

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 Welch	400-7448	john.welch@riorapids.org
Treasurer	Cathy Thomas	379-5190	cathy.thomas@riorapids.org
Secretary & Marketing Dir.	Ken Levandoski	350-2753	ken.levandoski@riorapids.org
Parent/Player Liaison	Doug Otts	697-0668	doug.otts@riorapids.org
Registrar	Cathy Thomas	379-5190	cathy.thomas@riorapids.org
Legal Counsel	Bryan Davis	697-9620	bryan.davis@riorapids.org
Board member	Aaron Forrester	321-8459	aaronforrester79@gmail.com
Board member	Cara Roles	306-0001	cara.roles@riorapids.org

FULL-TIME STAFF

Executive Director:	Jason Moran	505-331-1373	jason.moran@riorapids.org
Director of Coaching/Boys ECNL Direct	or/Director Boys	U16-U19	
	Chris Hurst	505-301-6445	chris.hurst@riorapids.org
Director of Soccer Operations:	Chris Brennan	505-401-2870	chris.brennan@riorapids.org
Director of Coaching Education & Development:	Ray Nause	505-417-0610	ray.nause@riorapids.org
Director Youth Academy U5-U8:	James Salazar	505-250-5973	james.salazar@riorapids.org
Director Boys & Girls Teams U9-U11:	Sibby Browne	505-350-4087	sebhat.browne@riorapids.org
Director Boys Teams U12-U15:	Dave Sullivan	505-379-0008	dave.sullivan@riorapids.org
Director Girls Teams U12-U15:	Kiva Gresham	505-918-4949	kiva.gresham@riorapids.org
Girls Academy (GA) & Director Girls Te	ams U16-U19:		

Chris Brennan 505-401-2870 chris.brennan@riorapids.org
Director of Goalkeeping: Bryan Huskisson 505-410-2619 bryan.huskisson@riorapids.org

MAILING ADDRESS: 8220 La Mirada NE

Suite 600

Albuquerque, NM 87109

WEBSITE: <u>www.riorapids.org</u>

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:

The registrar will forward the NMYSA membership form once the team has been formed. If a player is playing up on a team, the play up form will need to be completed and sent to the registrar. Once all signatures are complete, I will forward the completed form to the manager. All 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 payment.

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. Parent's paying with a credit card also needs to be noted on the deposit detail that managers will complete and turn in with all payments throughout the season, especially for the initial payments.

<u>ONE TEAM CHECK:</u> One check per team is preferred, but due to the circumstances this year, Rio will accept payments from parents directly. Turn in <u>one</u> check per team for Club and League fee made payable 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 for the first payment will individual checks be accepted. Any subsequent payments for that team need to be made in one check.

Various payment plans are available for all ages this year. Refer to the Club Fees form to see payment plans.

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 and can be uploaded in the registration system. If the player is not a US citizen, then a photocopy of the original birth certificate (needs to be translated into English, if applicable), 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. Parents will upload this document at the time of registration.

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 the 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. The appropriate form can be found on Rio's website.

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. A pass card will not be generated if there is not a picture in the players account. 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 \$30.

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 Team Registration paperwork due to Rio Rapids Registrar 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 chooses a payment plan, the 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's first and last name needs to match what is on the birth certificate.

SCHOLARSHIP PAPERWORK

Scholarship paperwork needs to be turned into the 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 \$50 towards club and league fees with the balance figured based on award. An award letter will be generated with information regarding when payments will be due.

Manager will be copied on scholarship awards and will need to keep track of player scholarship amounts.

RIO RAPIDS SC DUES

- The entire Duke City Soccer League Fee is included with registration costs.
 - \$55 or \$105/player U9-U19 depending on track
 - o If playing in NWRGSL, fee league fee paid directly to NWRGSL
- If a 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. If there are any chargeback fees, the parent will be responsible for those fees as well.
- U5-U19 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.

TRYOUTS

Refer to the DCSL rules for tryouts.

Registration

A player's registration is considered official once the player/parent has filled out and submitted the online registration form or filled out and submitted the paper registration form to their club coach, club registrar, or team manager and paid. Therefore, players are eligible to start registering at the following times for the 2021/2022 Seasonal year:

- Current U5's, 6's, & 7's not playing in Metro
 - > players can register any time starting May 1.
- Current U8's & U9's playing in Metro
 - ➤ Teams and/or Clubs may sign and register their current players starting on Sunday, May 30th.

➤ • Players not on your team or in your club cannot be contacted until Friday, June 4th. They may be offered a spot after that time. These player(s) can register the day after the last day of tryouts for that age.

• Current U10's and older

Teams and/or Clubs can sign and register current and new players starting June 4, 2021 for players going into U11 to U14 and June 10 for U15 to U19.

Once a player has submitted their registration form that player is bound to the team for that seasonal year. Players wishing to seek a release and/or transfer to a new team (not in your club) after they have previously registered to a team can only do so during the DCSL Transfer window (see the Transfer/Release section). The release and transfer must be approved by the Club Coach or Coaching Director, Club Registrar, and League President. Players who are in bad financial standing with their teams/club and league will not be released or allowed to transfer until all owed fees and dues are paid in full. Please see Rio's financial agreement to see what fees and dues would be owed if you are requesting a release from your current team.

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.

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 parent will upload a current head shot of their child at the time of registration.

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. The guest player will be handwritten on your roster. All instructions for guest playing can be found on the state association's website, www.nmysa.net.

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 and Director of Coaching Education and Development the coach name. The appropriate certificates will need to be uploaded into the registration system. Once cleared, the registrar will add the coach to the roster and print a pass card for the manager.

What is the League fee and how is it collected?

The League fee is \$105, for which \$105 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. U15 and older teams that only play 4 games in the spring will pay \$55 instead of \$105.

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 \$55 or \$105 in addition to a partial club fee amount that will be determined once all paperwork is turned in. 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&l=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.
- 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

Beginning with the 2018-2019 season, teams traveling to participate in tournaments within in the region and outside of the region will no longer be required to obtain Travel Authorization from your league/club or NMYSA. Teams traveling must however bring the following documents with them to the tournament.

- 1. NMYSA Approved roster for the current season.
- 2. Individual laminated pass cards for each player/coach listed on the roster, (including guest players). Pass cards must be for the current season and have on them the team name/information, seasonal year, player/coach name and for players, the VERIFIED birth date as required by Rule 204 of the US Youth Soccer Policy on Players and Playing Rules. For coaches, a current NMYSA/US Youth Soccer pass card is evidence that they have completed the NMYSA risk management process.
- 3. Membership/Medical Release forms for each player listed on your roster and for any guest player(s).

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. 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. The guest player's information will be handwritten on the team's official roster. 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.

Beginning with the 2018-2019 season, teams wishing to bring guest players to an event will no longer be required to complete an e-guest play form. Instead, teams must follow the below process. Please note, in all cases, coaches must obtain prior guest playing approval from the player's current coach. Failure to do so will result in sanctions against the borrowing coach.

- 1. For NMYSA registered teams, only other NMYSA /US Youth registered players may guest play with the NMYSA team. There is no cross-organization guest playing allowed.*
- 2. For NMYSA registered guest players, simply add the name of the registered NMYSA guest player to the bottom of the roster, obtain the players current pass card and Membership/Medical Release form, (must bring with you for credentialing).
- 3. For other US Youth registered guest players, complete the "Interstate Permission" form for guest playing and have both NMYSA and the registered/releasing State Association sign the "Interstate Permission" form. You will need to take a copy of the form with you to the event for credentialing along with their current pass card and Medical Release form. You will also need to add the guest player(s) name(s) to the bottom of 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:

STANDANDS 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
				6.5 X	6.5 X		6.5 X		
Goal Size	4 X 6	4 X 6	4 X 6	18.5	18.5	6.5 X 18.5	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

	D	ATE:
TEAM NAME:	Ac	GE:
CONTACT:	EN	MAIL:
	_	

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.

		Credit Card	
Player Name	Check Amount	Amount	Comments
TOTALS	\$	\$	

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 BIRT	Н	NMYSA	ID NUMBER
STREET ADDRESS	CITY	ZIP	TELEPH	HONE
Reason for Release/Transfer:				
RELEASE FROM:				U-
TEAM NAME		TEAM #		AGE
PARENT NAME	SIGNATURE		DATE	
RELEASING COACH NAME	SIGNATURE		DATE	
LEAGUE/CLUB PRESIDENT	SIGNATURE		DATE	
TRANSFER TO:				U-
TEAM NAME		TEAM #		AGE
PARENT NAME	SIGNATURE		DATE	
ACCEPTING COACH NAME	SIGNATURE		DATE	
LEAGUE/CLUB PRESIDENT	SIGNATURE		DATE	
EFFECTIVE DATE: Date of Release	ase/Transfer App	oroval		
Registrar Name:		Date Processed:		
				Rev: 081130



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Coaching Department: (505) 830-2246 • coach@nmysa.net
(800) 976-2245 • fax (505) 830-2247 • http://www.nmysa.net/











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





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.

my child,	name	() to play up
	name	age
in the older age group of	ffor the	soccer season.
	age	season
responsibility should my	child be injured, no matter h	oned soccer organizations from al now seriously, while a member of t ns liable for any injuries that migh
	development, attitude, and so	consider your child's maturity, sizecial development in comparison to
coordination, muscular a the team members of the	development, attitude, and so older team.)	
coordination, muscular a	development, attitude, and so older team.)	cial development in comparison to

Rev 11/2008



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RIO RAPIDS SOCCER CLUB 2021/2022 CLUB FEES

BIRTH YEAR	AGE GROUP/TRACK	20/21 REGISTRATION	20/21 DCSL FEE	20/21 TOTAL COST
2016 & 2017	U5 & U6 YOUTH ACADEMY	\$235.00	\$0.00	\$235.00
2014 & 2015	U7 & U8 YOUTH ACADEMY	\$295.00	\$0.00	\$295.00
2012 & 2013	U9/U10 PREMIER	\$590.00	\$105.00	\$695.00
2012 & 2013	U9/U10 ACADEMY	\$465.00	\$105.00	\$570.00
2012 & 2013	U9/U10 TEAM	\$315.00	\$105.00	\$420.00
2010 & 2011	U11/U12 PREMIER	\$710.00	\$105.00	\$815.00
2010 & 2011	U11/U12 ACADEMY	\$580.00	\$105.00	\$685.00
2010 & 2011	U11/U12 TEAM	\$360.00	\$105.00	\$465.00
2003 - 2009	U13-U19 ECNL/GA	\$1,200.00	\$105**	\$1200 + DCSL
2003 - 2009	U13-U19 PREMIER	\$970.00	\$105.00	\$1,075.00
2003 - 2009	U13-U19 ACADMEY	\$810.00	\$105.00	\$915.00
2003 - 2009	U13-U19 CLUB	\$615.00	\$105.00	\$720.00
2003 - 2009	U13-U19 TEAM	\$415.00	\$105.00	\$520.00

^{**}If a teams plays in DCSL there will be an additional league fee depending on the age and amount of games.

A non-refundable registration fee of \$50 for U9-U19 will be accepted this year in order to hold a spot for your child. This is applied to your child's Rio fees for the year.

If not paying in full when you register, you have the following options for payment.

Payments are due by the 10th of the month

Youth Academy - 3 payments (due July 10, Aug. 10, Sept. 10)

U9-U12 - 3 payments (due July 10, Sept. 10, Oct. 10)

U9-U12 - 6 payments (due July 10, Aug. 10, Sept. 10, Oct. 10, Nov. 10, Dec. 10)

U13-U19 - 3 payments (due July 10, Oct. 10, Jan. 10)

U13-U19 - 8 payments (due July 10, Aug. 10, Sept. 10, Oct. 10, Nov. 10, Dec. 10, Jan. 10, Feb 10)