



CISCO UNITED SOCCER CLUB

TEAM MANUAL

2008

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STRUCTURE OF YOUTH SOCCER

Soccer world wide is governed by the Federation Internationale de Football Association (**FIFA**). In each nation, FIFA designates a National Entity to oversee the sport. In the United States the entity which oversees the sport is the United States Soccer Federation. (**USSF**) The USSF establishes guidelines for coaching licenses in the United States; as well as implementing the Laws of the Game in the United States. Men's and Women's adult teams that play in international competition are under the jurisdiction of USSF.

See: www.fifa.com
www.ussoccer.com

One of the major functions of the USSF is to oversee its associate members in the area of Youth Soccer. There are three major associate members.

American Youth Soccer Organization (AYSO).

AYSO was founded in 1964. AYSO is a national organization. The Country is divided up into regions and teams are assigned by region. Rules and policy are made on a national level. AYSO is focused on being a developmental and recreational organization. AYSO believes strongly in five basic philosophies:

- **Everyone plays.** Each child on a team is required to play at least one-half of each game, and many regions have even more stringent minimum play requirements.
- **Balanced teams.** AYSO believes that children enjoy playing more, and learn more from the game, when teams are as closely matched as possible. Regions make every effort to balance teams each season by assigning players to teams based on their relative skill levels.
- **Open registration.** Any child who wishes to play may do so, regardless of ability.
- **Positive coaching.** AYSO holds that children develop best when they are given encouragement, rather than being "put down." AYSO expects coaching to be positive, instructional, and encouraging at all times.
- **Good sportsmanship.** AYSO tries to instill good sportsmanship in all of its programs.

See: www.soccer.org

U.S. Club Soccer.

US Club Soccer is a non-profit organization committed to the support and development of competitive soccer clubs. It is founded on the belief that soccer clubs, which are in the business of elite player development, need an organization of

their own to foster growth, address concerns, and sanction and provide programs with a minimum of rules and restrictions.

Policy decisions for the organization are made by a nine member Board of Directors, who must be experienced coaches in member soccer clubs. US Club Soccer is run by an Executive Director and a staff of fifteen. The administrative office is in Myrtle Beach, South Carolina, with regional staff in four additional locations.

The core membership is competitive clubs; the structure is designed to encourage competition between clubs. US Club Soccer also sanctions training academies, travel leagues, recreational leagues and club in-house programs. US Club Soccer also holds state, regional and national tournament championships for its member clubs and Leagues. Valley Youth Soccer League in Phoenix (VYSL) is a member league of US Club Soccer.

US Club Soccer is a National Affiliate member of the United States Soccer Federation (USSF), and as such registers players, and sanctions teams, leagues, tournaments and other soccer programs. Players and staff pay an annual registration fee. There are no other administrative or sanctioning fees.

See: www.usclubsoccer.org

United States Youth Soccer Association (USYSA) is the oldest and most well known of the Youth affiliate members of USSF. Unlike AYSO and US Club Soccer, USYSA is organized on a State level consisting of 55 state affiliates (some states are divided up into two affiliates such as California, Cal North and Cal South) USYSA was recognized by USSF in 1974. USYSA has a national organization structure which state associations must follow. These consist of the United States Youth Soccer Association (US Youth Soccer) Constitution, By-Laws, Rules and Regulations. US Youth Soccer also provides a structured appeals process, and its marketing and licensing programs help US Youth Soccer hold down player costs while providing revenue for increased services.

USYSA has developed programs and for underserved areas (US Youth Soccer's Soccer Start), athletes with physical disabilities (US Youth Soccer TOPSoccer - "The Outreach Program of Soccer"), recreational players (Kohl's American Cup), competitive athletes (The US Youth Soccer National Championship Series), elite athletes (US Youth Soccer Olympic Development Program) and youth soccer educators (Coaches Connection).

USYSA groups the state associations into four regions. Region 4 is the Western United States including Arizona.¹ Each state association must follow both the National and Regional Guidelines. The state affiliate in Arizona is the Arizona Youth Soccer Association (AYSA). Rules for State Cup competition are set by USYSA and implemented by AYSA.

¹ Other Region IV states include Alaska, Washington, Oregon, California North, California South, Nevada, Hawaii, Idaho, Montana, Colorado, Wyoming, Utah and New Mexico

Clubs and leagues are affiliates of the state association. Under USYSA guidelines, the state association issues player passes and grants permission to play and coach.

CISCO Soccer Club is a member of AYSA. Membership in AYSA does not foreclose membership in US Club Soccer. In fact, CISCO is also a member of US Club Soccer, as well as the Arizona State Soccer League and the Valley Youth Soccer League.

See. www.usyouthsoccer.org
www.azyouthsoccer.org

**REGISTRATION
ARIZONA YOUTH SOCCER AND US CLUB SOCCER**

FUNCTION	ARIZONA YOUTH SOCCER ASSOCIATION	US Club Soccer
Registration Levels	Four levels of registration depending on whether developmental or competitive	Single level of registration
Registration Annually	Yes	Once players are in the system they are in the system to Age 22
Coach/Staff registration and disclosures	Yes. Unlimited numbers of staff and coaches	Limited to 1 coach, 1 assistant coach and 1 manager
Travel Approval	Each out of state tournament requires Travel Roster approved by AYSA	Single on line approved travel roster.
Member Leagues	Arizona State Soccer League United Latinos Soccer League Futbolito Bimbo Soccer League Arizona Desert Sky Soccer League	Valley Youth Soccer League
Player Development Programs	Yes	Yes
Arizona State Cup and Arizona Open Cup	Sponsored by AYSA. You must be a team registered in AYSA to play in State or Open Cup.	
Regional and National Cup Tournaments	Yes	Yes

SOCCER LEAGUES

There are two primary and a number of other soccer leagues that are affiliate members of AYSA or US Club Soccer.

Arizona State Soccer League. This league was organized in 2007 by AYSA. Each age and gender may have up to two divisions. A division may have 6 or 12 teams. The first six teams in Division 1 are based on their finish in the prior year State Cup. Any additional teams are filled in by a vote of the membership of the league. Final Rules for the league have not been established so the process is subject to change. In 2008, AYSA organized a second league open to all teams. This league has been designated the Arizona State Open Soccer League. This league is open to all teams. Teams which play in an Arizona State Soccer League are eligible to play in State Cup.

Valley Youth Soccer League.(VYSL). This league operates in Maricopa County and consists of one or more flights (Brackets) based on the level of skill. Most club teams that do not play in state league play in VYSL. VYSL is a member of US Club Soccer and a US Club pass will be required in 2008.

United Latinos Soccer League. This league primarily serves the Spanish Speaking immigrant community in Central Phoenix. Costs are kept low and it provides opportunities to play a number of teams. This league may use a club pass which only allows you to play in the league and in some tournaments in state—No Travel is permitted.

Futbolito Bimbo. This league has been sponsored by Fry’s Food Stores, is affiliated with the Pachuca (Tuzo’s) Soccer Club, and has served the Latino community for many years. The league is more structured than United Latinos and costs are kept low. Many teams play in United Latino’s or Futbolito Bimbo after State Cup and before regular league play in the fall. This league may use a club pass which only allows you to play in the league and in some tournaments in state—No Travel is permitted.

DECIDING WHICH LEAGUE: STATE OR VYSL?

QUESTION	ARIZONA STATE LEAGUE	ARIZONA STATE OPEN LEAGUE	VALLEY YOUTH SOCCER LEAGUE(VYSL)
Team finished in the top six teams in prior Arizona State Cup Play	Yes		

Team has less than seven of its returning players and is rebuilding		Yes	Yes
Team finished below top six teams in State Cup Play, but is returning most of its members		Yes	
Team is new to club soccer and competitive play as part of CISCO		Yes	Yes
Arizona State Open League does not have any competitive teams in my gender and age bracket			Yes

Once you have selected a League, the Coach and Manager should review the selection with the Club Director of Coaching and Vice President. The purpose is to make sure that a team is placed an appropriate level of competition. The mission of CISCO Soccer is to provide a positive competitive playing experience that allows each player to develop and grow to their maximum potential. Placing a team at a level below their competitive level inhibits player development. Teams become better by playing better competition. Placing a team at a level too far above their competitive level destroys morale which inhibits the development process.

Coaches are required to report to the Director of Coaching their game results in league games and tournaments. A game report form is included as Appendix A.

CISCO Soccer Club

HISTORY AND PHILOSOPHY

The roots of the Arizona National CISCO Soccer Club, now known as the CISCO Soccer Club, started in 1969. In 1980 a formal combination of CISCO and Arizona National led to the fabled history know throughout the state, region and nation. Since that time CISCO continues to be a leader in Competitive Youth Soccer. In the past 28 years CISCO Soccer has accumulated over 100 State Championships, many Regional Championships & a National Championship. In 1998, CISCO won Arizona's first National Championship with the U-19 CISCO Flames.

In 2008, CISCO brought over the teams from the West Valley United Soccer Club when West Valley determined that it would dissolve. West Valley United has had a long history of providing superior programs for developmental and competitive soccer, with a unique program for persons with disabilities. Our goal is to build a strong club with a presence on the Central and West sides of the Valley with a variety of youth programs for competitive and developmental soccer players.

CISCO has prided itself on being a large soccer family. The Club philosophy is to provide a quality soccer program with coaches that model responsible coaching practices that allow youth players to develop to their fullest potential.

Unlike some clubs, teams are granted discretion to make their operational decisions within the confines of the Clubs rules and philosophy. The Club sets the overall philosophy that the coaches and managers are expected to implement. The Director of Coaching is responsible to the Board for the implementation of the Club Philosophy.

CISCO is located in the central Phoenix and West Valley areas.² We are committed to equal opportunity for all players regardless of race, ethnicity, or national origin. The Club provides scholarships to assist players who have financial difficulties

² CISCO's service area is generally bordered by State Route 51 on the East, extended North to a line intersecting with the Northern Boundary of Maricopa County and extending West to the Western Boundary of Maricopa County, South to the Gila River and along the Gila River to a line equal with State Route 51, including Phoenix, Anthem, Cave Creek, Glendale, Peoria, Youngtown, El Mirage, Surprise, Tolleson, Avondale, Litchfield Park, Goodyear and Buckeye.

GOVERNANCE.

CISCO is governed by a Board of Directors half of which are elected each year at the Annual General Meeting (AGM). Each team is given one vote which may be exercised by its Coach or Manager. The Board of Directors consists of the following positions:

President	Elected
Vice President for Administration	Elected
Vice President for Recreation	Elected
Secretary	Elected
Treasurer	Elected
Registrar	Elected
Director of Coaching	Appointed by Board
Director of Soccer Operations	Appointed by Board

The President, with the concurrence of the Board selects the Field Assignor, Referee Assignor, Uniform Manager and Webmaster for the Club. These positions are not part of the Board.

The Board of Directors selects the Director of Coaching and the Director of Soccer Operations who also serve as part of the Board. All coaches regardless of whether they are paid or volunteer report to the Director of Coaching. The Director of Coaching at any time may recommend to the Board the assignment and/or reassignment of a Coach from a Team. The Director of Coaching also oversees the evaluation and discipline of any coach. The Director of Coaching will recommend to the Board discipline arising out of any red cards received for abuse of a player or referee.

Coaches are selected annually prior to club tryouts for assignment to a specific team for a one year term. Each coach may recommend assistant coaches for appointment by the Director of Coaching. Assistant coaches must file applications and disclosures with the relevant association (US Club or AYSA) and must be issued a card by the relevant association. Temporary coaching assignments for a team due to absence, disability or reassignment are made by the Director of Coaching for the Club with the approval of the Club President and Board of Directors.

Teams are formed on an annual basis during and after completion of tryouts. Depending on the number of players participating in tryouts, teams may be increased or decreased. Each team is generally assigned three administrative positions. Coach; assistant coach and team manager. All Team Managers report to the Registrar. The Head Coach of each team and the Registrar recommend Team Managers to the Board of Directors for appointment. As with coaches, they are selected prior to tryouts for a one year term and may be reappointed with the approval of the Board of

Directors. The Registrar may recommend to the Head Coach of a team and/or the Board the appointment and or removal of a team manager.

**CISCO SOCCER CLUB BOARD OF DIRECTORS
2008 - 2009**

NAME	POSITION	PHONE NUMBER	E-MAIL ADDRESS
David Ludwig	President	602-271-0500	Dludwig@faltd.com
Kenny Laird	Vice-President of Administration	602-885-0358	Cisco85boys@hotmail.com
Megan Oliver	Vice-President of Recreation	602-573-6450	megan24kicks@yahoo.com
Ben Soto	Treasurer	602-864-1012	Bsoto@faltd.com
Jinny Ludwig	Secretary	602-206-0345	Jludwig@rescare.com
Roberto Beall	Director of Coaching	623-810-4720	Kingsrex10@gmail.com
Petar Draksin	Director of Soccer Operations	602-354-6718	Pdraksin@gcu.edu
Steve Kemp	Registrar	602-980-0372	Stevek12@cox.net

CISCO Soccer Club—Other Positions

NAME	POSITION	PHONE NUMBER	E-MAIL ADDRESS
	Tournament Director		
	Referee Director		
	Field Director		
	Uniform Director		
Sherri Hall	Webmaster		webmaster@ciscosoccerclub.com

During the Soccer Year, the club will hold Coaches Meetings on a monthly basis. These will be scheduled on the first Monday of each month. Each Team shall send

an appointed administrator as its representative to such meetings. Coaches that fail to attend or send an assigned administrator may be fined. Remember each Team is part of the Club. Team Administrators represent the Club to parents, players and others. How Coaches and Managers handle the administration of their team directly reflects on the Club. If Coaches and Managers work with each other and with other teams in the Club we will have a successful program.

Ultimately, each head coach is responsible to the Club for the team that they are assigned to.

PLAYER REGISTRATION AND MANAGEMENT

The Soccer Year runs from August 1 – July 31 of the following year. Age Restrictions are based on August 1 as the dividing point. For example in the soccer year starting on August 1, 2008

U-18	August 1, 1990
U-17	August 1, 1991
U-16	August 1, 1992
U-15	August 1, 1993
U-14	August 1, 1994
U-13	August 1, 1995
U-12	August 1, 1996
U-11	August 1, 1997
U-10	August 1, 1998
U-9	August 1, 1999
U-8	August 1, 2000
U-7	August 1, 2001

Players may not play in a younger age group. For example a player born on July 29, 1995 must play as a U-14, even though a player born three days later on August 1, 1995 could play as a U-13 player.

Players are discouraged from playing up in higher age groups. While US Club and USYSA rules permit players to play as much as two years up, it is the policy of the Club to discourage this. Exceptions must be requested by the Coach through the Registrar who will review the matter with other members of the Board.

Registration begins with tryouts. It is important to obtain contact information at Tryouts. A sample tryout registration form is included in the Appendix. Once Tryouts are completed, players are notified of their assignments. The Appendix contains a sample notification letter and a sample of player-parent expectations.

Teams should commence Registration in July of the year. You need a minimum of seven (7) player registrations to register a team. It is important to note that if you are playing in some California tournaments in July, they will require that you have the upcoming year's registration.

Who do I register with.

If you will be playing in Arizona State League or Arizona State Open League during the season, you must register with AYSA.

If you are playing in a league that is affiliated with US Club Soccer, you must register US Club. This would include Valley Youth Soccer League.

UNDERSTANDING AYSA TIERED REGISTRATION SYSTEM

AYSA has a four level (tiers) registration system. Each registration level has certain rights. The costs are also different:

Tier 4—In House Registration. Team only gets a roster—No pass cards are issued. In Tier 4, you may only play in an in-house league operated by the Club. You may not play in tournaments or a state association sanctioned league.

Tier 3—Club Registration. Team gets a roster and pass cards. Team may play in state sanctioned leagues and tournaments in the State of Arizona. Team may not travel. Team is not eligible for Arizona Open Cup.

Tier 2—State Registration. Team gets a roster and pass cards. Team may play in state sanctioned leagues and tournaments in the State of Arizona and Out of State, subject to obtaining approval from the State. Team is eligible for Arizona Open Cup. Team is not eligible for Arizona State Cup.

Tier 1—National Registration. Team gets a roster and pass cards. Team may play in state sanctioned leagues and tournaments inside or out of the State of Arizona. Team is eligible for Arizona Open Cup or Arizona State Cup.

Generally, the most competitive team in each age group is registered Tier 1. The Club strongly discourages multiple teams in an age group from being registered Tier 1. This results in the club using transfers to move players between teams in the club, that could be used instead for transferring players in outside the club. Coaches should submit their requested placement to the Director of Coaching and the Club Registrar who will recommend to the Board of Directors a suggested placement and who will approve final tier placement for each team.

US CLUB has a single tier registration system

TEAM NAMING

All CISCO Teams will use the following naming structure:

CISCO “year” [Recommended Team Name is Black, Red or Silver]. The most competitive team in a year will be the Black designated team. Silver represents a developmental level team.

REGISTRATION PROCESS IN AYSA

- 1, Complete the Administrator Application and Disclosure Form for each Administrator and submit to Registrar. This should be done as soon as you have been assigned to a team for the upcoming year.
2. Complete a member Registration form for each player.
3. You will be required to set up an appointment with the Registrar to meet and review your registration forms and complete your registration. **THIS CAN NOT BE DONE BY FAX OR E-MAIL.**
4. No player can be registered without submission of the registration form, birth certificate and payment of the annual registration fee to the Registrar
5. Provide a copy of the registration form and a copy of the birth certificate to the Club Registrar. Retain your original with the Birth Certificate for the Team Book. There are special rules for foreign born players. For all teams, a foreign birth certificate must be translated into English and a Foreign translation form completed. If the player is U-13 or older you must show proof of residency in the US for one year. (Prior player pass card, school records, other government records) Once the Foreign translation form is completed, it is good for subsequent years.
6. Submit with payment for all players. If a team needs to make special payment arrangements, please contact the Club Vice President for administration.
7. Player Passes generally take one week.

REGISTRATION PROCESS IN US CLUB

Unlike AYSA, Registration in US Club can be done on-line by the manager.

1. Each year, the team needs to contact the Registrar and complete the on-line administrator's application and disclosure. Alternatively, each administrator can contact the Registrar with the Information to complete the form on line. This should be done after the Coach is assigned and has decided to request US Club passes
2. Once you are created in the system,, the Registrar will issue the Team Manager a Password. It is important that only one person per team handle the US Club Registration, since it is all on-line.
3. The Team Manager may enter players and attach birth certificates. You need to retain the original US Club registration form for each player,

together with the original birth certificate. Birth Certificates are electronically filed with US Club Soccer as a PDF document.

4. The 2007 Cost per Administrator is \$10.00 and the Cost per Player is \$16.00. Once you have paid the Club Registrar, the Club will order your passcards. They will be delivered to you electronically as a PDF document.
5. Players can be registered on multiple teams. However, only 1 team can have a player pass card and the other teams must notify US Club Soccer that they have released the Player. This process may take up to two weeks.

ADDITIONS, TRANSFERS AND RELEASE OF PLAYERS

Addition is defined as the registration of a new player who is not current registered to a member club in AYSA or US Club Soccer. Addition of a new player is handled the same way as registration. Please note for Arizona State Cup purposes of placement in state league, you must have seven of the original registered players.

Transfer is defined as the movement of a player between the same or higher tier in AYSA or movement from one tier 1 team to another team. In US Club Soccer, a transfer is movement from one club to another. For AYSA you must have a status change form signed by the current club, together with a copy of the registration and birth certificate. For US Club Soccer you must have the registration form and birth certificate. In both cases, the information must be submitted to the Club Registrar for processing. Generally a transfer takes at least one week and can take as long as three weeks. Transfers between CISCO teams require the consent of both coaches and the Board. For AYSA state cup, transfers are important as you are limited to only five transferred players on your roster for state cup. This is not a state rule but a national USYSA Rule applied by AYSA.

Under USYSA rules if a player has been on the roster for any state cup of a member state association during the soccer year, they may not be on the roster in a second state cup for any reason during that soccer year,.

Release is defined as a player leaving CISCO Soccer Club and not moving to another club. Releases in AYSA require that a status change form be submitted to the Registrar for processing. Releases in US Club Soccer are done by submitting an e-mail to the Club Registrar requesting release of a player. The player is then moved into the open area of the Club listing.

Moves are the movement of a player from one team to another team in the same tier, except for tier 1.

TEAM AND FINANCIAL MANAGEMENT

A. Team Management

Teams generally have three administrators, Coach, Assistant Coach and Manager. All three administrators are responsible to the Club for the operation and management of the team. For a team to be successful, all three positions must function as a tripod supporting the Club by effectively operating and managing their assigned team. The role of the team manager should be focused around three areas. First, handle the administrative functions of the team, consisting of player registration, uniform orders, monthly billing, tournament registration. Second, serve as a conduit for information from the Coaches to Parents and Parents to coaches. Third, organize and direct the scheduling of the team, ensuring parents have information about events, games, locations.

The Head Coach should implement the Club philosophy of player development and growth in a competitive soccer environment. A Head Coach should demonstrate Coaching Competence; Standards of Excellence on and off the field. Ongoing commitment to players and their parents; Respect for the Game.

The Assistant Coach should work with the Head Coach to identify particular areas of focus for the team and individual players.

Managing interpersonal relationships between team administrators are important to a successful team. Loaning substantial sums of money, family and dating relationships and other similar close interpersonal relationships can become a source of conflict that negatively impacts a team. It is the responsibility of team administrators to avoid such conflicts.

STEPS FOR SUCCESSFUL TEAM MANAGEMENT

- 1. The Team Manager is not the Coach and the Coach is not the Manager.** Each respects the other's roles and does not interfere. All team administrators demonstrate high standards of personal integrity.
- 2. Team Management issues need to be resolved off the field.** Parents and Players need to see a united Team Management. How a team is managed directly reflects on the Club. It is recommended that the administrative team meet away from the field at least once every two weeks.
- 3. Never Criticize Coaches or Managers to parents or players.** Each member of the administrative team can make the team successful by holding each other accountable. This is done off the field by honest discussion between administrators.

4. Communicate Expectations. Coaches and Managers need to communicate Club and Team expectations about attendance at games and practices. Provide opportunities for individual parents to discuss coaching, player issues as well as team issues.

5. Solve Problems. Remember, the Club is selling the experience it can provide. A team falling apart is not a positive experience. Problem parents, problem players need to be addressed. If a coach or manager is unable to address the problem, please get in touch with the Director of Coaching or the Vice President for Administration for Assistance—Don't let the problem stay unaddressed.

6. Don't be afraid to ask. Each team is part of the Club. The team does not belong to a Coach or a Manager. If you need information or need to report a mistake, contact the Club Officers. If things are not working, the Club needs to get involved. The Club is the sum of its teams.

7. Support the Club. Coaches and Managers are administrators within the CISCO Soccer Club. In that capacity you are expected to follow club rules, bylaws and guidelines. Administrators represent the Club to their respective teams.

B. Financial Management

TEAM FINANCES

Team Managers are responsible for the day to day financial management of the team. CISCO Soccer Club has been granted tax deductible status under Section 501(c) (3) of the Internal Revenue Code. Included in the appendix are sample requests for contributions and acknowledgement forms.

As a tax-deductible entity, the Club is subject to certain rules. The first rule is that team funds should not be mixed with your personal funds. Team funds should be placed in a separate bank account. Contact the Club Treasurer for information on financial institutions that the Club has worked with. Each team must submit its account information to the Club Treasurer. Since these funds are reported under CISCO's tax identification number, the Club Treasurer has the responsibility to obtain information regarding these accounts from the team.

Registration fees should be collected by the team manager and paid to the Registrar. AYSA and US Club Soccer bill CISCO immediately upon registration. We can not advance funds for players, other than scholarship players. Scholarships should be documented by a scholarship award letter. A copy is provided in the Appendix.

Property, gear and team funds for all teams are reported by CISCO for tax purposes. When Administrators resign or leave the club, Property, gear and team funds are turned over to the Club to be held in trust for that age group program.

Property and Gear purchased with team funds are the property of the Club, held in trust by the designated team. They are not the property of the coach or manager.

COACHING AND TRAINING FEES

Coaching Stipends are currently paid by the team. Terms of agreement with the Coach should be documented. Coaches are responsible for any taxes due and owing on coaching stipends.

The Club provides specialized training for Goal Keepers. Unless arrangements are made with the Director of Coaching, all teams are expected to send their goal keeper to the specialized training. Teams will be assessed a monthly charge for such training. The Club also provides Trainers to teams. If a Club provider trainer is used, please make arrangements with the Club for payment.

2007 – 2008 RESPONSIBILITIES FOR PAYMENT

ITEM	CLUB	TEAM
REFEREE FEES		TEAM PAYS
FIELD PAINTING	CLUB OWNS STRIPING MACHINE	CLUB PROVIDES FOUR CANS OF PAINT
UNIFORMS-PRACTICE SHIRTS		TEAM PAYS
TEAM EQUIPMENT, BALLS, NETS, GOALS		TEAM PAYS
VYSL LEAGUE FEES- EXCEPT ELITE BOND	CLUB PAYS UP TO AMOUNT = TO STATE LEAGUE COST	
ARIZONA STATE LEAGUE ³	TEAM PAYS, CLUB REIMBURSES	
ARIZONA STATE OR OPEN CUP REGISTRATION FEE		TEAM PAYS

FUNDRAISING

There are three types of Fundraising: Club, Team and Individual. Club Fundraisers are sponsored by the Club and all teams are expected to participate. Monies received defray Club Operating Costs and allow us to keep registration costs low. Team Fundraisers are undertaken by a team to pay for Tournaments, Uniforms, Warmups and Equipment. Monies obtained must be identified as part of the Team's finances, since they are revenues to CISCO, but the are designated to be used by the team. Individuals may sponsor one or more players on a team. The terms of

³ The Club only plays for a single league membership. Additional league memberships are the responsibility of each team.

such sponsorships need to be clearly identified. All teams must use CISCO Soccer Club Tax ID Number.

Sponsors can also support teams or the club. Please note that it is not appropriate to have sponsors from Sexually Oriented Businesses, Alcohol or Tobacco Establishments.

PLAYER FEES

Player fees are collected by each team. These consist of initial registration, Uniform Fees, Club Training fees for goal keeper training and training and team training fees. The team manager in the Parent and Player expectations letter provided to players should clearly itemize the amounts of these fees, team billing practices and when they must be paid. If fees are unpaid during the soccer year, action should be taken to place the player in bad standing with AYSA.

AYSA has adopted a Bad Standing Policy which is included in the appendix. Under this policy, the team manager submits to the Club Registrar all bills, copy of the player-parent expectations, any other documents and a letter outlining attempts to collect on the bill. The Club Registrar reviews the materials for completeness and provides a copy to the Club Vice President who convenes a hearing committee to hear the matter. The Club Vice President will notify the player, coach and AYSA. Both the Team Manager and Coach will need to be present and testify.

Once the hearing committee decides the matter, a copy of its findings will be provided to AYSA, the Coach and the Player and their parents.

RED CARDS

Red Cards consist of single game suspensions which are done by holding a player's card. Serious violations involve multiple game suspensions. If a serious violation is involved, the league or tournament will send a copy of the referee report and the Notice to the Club. The Club Registrar will collect a response from the Player, Coach or administrator, together with all other relevant information and submit the matter to the Director of Coaching for a decision. The Director's decision will be reviewed by the Board. Some of the factors considered by the Club include experience in coaching, prior discipline, nature of the conduct and who was present. The Club may also elect to take discipline against the offender under the CISCO United Soccer Club Bylaws. Final actions are reported to all relevant soccer authorities.

RISK MANAGEMENT

Like any sport, Soccer is not without its risks. As coaches and managers, our responsibility is to use our best efforts to minimize these risks.

- a. **Field Usage.** Practice field locations must be submitted to the Club Vice President for approval and submission to AYSA for inclusion on its certificate of insurance. Practice on an unapproved field means that there is no insurance by AYSA or the Club in the event of an injury. Each team should advise the Field Coordinator of their current practice schedule, location and fields. Coaches and Managers should regularly inspect the practice field, report any problems such as broken pipes, broken glass, goals and field condition or anything that could be a danger to a player. Report any problems to the field coordinator. Teams are expected to clean up their field after practice. Tobacco and Alcohol usage on field premises is prohibited. These are public spaces; don't use the field as a restroom.
- b. **Proper Equipment.** Players need to have the proper equipment. If there are tactical practices, Players need to have Shin Guards for all practices, adequate breaks and water. Never permit players or spectators to hang from the Goals. Goal mountings may give way resulting in serious injury or death to persons hanging from a goal.
- c. **Transportation.** AYSA or US Club Soccer insurance does not cover the transportation of players to and from practices and games. Players should only be transported by persons who are currently licensed drivers in the State of Arizona with automobile insurance. Team Administrators should never authorize players to transport other players on behalf of the Club or Team. Administrators who transport players should verify the status of their automobile insurance. One of the parts of the AYSA registration form is a consent to transport. It is important that this form be signed by a player's parent or legal guardian. For a player that is U-12 and under it is recommended that you use the Player pick up form included in the Appendix. There have been issues of unauthorized persons picking up players in other states, including a player that was murdered in Texas. Remember parents and guardians are trusting us with their children.
- d. **Medication.** Do not give prescription medications to players unless: 1. You have specific written authorization from a parent or legal guardian; 2. The prescription medication is in the pharmacy container with instructions on dosage. It is recommended that you have written authorization from parents if you are going to provide Ibuprofen or Tylenol to players. A form is in the appendix.

- e. **First Aid.** Part of the US Club Soccer and AYSA registration forms contain an authorization to obtain emergency medical treatment for players. Teams should have a first aid kit available at practices and games. Such kits can be obtained at Costco, Sam's Club or any sporting goods store. Coaches and Managers are encouraged to take a First Aid course. These are available through the American Red Cross and many other organizations.

- f. **Administrator Responsibilities.** All Club administrators are legally obligated to report suspected abuse of a child. This includes both physical and/or sexual abuse. Failure to report such abuse may expose you to criminal liability. If you suspect abuse, please contact immediately the Club Registrar or Club President. Coaches and Managers need to maintain appropriate boundaries with players.
 - a. Do not discuss sexual innuendo, sexual jokes and sexual acts and or conduct with players.
 - b. Male/Female Coaches and Managers should not be inviting individual players of the opposite gender to their residence, unless part of an organized team activities. Other adults should also be present.
 - c. Coaches and Managers need to insist that players respect their physical boundaries as well.

- g. **Injuries.** At all practices and games, the team manager should have the team book with all consent forms in the event of an injury. The list below identifies some common sports related injuries. Coaches and Managers should remember they are not physicians.
 - a. **Concussions.** A concussion occurs when the head strikes a hard surface. Symptoms of a more severe injury include inability to move, vomiting, loss of consciousness for more than two minutes, saying the same thing over and over again, confusion that does not go away. Severe injuries require immediate medical treatment
 - b. **Sprains and strains** occur when tissue is stressed. Most do not require medical treatment. Rest, Ice, Compression and Elevation can be used to address these.
 - c. **Broken Bones** result from Direct Trauma to the bone. These generally require treatment by a physician or emergency room.
 - d. **Bleeding.** Most open cuts can be treated with a first aid kit. Arterial cuts and severe wounds need immediate medical attention. For both the player's safety and that of the administrator, a first aid kit should include a few sets of medical gloves to avoid accidental exchange of body fluids.
 - e. **Asthma.** Growing numbers of players play with Asthma. Coaches and Managers should work with players' parents and guardians to ensure the player brings their preventative medications to practice for use in the event of an Asthma attack. Asthma is a serious

medical condition. If a player does not have preventative medications or does not respond to the use of these medications, emergency treatment may be necessary.

- h. Included in the appendix is the report of injury forms for US Club Soccer and AYSA. Use the form for which ever pass you played under when the injury occurred. File AYSA forms with the State Office. File US Club Forms with US Club Soccer.

RESPONSIBILITY OF ADMINISTRATORS

Whether a coach, assistant coach or a manager, you are a club administrator and subject to the rules and regulations of AYSA and/or US Club Soccer, depending on which pass you hold as well as the rules, regulations and policies of CISCO Soccer Club. How CISCO administrators conduct themselves reflects upon the Club. The Club expects all of its administrators to meet the following responsible coaching guidelines adopted by the United States Youth Soccer Association and CISCO coaching standards:

1. Exhibits a high level of coaching competence

- Personal commitment to coaching excellence – on and off the field, coaches are encouraged to participate in educational opportunities offered through AYSA.
- Commitment to constant development of personal coaching skills
- Collaborates and partners with other coaches and the Club for personal and game improvement
- Commitment to following the rules and regulations of the appropriate national association (AYSA or US CLUB) and CISCO Bylaws and policies

2. Achieves and maintains excellence on-the-field

- Maintains paramount concern for the health and safety of the athletes. Recognizes that the Club and AYSA/US Club Soccer Bylaws exist to protect players and need to be followed.
- Focuses on mastery of skills and effort
- Fosters success through positive feedback, valuing teamwork and consistently providing support to players

3. Demonstrates an on-going commitment to the well-being and development of athletes off-the-field

- Concerned for the development of the athlete as a whole person – emotional, physical and intellectual
- Understands and embraces their role as mentor and role model
- Respects the rights, dignity and worth of every athlete and treats everyone equally regardless of background or ability

- Embraces personal integrity in his dealings with other coaches in the club and outside the club.

4. Honors and respects the Game

- Upholds the rules of the game and recognizes the role of officials.
- Respects all opponents, officials and opposing players

TOURNAMENTS

CISCO Soccer teams are expected to participate in a number of tournaments. All CISCO teams are expected to support and play in the Club Tournament. The Club encourages multiple team participation in other Tournaments. This results in recognition to the Club. Teams should submit to the Club Vice President/Director of Coaching a proposed tournament schedule each year.

Teams are expected to play Arizona State Cup or Arizona Open Cup. Teams that are not able to play State or Open Cup should advise the Director of Coaching in advance. State Cup or Open Cup play reflects positively on the Club and attracts other quality players to consider CISCO.

Picking the right bracket is important. Competitive teams should play against competition that will be challenging. Teams become better by playing better competition.

Teams that are registered AYSA must have a travel roster and travel request approved by AYSA. Forms are included in the Appendix. Teams that are US Club Soccer must print their computerized roster from the US Club Soccer website.

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APPENDIX A

GAME REPORT

Date of Game_____

Name of CISCO Team_____

Name of Opponent_____

Game Results_____

Description of Game_____

Name of Coach_____

APPENDIX B Try-Out No. _____



**CISCO United Soccer Club
Try-Out and Evaluation Registration Form**

CISCO United Soccer Club proudly invites you to join our Director of Coaching, Roberto Beall, and his qualified training staff for the 2008-2009 evaluations and team tryouts. No fee is charged for evaluations or tryouts. Professional trainers will be evaluating players based on age, technical skills, tactical play and overall athletic ability. Tryouts will be held at Grand Canyon University (3300 W Camelback Road).

Age Groups	Dates	Times
U6-7-8-9-10 Boys & Girls (2003-1999 birth years)	Saturday April 19, 2008	10:00AM to 12:00PM
U11-12-13-14-15-16-17-18 Boys & Girls (1998-1991 birth years)	Saturday May, 17, 2008 June 14, 2008 July 19, 2008	10:00AM to 12:00PM

Additional team tryouts may be held after these dates.
Please bring a ball, shin guards & water to each session.

Please bring this form to the field on the day of evaluation and tryout.

Player's Name		Date of Birth	
Address			
City	State	Zip	
Home Phone	Cell Phone		
Positions Played G D M F	Yrs Experience	Dominant Foot	
Soccer Goals/Ambitions			
Any Known Health Problems			
Any Known Allergies			
Uniform Size	Jersey	Shorts	
Parent or Legal Guardian's Name			
Home Phone	Cell Phone	Work Phone	

Please read this form carefully and be aware in registering your minor child/ward for participation in club event(s), such as, but not limited to clinics, tryouts, practices, games and tournaments you will be waiving and releasing all claims for injuries you or your child/ward might sustain arising out of the event(s). I recognize and acknowledge that there are certain risks of physical injury to participants in the event(s) and I agree to assume the full risk of any injuries, including death, damages or loss, regardless of severity which I or my minor child/ward may sustain as a result of participating in any and all activities connected with or associated with such event(s). I agree to waive and relinquish all claims I or my minor child/ward may have against the CISCO United Soccer Club and its officers, directors, agents, servants, volunteers and employees as a result of participating in the event(s). I do hereby fully release, discharge and/or otherwise indemnify CISCO United Soccer Club and its officers, directors, agents, servants, volunteers and employees from any and all claims from injuries, including death, damage or loss which I or my minor child/ward may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the activities of the event(s). I further agree to indemnify and hold harmless and defend CISCO United Soccer Club and its officers, directors, agents, servants, volunteers and employees from any and all claims resulting from injuries, including death, damages and losses sustained by me or my minor child/ward arising out of, connected with, or in any way associated with the activities of the event(s). I hereby give consent to CISCO United Soccer Club to take photographs of the named player and grant permission to use the negatives, prints, or any other reproduction of the same for Cisco United Soccer Club educations and promotional purpose in manuals, on flyers, on the World Wide Web or in other publications.

Parent/Guardian Signature	Date
---------------------------	------

For more information or to ask specific questions please call 623-561-2787.



Tax ID# 87-0523680

Dear Friends:

Soccer, the world's most popular sport, is fast becoming the sport of choice for youth here in "the states" every year. It is an activity in which kids of all ages can participate, and many have been playing for several years.

The CISCO Soccer Club provides playing opportunities for young men and women. The club is made up of experienced, top level players of all ages, who love this game! Our club travels and represents its city, state, and sponsors in the various tournaments in which it plays. Participation at this level takes hard work and dedication, and opens a wide range of opportunities for us as players, such as traveling to different parts of the country, receiving professional training in the game we love, creating life-long friendships, and receiving scholarships to colleges and universities across the country. If it weren't for competitive soccer, some of us would not otherwise have these experiences.

Needless to say, uniforms, equipment, training fees, travel and registration expenses all cost a pretty penny. And although most of our financial support comes from the families of our players, we also look for support from the community. This support from the community enables our club to provide this type of opportunity to kids of all economic backgrounds.

If you would like to help CISCO Soccer, please consider doing so by making a check payable to the CISCO Soccer Club, and giving it to the CISCO representative. You may designate your contribution for a particular team or player. You may send your contribution to the address below. The CISCO Soccer Club is a 501(c) (3) entity for federal and state income tax purposes and we would be pleased to provide you with a letter acknowledging your donation to the Club on behalf of the CISCO 95 Strikers.

If you have further questions, please feel free to contact the Club treasurer, Ben Soto at (602)271-0500, or again, the individual providing you with this letter. Thank you so much for your time and support.

Sincerely,

CISCO Soccer Club

4244 North 19th Avenue, Suite 150, Phoenix, AZ 85015 ♦ www.ciscosoccerclub.com



CISCO SOCCER CLUB
4244 North 19th Avenue, Suite 150
Phoenix, AZ 85015
www.Ciscosoccerclub.com
Federal Tax ID Number 87-0523680

June 26, 2008

[Contributor Name]
[Contributor Address]
[Contributor City, AZ 85____]

Dear [Contributor]:

On behalf of the CISCO Soccer Club, I am writing to acknowledge your donations to the Club. Our records show that you donated the following:

Contribution for payment of Game fees	\$ [amount]
Player fees for Indigent Players	\$ [amount]
Contributions for Postage	\$ [amount]
General Donations	\$ [amount]
Total	\$ [amount]

No benefits were received by you for making these contributions except supporting youth sports

I want to express our thanks to you for the investment that you have made in our youth and in our club. It is because of your assistance that we are able to have a great soccer season.

This letter will constitute a receipt and acknowledgment of your donation for Federal and State tax purposes.

Sincerely,

CISCO Soccer Club

cc. Ben Soto, Club Treasurer



Dear _____
[insert names of player and parents]

The Cisco Soccer Club is awarding you a scholarship to cover the cost of the annual registration for you to play on the _____.
[insert name of team]

The Scholarship is subject to the following conditions:

1. You will not be permitted to transfer to another Cisco Team without the permission of the coach of the existing team, the coach of the team you want to transfer to and the approval of the club.
2. The Scholarship is good for the 2007-08 Season from August 2007 – July 2008. Each year you must request a new scholarship.
3. You agree to repay the entire amount of the Scholarship to Cisco in the event you request a release or transfer to another Arizona Youth Soccer Association team or another team under the United States Soccer Federation. Failure to repay the entire amount of the scholarship, will result in Cisco filing a certificate of bad standing with the Arizona Youth Soccer Association and prevent your registration with the new team.
4. You agree to repay the entire amount of the Scholarship to Cisco in the event you quit the team or are removed from the team for misconduct. Failure to repay the entire amount of the scholarship, will result in Cisco filing a certificate of bad standing with the Arizona Youth Soccer Association.
5. The Scholarship only covers the cost of the CISCO annual registration fee of \$170.00. All US Club Fees, Coaching Fees, Tournament Fees or any other fees charged by a Cisco Team are not covered by this scholarship. Any agreement regarding such fees must be made separately with the coach and manager of the team.

Dated: _____

Player Signature

Parent Signature

Dated: _____

Coach or Manager Signature

INSTRUCTIONS: Coach or Team Manager should keep original and provide copy to CISCO registrar with registration.

APPENDIX F – Bad Standing Policy

AYSA FINANCIAL BAD STANDING POLICY

8-23-05

Financial Bad Standing is a period where specific membership benefits are removed due to the member's refusal to meet financial obligations of the affiliated authority. Financial Bad Standing may exist along with Probation or Suspension and is in effect an indefinite suspension.

Financial Bad Standing is a situation where an individual owes a team, league/club, AYSA, USYS, or USSF a monetary amount, equipment or other financial obligations.

Financial Bad Standing is an administrative act and NOW REQUIRES a disciplinary hearing. It may be imposed by the appropriate authority (Club, League, District Commissioner, AYSA or Board of Directors) only after a proper hearing. Only the imposing authority or a higher jurisdiction may modify or remove the Financial Bad Standing.

This policy NOW REQUIRES that the appropriate **Club, League, District Commissioner, AYSA or Board of Directors** provide a hearing, to give the offending party an opportunity to appear and be able to speak on his/her own behalf. The affected **team** cannot place the offending party in bad standing. This must be done by the club or the appropriate level hearing the matter. This may be a good opportunity to convince the party to make arrangements to pay the debt without having to suspend them indefinitely.

The offending party can not be denied the right to register with another team, club or league until such time as the offending party has received their hearing. If it is determined the offending party is in fact at fault, the offending party will be placed on immediate suspension and will not be allowed to participate until such time as the party is removed from bad standing. In the case of an individual, please note this would mean the new team **would not** be allowed to let this person participate in any games until such time as the suspension is removed.

The hearing must be conducted no later than September 1st to resolve issues for the prior seasonal year. The affected party cannot go back beyond one seasonal year to place someone in financial bad standing and may not collect funds any further back than one seasonal year.

The following documentation shall be required before a party is placed in bad standing:

- a) A statement that indicates the party in question was aware of the obligation and any terms associated with it.
- b) A history of attempts to collect the debt.
- c) A history of payments or agreements to pay the debt.
- d) Final written notice that gives at least seven days from receipt of notice to resolve the debt and that after that date, you will begin the process to place them in Financial Bad Standing. Such notice will require proof of delivery via Certified Mail, Fed Ex, UPS, or other means specified in the AYSA Manual of Operations for

Protest and Appeals.

1. The Hearing will be held under the conditions and rules as specified by the AYSA P & A Manual of Operations. This will include proper notification and if found at fault, the notification letter must also include language regarding appeals rights available through AYSA.

2. Please be aware that Financial Bad Standing is an indefinite period of suspension and **MUST BE REPORTED** to the AYSA State Office.

3. If the debt is then paid, please notify AYSA so the offending party's name can be removed from the suspension list.

APPENDIX G - PLAYER PICK UP FORM

Name of Player _____

Name of Parent(s)/Legal Guardians _____

The Following persons other than those listed above are authorized to pick up the player from practice:

Name Relationship

Name Relationship

Dated this _____ day of _____, 20 _____

Parent/Legal Guardian

APPENDIX H- US CLUB SOCCER INSURANCE CLAIM FORM

US Club Soccer

Form #R011

Administrative Office: 716 8th Avenue North Myrtle Beach, South Carolina 29577 (843) 429-0006

INSURANCE CLAIM VERIFICATION

We have received an insurance claim from one of your players. Our procedures require that the player's team

coach or manager verifies the claim before it will be sent to the insurance company for review.

Player's name:

DOB:

Club & team playing on at the time of the injury:

Time & date of Injury:

Place of competition:

Field Name, City & State

Nature of injury:

I hereby verify that to the best of my and the club's knowledge, the above information is accurate.

The information above appears to be inaccurate in the following respects:

Specific competition in which the injury occurred (tournament, league, etc.):

Name of event:

Hosting member club:

Opponent:

Competition

sanctioning body:

Is the player dual carded with another USSF organization; and if so which one?:

What cards and roster was the player and team playing under at the time of the injury?

If dual carded, has this claim also been submitted to the player's state association?

The information on this Insurance Claim Verification is true and accurate to the best of my knowledge.

I understand that anyone who knowingly falsifies this information is subject to suspension from US Club Soccer

and the United States Soccer Federation.

Signature Title or Position

Print Date

--

Daytime Phone Number Email Address

Form #R011

Administrative Office: 716 8th Avenue North Myrtle Beach, South Carolina 29577 (843) 429-0006

Scan and Email this completed form with signature to insurancequestions@usclubsoccer.org or mail to the

Admin Address below to Attention: Insurance Claims Processing.



A Division of U.S. Soccer
 Affiliated with the Federation Internationale de Football Association

Please Type or Print Clearly - Do Not Staple

Please Type or Print Clearly - Do Not Staple

APPLICATION FOR TRAVEL

Everyone requesting permission to travel must fill out this section

Team Name _____ Age Division U- _____ Type of Team (see reverse side) _____ B / G (circle one)

League/Home Association _____ National State Association _____

Team Manager / Coach _____ Telephone (____) _____ - _____ W

Address _____ (____) _____ - _____ H

City _____ State _____ Zip Code (____) _____ - _____ FAX

I hereby state that during the dates below the team has no playing commitments at home. All players are fully insured to cover them against injuries sustained on the field and during transportation. If I am traveling outside of North America, I have enclosed my check payable to U.S. Soccer.

Signature of Team Manager / Coach _____ Date _____

Travel to a TOURNAMENT

If you are requesting permission to travel to a tournament, you must fill out this section

We request approval to play in the _____ Tournament, to be held

in _____ during the dates of _____
(A copy of the approved Hosting Agreement and/or official brochure for this Tournament must be received.)

Tournament Director / Contact Person _____ Telephone (____) _____ - _____ W

Address _____ (____) _____ - _____ H

City _____ State _____ Zip Code (____) _____ - _____ FAX

Travel to participate in GAMES

If you are requesting permission to travel to participate in games, you must fill out this section

We hereby request permission to engage in games between the dates of _____ to _____ in the following locations (attach a separate sheet, if necessary, for additional information / official letter of invitation from host must be attached):

OPPONENT	CITY	STATE/COUNTRY
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Host Organization _____

Contact Person _____ Telephone (____) _____ - _____ W

Address _____ (____) _____ - _____ H

City _____ State _____ Zip _____ City (____) _____ - _____ FAX

APPROVAL
 (for official use only)

NATIONAL STATE ASSOCIATION

US YOUTH SOCCER

By _____

By _____

Title _____

Title _____

Date _____

Date _____

In granting this permission to travel, neither U.S. Youth Soccer, U.S. Soccer nor the National State Association shall be liable for transportation, lodging or injury to persons or property sustained in the course of the sanctioned event.

Season: 2007-2008 Region: IV State Association: ARIZONA YOUTH SOCCER ASSOCIATION

Name of Team: _____ Age Group U- _____ Boys _____ Girls _____

Name of Coach: _____ Phone Number (Home) _____ (Cell) _____

Address: _____ City _____ State _____ Zip Code _____

Asst. Coach: _____ Asst. Coach: _____ Trainer: _____

Name of Manager: _____ Phone Number (Home) _____ (Cell) _____

Address: _____ City _____ State _____ Zip Code _____

List players in alphabetical order by last name list

Jersey #	Player	Signature	Registration Number	Birthdate	Alt #	Game Active
						1
						2
						3
						4
						5
						6
						7
						8
						9
						10
						11
						12
						13
						14
14 Player Roster - Maximum Roster Size for U12 teams playing 8V8						
						15
						16
						17
						18
Twenty Two (22) player roster for U17, U18, and U19 Teams only						
						19
						20
						21
						22

I Herby Certify That The Above Information Is True And Correct

(SIGNATURE OF COACH OR MANAGER) (DATE)

(SIGNATURE OF STATE OFFICER AND TITLE) (DATE)