

Alameda Soccer Club – Islanders’ Manager Manual



Introduction:

The purpose of this handbook is to help guide ASC Islanders team managers through the process and details of managing an Islanders team. Managing a competitive team is quite different from managing a recreational (rec) team, which some of you may have done before. Much of the work that is done for you by others in rec, you need to do yourself in competitive (parts of the registration process, scheduling, etc.); and there is more to do on a competitive team (tournaments for example).

While there is a lot of detail and information, rest assured that it really does come together and after your first season you will have the hang of it. There are also people you can ask for help if you cannot find answers in this manual or at www.alamedasoccer.org

This manual will guide you through the process. It is set up to give a lot of information on the somewhat more intricate parts (US Club registration and NorCal scheduling), and then as a FAQ for some of the more straightforward topics.

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1.0 WHAT IS NORCAL?

NorCal is the Northern California Premier Soccer league. NorCal organizes fall, winter, and spring league games for U9-U23 and its own State Cup Tournament. NorCal does not distinguish between Class 1 and Class 3 teams. Instead, NorCal uses a flighting system – Premier, Gold, Silver, Bronze, and Copper. When necessary, flighting will extend to Bronze 2, Bronze 3, etc. When a team registers for league or State Cup play, it flights itself, indicating at what level that team wants to play. Check it out at www.NorCalpremier.com.

1.1 TEAM MANAGER REQUIREMENT

As you will see, in the NorCal system the team manager is responsible for a lot of administrative tasks previously done by the Club Registrar. Although this may seem like extra work, it adds flexibility and simplicity to team management. ASC requires that every NorCal team have a designated team manager, and we recommend that this role be filled no later than the first team meeting after tryouts are concluded.

NorCal's mission statement includes the following:

- The primary focus of a successful soccer program will be the individual player and their families.
- Simple administration
- High-level competition with multiple divisions of play, promotion and relegation
- Club player passes
- Year round league play
- Supporting the pursuit of a high level activity
- Choices and common sense
- Fun

The full mission statement can be found on its website at:

http://www.NorCalpremier.com/about/missionstatement/index_E.html

For each season and state cup, there are rules listed in NorCal. It is useful for managers as well as coaches to read these rules in case questions come up.

2.0 WHAT IS US CLUB SOCCER?

US Club Soccer (US Club) is the organization that supplies player, coach, and manager cards for teams playing in NorCal. US Club is a non-profit organization whose mission is to develop competitive club soccer in the United States. US Club registers players and staff and sanctions leagues, tournaments and other soccer programs for its members.

US Club Soccer annually conducts the National Cup and the National Collegiate Showcase and directs its own player identification and development program. Check it out at www.usclubsoccer.org.

US Club's philosophy is that:

- Soccer clubs are the primary vehicle through which players are developed.
- Too much time has been spent governing competitive soccer rather than encouraging its growth.
- The business of the day-to-day development of top youth players rests with the club.
- A business-friendly environment must be created.
- Clubs must work together to grow the club system.

US Club's mission statement and a full description of its philosophy can be found at:

http://www.usclubsoccer.org/main.aspx?sec_id=12&guid=83cc5e82-27e0-49fa-aad2-7fb4a7efea2

To play in NorCal, each team must complete two steps in addition to registering with ASC:

1. Registration of team in US Club
2. Registration of team in NorCal

3.0 TEAM AND STAFF REGISTRATION IN US CLUB

To play in NorCal, each team must first be registered with US Club. This is completed by obtaining passcards for all staff (coaches and managers) and all players. To complete US Club registration, the Islanders manager works with the ASC Registrar. The specifics for registration and obtaining passcards are discussed below.

3.1 TEAM REGISTRATION IN US CLUB

The ASC Registrar will enter your team into US Club. For US Club and NorCal, ASC uses “standardized” team names. They will be “Alameda Islanders YEAR”. The year is the last two digits of the oldest player’s birthdate. Girls and Boys teams are determined by adding a G or B after the club name. Example team names are shown in the table below:

Oldest Child Born In:	Boys Team Name	Girls Team Name
2002	Alameda Islanders B 02	Alameda Islanders G 02
2001	Alameda Islanders B 01	Alameda Islanders G 01
2000	Alameda Islanders B 00	Alameda Islanders G 00
1999	Alameda Islanders B 99	Alameda Islanders G 99
1998	Alameda Islanders B 98	Alameda Islanders G 98
1997	Alameda Islanders B 97	Alameda Islanders G 97

No teams can have the same name.

3.2 STAFF REGISTRATION IN US CLUB

All adults working with the team, coaches and managers, must have a US Club passcard. These passcards are valid for two years. The ASC Registrar will order and purchase the US Club passcards for each coach and manager. To obtain passcards for the team staff, each staff member must first register in Sportability (the registration system used by ASC for players and staff). When the ASC registrar opens registration for the season, you will find your team listed in Sportability through the registration link at www.Alamedasoccer.org. Once in Sportability you will be asked for your position (coach, assistant coach, or manager), address, contact info, and you will upload a photo (no hat or sunglasses). The registrar will use this information to enter staff into US Club.

Note that only three staff (coach, assistant coach, and manager) can be specifically affiliated with the team. If you have additional staff, such as a second manager or assistant coach, passcards can and will be obtained for them. All staff will receive a login and password to access their information on the US Club website, but only the three affiliated with the team will have access to the specific team information/details. If you have more than three staff for the team, indicate which three are to be affiliated with the team for login access. Once completed, the ASC Registrar will inform each staff person of his/her login and password.

3.2.1 Staff Background Check for US Club

Each adult who will get a passcard must also complete a US Club background check. To do this go to www.usclubsoccer.org

- Go to the green tab labeled REGISTRATION
- Under that tab, select STAFF BACKGROUND CHECK
- Click on the link for STAFF BACKGROUND CHECK APPLICATION
- Choose the registration type (choose COACH, Assistant COACH, or MANAGER)
- Choose the membership type LEAGUE TEAM
- In the league box that pops up, select NOR CAL PREMIER LEAGUE
- Under the club box that pops up, select ALAMEDA ISLANDERS
- Complete all the information requested
- Read the agreement and select I AGREE
- From there the staff person should get a confirmation number
- Email the confirmation number to the ASC Registrar.

3.2.2 Staff Passcard Purchase from US Club

When the background check has been completed, the ASC Registrar will order the passcard from US Club. It can take up to 2 weeks to get adult passcards from US Club. The ASC Registrar will find out within a few days if there is a problem with the background check or passcard and contact the team manager about it. Once the ASC Registrar receives the passcards from US Club the team manager is notified when they are ready to be picked up. Only coaches and managers with US Club cards are allowed to work with the players and be on the player sideline during games. If an adult without a card is coaching, the referee can call the game for the other team.

3.3 PLAYER REGISTRATION IN US CLUB

Each player on the team must be entered into US Club under his/her team. The team manager is responsible for completing the team roster in US Club (note that this is different from staff above. The registrar enters staff into US Club; the manager enters players into US Club).

In order to enter players the manager will need 4 things:

1. Proof of birth (POB). This can be a birth certificate or passport. The manager should collect these from every player electronically as a PDF. If the player is unable to email the POB as a PDF, the manager will need to collect a photocopy and scan it in to his/her computer.
2. Photo of player. When players register with ASC through Sportability, they will upload a photo. When all players have paid and registered, the ASC registrar will send the manager these jpeg photos.
3. Player's name, address, and phone #. This info can be gotten from the US Club Medical release form that the manager will also receive from the ASC registrar along with the photo (see 3.3.1 for more info on these forms)
4. Player's jersey # if you already have it (see FAQ below)

Once the manager has these documents, they will log into the US Club website www.usclubsoccer.org and add the players to his/her team roster.

Type in your login (your email address) and password and select "Submit"

Go to the tab labeled PLAYER MANAGEMENT

Select VIEW under the "Players" heading for the team of interest (if you manage only one team, it will be the only team listed)

Select ADD PLAYER near the top of the page

Select the appropriate team (if you manage more than one) under "Team Name/ID/Age"

Enter the player information (only the fields listed below need to be entered)

- first name
- last name
- birthdate
- address
- phone number
- gender
- jersey number

Upload each player's proof of birth (POB) as a pdf file.

Upload each player's photo as a jpg file (no hat or sunglasses).

At this point it is helpful to print a couple of US Club rosters to keep with you at games.

These are very rarely needed but can be helpful if something has gone wrong with the printing of match reports (see 8.1)

3.3.1 Player US Club Registration/Medical Release Form

When players register with ASC in Sportability, the information they input will automatically populate a US Club Registration/Medical Release form. These will be emailed to the manager by the ASC registrar. The manager should then print the forms and have each player and parent sign them (perhaps at a practice or team meeting). The form must be signed at the top by both the parent and player and at the bottom by the parent. The player is NOT allowed to play if this form has not been completed. AN ORIGINAL SIGNED FORM (WET COPY) MUST BE ON THE FIELD WITH THE COACH AND PLAYER AT ALL TIMES. These are normally kept in a binder with the coach.

3.3.2 Player Passcard Purchase from US Club

When the player information has been uploaded, the Islanders team manager will inform the ASC Registrar to purchase the player passcards. US Club typically takes 2 to 5 days to process the cards. Player passcards are good for 1 year, from August 1 through July 31. Once the ASC Registrar receives the passcards from US Club they are laminated and picked up by the team manager or coach.

4.0 NORCAL LEAGUE REGISTRATION

To play in NorCal, each team will register through the NorCal website. Registration in NorCal is completed by the Director of Coaching (DOC) and ASC NorCal Rep. The specifics for league and State Cup registration are discussed below.

4.1 FALL AND SPRING LEAGUE

ASC will register teams for league play in fall and spring. The ASC DOC will talk with each team's head coach to determine the appropriate flight of play. Once flights have been agreed to, the DOC will get that information to the ASC NorCal Rep to register the teams. To get a new team registered the following information is required:

- Head coach name, cell number, and email
- Assistant coach name, cell number, and email
- Manager name, cell number, and email
- Birthdate of oldest player
- Information for previous season, including date, league, flight, and record (W-L-T)
- Information for most recent tournament, including date, flight, record (W-L-T), and place

For older teams, U14 and above, league registration is completed through www.gotsoccer.com. Team managers need to provide the ASC NorCal Rep with their Gotsoccer login information, or work directly with the ASC NorCal Rep to register the team (selecting the "payment by check" option). ASC will pay for all league play. Individual teams are asked NOT to register for league play themselves (unless U14 and older and working directly with the ASC NorCal Rep).

4.2 SETTING UP A TEAM PAGE AND CREATING A ROSTER IN NORCAL (See attached for U14 Up)

Once a team is registered with NorCal a team page is created and login information is sent to the coach and manager who have been entered. At this point the manager can go into NorCal and set up their team page by changing the page color to red and white, inputting the home and away uniform colors, and entering any additional staff. You will also need to create a roster in NorCal. To do this, login and click on roster, then click add player. You will then be prompted to type in the last name of the player you want to add. This information is pulled from US Club so anyone with that last name will come up and you can choose the correct player. If the jersey # does not transfer over from US Club, you will have the opportunity to add this as well. Once you have entered all of your players, the roster will automatically show up on all match reports.

4.3 COMMUNICATION FROM NORCAL

Whoever is entered into NorCal as team staff will get emails from NorCal. Pay attention to these as they include information like: "fall brackets have now been posted. Please check and make any comments by the following date. Comments might include things like: we are erroneously in the wrong age/gender bracket. Or, a team in our Copper bracket won Gold flight last season, etc."

4.4 STATE CUP

NorCal State Cup is open to all ages' groups and levels. It is a tournament that is played out over several months. While the timing varies depending on age group and level of competition, play generally starts during the fall and ends in winter or spring. State Cup operates totally separately from League play. The format is normally as follows: 3 qualifying games followed by reflighting, 3 more qualifying games followed by another reflighting. Then quarter finals. At that point the teams move into elimination rounds. In other words, all teams are guaranteed 6 qualifying games and a quarter final match. But only the winner of the quarter final match goes on to the semifinals, and the winner of that to the finals. Every level and age group has their own series (so there is U13 Bronze State Cup, Silver State Cup, etc.). Teams playing in State Cup will have a number of 2-game weekends throughout the Fall season when they have a league and a State Cup game in the same weekend.

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ASC will NOT register individual teams for the NorCal State Cup tournament and will NOT pay for State Cup registration. It is up to the Islanders team manager to register for State Cup and for each team to pay the registration fee.

To register for State Cup, follow the instructions on the "Start Screen" for the individual NorCal team page. We recommend the Islanders coach work with the ASC DOC to determine the appropriate flight. The Islanders manager will need the following information to complete the application:

- Head coach name, cell number, and email
- Assistant coach name, cell number, and email
- Manager name, cell number, and email
- Selected flight
- Birthdate of oldest player
- Information for previous season (or previous Fall), league, flight, and record (W-L-T),
- Information for the previous State Cup, including flight, record (W-L-T), and standing,
- Information for most recent tournament, including date, flight, record (W-L-T), and place.

For older teams, U14 and above, State Cup registration is completed through www.gotsoccer.com follow the instructions on the general NorCal State Cup page at http://www.NorCalpremier.com/statecup/u14u18/index_E.html State cup involves a wide range of teams in each age group. NorCal works to “seed” these teams properly so that competition is at the appropriate level for each team. After the first few games, teams are re-seeded based on the results of the first round. To make sure that your team is seeded properly, watch all emails from NorCal for comment on rankings. Before state cup scheduling begins they will normally send out a list of all teams in an age group, with an initial ranking. They will then ask for comment. Managers and coaches email them back with information about why they are ranked too low or too high bases on past scores. For example, in a recent season one team was ranking 59 out of 100. That was pretty close—this teams should neither have been a lot higher nor a lot lower. But this team was ranked below 6 teams that they had beaten in the previous season. This information was sent to NorCal. With information from all of the managers and coaches, NorCal works to make the rankings better reflect past competition. Because of the number of teams this is never perfect but again, teams are re-seeded after the first round. Questions about seeding should be directed to the DOC.

5.0 COACH LICENSE REQUIREMENTS

NorCal requires coaches have, at a minimum, the National Soccer Coaches Association of America (NSCAA) Junior Level VI (formerly called Advanced Regional) diploma. NorCal does not recognize the licenses required by the California Youth Soccer Association, which some coaches may already have. The Junior Level VI license can be obtained by taking a 21-hour class offered by NSCAA. Different clubs in the Bay Area and around the country sponsor the class. To look for a class, go to the following link and/or check in with the DOC:

<http://www.nscaa.com/education/courses> . Coaches have a 1-year grace period from when they start coaching to obtain the license. Once the coach has completed the course, he/she must provide a copy of the diploma to the ASC DOC.

6.0 TEAM REFEREE REQUIREMENTS

Refereeing is one of the most important responsibilities of teams. This is especially critical for competitive teams as throughout the year they use more referees than recreational teams. Teams will be fined for each credit not fulfilled. Providing referees to the league is the responsibility of each team. Referee requirements for NorCal teams are mandated by the Jack London Youth Soccer League Board of Directors. As of fall 2011/Spring 2012, the requirements are as follows:

- 2 referees for U9-U10 (minimum 1 adult) to officiate 6 Game Credits
- First season U9 competitive teams are exempted
- 3 referees for U11-U19 (minimum 2 adults) to officiate 15 Game Credits
- \$30 fine per game credit not covered
- Game Credit
- U10 to U14 Center 1.0 Game Credit
- U10 to U14 AR 0.5 Game Credit
- U15 to U19 Center 1.5 Game Credit
- U15 to U19 AR 1.0 Game Credit

Each referee must officiate at least 3 games for the game credits to be counted toward the team (note the difference between game credits and games). Note that these requirements apply to each season (fall and spring), meaning that at the beginning of each season, the number of credits a team has reverts back to zero.

This works best when each team has several referees. These can be parents, friends, teens (good money for them) or anyone willing to affiliate their ref credits to your team. The referees linked to your team need not be parents on the team.

Review and stay up to date on referee requirements at <http://www.jlysl.org/refereeteam.asp>

If a game time or venue is changes, it is the coach's and manager's responsibility to inform the league match coordinator (see 7.1 below) and the club's referee coordinator at least 72 hours in advance. Teams that violate this more than once may lose field privileges or be fined. In the event that there is not a complete referee team (1 center ref and 2 assistant refs), the visiting team will be able to protest the match. For U10 and under games, there will normally not be a complete team and other teams are generally ok with this. The visiting team also has the first choice to fill the assistant ref position. It is highly suggested that competitive teams have a team referee ready at each home game so that they can fill an assistant ref position if needed. If no licensed referee is available, a club referee may be used at the discretion of the center ref. Note that state cup adds 3 more home games. This year there is no added ref requirement for teams participating in state cup, but we anticipate that there will be in the future.

7.0 SCHEDULING GAMES

NorCal sets the game dates for league play. Each team is asked to stick with the assigned dates as much as possible. Islanders' team managers are responsible for requesting fields for HOME games for the assigned dates from the Jack London (JL) match secretary. Once the home field and time have been finalized by the JL match secretary, the Islanders manager will be notified and then is responsible for entering the game time and field into their NorCal team page. Different teams approach this differently. Here is the approach of one experienced team manager who has scheduled NorCal games for the past several years:

- Check with coach for any scheduling parameters (days they can't do, time conflicts, etc.).
- For away games, send message through NorCal messaging system (see Section 7.2 below) to opponent requesting any special needs
- For home games, request fields for the times your coach prefers (see Section 7.1 below).
- Finally, schedule early.
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7.1 REQUESTING FIELDS FOR HOME GAMES

To request a field for a home game, the Islanders team manager fills out a HOME GAME FIELD REQUEST form. You can find the online request form as well as the Jack London scheduling guidelines under the "Schedule Your NorCal Home Matches" section on the landing page of the Lack London website at <http://www.jlysl.org/fields.asp> . The JL Match Secretary has to schedule fields for every competitive team in JLYSL at every age group (that's Clippers, Bay Oaks, Islanders, Highlanders, and OSC, U9-19, boys and girls). That is a lot of teams. He cannot manage one on one communication with team managers so if there is a problem, email your ASC Islanders Rep, do not contact the JL Match Secretary. Once the JL Match secretary assigns a field and time, he enters this information into www.mysoccerleague.com (MSL) and the Islanders manager is notified of the assignment via email. MSL is the system that field schedulers use to post all schedules (rec and comp).

Finally, if you have a field cancelation, or require a field change for any reason, submit a HOME GAME FIELD REQUEST form with a note about the details of the change/cancellation. You can find the Jack London Home Game Rescheduling Policy at <http://www.jlysl.org>. Include the reason for the change (e.g., rain out reschedule, coach in hospital, etc.). Note that field cancelations need to be seriously considered before making them. Usually referees are already assigned to the games and cancelations cause a lot of problems for our hardworking and much too small pool of referees. Changes should be submitted at least **1 week** prior to the requested change, **but in no case any later than the Tuesday (96-hour rule) prior to weekend games so as to allow for adequate processing time and referee reassignments.**

7.2 UPDATING NORCAL TEAM PAGE

Once the JL Match Secretary posts the game assignments to www.mysoccerleague.com (MSL), the team manager will get an email saying the home games were assigned a field. The manager can go into MSL and get the game information (field and time) and put it into the NorCal team page. To look up field assignments go to www.mysoccerleague.com

- Select "Jack London Youth Soccer Sports League" from the list of clubs and hit "Go"

- Find your gender and age group under the appropriate list (either “NorCal Premier...” or “NorCal Region 3/4...”)
- and select that
- Click on “Show” teams on the left side of page
- Find your team and select it to see field and game time assignments for each game day
- Update the NorCal team page with the game information. In NorCal, the manager can enter the game time, location, and any important information (i.e., that a field is turf, that Alameda College allows only water, etc.).

To enter this information and to send messages via the NorCal system:

- Log in to your team page at www.NorCalpremier.com
- Select “Team Page” from the list of options
- Click on “Edit Games” at the top of the schedule

7.3 TEAM COMMUNICATION IN NORCAL

All communication with the other team should be done through the NorCal messaging system. That way, if there is any dispute or problem, you have recourse through NorCal. With that in mind, please respond to all inquiries from your opponent quickly. To use the NorCal messaging system, do the following:

- Log in to NorCal team page
- From Start Screen, choose “Team Page”
- At top of schedule, choose “Edit games”
- For the game of interest, choose “Log”
- Type in the note/comment/question where indicated (white box)
- At the bottom of the page, choose “Save Changes”

NorCal will auto generate an email with the note/comment/question to all contacts for that game (ASC and the opponent). If you do not receive the email, you did not save the changes or complete the process correctly.

8.0 GAME DAY DETAILS

The Islanders manager is responsible for a number of things for and on game day. Each of these is described below.

8.1 GAME CARDS (U14-U18 See attached)

For younger (U9 - U13) **NorCal State Cup(s)** both teams should print a game card and take it to the game!

Home team has the responsibility to print out the Game Card.

To Print a Game Card:

- 1) Enter your team page for the correct event.
- 2) Scroll down to look at your schedule.
- 3) For the game you wish to print a Match Card for, click on the "Vs" tab.
- 4) Click on "Print Match Report PDF".

Please PRINT OUT your Game Card within 48 hours of your Game time, not earlier. This is to ensure that all disciplinary resolutions are reflected in the game card.

8.2 PASSCARDS AND MEDICAL FORMS

Valid staff and player US Club Soccer player cards must be presented to the center referee prior to the start of the game. The referee will use the cards to check the players in. If a player does not have a valid card, he/she will not be allowed to play. The original (wet) signed US Club Release/Medical form must be with the coach on the field during the game. In the event of a medical emergency, this form provides the release necessary for the player to be treated if a parent is not present.

8.3 REPORTING SCORES (U14-U18 See attached)

For younger (U9 - U13) **NorCal State Cup(s)** the first team to login can enter the score

Home team has the responsibility to update the Game result online no later than 24 hours after the match has concluded.

Either Home or Away Game Team may update the score online by going to the Team Page, then clicking on the ‘Start Screen’ tab and then ‘Team Scorekeeping’. Make sure you login directly to the correct event page.

8.4 CONFIRMING REFEREES

It is the home team's responsibility to provide referees. To confirm that you have referees for each game:

Go to www.mysoccerleague.com

- Select "Jack London Youth Soccer Sports League" from the list of clubs and hit "Go"
- Select the "Referees" tab
- Choose the date of the game from the list
- Find your game; they are listed by field alphabetically and then by time

If you do not have referees signed up the night before the game, contact the ASC

Referee coordinators at referees@Alamedasoccer.org

8.5 RED CARD PROCEDURES

It is the team's responsibility to ensure their Red Carded player(s)/coach(s) serve the game suspensions. The referee report must be sent in within 48 hours of red being issued. The teams must send in the verification form confirming that suspensions have been served. Teams must have signed verification form by the Center Referee and coaches of both teams, verifying that Player or Coach did not participate in game. Please copy and or scanned the referee report or game suspension form to: Alan Ramos at alanNorCal@sbcglobal.net or faxed to Attn: Alan Ramos at 415-593-7697

9.0 EVERYTHING ELSE

Ok, now that you have US Club and NorCal figured out, everything else is easy. See this handy FAQ.

1. *How do I get uniforms?*

Islanders' uniforms are ordered through Soccer Post in Alameda. A standard package is black shorts, a red home jersey, a white away jersey, and two pairs of red socks. Many players also have backpacks.

The first thing you will need to do is assign numbers to all players (or all new players). One easy way to do this is to ask them for first, second, and third choice and go from there. Once numbers are decided, each player can go into Soccer Post and order his/her own uniform with the form. Note that Islanders get 10% off all Soccer Post merchandise.

2. *How does my team get practice fields?*

The practice coordinator will solicit requests for fields, days, and times from coaches prior to each season and then assign fields. Managers are not generally involved in this. Field space is very tight. Be patient and flexible.

Questions? practices@Alamedasoccer.org

3. *How do we get equipment?*

Each team gets a budget of \$3000.00 which is to cover tournaments, equipment, State Cup etc. Most teams also have a bench and canopy. These are ordered and paid for by each team if desired.

4. *This is a lot of work; doesn't anyone else have to volunteer?*

Yes! There are a lot of volunteer positions that Islanders teams can fulfill. Jobs that are helpful for teams include: keeping/transporting bench, keeping/transporting canopy, end-of-season party, snack coordinator (if you want snacks), food coordinator for tournament weekends, treasurer, and fund raising coordinator.

5. *Should we do tournaments other than NorCal State Cup?*

Yes! Islanders' teams do a number of other tournaments throughout the year. Some teams generally do 2 to 3. The best way to find out about a good tournament is to talk to other coaches and the ASC DOC. Full listings can be found:

www.NorCalpremier.com, www.usclubsoccer.org,
<http://rankings.gotsport.com/rankings/events.aspx> and <http://www.soccertournament.us/>

During the fall season, NorCal does not schedule games the last weekends of September and October, as these are "tournament" weekends. Many clubs offer tournaments on these weekends, as well as during the summer, prior to the start of fall play.

6. *What do we do if we are short players for a game?*

If you are short players for a game (travel, injuries, etc.), you can borrow players from two places.

- a. If there are two teams in your age bracket (Red and White), Red can borrow from White. White borrowing from Red can only be done with permission from the DOC and only when used with caution. For example, it is not fair play to bring in a "ringer" from the gold team to play for the bronze team.

- b. Second, you can borrow from the age group below you. For example, the U12 girls can borrow from the U11 girls. This cannot be done vice-versa (players can play up in age but not down). To do this you need to add the player to your NorCal roster before the game. In addition, you must get their US Club player passcard from their coach (and return it right after the game). The borrowed player must also have an original (wet signature) medical release form at the game .

Note that State Cup, rosters are frozen before play starts (typically early September). For U14 and above, there are Roster Open Windows in November and March to allow adjustments to team rosters. Therefore, you should add any eligible players you may wish to use in advance (and then if you don't use them it's fine).

- c. Finally, for other tournaments, you can use players (same age or younger) from other clubs too, but you must get permission from the DOC first. Then, you must obtain a US Club player loan form from the DOC or NorCal Rep to complete. As with State Cup, the borrowed player must have a US Club passcard (from his/her club) and original (wet signature) medical release form at the game.

Commonly Used Links:

NorCal Home Page: <http://www.NorCalpremier.com/index.html>
NorCal Team FAQ's: http://www.NorCalpremier.com/Resources/TeamFAQs/index_E.html#create_roster
USClubSoccer: <http://www.usclubsoccer.org/>
Gotsoccer: <http://home.gotsoccer.com/>