



**KC SELECT
TEAM MANAGER'S
GUIDEBOOK
2010 – 2011**

INTRODUCTION

Welcome to KC Select! Thank you for taking on the important responsibility of Team Manager. It can seem like a big job but with the proper information and organization you can easily manage your team. Many duties are discussed in this guidebook and noted as the Team Manager's responsibility; however you may delegate these tasks to other parents on the team. Just keep in mind that the Team Manager and the Coach are ultimately responsible. The success of your team is, in part, dependent on you. This guidebook is intended to guide you through the soccer year. If you encounter situations that are not covered, please communicate them to the Registrar so that they may be included in the next release and communicated to all Team Managers. To obtain up-to-date contact information please see the Contacts Page on the KC Select web site at www.kcselect.org

CLUB OVERVIEW

KC Select was founded in 2005 as the result of a merger of the Scream, Renegades and KC Nationals soccer clubs, as well as various other independent soccer teams. The KC Select Soccer Club's competitive soccer programs continue to attract hundreds of families from the local communities. The KC Select Academy program began in 2009 with the focus on providing the youngest players to grow and develop. The growth of our program has been phenomenal and we are quickly becoming one of Kansas City's premier soccer clubs. The KC Select competitive program will form 45 - 50 teams for the 2009-2010 season. Our philosophy places teaching above winning and development of players and teams above all with our core values centering on family, education and soccer excellence. We teach individual skills development, team strategy and sportsmanship and we have fun! Skill development clinics and soccer camps are offered for all KC Select players throughout the year. The KC Select ultimate team objectives are to improve the skills and ability of every player, attain Premier level standing, and compete in the Missouri State Cup, Regional and National Tournament.

CLUB PROGRAMS

Skill Development Clinics

Clinics, camps and specialty training such as goalkeeper training are available for competitive players. The competitive coaching staff runs these clinics under the direction of the KC Select Director of Soccer Operations. The exact start date and times for these programs will be communicated to the managers via email, as well as posted on the KC Select website. Each Team Manager is responsible for notifying their players and families of these opportunities.

KC Select Development Academy Program

Our Academy program is one year old now. Organized for U5 - U8 boys and girls, the Academy provides the developmental bridge between recreational soccer and premier soccer. Experienced and licensed coaches provide training sessions that focus on individual player development and fundamental soccer skills. On game days players are matched by abilities to maximize individual abilities. The goal of the program is to produce age appropriate skill sets in an environment that is fun, positive, and conducive to creativity and enjoyment of the game of soccer.

Team Web Page

Every KC Select team is encouraged to create a team web page on the Club website. To do this, email the club's webmaster at webmaster@kcselect.org. They will help you get started by setting up a user name and password. After the username and password have been set up, the club's webmaster will set up a tutorial of how to manage your team page. This is a great way to post your team's success, philosophy, and photos. If you put photos on the page, remember, it is important to discuss posting the kid's pictures with the parents. They may prefer that you avoid putting names or numbers with the pictures. If you want to have a safe place to post pictures, you might consider a secure website as described in the communication section of this guidebook. Consider the team page on the club website an "advertisement" for your team.

Financial Assistance

The KC Select Board has approved a "Financial Assistance" program for those members in the club that may have a need. Individuals who are interested in this assistance are required to fill out the application in full and submit it as directed. The board will then review the application and make their decision based on the information presented. Application is available on the Parent page of the KC Select website at www.kcselect.org.

Team Tryouts

KC Select reserves space for team tryouts. To take advantage of this opportunity for your team, go to the Tryout page on the KC Select website at www.kcselect.org.

YOU, YOUR COACH, AND YOUR TEAM

Liaison

The Coach and Team Manager serve as liaisons for their team with the KC Select Board of Directors. Information from the Board of Directors will be communicated to the Team Manager and it will be your responsibility to inform the players and families. Managers should feel free to contact any board member with questions they might have.

Roles and Responsibilities

The role of the Coach and Manager are very different. While it is important for the coach and manager to work together to ensure the teams overall success, parents and players often confuse the roles. Sometimes the coach and manager do too. In order for the team to function well, it is important to keep a few key things in mind.

The coach is responsible for decisions concerning: player selection, playing positions of players, player's playing time, financial Assistance, and tournaments

The manager should support the coach by directing all questions concerning issues such as field play and the above list to the coach. You should work together on defining realistic team goals including tournament planning and financial planning to name a few. The team manager is also responsible for the other aspects of the team which includes, but is not limited to: paperwork collections, team/player/coach/manager registration, league/tournament registration, event planning, building/distributing a team roster with contact information. Please keep your parents informed of all team activities.

If a family is not responding to a manager's request for payment, the coach is responsible for resolving the issue with the family. No financial assistance should be promised, presumed or expected until the KC Select Board has approved it.

It is important that the Team Manager establish strong communication with the coach in order to provide support. If any questions or issues concerning players arise it is critical that the Team Manager communicate them confidentially to the coach as soon as possible. If at any time you feel uncomfortable with something, please contact a board member with your concern.

Conduct Management

The coach, with support from the team manager, is responsible for the conduct of the players, parents and families during games. Discuss with your Coach how they would like to handle misconduct and to what degree the Team Manager should be involved.

If the referee feels it is necessary, they will Red Card the Coach because of a spectator's behavior. It is a good idea to always have another Coach on the field. This can easily be accommodated if a team parent has a valid 'F' license (or higher). Some leagues/tournaments require the person to be listed on the roster. Coaching clinics dates and locations can be found on the MYSA website.

If a player or coach receives a red card during a game, the individual is not eligible to participate in the subsequent game. The Team Manager must notify the KC Select Director of Soccer Operations immediately following the game in which the player/coach received the red card.

Communication/Organization Through a Team Page

Communication to the parents is a big part of the manager's job. You can prevent many issues if you keep the parents well informed of plans, costs, and schedules. One way to do this is through a team page on the internet. There are quite a few options out there – some have an option where you can create a page and share it with friends, while also making it password protected. This way, only your team can see what is up there. Many also have calendar options which are good for posting schedules, etc. You can create a link from your team page on the Club website to your secure team information page.

Delegating Work

As a manager you will have a lot to do. You will be a better manager, and have a better chance of success, if you assign some of your tasks to other team parents. The team will be better off if all of the parents participate at some time in helping with team tasks. It will draw the team closer together and will help parents gain some understanding of what it takes to manage a team and keep it running smoothly.

You are still responsible for the completion of tasks that you delegate, so be sure to follow up on progress. As a general rule it is best to retain the duties that are absolute requirements for play. This would include maintaining control of the player cards, medical release forms and the game cards.

You may choose to have someone other than you register your team for a tournament. If you do, they will need all of the necessary items (see specific tournament rules). Be sure to send all required paperwork, cards, etc in an organized manner with your volunteer. Some things to

consider delegating are organizing team celebrations, first aid supplies, extra water/ice, providing parents with driving directions.

REGISTERING PLAYERS TO YOUR TEAM

After tryouts are held, and your team has been chosen, the manager must collect the necessary paperwork to register the players, coaches and manager to your team. Listed below are the items you will need to collect:

KC Select Players

KC Select Registration Form –for players new to KC Select
Birth Certificate – unless already on file (official copy, not hospital version)
Notarized Medical Waiver – one per soccer year

KC Select Coach or Manager

KC Select Registration Form – email address must be included on form
Copy of coach's license (for coaches NEW to KC Select)
Email will be sent to coach with a link for them to complete their At Risk Management

Completed Cards and Rosters

The registrar will enter the information into the MYSA database and then print the cards and state rosters. When they are ready to be picked up, the registrar will either email or phone the team manager/coordinator. Full payment of all carding fees and team fees is expected at that time unless other arrangements have been made with the registrar or treasurer.

Rostering a Player who lives in Kansas to a Missouri Team

If the player is not on a KS team, they will just need the same paperwork as the MO players. If they are dropping from a KS team, they will need to provide a copy of the signed drop form. If the player is already on a KS team, they will need to provide the information necessary to dual roster on the MO team, as well as the necessary MYSA documents.

Description of Forms

KC Select Registration Form

This form replaces the MYSA Membership form. Each player, coach, trainer, or manager new to the club, or if the information has changed, will need to complete a registration form.

Medical Waiver

Each player needs to submit a notarized medical waiver. Submit a **COPY** to the registrar – you keep the original. You will need to provide this document at tournament check-ins. If there are insurance changes for the player, they will need to submit a new medical waiver. Managers must also keep a copy of the player's insurance card with the medical waiver. The easiest way is to just copy it on the back of the medical waiver.

Coaching License

Each coach will need to provide a copy of their coaching license with the license number listed on it. The coach does not need to do this every year or with every team. Once they have turned

their certificate in to KC Select, we will keep it on file. If your coach cannot locate theirs, have them contact MYSA – I believe there is a link on at www.mysa.org to request the license number.

Risk Management – also known as KidSafe

For the safety of our players, all Coaches and Team Managers (also called Administrators) must undergo a Risk Management background check each year. The process is a simple web based application and **it is not optional**. The Got Soccer system runs about once every thirty minutes, so most individuals will be approved within an hour or so. If there is a “hit”, the application will have to be reviewed by MYSA. This process can take several weeks. Common names such as John Smith will likely come back with “hits”. Your Risk Management must be valid throughout the complete playing season (July 31).

Picture for player pass

Each player/coach/trainer/manager will need a small picture that will be placed on their card. The picture should be a head shot. This can be done electronically (.jpg format works best). A good way for you to get everyone’s picture is to take a group picture (or several small group pictures) at a practice. Then you can crop the picture to get the person you need.

Other forms that may be necessary for registration

Dual Roster Form

If a player would like to play on two competitive teams they can fill out a KC Select dual roster form showing their coach gives permission for them to play on a secondary team. This form will declare which team is primary and which team is secondary and needs to be signed by the player’s parent, primary coach, and secondary coach. The form should be submitted with the player’s other registration forms including a roster change form. An email thread showing the same information as the form will also be accepted.

Players, parents, and coaches should realize that this form gives their agreement in case of a conflict; the player is required to play with his/her primary team. It is the secondary team’s responsibility to know the tournament or league rules for eligibility of dual carded players, and if the player is eligible. Some leagues/tournaments do not allow dual carded players to play on different teams within age groups or divisions.

Roster Change Form

This form is used to add, transfer or delete players from a team and must accompany any registrations for a player or coach that is being added, dropped or transferred to a team after the original roster is printed. Any player rostered to a competitive team is bound to that team for the entire soccer year unless the **player** requests a transfer or a release. According to MYSA rules, a player may be released involuntarily only if the player is unable to play for one of the following reasons: 1. The player has violated rules of the US Soccer Federation, the USYSA, or the national state association (MYSA). 2. The player has moved beyond a reasonable travel distance (distance to be determined by MYSA). 3. The player is injured in such a manner that the player will not be able to participate for the remainder of the season.

If a player drops from your team - the old player pass and team roster must also be returned to the registrar before the player can be dropped.

Definitions of codes on Roster Change Form:

A=add (if adding new player who has never been rostered to a team within the seasonal year)

D=delete (player cannot be dropped (deleted) by the coach/manager from the roster without parent or legal guardian signature except in limited circumstances as outlined in the MYSA Registration Policy & Procedure manual)

PT=Primary Transfer (player who left their primary (or only) team to join your team)

ST=Secondary Transfer (player who left their secondary team to join your team)

A team can have unlimited transfers per seasonal year until the time (roster freeze date designated in state cup rules) a team names its National Championship roster. At that time it may not have more than five (5) transfers and must have at least nine original players that participated in league play to be eligible for state cup. A transfer means the movement of a previously rostered player onto another roster or a player who returns to the same roster within a current seasonal year. (Regular membership fees will apply per each transfer.)

League and Tournament Forms

Guest Player Permission Form

If your team has a player from another team that you want to play with you in a tournament, you must complete the Guest Player Permission Form. It must be signed by both teams coach/manager and the league team's registrar. If you have a player who is guest playing with another team, the same form must be completed and signed by the appropriate people including your team's registrar. The loaned player would also need his/her player ID card and a copy of their notarized medical waiver (be sure to remind them to get their player card back at the end of the tournament!). Do not wait until the last minute to get this form filled out and signed – the registrar cannot sign the form until it has been signed by both coaches. Send it by the Wednesday before your game. The KCS registrar cannot sign a guest player form for a player that does not play for one of the teams in our club. The registrar can't sign a guest player form for a tournament that is not MYSA sanctioned. If the registrar is unavailable to sign a guest player form, you must contact the MYSA office directly, and request that they sign it. You can contact them at office@mysa.org.

Travel Permits and Procedures – Recent changes, please read!

If you are traveling to a US Youth Soccer sanctioned event – you will need an Application to Travel form (be sure to include the Application to Host from the tournament you are attending).

For events not sanctioned by US Youth Soccer, there are two different forms that can be used depending on what the tournament/event coordinator requires. If the coordinator requires JUST notification of travel – then you will fill out the “Notification of Non-US Youth Soccer Travel” form. If the coordinator requires more information such as birth dates for players, you will need to fill out the “Team Player” form.

The entire US Youth Soccer Travel Policy, as well as all travel forms can be found on the MYSA website – www.mysa.org under “Forms”.

Effective immediately all Travel Permits are now able to be processed through the GOT SOCCER SYSTEM. You no longer need to fax or email your applications to the state office. There are also no fees associated with Travel Permits. This process will be used for ALL travel regardless of what Region you are going to.

Follow the steps below:

1. Log into your team account on Got Soccer
2. Click on Events
3. Click on Permission to Travel
4. Choose E Travel Search events OR E Travel other
5. Fill out information
6. Answer questions related to your travel
7. Submit

After you submit, your form will be sent to the State Office for review and approval. You must fill out all the questions - incomplete forms will not be processed. Please be sure you've answered everything.

Once the State Office approves your E-Travel form, it will show back up in your Got Soccer account automatically under Events/Permission to Travel. You can then download and print the form and bring it with you.

Please remember that you DO NOT need a Travel permit if you are staying in the state of Missouri, this is only required if you are leaving the state.

FEES

Team Club Membership Dues

The process for collecting KC Select membership dues is currently under review. We are working on a process that will be advantageous to both the club and our teams.

MYSA Registration Fees

Checks for cards should be made out to "KC Select Soccer Club".

Cost per card

Primary Player	\$16.00
Dual Rostered Player	\$ 9.00
Academy Player	\$ 6.00
Coach/Trainer/Manager	\$11.00
Transfers between teams within KC Select – no charge	

Uniform Fees

Uniform orders for the fall season are typically due to the uniform coordinator by July 1 to be received in time for the start of the fall season. Uniform order blanks can be found on the KC

Select website and should be submitted to boysuniforms@kcselect.org or girlsuniforms@kcselect.org. Payment for your uniform order is due when the order is placed. Please note that custom kit orders take 45 days or more from the date the order is submitted to the vendor to be completed. Please contact the uniform coordinator for specifics.

Team Finances

Checking Account - Teams should open a checking account under your team name. If you currently have a team account you should be good to go for the 2009 season. The procedure for opening team account is to first find a banking institution that you would like to do your banking. You can pick any Bank or Credit Union, but we suggest you find one that will allow you to sign up as a non-profit account and will offer free checking for those accounts. The Club banks with Commerce Bank (who does offer free checking for teams) but other managers bank with Bank of Lee's Summit who also offers free checking. It is recommended that you require two signatures (non-spouse) when checks are written on the team account.

Once you decide on a bank, you will need to set up an Employee Identification Number for the team. This number is used by the Bank to open the account instead of having to use your personal social security number. To set up a team "Employer Identification Number" or EIN go to the following IRS link <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html> . When you go to the page, go down to the bottom to select "Apply Online Now". On the next page, choose the very bottom option which is basically the "other" option. On the next page choose "Sports Team". From this point on, you should be able to enter your team information and answer the remaining questions that they ask. They will assign you a number at the end so be sure to print that off and also print the EIN confirmation letter that appears as a .pdf file once the number has been assigned to you. Save the .pdf file to your computer for future use. The EIN confirmation letter is what you will need to be able to set up your bank account under your team name. If you experience any difficulty with the bank that you have selected in setting up you team account then please contact the Club Treasurer, Jennifer Mathis at 816-560-8000 or treasurer@kcselect.org and she will assist you.

Team Budget

It is recommended that you make a budget for your team at the beginning of the year. There are examples on the cd that was provided at the manager's meeting. You can contact the registrar for an example in Excel.

Tracking Team Expenses

You should track your team's expenses throughout the year so that you can provide this information to your parents if they request it.

Monthly Player Statements

Many teams provide monthly statements to their players. By budgeting and tracking your team expenses you can collect money from parents throughout the soccer year instead collecting it in large sums.

Team Fundraising

Each team is able to fundraise to help cover team expenses or additional financial aid funds. Prior to each fundraiser, the team parents as a group should decide how to use the funds earned. The Team Manager should document this information and distribute it to the team parents before fundraising begins. Funds received should be deposited into the team bank account. It is a good idea to keep a record of the players participating and amounts (earned if applicable). If a player decides not to participate in a team fundraiser, the team is not obligated to pay out the funds on behalf of the player. If a player transfers or leaves the team, the team is also not obligated to disburse the funds to the player. If funds are raised for a specific purpose or event and the team does not participate in that event, it is a good idea for the team as a group to decide how to distribute the funds.

Team Sponsorships

Teams are not allowed to utilize the KC Select names or logos without prior permission of the Board of Directors. Your team sponsor's name and/or logo cannot appear on KC Select apparel/etc. without prior approval of the Board of Directors. 501c3 Sponsorship guidelines can be found on the KC Select website under the fundraising tab.

PREPARING FOR PLAY

Team Uniforms

Each player will purchase two jerseys, shorts, and a pair of socks. Two uniform options are provided – you may order the more expensive custom kit, the basic Squadra kit or a combination of the two kits for your team. Teams may elect to require a second pair of socks, a warm up suit and a backpack. Each player should carry both sets of jerseys in case of color conflict. In most cases, the home team will be asked to change jerseys, but this may vary depending on tournament rules. The jerseys must be washed in cool water and either hung dry or dried on a low temperature setting.

Practice Fields

It is up to each team to secure their practice field. There are several venues you can rent space from. Two of the local ones are Franke Fields (contact Jackson County Parks and Rec) and KC SportsLodge. You can also ask your team's parents for help. There are many churches in the area with space that they will either rent to you, or let you use if you have a church member on your team. If the place you are practicing needs insurance information, you can find that on the MYSA website.

League Play

The regular season games typically begin in August in the fall season and March in the spring season. Registration deadlines for leagues are usually a month or more prior to play beginning. Check the websites for the leagues where you are considering playing for exact registration requirements and deadlines. The two leagues in our area are Heartland www.heartlandsoccer.net and Metro league www.kcmetroleague.com. The Team Manager is responsible for communicating the season schedule and directions to all players. Prior to each game the Team Manager will need to complete a game card. This card along with the player cards must be provided to the referee prior to each game.

The home team manager is responsible for rescheduling the game. This is subject to change based on which venue the game was to be played. Rescheduling rules are posted on the league's websites. You should review the rules before the season begins. Check your schedule ASAP and reach out to the opposing team manager if you need to reschedule. Be nice and patient as you make these requests.

Tournaments

You should work with your Coach as soon as possible to identify the tournament(s) he/she has planned for the team. You are responsible for notifying the parents of the tournament dates and locations, collecting funds to cover the tournament expenses, submitting the tournament applications and checking your team in prior to each tournament. Most Missouri club tournaments are listed on the MYSA website at www.mysa.org. Tournament applications, deadlines rules and general information are usually available online

Communicate to your parents the list of tournaments including the estimated cost of each tournament as soon as possible. The best way to collect for tournaments is to build it into your budget. Fees are usually due well before the tournament is played, be sure to collect these early. If your team has an issue with players unable to attend the tournament, this can be handled several ways. If a tournament schedule is distributed to all families early in the season, it is assumed each player will be responsible to pay their share of the tournament registration fee. If it is a last minute decision to play in a tournament, you can decide if all players would be required, or if you will divide the registration fee among the players available. If you do not have enough players, the Coach will typically borrow a player from another team to ensure a full roster. In many cases, the team does not charge the guest player for helping out.

If tournaments are not included in your coach's fee, it is not uncommon to pay coaches a per diem for tournament play dates. Some coaches will ask for additional per diem to cover gas, food and parking expenses that they incur while at the tournament. It is also not uncommon for the team to pay the coach's hotel expenses if the tournament is away from the Kansas City area. Prior to collecting fees, provide the team a full breakdown of all costs showing what they are paying for and that it is being divided equally among all players including players receiving financial assistance.

Some tournaments offer early registration discounts. At times, KC Select is able to get a multiple-team discount. When you know what tournaments you will attend, contact the KC Select Communications Director with the list. The Communications Director will keep a list for the club so they can share the list with teams interested in a discount. Review the tournament rules – including rules for dual carded players if you have any on your team. The tournament director will send confirmation of your team's registration or it will be posted on the tournament web site.

Once the schedule is posted, you should copy the schedule, links to driving directions and field maps and distribute to all of the players. It is important to remind your parents that the schedule is not considered final until tournament check in. Check in usually begins the night before the tournament. At this time, you will typically be required to provide a copy of your team roster (they

will want to keep it), player registration forms with medical releases, guest player forms, player passes and any travel papers. Some tournaments place a sticker on each player card to indicate that the player has been checked in for the tournament. – if so, be sure to check each player card for a sticker before you leave the check in table. If referees are required to keep the cards during the game – make sure you get them back. Check the main posting board to verify that your team's scores and points were correctly posted – mistakes happen more often than you would think. Report any errors to the Field Marshall immediately.

You should keep a tournament worksheet in a spreadsheet and update it after each tournament. Important things to include are date/location of tourney, opponents played, scores and how your team finished (semi/finalist/champ). Many tournament applications request tournament record and league record information to assist in seeding.

If you are registering for a GotSoccer tournament – do NOT create a new profile for your team. Use the team profile that is associated with KC Select. If you do not know your username and password – contact the KCS registrar.

Tools of the Trade

One way to keep all of your registration documents organized is to compile a team binder. Three ring binders work very well. Each player's Medical Release form should be placed in a plastic sleeve. You can also include the KCS Registration form in each sleeve. This will give you contact information for the parents if you need to reach them while you are at the fields. The sleeves should be ordered alphabetically. The player cards and coach/manager cards should be put on a ring in the same order as the registration forms are in the binder. It is also a good idea to keep an extra copy of your roster in there. This organization will help make the check in process at tournaments much easier!

It is also helpful to include a phone (cell # is important!) list of players, parents, and coaches, your game cards (filled out and ready to go), field maps for league games or tournaments, league and tournament rules.

You will also find a check sheet in the forms section that should help you get ready for games and tournaments.

****In the past, it has been encouraged that birth certificates be available – however, it is not a MYSA requirement that a birth certificate must be available to show player's age. That is a personal document that you should consider keeping in a file somewhere safe unless required by a league or tournament. ****

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It is always helpful when the players are organized. Below is a list of items players can keep in their backpacks so they aren't always running to mom/dad or you. Some teams have printed these off, laminated them and attached them to their player's backpacks.

BACKPACK SUPPLIES

1. Alternate Jersey (in a gallon baggie)
2. Soccer Ball
3. Water (one per game)
4. Chap stick
5. Tissues
6. Extra T-shirt (long sleeve or short sleeve)
7. Windbreaker
8. Extra Shoes (tennis shoes/crocks/sandals)
9. Extra Soccer Socks
10. Plastic bag for dirty shoes
11. Goalie gloves/Goalie jersey (for goalies)
12. For girls - Extra Pony-Tail Holders/Headband (nothing hard)
13. Gloves (texture on the palm) /Hats/Headbands
14. Warmup pants
15. Extra Sweatshirt
16. Sunscreen

**Blue items are for cold weather – Red items are for warm weather

Roster Example

KC Select BU16

2009/2010

Player	Parents	Email	Phone	Player#
Joe Player	Joe & Joan	xxxx@xxx.xxx	XXX XXX-XXXX	XX
Joe Player	Joe & Joan	xxxx@xxx.xxx	XXX XXX-XXXX	XX
Joe Player	Joe & Joan	xxxx@xxx.xxx	XXX XXX-XXXX	XX
Joe Player	Joe & Joan	xxxx@xxx.xxx	XXX XXX-XXXX	XX
Joe Player	Joe & Joan	xxxx@xxx.xxx	XXX XXX-XXXX	XX
Joe Player	Joe & Joan	xxxx@xxx.xxx	XXX XXX-XXXX	XX
Joe Player	Joe & Joan	xxxx@xxx.xxx	XXX XXX-XXXX	XX
Joe Player	Joe & Joan	xxxx@xxx.xxx	XXX XXX-XXXX	XX
Joe Player	Joe & Joan	xxxx@xxx.xxx	XXX XXX-XXXX	XX
Joe Player	Joe & Joan	xxxx@xxx.xxx	XXX XXX-XXXX	XX
Joe Player	Joe & Joan	xxxx@xxx.xxx	XXX XXX-XXXX	XX
Joe Player	Joe & Joan	xxxx@xxx.xxx	XXX XXX-XXXX	XX
Joe Player	Joe & Joan	xxxx@xxx.xxx	XXX XXX-XXXX	XX
Joe Player	Joe & Joan	xxxx@xxx.xxx	XXX XXX-XXXX	XX
Joe Player	Joe & Joan	xxxx@xxx.xxx	XXX XXX-XXXX	XX
Joe Player	Joe & Joan	xxxx@xxx.xxx	XXX XXX-XXXX	XX
Joe Player	Joe & Joan	xxxx@xxx.xxx	XXX XXX-XXXX	XX

Coach: Joe Coach Phone XXX XXX-XXXX
Manager: Joe Manager Phone XXX XXX-XXXX
Fax X XXX-XXXX
JoeManager@Soccer.com

Practices Mon/Wed 6:00 – 8:00pm KC Sportslodge

Games Heartland League Div 1
Arrive 40 minutes before game time

KC Select

Game Day Check off Sheet

Administrative Stuff (Can't play without it)

- Player Cards
- Original Medical Release Forms
- Game Card
- Travel Papers if you play out of state

Required Equipment (Can't play without it)

- Uniforms – 2 jerseys
- Balls

Additional Administrative Items

- Directions and Maps to playing location
- Hotel Info including who is staying where and Phone Numbers if at out of town tournament
- Phone List of Players, Coaches and Support people

Additional Equipment (Highly Recommended)

- Extra Shin Guards
- Extra Shorts
- Extra Socks
- Extra Goalie Gloves
- Hand Towel (for the goalie on a wet day)
- Ball Pump
- Ice
- Extra Water
- First Aid Kit (See first aid list for more information)
- Plastic Resealable bags for Injury Ice
- Large Trash Bag (For Trash, Rain Cover as Poncho, or for Rain Cover for Bags and Gear)

First Aid Kit Suggestions

Feel free to add or subtract from it as you see fit. This may be over doing it but, you'll never be sorry for having the right stuff at the right time!

- ❑ **Basic First Aid Kit** (Usually under \$15.00)
- ❑ **Injury Ice** in a small ice chest. Its ok to but your soda's in here too.
- ❑ **Plastic Zip Lock Bags** (small and large). For injury ice. I much prefer ice to the shake them up type bags that get cold. They just don't get cold enough and or stay cold long enough.
- ❑ **Damp Wash Cloth** in a Zip Lock Bag. You can keep it in the ice chest.
- ❑ **Hand Towel**. If nothing else the Goalie can use it on a wet day.
- ❑ **Coaches Tape** (At least 4 Rolls) also used to tape shin guards and shoe tongues in place.
- ❑ **Self Adhering Wrap (kind of like an ace)**. It sticks to itself and is reusable. Get several different widths. It is better than an ace bandage and more versatile
- ❑ **Yellow Foam Wrap** (At least 2 Rolls) used under adhesive tape to cushion and avoid sticking.
- ❑ **Tiger Balm**. Best sore muscle salve I know about. Icy Hot and such are ok but Tiger Balm is better.
- ❑ Small Bottle of **Tincture of Benzoine**. This stuff is great for blister prevention or repair. Apply with a cotton Ball and let dry.
- ❑ **New Skin Spray**. More expensive than Tincture of Benzoine but good stuff for torn blisters.
- ❑ **Baby Powder or Foot Powder**. Good for preventing continued blister risk. Use in shoes and socks. May be applied after tincture of benzoine or new skin have dried.
- ❑ **Mole Skin**. For really bad blisters.
- ❑ **Clean Seals Style Band Aids**. These stay on better than the standard kind. Get a large arrangement of sizes.
- ❑ **Scissors**
- ❑ **Toenail Clippers**
- ❑ **Utility Combination Tool** Get one of those plier style tools that has a knife blade, screwdriver, Punch, Can Opener etc. You can use it for first aid and you can remove those bent up studs that the wrench won't get loose.

KC Select Financial Responsibilities

This form is provided as a rough sample only

Registration Fee: \$ ____ This fee is due when the team registers the week after tryouts.

Coaching Fees: \$ ____ . Due the 1st of month.

Tournament Fees: \$(*amount set by your team*) (this is an approximate fee based on _____ players and subject to change. This will be collected in two payments with the first payment due at registration and the second payment due April 3rd.) Payable by check only, made out to KC Select XU-XX YY/YY.

Additional Fees: \$(*amount set by your team*) Team t-shirts and special trip to Colorado. The team is also responsible for the coaches traveling expenses including hotel, food and transportation when traveling to away tournaments. This will be collected after each tournament.

Tentative Tournament Schedule

Season Kick-off	March 25-26
Mothers Day Clasic	May 6-7
Capital Shootout	May 26-29
Arch Classic	June17-19
KC Select Cup	July1-3
KC Select Fall Clasic	Jan 14-15
ETC.	

Regards,

Joe Manager
Manager KC Select
mm/dd/yy

First Name Last Name

KC Select

This form is provided as a rough sample only

Past Due Account

11/20/2007

ParentName,

October 15 th Tournament Money	<u>\$50.00</u>
November 15 th Tournament Money	<u>\$50.00</u>
Total Past Due	\$100.00

Grand Total Due \$100.00

Please make check payable to KC Select YY/YY.

Regards,

Joe Manager
Manager KC Select
11/20/2007

The player is considered registered from the moment the player registers with the Missouri Youth Soccer Association or a MYSA member on GotSoccer, and the registration fee is paid for that season.