officials should be used for all Challenge & Classic matches (1 center ref & 2 linesmen). Only pay for the number of officials that are there. The Referee Fees are noted on the back of your 3 part match report that you receive from the state, or can be obtained on NCYSA's website: [www.ncsoccer.org](http://www.ncsoccer.org) (also noted below). If you for some reason you have only one linesman and center ref, take the extra envelope home. **DO NOT pay the extra money to the officials or a parent volunteering to be a substitute linesman.**
- Referee fees are subject to change at any time.

**Effective Fall 2005: following Referee Fees Guidelines & Mandatory Payment levels apply:**

Age Group	Center Ref	Assistant Refs	Total	Total Per Team
U9-U10	\$10-14	\$N/A	\$10-14	This varies from club to club.
U11-U12	\$32	\$18	\$68	<b>\$34</b> = \$16 Center Ref, \$9/ea. Asst. Ref
U14-U16	\$38	\$23	\$84	<b>\$42</b> = \$19 Center Ref, \$11.50/ea. Asst. Ref.
U15-U16	\$44	\$29	\$102	<b>\$51</b> = \$22 Center Ref, \$14.50/ea. Asst. Ref
U17-U19	\$50	\$35	\$120	<b>\$60</b> = \$25 Center Ref, \$17.50/ea. Asst. Ref

- Using envelopes is a great way to keep ref fees organized ahead of time. Get all your cash (total amount per game times the number of games per season), put \$ in small envelopes, include game date on each envelope, keep in notebook and pull out the ones you need each weekend.

### Coach's Travel Expenses

- **The team needs to include the Coaches travel expenses in its budget. For any regular season and tournaments not played at FCCA "Home" fields, the coach/coaches assigned on your team's roster will be paid .45 cents per traveled mile, round trip starting from your FCCA satellite location.**

- ❖ FCCA Cabarrus – FCCA Club office (4351 Main Street, Suite 213, Harrisburg)
- ❖ FCCA Rowan – Salisbury Community Park (935 Hurley School Rd., Salisbury)
- ❖ FCCA Huntersville – North Meck Park (16131 Old Statesville Rd, Huntersville)

- For away games exceeding 45 miles, coaches will be reimbursed for lunch or dinner depending on game time.

- For tournament games including State Cup games, the coach's hotel room will be booked and paid for by the team.
- Tournament Meal reimbursement will be \$30 per day (\$5 per breakfast/ \$10 per lunch/\$15 per dinner).
- You should pay the coach prior to the trip for his mileage and food. [www.mapquest.com](http://www.mapquest.com) will help you figure your mileage.

### Season Wrap Up

- Any excess monies remaining in the team account should be returned to the parents along with a copy of the season budget. Some managers choose to use their left over money for coach/s gifts or end of season party.

## 3. Game Day Duties

### Pay Referees

- See Referee Fee section above.

### Match Report

- Before each season, if you are the Home team, you will receive computer generated 3 part Match Report from your DOC.
- Bring the Match Report to the game and give it to the referee before the game.
- After the game, the referee and both coaches must sign the Match Report. Before your coach signs it, verify that the score is correct. After all have signed, the referee will give the white copy to the home team and the yellow copy to the visiting team.
- If you are the home team, you are required to submit the score to the state by the following Monday. Report scores online at [www.ncsoccer.org](http://www.ncsoccer.org). Look for the "Report Match Scores" section and following directions.
- You should always keep a copy of your match report for your records.

### NCYSA Match Roster

- You will receive several red-stamped Match Rosters along with your one official team roster. **REMEMBER, the official *TEAM Roster* needs to remain in your binder.** Make copies of the Match Roster to be given to the head referee at each game. The red-stamped Match Rosters will also be used for tournament registration – **but it must have an official red stamp.** If you have players missing from a tournament **DO NOT MARK THEM OFF AN OFFICIAL RED STAMPED ROSTER!!!**

### Player Cards

- Have your player cards available for the referee to see at the beginning of each match. Referees are required to check them. Sometimes they won't. You must also have copies of Medical Consent & Waiver of Liability Forms available, although rare that they will be reviewed for a game (but will for a tournament). Be sure that all player cards are laminated. **As required by the NCYSA, at the end of the season all original player passes must be returned to the Team Coordinator for a period of one year.**

## **First Aid Kit**

- **AT NO TIME SHOULD ANY COACH OR MANAGER ADMINISTER MEDICAL HELP OR DRUGS TO A PLAYER. ANY QUESTIONABLE INJURY SHOULD BE TREATED WITH A PHONE CALL TO 911!!!!** Some teams may wish to have on hand the following items. Latex gloves, gauze pads, chemical ice packs, clean towel, safety scissors, bottle of water, band aids. You may also wish to have on hand - sunscreen, chapstix, insect repellent, extra shoe laces, black & white electrical tape (for temporary jersey #'s), and a ball pump.

## **Inclement Weather and Make-Ups**

- On the NCYSA website [www.ncsoccer.org](http://www.ncsoccer.org) under Maps to Fields, there is a weather hotline contact number for each club and field.
- If the weather for an FCCA home game is bad, call FCCA's weather hotline (**704-795-7993**) to determine if the FCCA fields have been closed.
- For away games check the away team club website and away club weather hotline.
- Only "counting" matches must be made up. If you miss a "counting" match due to inclement weather, work with your DOC in contacting the opposing team's coach and manager ASAP to arrange a make-up date and location.
- The DOC/home team is responsible for contacting the Field Coordinator to reserve a field and the Referee Assignor to secure referees for make-up games.
- Important – once the makeup date determined, your DOC must contact the referee assignor and let them know.

## **4. Tournaments**

### **Tournament Planning and Applications**

- The Executive Director and DOC will decide which tournaments your team will play during the year.
- Keep track of the application deadline and make sure that you get everything completed **online** before the application deadline.
- For teams that want an extra tournament outside of the designated list, please consult with your DOC.

### **\*\*\* Tournaments Outside of North Carolina \*\*\***

If you play in a tournament outside of North Carolina, you must file a "Notification to Travel" form with the State.

**A team that travels without having approval to travel is subject to penalties by its State Association or Affiliate and US Youth Soccer, including monetary penalties, denial of penalties, denial of notification to travel in the future, revocation of any approval given to travel that has not yet occurred, and suspension and termination of membership of the parties responsible.**

### **SPECIAL NOTE!**

***IMPORTANT INFORMATION - In order for teams to complete the on-line Notification to Travel request, NCYSA must have processed the team's registration for the 2010-11 seasons. Once the NCYSA office has mailed rosters and player passes, then the team's name will be added to those***

*teams who are in the drop-down list to request Notification to Travel. The earlier a team's registration is received, the earlier their team name will be able to use the on-line form.*

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NCYSA eTravel is easy to use. You will need to complete a Notification to Travel form anytime your team intends to play outside the state of North Carolina. This includes *tournaments, scrimmages, friendlies, or league play in another state*. Once the form is submitted and payment has been received, you may print your form to present at your event (i.e., tournament registration).

**To avoid late fees, please fill out the online application no less than twenty-eight (28) days prior to travel and pay by credit card (paying by check delays your approval).**

**If you are taking Guest Players to your event, you may also complete the Guest Player roster here. This form must be signed/approved by your respective DOC.**

Please be sure to have your Host's information available before filling out the Notification to Travel form. (Information includes tournament name, location, hosting Club name, address, tournament director name, phone number, etc.)

**To continue,**

1. Fill out your team information on the next page
2. Select which of the Travel forms you need to complete
3. After ensuring that your data is correct and complete, hit the Submit button
4. If completing Notification to Travel form, payment is necessary. Choose to pay by credit card or mail in check
5. If you have paid by credit card, your approval is immediate and your form may be printed by accessing the database. You will receive an ID and password on the screen and by email.
6. If you have chosen to pay by mailing a check, you will not be given access to your form for printing until after your payment is received and marked paid in the office. Allow extra time.
7. If you are filling out ONLY a Guest Player Roster, no payment is needed and your form will be available for printing.

**If you encounter problems, email [val@ncsoccer.org](mailto:val@ncsoccer.org) at the NCYSA State Office for assistance.**

### **Documents to Carry When Traveling**

- An APPROVED Notification to Travel
- Medical Release form for each player, signed by the player's parent or legal guardian
- A red stamped roster that includes all players and team officials to be kept in your book
- Several red-stamped match rosters.
- A red stamped guest player roster if using guest players
- US Youth Soccer Member passes for all players and team officials
- **IF REQUIRED:** birth certificates for each player for Regional Tournament Play ONLY or other proof of age because some tournaments and games require request proof of birth.

### Travel Accommodations

- Tournament websites usually provide information about hotels with special negotiated tournament rates.
- You should book hotel rooms when you apply to a tournament, because hotels often get filled quickly.
- Some tournaments use booking services, so you never deal directly with the hotels. Others allow you to book rooms on your own. Each hotel will have a preferred method of handling the team reservations. Some hotels prefer that you submit a rooming list with names, addresses & credit card numbers. Others prefer team members to call and make their reservations individually. Let your team know how to make reservations in your team block.
- If a parent does not wish to provide their credit card info, he or she can call the hotel directly or the booking service and provide the credit card information or be responsible for making his/her own reservations.
- If you do get a credit card list, please keep this information in a safe place, not in your team notebook.

### Distribute Schedule, Maps, Driving Directions to Team

- The tournament planners will provide schedules, maps, and driving directions a few weeks before the tournament. Some send this information; others expect you to get this information from the tournament website. Communicate via email this information for everyone on your team as soon as information is available.

### USYSA State Cup, Directors Cup or Kepner Cup

- The Executive Director and DOCs will determine which tournament your team should participate in.

### Guest Players

- Most tournaments allow you to have “guest players” on your team during the tournament. These important steps must be taken:
  - Any guest player form must be approved by your DOC
  - Their birth date must fit within the age bracket of the team or tournament (players can play up in age but can't play down)
  - The player must be registered and carded to an official USYSA team for the current 2012-13 season
  - You must have the Guest coach's signature and the a FCCA DOC signature. Fill out a “Guest Player Roster” form located on the NCYSA website, [www.ncsoccer.org/Administration/Forms](http://www.ncsoccer.org/Administration/Forms) and follow the instructions on the form to properly credential your guest player.
  - You must have the player's current player card, a **NEW** Medical Consent & Waiver Form, showing your team as the home team and the Guest Player Roster form completely filled out, signed by both coaches and “red stamped” by the **Releasing Club Registrar** to present at the tournament registration. See the tournament brochure to determine how many guest players are allowed in each tournament.



## TEAM BUDGET EXAMPLE

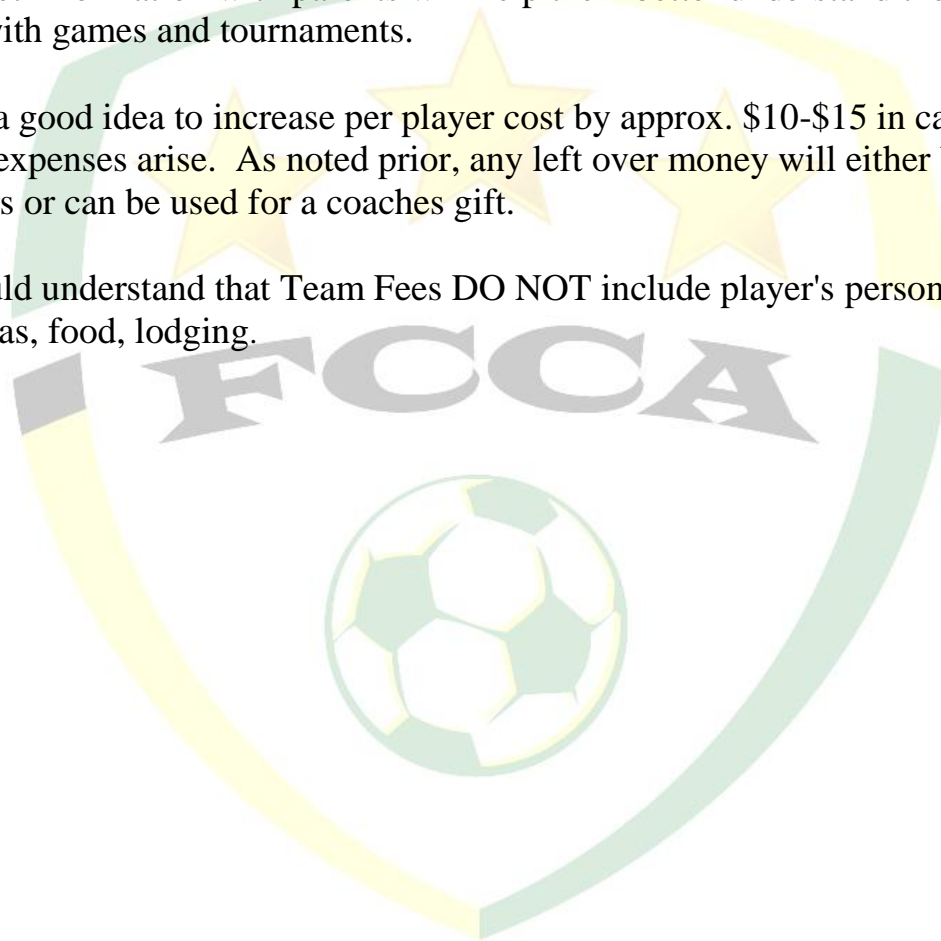
It is recommended that you split the budget into categories that include Tournaments, Season Games (Coaches Expenses, Ref Fees), and Miscellaneous as outlined on the next page.

It is best to keep as detailed a budget as possible.

Sharing budget information with parents will help them better understand the costs associated with games and tournaments.

It is always a good idea to increase per player cost by approx. \$10-\$15 in case unexpected expenses arise. As noted prior, any left over money will either be returned to the players or can be used for a coaches gift.

Parents should understand that Team Fees DO NOT include player's personal travel expenses - gas, food, lodging.



<b>FALL SEASON TEAM FEE EXPENSES</b>	
Season Games (Ref Fees \$378 & Coaches Expenses \$493)	\$ 871
Tournament Fees	\$ 3,446
Misc.	\$ 74
<b>Total</b>	<b>\$ 4,391</b>
Per Player Expense (16 players)	\$ 274

#### Coach Game Expenses

Date	Location	Vs.	Milage	Milage Expense	Meals	Total	meal type
28-Aug	Sara Lee	Coastal Crew	80	\$ 64.00	\$ 10	\$ 74.00	lunch
11-Sep	Home (FLP)	CASL Elite	0	\$ -	\$ -	\$ -	n/a
25-Sep	Home (FLP)	GUSA Navy	0	\$ -	\$ -	\$ -	n/a
2-Oct	Stanley Co	Firestorm Red	40	\$ 32.00	\$ 15	\$ 47.00	dinner
9-Oct	WRAL	CFSC White	166	\$ 132.80	\$ 10	\$ 142.80	lunch
14-Oct	Palisades	CUFC Gold	28	\$ 22.40	\$ -	\$ 22.40	n/a
22-Oct	WRAL	CASL Premier	166	\$ 132.80	\$ 10	\$ 142.80	lunch
29-Oct	Ramblewood	CSA Copa	19	\$ 15.20	\$ -	\$ 15.20	n/a
4-Nov	BB&T	TCYSA	61	\$ 48.80	\$ 15	\$ 63.80	dinner
				\$ 448.00	\$ 45	<b>\$ 493.00</b>	

#### Ref Expenses

# of Games	Per Game fees	Total
9	\$42	<b>\$378</b>

#### Tournament Expenses

Tourney Name	Fees	Out of State NCYSA Approval	Milage (oneway)	Gas	Meals	Hotel	Total Coach Expenses	Total Tournament Expense
Greensboro Labor Day Shootout	\$695	\$0	95	\$152	\$45	n/a	\$197	\$892
CESA Classic, Greenville SC	\$675	\$10	97	\$78	\$55	\$100	\$233	\$918
FCCA Shootout	\$525	\$0	HOME	\$0	\$45	n/a	\$45	\$570
Norcross, Atlanta GA	\$595	\$10	214	\$171	\$65	\$226	\$462	\$1,067
<b>TOTALS</b>	<b>\$2,490</b>	<b>\$20</b>		<b>\$401</b>	<b>\$210</b>	<b>\$326</b>	<b>\$936</b>	<b>\$3,446</b>

#### Miscellaneous Expenses

Copies	\$ 5
Supplies	\$ 20
Milage for CSA & CESA tourney team checkin/registration	\$ 31.20
150 checks	\$ 18
<b>TOTAL</b>	<b>\$ 74</b>