MANAGER HANDBOOK

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PREFACE

The *Rio Rapids SC Manager Handbook* contains information to aid team managers in successfully assisting the head coach in team administration. If you have any questions not answered in this handbook, please refer first to the *Membership Handbook* as we have attempted to address every issue pertinent to our operations. If you need further assistance, please feel free to contact one of our Board Members or Coaching Directors.

The official name for the corporation is the Rio Rapids SC, Inc., and will herein referred to as the "Club," "Rio Rapids SC," or "Rio". Rio Rapids SC is a 501(c)(3) public charity in the state of New Mexico, which provides soccer-related services to the community on a non-profit basis.

The following are the Club's Board of Directors, full-time staff, and general information.

CLUB INFORMATION

BOARD OF DIRECTORS

President	Greg Woodhouse	296-7165	woody.woodhouse@riorapids.org
Vice President	John Hix	350-4772	john.hix@riorapids.org
Treasurer	Michael Martinez	280-3200	michael.martinez@riorapids.org
Secretary	John Welch	400-7448	john.welch@riorapids.org
Parent/Player Liaison	Doug Otts	697-0668	doug.otts@riorapids.org
Registrar	Cathy Thomas	379-5190	cathy.thomas@riorapids.org
General Counsel	Luis Robles	242-2228	luis.robles@riorapids.org
	Bryan Davis	697-9620	bryan.davis@riorapids.org
	Dooley Gilchrist	697-9619	dooley.gilchrist@riorapids.org
At Large	Larry Brooks	884-6078	larry.brooks@riorapids.org
	Heather Starr	239-3264	heather.starr@riorapids.org
	Ken Levandoski	350-2753	ken.levandoski@riorapids.org

FULL-TIME STAFF

Executive Director	Jason Moran	331-1373	jason.moran@riorapids.org
Director of Soccer Operations	Chris Brennan	401-2870	chris.brennan@riorapids.org
Director of Coaching Education & Dev.	Ray Nause	417-0610	ray.nause@riorapids.org
Director External Operations	Chris Hurst	301-6445	chris.hurst@riorapids.org
Director Youth Academy U5-U8	Joe Manley	600-5644	joe.manley@riorapids.org
Director Girls Teams U9-U12	Simon Rothman	259-4091	simon.rothman@riorapids.org
Director Girls Teams U13-U14	Mike Erwin	235-2595	mike.erwin@riorapids.org
Director Girls Teams U15 - U19	Chris Brennan	401-2870	chris.brennan@riorapids.org
Director Boys Teams U9 - U12	Sibby Browne	350-4087	sebhat.browne@riorapids.org
Director Boys Teams U13-U14	Tim Gallegos	280-4542	tim.gallegos@riorapids.org
Director Boys Teams U15 - U19	Chris Hurst	301-6445	chris.hurst@riorapids.org

MAILING ADDRESS: 8220 La Mirada NE
Suite 600
Albuquerque, NM 87109

WEBSITE: www.riorapids.org

REGISTRATION

Team managers are responsible for collecting all paperwork and fees needed for player registration. Do not turn in any paperwork to Duke City Soccer League or NMYSA. All forms can be found at http://www.riorapids.org/resources/for-managers/.

PAPERWORK AND FEES:

Verify that all players are registered online. Forms can be found on the Rio website under Forms.

RIO DOES NOT KEEP COPIES OF NMYSA MEMBERSHIP FORMS, PLAYING UP CONSENT FORMS OR BIRTH CERTIFICATES.

Team Information Form: Complete this form and turn in with packet.

Team Deposit Detail: Completed deposit detail must be turned in so Rio registrar knows how much to post and to whom. This is the only way to know how to tell who should be registered on your team and how to post monies to their accounts. Payments will not be posted without a deposit detail. Parent Credit Card payment information needs to be noted on the deposit detail that managers will complete and turn in with all payments throughout the season.

ONE TEAM CHECK: Turn in one check per team for Club and League fee made out to Rio Rapids for those players who didn't pay online with a credit card. Do not turn in personal checks or cash from the parents to the registrar. The exception to this would be for U9s. Only the first payment will individual checks be accepted. Any subsequent payments for that team need to be made in one check.

(OPTIONAL) NMYSA Membership/Medical Release Form: This form must be signed by a parent/guardian where indicated. Please make sure all information is filled in. If the player is playing up, complete a playing up consent form.

Playing Up Consent Form: If your child is playing up, this form must be completed and signed by the parent and coach, and turned in with your membership form.

Playing up Policy (FOR TEAMS PLAYING UP, NOT INDIVIDUAL PLAYERS): This report needs to be completed only if your TEAM is playing up in the Duke City Soccer League.

Proof of Age: Only need proof of age for new players to Duke City Soccer League, i.e., they played AYSO, PSA, came from another state or played in NWRGSL. A photocopy of the original birth certificate or US passport is required for proof of age. If the player is not a US citizen, then a photocopy of the original birth certificate (needs to be translated into English), as well as a photocopy of a Visa, Green Card or something else issued by a US governmental agency that provides the full name and birth information. No copies will be retained by the club, the league or the state association.

Metro Schedule Team Application Form: This form replaces all previous coach registration forms. The head coach must complete the top section, which serves as the coach registration and the

bottom section for the practice location. After reading the Duke City Coaches Handbook the coach must sign and date the form. The bottom section must be completed by the team referee and be signed and dated. If the head coach does not fully complete this form, Duke City may not register the team. The referee that you list must be currently registered and certified by the state referee association. DCSL will verify this. Also be sure to complete practice location section as Duke City works with the City of Albuquerque to reserve practice space on our behalf.

Out of Town Player Form: If any of your players are from out of town (more than 70 road miles), please have them complete the out of town player form so their fees can be adjusted.

Coach Waiver Form: If a HEAD coach is applying for a waiver for fees, they must complete the waiver form and it must be turned into Chris Brennan. The waiver is only for club fees, not Duke City fees. Waiver is in lieu of payment.

Pass cards and Rosters: Once the registrar posts all payments and verifies that players are registered online, the team manager will be notified via email that the paperwork and pass cards are ready to pick up. The roster will be emailed to you. You will need to paste photos on the pass cards and laminate them, unless the photo is printed on the card. Rio will provide the laminating pouches. Place all NMYSA forms in a notebook in alphabetical order for ease of tournament check-in. You do not need birth certificates for tournament check-in except for State Cup. NMYSA forms and pass cards must be at every game. Your coach will decide if he/she wants to keep them or have you keep them. **If you lose a pass card and need it re-printed, there is a $5.00/card re-print fee up to $25.**

Multi-Child Family Discount – Families are eligible for a multi-child discount once all Rio fees have been paid. The discount is dependent on the program that the child played in for the year. The deadline to submit paperwork is May 1 for the playing year that just ended. You can find the form on the website.

REGISTRATION REMINDERS

- U9-19 Teams Registration paperwork due to Rio Rapids Registrar at the Manager Registration Nights in June, but no later than July 1.
- Make sure you know what **PROGRAM** your team is on and let your parents know before they complete the online registration.
- Managers/parents DO NOT turn anything into Duke City Soccer League as they will not take registration paperwork from team managers or coaches.
- Rio Rapids SC will not register players or release pass cards without payment.
- If a family chooses to pay by credit card and choose a payment plan, credit card will automatically be charged based on the payment plan dates.

ONLINE REGISTRATION

Online Registration - Use same username and password that you set up in the past. If you have a new email address, you will still use your old email address as your username unless you have the registrar update it for you. After you log in, make sure you update your contact information with your new

email address so you receive your confirmation of registration as well as all other club correspondence.

Please have parents verify that all information is correct in the online registration, especially email addresses. Player name needs to match what is on the birth certificate.

SCHOLARSHIP PAPERWORK

Scholarship paperwork needs to be turned into Scholarship Director, not the registrar and not with registration. Complete instructions are on the Rio website. Parents applying for a scholarship are required to submit $200 towards club and league fees.

Manager will be copied on scholarship awards and will need to keep track of player scholarship amounts. If partial award given, balance is due immediately unless a payment plan is set up with registrar directly.

RIO RAPIDS SC DUES

- The entire Duke City Soccer League Fee is due with registration.
    - $50 or $100/player U9-U19 depending on track
    - If playing in NWRGSL, fee league fee paid directly to NWRGSL
- Payment is due in full for U5 -U8 upon registration.
- Individual checks will only be accepted for U5-U8 Youth Academy players and U9 Fall sign up. Teams must turn in one check for all club fees.
- If your credit card is declined when the system attempts to charge it according to the online payment plan, follow the instructions in the email that explains how to correct the credit card number. The Registrar is not able to enter your payment information on the system side.
- U9-U18 has various payment plans depending on the program selected by the team.
- Refer to the Club dues form to see payment plans.
- Scholarship players – If a player receives a partial scholarship, the balance is due per the terms of the award letter.

RIO MANAGER FAQs

Below is a list of questions that are commonly asked. List will be updated as needed.

Can the registrar send the manager a list of players that have registered online for a particular team so the manager can see who is registered online or is there a place the manager can check?

No. When players register online they are registering for a program. The registrar is able to see the players registered for a particular program but there is no way to know what team that player should be on based on the online registration. The registrar gets that information from the team manager based on the names on the deposit detail or the NMYSA forms turned it at registration. It is best to have the parent email the confirmation receipt they get upon successful completion of online registration to the manager so they know who is registered online.

How do I know if a player is registered online?

Contact the parent and have them send you the email confirmation they received. If they didn't get one, they aren't registered online.

Does the manager need to submit originals or copies of NMYSA Membership forms and or birth certificates?
The manager only needs to turn in a NMYSA form if the registrar needs to manually register a player, which they will get back after registration. Otherwise the manager needs to keep them in a binder with the roster, pass cards, and playing up forms (if needed). The binder must be at all games. Birth certificates or passports are required to be viewed by the registrar to verify age for players who have not played in Duke City. NMYSA forms, birth certificates and passports are returned to the manager, the Club does not keep copies.

Can a parent change how they want to pay their fees after they register online?
Yes. If the parent registered to pay by credit card and they are on the payment plan, they can have the registrar turn off the automatic payments and submit a check to the team manager. They must contact the registrar via email to do this.

Do I need to keep birth certificates in my notebook?
No. It is highly recommended you do not keep copies/original birth certificates for your players in your notebook. The only tournament that requires birth certificates for check-in is State Cup. Some out of town tournaments might require birth certificates. If you are asked by a tournament for birth certificates for check-in, please contact the Club or State Registrar. The Club does not keep copies of membership forms or birth certificates EVER.

Do I need to turn in photos to the Registrar for the pass cards?
No, the registrar does not assemble the team pass cards. The registrar will print the cards upon completion of team registration. The manager is responsible for assembling and laminating the pass cards. The registrar will provide the cards, laminating pouches and roster upon completion of team registration. It is strongly recommended you ask your parents to upload a current color headshot of their child.

Why can't I choose the payment plan option to pay by check in the online registration?
Everyone must register online but you have options as how you can pay. If you choose to pay online, you choose the pay by credit card option and then you can choose to pay in full or be on the payment plan. If you are not going to pay online, you will choose the pay by check option. The online system doesn't know if you are paying in full or making payments by check since the system isn't collecting that payment. You have the option to make payments based on the Club dues schedule located on the Rio website. You then make payments to your team account per your manager's instructions.

What is an "official roster"?
The roster that is given to you by the registrar is your official roster. You can make copies or request an electronic version. It will be updated as players are added or removed via transfers and releases.

How do I add guest players to my roster for tournaments?
You can't add guest players to your roster. The guest players are checked in separately at tournament check-in. You need to complete the guest player paperwork at www.nmysa.net and take that, the membership forms, and pass cards of the guest players to check-in. If your guest players are from Rio, I can create an event roster for you, which will include them on your roster. You will not

need guest player paperwork if you use an event roster, but you still need the membership form and pass card. I can't add other club guest players to an event roster.

How do I remove a player from the roster who has moved away or quit the team?
Players may not be removed from a roster without a completed transfer/release form. The form is listed under forms on the Rio website.

How do I add assistant coaches to my roster?
Email the registrar the coach name, concussion certificate and risk management disclosure confirmation. The registrar will add the coach to the roster and print a pass card for the manager to laminate.

What is the League fee and how is it collected?
The League fee is $100, for which $95 is paid to Duke City Soccer League via Rio SC. This covers referees, scheduling, field maintenance, etc. In the past, the fee was collected separately. Starting in 2013, the fee is collected with the club fee to make it less cumbersome for the managers and parents. If a parent pays online the fee is collected via their credit card payment. If they pay by check, it needs to be included in first club payment. The manager will then turn in **ONE check** made out to Rio Rapids SC for those parents that did not pay their league fee and club fee by credit card. U15 and older teams that only play 4 games in the spring will pay $50 instead of $100.

How do I set up a team bank account?
You can open a personal account anywhere you choose. You cannot use the Club's EIN number or get a letter from the Club to open a team account. The team is not a Rio Rapids business entity, therefore you must open a personal account using your information.

What do I do if a player is applying for a scholarship?
The player is responsible for the league fee of $100 and $100 towards the club fee. Therefore, a total of $200 must be turned in for that player in the one check that is turned in with registration. A completed application, which is found online, must be turned in to the Scholarship Director. Incomplete applications will not be processed. The player must still register online and should choose the pay by check option. Upon scholarship award, a letter will be sent to the player and manager so both are aware if there are future payments due.

Helpful Links
Resources for Managers: http://www.riorapids.org/resources/for-managers/

Referee information: www.nmsra.org/clinics.htm

Duke City Website: www.dukecity.org

Rio website: www.riorapids.org

NMYSA website: www.nmysa.net

Risk Management Disclosure: https://onlinereg.leagueone.com/rm/RmDisclosure.aspx?O=1949&I=11

TEAM STRUCTURE AND OVERVIEW

TEAM MANAGERS

Team manager's commitments and responsibilities include the following.

- Support the policies of the Club.
- Organize the collection of player and team fees in conjunction with Club policies and dates for collection. Monitor who has not paid and remind them of the consequences when payment deadlines are not met.
- Act as a link between the board/directors and the players and parents.
- Attend team manager meetings.
- Communicate Club activities, decisions, policies, and philosophies to all players and parents.
- Promote the Club.
- Participate in team and Club activities.
- Prepare team communication list.

RECOMMENDED TEAM STRUCTURE

The Club had meetings with many coaches, administrators, and parent volunteers to discuss the different possibilities of structuring teams. From this input, RRSC developed the following suggested model for structuring a team. The following are positions in any given team that the Club feels are needed to operate a team smoothly. Some positions are mandatory.

- *Team Coach* – Every team has one.
- *Assistant Coach* – Necessary for every team to have one.
- *Team Manager* – Most important role in the structure. This parent volunteer is the coach's confidant and organizes other parent volunteers. Avoid using the coach's spouse for this role, as recruiting other volunteers is important.
- *Uniform Coordinator* – Orders all uniforms, team bags, etc. Not mandatory, but is very helpful as otherwise the manager typically is responsible for this task.
- *Team Treasurer* – Collects all checks, makes all deposits, and writes checks as appropriate. Keeps track of team cash balances and who has paid. Can also be the manager.
- *Travel Coordinator* – Coordinates all aspects of travel, including booking hotels, making sure all kids have rides, and if vans are needed, seeking team pricing. Not mandatory, but very helpful.
- *Rio Open Volunteer* – Helps with the Club tournament
- *State Cup Volunteer* – Every team needs to have representation here so their team is aware of the process.
- *Referee* – Every team must provide a certified referee or provide someone willing to volunteer to take the course to certify himself or herself as a referee.

The best time to obtain these volunteers is during team registration. Rio Rapids SC has made it easy to fill out the form at the time you are registering the players for the upcoming soccer year. More importantly, Rio Rapids SC will not register your team until it's completely filled out.

Email addresses are very important for rapid communication for all.

TEAM WEBSITE GUIDELINES

Below are the Club's guidelines for all team web sites, including teams' sites linked to our home page at www.riorapids.org. Please help keep our kids safe by following these simple rules.

U15 and Younger Teams

- Rio parent consent form
- No player names (not even first name), player jersey numbers, home or cell phone numbers, home address or email address
- If you have the roster section password protected, the above info is okay
- Action and team photos are okay with consent form

U16 and Older Teams

- Rio parent consent form
- Name, picture, player number, and short bio information is appropriate
- No address, phone, or player email listed
- Parent's names and emails are appropriate

RECOMMENDED TEAM MEETING

After tryouts, the coach and team manager should hold a team meeting as soon as possible. Topics to be discussed may include the following.

- Club sign up;
- Uniform ordering;
- Contact information for players/parents, manager, trainer, etc.;
- Goals and objectives for the team;
- Season schedule--includes training events, league games, tournaments, etc.;
- Expectations and rules for the team;
- Finances, fundraising issues; and
- Communication channels.

TEAM FINANCES

It is a good idea for every team to have a treasurer so that the administrative responsibilities are not given to one person. Managers or treasurers are responsible for collecting club fees, league fees, uniform fees, tournament fees, travel expenses and any other fees associated with your team. Rio Rapids SC is not responsible for administering team fees.

TOURNAMENT ENTRY FEES

Tournament expenses are handled on a team-by-team basis, as coordinated by the team manager. These fees are the responsibility of each team. Each player will be assessed his/her portion of the tournament registration fee, coach travel expenses, if applicable, and other costs.

TRANSFERS/RELEASES

Once a player is registered and listed on a NMYSA Official Roster, that player is bound to that team for the entire seasonal year (9/1 through 8/31 of following calendar year) except as follows:

RELEASES

A team may not release, voluntarily or involuntarily, any player from its roster unless a written request, stating the reason why the release has been requested, has been made to, and approved by, Rio Rapids SC and Duke City Soccer League using the release/transfer form which is located on the Club website. This includes if a player moves out of state, becomes injured, or abandons the team. A release/transfer form must be completed and turned into the Club registrar along with the player pass card and membership form.

TRANSFERS

There are two types of transfers. An intra-club transfer is for players moving from one Rio team to another Rio team. There is no deadline for this to occur except for when rosters are frozen for State Cup in the spring. A release/transfer form must be completed and turned in to the club registrar along with the player pass card and membership form.

An inter club transfer is when a player transfers from one club team to another club team. The transfer window is December 14 – January 31. A release/transfer form must be completed and turned into the club registrar along with the player pass card and membership form. There is also a fee that will need to be paid to the League prior to the transfer being complete. If the player is moving from a Northwest Rio Grande Soccer League (NWRGSL) team there is also a $75 transfer fee payable to NWRGSL. All club and team fees must be paid in full prior to the release being approved by the Club and League.

TEAM TRAVEL AND TOURNAMENTS

When you register for a tournament, review the sanctioning document to verify whether it is open to USYSA teams and/or US Club teams.

TEAMS TRAVELING UNDER USYSA

OUT OF STATE TOURNAMENT

Go to www.nmysa.net and click on the eTravel link. Fill out the form and print a copy for the manager or coach to take to check-in. Some tournaments may require you to send a copy of the form prior to check-in.

IN-STATE TOURNAMENT

For in-state or out of state tournaments, the most current roster you have is your official roster. If you are unsure about out of state requirements, contact Cathy Thomas (379-5190) or the NMYSA office (830-2245).

TOURNAMENT TEAM ROSTERS

A tournament team is a team consisting of players that are registered throughout all of New Mexico. NMYSA creates the roster. Permission MUST be obtained from all coaches in writing prior to talking to any players. Contact the State Office for more information (830-2245).

EVENT TEAM ROSTER

An event team roster is created by the RRSC registrar. All staff and players must be currently registered with RRSC. Contact the Club registrar for an event roster.

GUEST PLAYERS

Guest players must be registered with a league. Complete the online eGuestPlayer form at www.nmysa.net. The receiving team must have authorization from the player's coach. You will need the player's pass card and NMYSA Membership form to be able to complete the guest player form. Print two copies to take to tournament check-in. If you have a guest player from out of state, please contact the State Office (830-2245). Guest players do not get added to your roster.

TEAMS TRAVELING UNDER US CLUB SOCCER

Contact Rio Rapids SC Executive Director Jason Moran for more info at 505-331-1373 or via email at jason.moran@riorapids.org

FUNDRAISING POLICY

Individual teams are permitted to fundraise for themselves during Club events provided they do not conflict with sponsors that Rio Rapids SC currently has a working relationship with. Fundraising with food products, including bottled or canned beverages will fall under the jurisdiction of the applicable site. The Rio Rapids SC Event Coordinator must approve all fundraising activities.

SCHOLARSHIP

The Rio Rapids SC Soccer Scholarship Fund is under the direct supervision of the Club President, with an appointed chairman directly responsible for administration of fund. Scholarship fund information includes the following.

1. The Board of Directors in conjunction with the treasurer will determine the dollar amount available on an annual basis.
2. Scholarship will be based on the needs of the individual.
3. Scholarships will be reviewed on a yearly basis.
4. Any unused amount of the scholarship fund will remain in the fund to be used in future awards.
5. The scholarship chairman will make recommendations to the president for review and approval.
6. New applicants will be considered past the deadline if they are added to the team during the year if funding exists.
7. Partial scholarships only - Remaining amount of Rio fees must be paid IN Full by end of the Fall season.

INSTRUCTIONS FOR APPLICATION

1. Applicant must complete the required Rio Rapids Scholarship Application and return the completed application and required supplementary forms by the application deadline. The application can be found on our web site at www.riorapids.org
2. Scholarship applications are accepted throughout the year. Priority is given to those applications that are received by July 10th. Applications that are received after this deadline will be considered based on availability.

CRITERIA FOR SCHOLARSHIP RECIPIENTS

No one will be disqualified because of sex, race, color, creed, or religious beliefs. The following items are considered when determining scholarship applicants and must be documented by the coach in a formal letter for scholarship consideration. If the letter is not included, a scholarship will not be considered. Additionally, the items must be provided by both parents.

- Attempts made by team to fund the player.
- Additional fundraising efforts on the player's behalf.
- Level of involvement of applicant in youth soccer (e.g., as a player, referee or coach).
- Level of involvement of applicant's family (parents, siblings) in youth soccer.
- Level of involvement in extra-curricular activities (school, community, etc.).
- Financial need based on the two paychecks from both parents

UNIFORMS

FINANCIAL RESPONSIBILITY

The team uniform coordinator or team manager, as representative of that team, is responsible to the specified vendors for management of the teams' accounts and payment in accordance with the required uniform payment schedule. No uniforms will be released to an unapproved team representative. Furthermore, no uniform orders will be released to anyone without the team account being paid in full. Rio Rapids SC will not serve as a financial intermediary between the Rio Rapids SC team and the vendor. Rio Rapids SC will assist its vendors and bring to bear its resources against any team in which insufficient funds or other situations in which there may be an issue between one of its teams and the chosen vendors of Rio Rapids SC that merits mediation.

TEAM IDENTITY, DESIGNS, OR EXPRESSIONS OF INDIVIDUALITY

Teams may express individuality or individual team identity in the form of team warm-up tops, shirts, or other wearable items. At no time may a team wear anything other than the Club specified uniform during an official league game, tournament, or friendly when officially representing Rio Rapids SC. Players may wear the kits of their choice during pre-game warm-up, scrimmages, skills, or practice in accordance with the mandate of the coach for such attire. PLEASE NOTE THE FOLLOWING: Child predators are an unfortunate reality in our society today. As such, for the safety of our players, Rio Rapids SC will not allow and actively discourages the display of any information on a uniform or warm-up kit/t-shirt that identifies a player, other than the Club specified number. Furthermore, Rio Rapids SC encourages its membership to utilize other methods of identification on a players training suit other than the player's name. Identification of possession of such items can be accomplished by

embroidering the player's number (and/or team name) on the training suit or by using a permanent marker and writing the player's name or number on the "sizing" tag inside the specific garment.

THE CLUB, A TEAM AND/OR A SPONSOR'S LOGO

All Rio Rapids SC team uniforms will bear the Rio Rapids SC club logo on the center chest of the jersey. Individual team logos and/or sponsor logos may be allowed on a jersey, short or sock if prior written approval has been granted by the Board. Rio Rapids SC and its Board of Directors reserve the right to approve or disapprove any logo, marking, or writing to be placed on the Club's official uniform. Approval will not be unreasonably withheld. For any request to be approved, a team must submit, 30 days in advance the artwork (logo, marking, writing, etc.) drawn to the exact scale illustrated in the true colors. A team will be notified within 30 days of submission whether or not the request is approved or disapproved. The Board will consider whether or not at least the following general guidelines have been met before approval may be granted.

- The colors are compatible with the uniform and Club logo's colors.
- The request is appropriately scaled and sized.
- It is tasteful in design and/or message/slogan content.
- It is necessary (i.e., helps secure a financial sponsor).
- Logo size must be NCAA compliant

Procedures for Ordering Uniforms -

Please refer to the Team Managers uniform procurement manual provided by Soccer.com.

APPENDIX

AGE GROUP TABLE

BIRTH YEAR MATRIX:

BIRTH YEAR	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
2020								U5
2019							U5	U6
2018						U5	U6	U7
2017					U5	U6	U7	U8
2016				U5	U6	U7	U8	U9
2015			U5	U6	U7	U8	U9	U10
2014		U5	U6	U7	U8	U9	U10	U11
2013	U5	U6	U7	U8	U9	U10	U11	U12
2012	U6	U7	U8	U9	U10	U11	U12	U13
2011	U7	U8	U9	U10	U11	U12	U13	U14
2010	U8	U9	U10	U11	U12	U13	U14	U15
2009	U9	U10	U11	U12	U13	U14	U15	U16
2008	U10	U11	U12	U13	U14	U15	U16	U17
2007	U11	U12	U13	U14	U15	U16	U17	U18
2006	U12	U13	U14	U15	U16	U17	U18	U19
2005	U13	U14	U15	U16	U17	U18	U19	
2004	U14	U15	U16	U17	U18	U19		
2003	U15	U16	U17	U18	U19			
2002	U16	U17	U18	U19				
2001	U17	U18	U19					
2000	U18	U19						
1999	U19							

Field Size/# Players/Etc.

STANDARDS CHART:

AGE GROUP	U6	U7	U8	U9	U10	U11	U12	U13	U14 & Above
# OF PLAYERS	4v4	4v4	4v4	7v7	7v7	9v9	9v9	11v11	11v11
Goalkeeper	NO	NO	NO	YES	YES	YES	YES	YES	YES
Playing Minutes	4 X 8	4 X 8	3 X 15	2 X 25	2 X 25	2 X 30	2 X 30	2 X 35	2x35-45
Up to Break Min.	5	5	5	10	10	10	10	15	15
Ball Size	3	3	3	4	4	4	4	5	5
Goal Size	4 X 6	4 X 6	4 X 6	6.5 X 18.5	6.5 X 18.5	6.5 X 18.5	6.5 X 18.5	8 X 24	8x24
Offside Rule	NO	NO	NO	YES	YES	YES	YES	YES	YES
Headers	NO	NO	NO	NO	NO	NO	YES*	YES*	YES

* Can add 5 yds. to L and W

EXAMPLE TEAM DEPOSIT FORM

TEAM DEPOSIT DETAIL

DATE: _____

TEAM NAME: _____ **AGE:** _____

CONTACT: _____ **EMAIL:** _____

Instructions:

1. List each player alphabetically, include first and last name. This is what I use to create your roster the first time you turn in to me.
2. Enter amount submitting by check or what they paid online.
3. In comments section list if the player has any waivers or applied for scholarship.
4. Enter total you are submitting by check at the bottom and include the ck #.
5. This form must be turned in with any payment submitted by a team to the club.

Player Name	Check Amount	Credit Card Amount	Comments
TOTALS	$	$	
CHECK NUMBER:			

DRS 04/08/14

PLAYER RELEASE/TRANSFER FORM

NEW MEXICO YOUTH SOCCER

The governing body for youth soccer in New Mexico, affiliated with United States Youth Soccer,
the United States Soccer Federation (USSF), and the Fédération Internationale de Football Association (FIFA)

PLAYER RELEASE AND TRANSFER

(Attach US Youth Soccer player pass to this form if available)

PLAYER NAME	DATE OF BIRTH	NMYSA ID NUMBER

STREET ADDRESS	CITY	ZIP	TELEPHONE

Reason for Release/Transfer: _____

RELEASE FROM:

TEAM NAME	TEAM #	U- AGE

PARENT NAME	SIGNATURE	DATE
RELEASING COACH NAME	SIGNATURE	DATE
LEAGUE/CLUB PRESIDENT	SIGNATURE	DATE

TRANSFER TO:

TEAM NAME	TEAM #	U- AGE

PARENT NAME	SIGNATURE	DATE
ACCEPTING COACH NAME	SIGNATURE	DATE
LEAGUE/CLUB PRESIDENT	SIGNATURE	DATE

EFFECTIVE DATE: Date of Release/Transfer Approval _____

Registrar Name: _____ Date Processed: _____

Rev: 081130

2825 Broadbent Parkway NE, Suite D • Albuquerque, NM 87107
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Coaching Department: (505) 830-2246 • coach@nmysa.net
(800) 976-2245 • fax (505) 830-2247 • http://www.nmysa.net/

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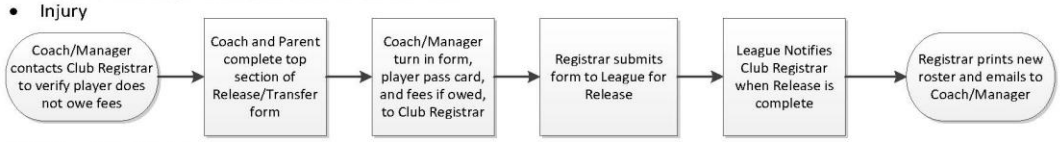
TRANSFER/RELEASE PROCESS

Release Process

This process is for removing a player from a roster due to any of the following reasons. (Not all-inclusive)

- Player moves out of state, or too far to travel in-state
- Player quits soccer
- Player wants to go to another team in another club
- Injury

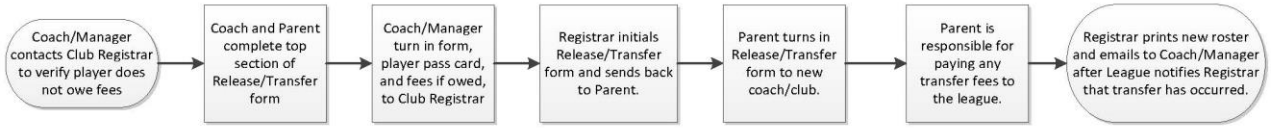


Rio to Rio Transfer

This process is for transferring a player from one Rio roster to another Rio roster

Rio to other Club Transfer

This process is for transferring a player from a Rio roster to another Club. Transfer window is Dec. 15-Jan. 31.



Other Club to Rio Transfer

This process is for transferring a player from another Club to Rio. Transfer window is Dec. 15-Jan. 31.

DRS March 2014

PLAYING UP CONSENT FORM

NEW MEXICO YOUTH SOCCER

The governing body for youth soccer in New Mexico, affiliated with United States Youth Soccer, the United States Soccer Federation (USSF), and the Fédération Internationale de Football Association (FIFA)

NMYSA PLAYING-UP CONSENT FORM

The UNITED STATES YOUTH SOCCER organization, the NEW MEXICO YOUTH SOCCER ASSOCIATION, and your local affiliate require permission from a parent/guardian for any soccer players to play up in an older age group than the age group governed by birth year.

I, as a parent/guardian, am aware that my younger player will be playing against older, usually more physically developed players whose soccer skills are more advanced and whose play may be more physical. As parent/guardian, I give MY PERMISSION for

my child, _____ (_____) to play up
name ***age***

in the older age group of _____ for the _____ soccer season.
age ***season***

In granting my permission, I release the above-mentioned soccer organizations from all responsibility should my child be injured, no matter how seriously, while a member of the team, and will not hold the above soccer organizations liable for any injuries that might occur.

(Before giving your child approval to play up, please consider your child's maturity, size, coordination, muscular development, attitude, and social development in comparison to the team members of the older team.)

_____ _____
Parent/guardian Approval *Date*

_____ _____ _____
Coach Approval *Team* *Date*

_____ _____
NMYSA Affiliate League Registrar *Date*

Rev 11/2008

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