



# Team Manager Handbook

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CCV STARS INTEGRA / INTEGRA ACADEMY SOCCER

STARS Youth Sports – June 2016 Revision 1  
7007 W. HAPPY VALLEY ROAD, PEORIA, AZ 85383

This manual has been developed as a reference guide for the coaching staff and team managers that support the CCV STARS Soccer program. The term "INTEGRA" will be used to describe the competitive/developmental soccer programs at CCV STARS.

It is a reference guide and it is suggested that you refer to this periodically through the season. This document will provide you information and resources to help address the needs of your team as well as questions your players and parents may have through the season.

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    Please complete the following and email/scan to AneLauvao@ccv.church or mail to CCV STARS Youth Sports, Attn: Ane Lauvao, 7007 W Happy Valley Rd,  
    Peoria, AZ 85383: .....45

## Welcome New and Returning Team Managers

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Thank you for your commitment to be a Team Manager with the CCV STARS INTEGRAL soccer program. This handbook is assembled for your reference throughout the entire soccer season. It is organized into sections that you may refer to as you prepare for the start of the season and the required activities during league play.

### Role of a Team Manager

The primary role of the Team Manager is to oversee various team administrative activities for your assigned team. You will also serve in a liaison role between club administrators, coaches and the parents/players on the team. The most important and most exercised skill of a Team Manager is communication. Consistent, constant and accurate communication between all parties will ensure that everyone involved in the team is working together. The Team Manager assists the coaching staff as necessary so that they may focus their time and effort teaching and enforcing playing skills, developing and practicing strategy, and making impactful connections with the players.

### Team Manager Duties

- Manage all administrative duties associated with collecting required player paperwork
- Support the coach by directing all questions concerning player selection, player positions and playing time to the coach
- Keep the team organized by communicating practice and game information
- Manage team finances
- Listen to concerns raised by players/parents and ask them to meet with the head coach to discuss
- Manage tournament registration, check-in, scheduling and player awards
- Assist the families with uniform ordering
- Complete AYSA game reports when Home team
- Delegate certain duties (as required)
  - Team finances
  - Fundraising

### What not to do as Team Manager

The Head Coach is the leader of the team. It is very important that the Team Manager support the decisions and directives of the Head Coach. The Team Manager must offer their counsel and advice to the Head Coach, but is also willing to execute tasks at the direction of the Head Coach even if you do not agree with that direction. The Team Manager must not engage in non-constructive dialog with other parents or players on the team (or other teams/clubs) if that action would undermine the coach in any way. In a Team Manager capacity, you will be trusted with information that should be kept in confidence between you and the Coach or other club administrators and staff.

## CCV STARS Background Information

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CCV stands for Christ Church of the Valley. CCV is one church with many campuses; Anthem, Peoria, Surprise, Avondale, Scottsdale, East Valley, and soon Midtown Phoenix. CCV is a church that welcomes everyone that would like to participate no matter what gender, race or religious belief. In 2003, CCV established the STARS soccer program as an outreach for young soccer athletes who wanted to learn and compete in either a recreational or competitive environment while learning to enhance their character. The 2016-2017 season marks our 13<sup>th</sup> year of competition. CCV has several youth sports programs including competitive and recreational soccer, football (flag and tackle), basketball, and Exceptional (Special Needs) STARS, collectively organized under the STARS Youth Sports, Inc. organization. The INTEGRA soccer program operates within multiple associations including US Club Soccer (NPL) and supports the Arizona Youth Soccer Association (AYSA) and competes in the Arizona Open League (AOL), Arizona State League and Arizona Premier League (APL). In addition, we run our own recreational soccer league called CCV United. STARS Youth Sports is a 501(c) 3 non-profit. We maintain outdoor sports facilities at our Peoria, Surprise, Avondale and East Valley campuses and an indoor gymnasium at our Peoria campus that is used for soccer futsal and basketball. As a club, we are here to help young athletes and families prosper and grow into good citizens within the community. CCV STARS is based on Christian values and principles.

STARS is an acronym that stands for Striving To Achieve Real Significance. We utilize sports to help teach character, integrity and faith as necessary components for one to lead a truly significant and purpose-filled life, on and off the field. To help us implement this at STARS is our MORE THAN A GAME (MTAG) program. This program runs through our fabric in everything we do as an organization. Each player is expected to participate in the MORE THAN A GAME non-soccer activities. Coaches will share a different MTAG lesson focused on character development, in a team setting, each week. Sportsmanship routines will be observed at the end of each game. Teams are also encouraged to perform service projects in the community during the season.

Our Mission is: **WIN** people to Christ, **TRAIN** believers to become disciples, **SEND** disciples out to impact the world

**CCV's core Christian values** should be at the forefront in our private and professional life and obviously also as coaches:

- **Commitment to Excellence** – I will do my best at all times
- **Heart for Evangelism** – I will love lost people because God loves me
- **Relationships** – I will build a genuine relationship with God and others
- **Integrity** – I will be honest on what I say and do
- **Servant Attitude** – I will put the interest of others before my own
- **Teamwork** – I will respect, encourage and support my teammates

## Risk Management

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All of us at STARS care so much for our children and families that we have a very thorough and extensive application process for volunteers, part-time employees, full-time employees and contractors. We want STARS to remain a safe place for youth to play and learn. We need to take every reasonable opportunity to insure that those adults working with our kids are fit to participate in these sporting activities. With this goal in mind, the following process will be followed.

The **CCV STARS Volunteer Application** will be provided to the applicant to complete and return to STARS. The application includes character references that will be contacted by the STARS Security Ministry. A Background and Reference Check is part of this process.

The CCV Security Ministry will contact the applicant to set up an **in-person interview**. This will take about 15minutes.

Once these steps are complete the STARS program manager will contact the applicant and inform them if they are accepted or if further discussion needs to take place.

Background checks are good for 3 years. Other elements of the process only needs to take place an additional time if the applicant steps away from STARS without any activity for more than one year.

**\*\*CCV Backgrounds** - This is mandatory for any volunteer who wants to serve with youth here at Christ's Church of the Valley, regardless of your occupation or experience. Background checks are processed through an outside company called Protect My Ministry. The information you provide is confidential and once all data has been entered into the Protect My Ministry system, the form you provided is shredded. Most people are concerned about sharing social security numbers – the report we receive back from PMM has the first 7 digits of the SSN redacted for safety reasons.

In addition, we ask that all team leaders sign up and attend the CCV Starting Point Class held at various CCV campuses around the valley.

### **Background checks are also required for AYSA and NPL.**

- AYSA is done through GotSoccer. An email is sent out directly to coaches and managers with that link. It is a very simple process.
- NPL is a 3 part process and will be available here *after 7/1*: <http://usclubsoccer.org/resources/background-screening/>

## General Program Information

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### Tryouts/Placements

CCV STARS INTEGR A Soccer conducts tryouts across several dates in May and June. Tryouts are held for the upcoming competitive play season that begins late summer. Players are not guaranteed placement with their previous team. The tryout process provides an objective process for the coaches and staff to observe the skills of all players within a given age group and determine those players most suited for placement on a STARS INTEGR A team. Placement will be made for one gender/age pool or group in the INTEGR A program. The key elements for player grouping are character, personality & passion for soccer, skill and athleticism, and overall tactical awareness. In the INTEGR A ACADEMY area we have age groups u7-u10 which participate in the AYSA Academy League and are selected in larger team pools consisting of 18-22 players. They will be referred to as:

- U7 ('10 Boys or Girls)
- U8 ('09 Boys or Girls)
- U9 ('08 Boys or Girls)
- U10 ('07 Boys and Girls)

All tryout participants must complete an on-line registration from the link on the CCV STARS website. The tryout application process requires acknowledgement and agreement to abide by the rules of CCV STARS Youth Sports and consent to a medical and media release. A one-time \$10 fee is charged to cover facility and administrative costs.

Players are required to tryout in their own age group at least one time. Trying out for an older age group is allowed only with the permission of the Director of Coaching.

Coaches typically will not complete their rosters until the last tryout/placement date. A formal announcement could be made to all parents at that time of placement decisions. It is possible that a team or age group may delay their roster decisions due to unique circumstances. When a player is notified of his/her placement, he or she is asked to confirm their acceptance by registering with the club within one week. Coaches may enlist the assistance of the Team Manager for accepting and tracking the acceptance notifications from players. Players are required to sign-off on the CCV STARS INTEGR A Commitment Letter which is part of the CCV Registration process. All players will pay a registration fee during the on-line registration process. The registration fee covers AYSA and US Club registration costs, administrative fees, secondary insurance, facility use, and referee fees.



## Financial Commitment Guideline

Acceptance of a roster position on a CCV STARS Integra team requires awareness of the financial commitment that will be required. The items below outline several, but perhaps not all, fees that will be required of all players on the team.

- 1) Pre-Season Fee
  - a. CCV STARS club registration \$290 INTEGR A/\$200 INTEGR A Academy - Due one week after team placement and commitment
  - b. Practice and Game Uniforms
    - i. INTEGR A - Two game uniform kits (jersey, short, socks) – approx. \$140
    - ii. INTEGR A Academy - One game uniform kit (jersey, short, socks) – approx. \$65
    - iii. One or more practice uniform \$30 ea (t-shirt, shorts, socks)
    - iv. Team backpack \$52 (recommended)
    - v. Warm-up approx. \$90 (optional)
    - vi. Game uniforms are used for two consecutive seasons in INTEGR A
    - vii. New uniform designs are selected in seasons beginning in even-numbered years
- 2) Playing Fees
  - a. Professional Training Fees
    - i. One or more sessions per week
    - ii. INTEGR A - \$60-\$100 per player per month (on average); INTEGR A Academy \$60 per month per player
    - iii. Paid in advance for 8 week schedule
  - b. Performance, Agility, Speed and Strength Training
    - i. \$5/player per week (optional by team; approx. \$5 per player per session/week)
    - ii. Paid in advance on an 8 week schedule
  - c. Tournament fees
    - i. Paid by team sponsors, fundraisers or split equally between players
    - ii. Typical tournament registration fee ranges between \$300-\$750
  - d. Travel Expenses
    - i. For out of town travel and overnight stay
    - ii. Each player pays their own T&E costs
    - iii. T&E cost for coach/trainer split equally among team members if they do not have child on the team
    - iv. Approximately \$30-60 per player, per tournament where travel involved
  - e. League Fees – teams/players will be responsible for DPL, APL, ASL and/or AOL league fees; \$1400 - \$250 range

## Financial Assistance

CCV wants to open our soccer family to anyone who wants to be a part of our mission. The club is self-funded and therefore cannot meet the financial needs of all players without significantly raising fees. To request financial hardship consideration, please ask your coach or division director for the link to the on-line CCV Financial Assistance Program.

**Financial hardship requests that are granted only cover a portion of the registration fee.** The other fees needed (besides registration) would come from the individual or team in way of fundraisers, corporate sponsorships, etc. Some provisions of the financial assistance agreement include:

- All players are expected to pay something, and not limited to the actual expenses incurred by CCV for state and league associations.
- CCV Champion's Cup Tournament/STARS events – all members are expected to contribute at least two (2) hours per family to supporting/volunteering time for the tournament or other STARS events.
- Players/families granted financial assistance are asked to contribute 4-8 hours during weekends when they are not playing or during CCV Champion's Cup tournament preparation or breakdown.

## Season Timeline

STARS INTEGRA soccer practices will begin the week of August 15th. Season end dates vary depending on the age bracket and post season tournament play, camps and academy schedules. As a general rule, U10 and younger age groups will complete season play by March 1st. Teams in the U11-U14 groups will complete season play by mid-April/end of May. Older age groups (U14 and above) typically complete play by mid-May which is dependent on State Cup or President's Cup tournament scheduling and possible advancement to regionals/championships.

## League Participation

CCV STARS INTEGRA teams play in the US Club Soccer (NPL – play approx. 5-6 games) and the AYSA Arizona Premier League, Arizona State League or in the Arizona Open League. Each league is slightly different but typically teams not yet in high school split play into two seasons. The exception is high school age teams which typically only play league in the fall season. Arizona Open League teams will play approx. six (6) games in each of the two league seasons for non-high school age teams. Arizona Premier and State League teams will play seven (5- 8) games in each of the one or two league seasons (age dependent). CCV STARS INTEGRA teams (u12 & older) are expected to play in the USYA National (State) Cup Championship series in Arizona (March-May) and or the AZ President's Cup (depending on age group). Most teams (U11 and older) will participate in an additional 5-8 tournaments during the season, some requiring out of town travel.

In addition, some premier teams may play in the USYS Far West Region League (also called Desert Premier League or DPL). This is a regional league with various top teams in the region. About 6 games are played.

The INTEGRA Academy u7-u10 teams will participate in the AYSA Academy League which will play games on Saturday against regional valley clubs. They play approx. 8-10 games plus 5-7 local tournaments.

## Practice / Training / Camp Guidelines

CCV STARS INTEGRA U7-18 teams will practice a minimum of two (2) nights each week for 60-90 minutes each session. Many teams will participate in Performance, Agility, Speed and Strength training (PASS) as a separate 30 minute training session per week. All INTEGRA players are encouraged to participate in the summer (May/June) STARS Academy Camp. Coaches may suggest additional camps (both local & residential) that are available as options throughout the summer. All INTEGRA Academy teams are expected to play in the STARS Futsal off season program beginning in mid-March for 8 weeks; play is once per week.

## Sponsorship

There are over 10,000 participants in our youth sports programs and we are one of the valley's largest youth organizations. As you might imagine, it takes a lot of volunteering and financial support to make an organization of this size successful. Registration fees are charged; however, these fees alone do not cover all of the team's expenses. Sponsorship funds may be sought to cover certain team costs. All of the financial assistance received from sponsors goes directly to the team or to the club, per the Sponsor's desire. A sponsorship letter and donation form is included in the Forms section of this handbook.

## Before Season Play Begins

This section covers the typical activities that a Team Manager will need to perform before regular season play begins.

### Player Registration

Upon completion of tryouts, the coaching team for the age and gender group will consult and determine placement and award roster positions to those participating in the tryout process. After the notifications have been completed and the coach has received a playing commitment from players/parents, the team manager will receive the roster list from the coach. The team manager should begin the following process once the roster has been established.

*CCV Player Information Forms & Registration Payment* – This process is to be completed on-line through the ccvstars.com website. A registration link is provided to each head coach to forward to players being selected to their team. For those who do not have on-line access, please have them call the office for assistance.

*Financial Assistance* – For players requesting financial assistance, the parent/guardian must request an on-line link from their head coach. This must be done prior to the completion of the on-line registration process.

Here are the items that are required from each player to complete the registration process.

1. Confirmation (forwarded to coach) that the CCV STARS on-line registration was completed and that the registration payment was paid.
2. Birth Certificate – This is required for age verification by the club registrar during the player registration process with AYSA and US Club Soccer. If a player has played for INTEGRA before, their birth certificate should still be on file.
3. Completed [US Club Youth Player Registration Form/Medical Release](#) – for NPL
4. Completed [AYSA Membership form](#). Note, ask the Coach if there is a possibility the team will be playing any out-of-state tournaments. If yes, the AYSA Membership form / medical release must be notarized by a certified Notary Public.
5. [AYSA Head Injury Consent](#) form. **NOTE:** Head coach must sign each player head injury form.
6. Complete the [AYSA Player/Parent Code of Conduct](#) form. This form must be signed by both the player and parent/guardian.
7. An electronic photo (head shot) of the player must be emailed to the manager for the players membership pass. This photo will be a part of the laminated AYSA & NPL player passes.
8. Turn team's paperwork in together. No staples please.

**The Team Manager should retain a copy of all forms that are completed in the steps above for their records / team binder. One copy will be provided to the club registrar.**

The Team Manager will also direct all parents to the CCV STARS INTEGR A / INTEGRA Academy Program Summary on-line at [www.ccvstars.com](http://www.ccvstars.com). This brochure summarizes club policies for behavior for which the player and their family will be held to the standards and guidelines. It will also direct families to additional policy explanations available on the STARS web site.

### Uniforms

CCV Stars will observe a two-season uniform refresh cycle. New uniform designs will be introduced in the fall of even-numbered years. The process for ordering uniforms may change from year to year. Please refer to the STORE, Uniform Ordering Information section for the current player uniform ordering procedure on the STARS INTEGR A Web Site.

The Team Manager and Head Coach will assign player numbers within the following number groups to maintain consistency and uniqueness.

Team Level	Player Numbers
Age group team	1-30
Goalies	00 or 1

## Team Registration

The Director of Coaching will work with the coach to determine if the team is placed in the proper division within the league that the team will compete.

AYSA and US Club Player registration will be completed by the Club Registrar after the Team Manager has provided the required forms. GotSoccer.com will be used for team roster management for AYSA teams. **Prior to the new season returning Team Managers are asked to NOT make any changes in GotSoccer.com until you are instructed by the Club Registrar that you may do so. New Team Managers will receive their Username and Password for their GotSoccer.com account from the Club Registrar.**

**Prior to league scheduling, the Team Manager will enter blackout dates for weekend dates that the team does not wish to have any league games scheduled (AYSA).** The league will establish limits to the number of blackout dates that may be used in a given season. The Club Registrar will inform the Coach and Team Manager of the deadline that blackout dates must be entered into GotSoccer.com. It is recommended that teams select blackout dates that correspond with planned tournament weekends to avoid scheduling conflicts. Teams are not to play league games and tournament games on the same weekend.

## Team Budget

Following the team placement process, the Team Manager should work with the coach prepare a team budget of the anticipated expenses the team will share during the upcoming season. The Coach and Team Manager will work together to define the events the team will plan to attend to aid in forming this budget forecast.

Please note the following when defining team expenses:

- Only NPL League registration fees are paid by CCV STARS
- Additional DPL, APL, ASL and AOL league fees are paid by the team
- Pro training fees are paid with ONE team check to CCV STARS (using Bank Bill Pay) every 8 weeks
- Tournament fees are paid directly to the organizing tournament
- Referee fees are already included in the player registration fees for APL, ASL and AOL – NPL, DPL and Academy could be different
- General items to include in your team budget include:
  - Pro Training Fees
  - PASS Training Fees
  - League fees
  - Tournament Entry Fees
  - Travel Costs
  - Team Equipment/Administrative Costs
  - Team Parties / Social Events
- See "Travel Expense Policy" (page 21) for more details on team travel expenses
- See "Pro Training Fee Invoice and Collection Policy" (page 26) for more details on training invoices

## Establish and Share Team Goals

It is difficult to know if you are headed in the correct direction unless you know your destination. To this point, each team should establish a goal or set of goals that the team will strive to achieve in the coming season. The goals should be consistent with CCV STARS club policies. The Team Manager should meet with the Coach to define the team goals and solicit feedback from the parent group as well to gain acceptance and cooperation in meeting these goals. Document the goals so that the team can periodically review, adjust and communicate them to the team.

## Delegation of Duties

The duties of Team Manager may be delegated to various team parents. Delegating certain duties of the Team Manager is a good way to increase team spirit. These functions must be clearly defined at the beginning of the season to prevent gaps or overlapping responsibilities and to maintain continuity of understanding with one another. Below are some of the common tasks that are easily delegated and ensures the Team Manager is not overly burdened through the season.

- Team finances – delegate all statement, collection and banking duties to a single individual with proper oversight guidelines as required by CCV STARS
- Fundraising – delegate (to multiple parents or a committee) the selection of fundraising ideas and management of the activities.
- Team support – delegate parent(s) to deliver and setup team support items such as the game bench or shade structures
- Team events/Service Projects – delegate the organization of non-soccer activities which are used for purpose of team building

## Pre-Season Team Meeting

Prior to the start of the season and usually prior to the start of the practice schedule, it is a good idea to have a meeting with all team players, parents and coaches to share understanding of the following:

- Objectives and goals of the team
- Meet the Coach and Team Manager and learn of their experience
- Discuss the financial obligations and commitments for the season (distribute budget, if prepared)
- Distribute registration, concussion, and conduct forms, etc.
- Have coach present coaching philosophy and methods
- Specifics of the program, including required equipment, tournament participation, practice locations, and general team policies
- Recruit team volunteer positions for delegated duties
- Review uniform ordering processes
- Inform parents of camps, academies, and other programs
- Address questions and concerns from parents

## Team Binder / Player Card Organization

Each team should assemble a team binder that will contain the following documents for the members of the team:

US Club Soccer NPL Membership Form/Medical Release  
AYSA Membership Form  
AYSA Player/Parent Code of Conduct Form  
AYSA Head Injury Consent Form

An effective way to manage the series of forms required for each player is to place all forms for one player in a sheet protector that you then store in a three ring binder. This makes removal of a form easy for any future need.

After the Club Registrar has completed the team registration with AYSA & NPL, you will receive your player cards and your official roster. INTEGRA should have 2 sets of player passes per team (AYSA & NPL) with one player card for each player on the team.

## Establish / Submit Blackout Dates - AYSA

Prior to the start of league play, you will be notified to enter your blackout dates in GotSoccer.com. Blackout dates are the dates that you have selected and inform the league scheduler that you do not wish to play league games. Typically blackout dates are used to avoid conflict with planned or scheduled tournaments. Please follow instructions from the Club Registrar as to when you should enter your blackout dates.

## During and Throughout the Season

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### Team Communication

The most important aspect of the Team Manager role is that of communication. The Team Manager must maintain open lines of communication to the Coaches and Players / Parents on the team. The Team Manager should set expectations prior to the start of the season as to how communication on various aspects will occur. With the advancement and proliferation of technology, most members of the team will have an easy method of being contacted by the Team Manager. Ensure you have the correct e-mail and mobile phone numbers. If you are managing players age U15 and older, make sure you also have contact methods for the players, also as many at these ages may drive themselves to/from activities and not rely upon a parent to relay vital information. For players/parents without easy means of communication, ensure you establish a practice where they contact you in advance of certain activities to make sure they have the detailed information they will need prior to the event. Be sure to establish a means of communication for those without email or cell phone access if needed.

### Field Status

QUESTIONS REGARDING FIELD OPENING/CLOSING DUE TO BAD WEATHER – CHECK [WWW.CCVSTARS.COM](http://WWW.CCVSTARS.COM) HOME PAGE

### Collaboration with Age Group Team Manager Peers

Team Managers should introduce themselves to the other CCV STARS team managers who manage the other teams close to their player age. Coaches, on occasion may ask to loan players between teams and this will require the team managers to coordinate certain player information exchanges. The pre-season Team Manager meeting is a good opportunity to make these introductions.

### Game Day Responsibilities

The Team Manager may have the following responsibilities on game days:

- Provide player passes to referee for team check in (tournament game card process may differ) **REMEMBER TO OBTAIN YOUR PLAYER PASSES AT END OF MATCH**
- For AYSA League games where the team is listed as the Home team, the Team Manager will obtain a game scorecard from Got Soccer and provide this to the referee prior to the start of the game – it is not a bad practice to print and carry a scorecard regardless if your team is the home team or not
- Have the team binder with team roster and medical consent form available at every game
- CCV STARS manages the payment of referee fees for all home games – Team Managers will not need to get involved in this process and this cost is covered from the player registration fees
  - Exception could be Academy games, home or away
  - Away games for NPL and all DPL games are split 50/50 at the field before the games
- For Home team, you will obtain the game card at the end of the game and using the procedure on the front of the card, phone-in the game report (on-line procedure may also be used) – This should be completed within 48 hours following the completion of the game
- Be aware of the closest urgent care facility or hospital in case of an emergency
- For Home games played on CCV fields, the Team Manager should make contact with the opposing Team Manager if there is a chance of inclement weather in order to make notification in case of cancellation

## Player Injury

If a player is injured, the most important thing is to get the required medical attention in the proper timeframe. Most injuries will be minor in nature and the Coach will be aware of treatment of these situations. It is a suggestion that the Team Manager have instant ice-packs available for use in these minor injury situations. Instant ice-packs do not require refrigeration and are easily transported. It is a good idea to establish a signal with the Coach so that they can let the Team Manager know if the parent's attention or presence is needed when a player is injured. If the parent is not at the game, the Team Manager should attempt to contact the parent. Parents are not allowed onto the playing field unless the coach and referee acknowledge so.

All CCV STARS registered players are covered with secondary insurance by the AYSA (for AYSA games) and US Club Soccer (for NPL games). In the event of the need to make a claim for coverage, the required forms may be obtained from the [AYSA web-site](#) along with documentation on how the claim process should be handled. This claim should be made within 3-5 days of the incident. The same is true for a [US Club Soccer claim](#). Go to their web site for the proper form.

## Player Movement Through-out the Season

On occasion, there may be a need to add or drop players once the season has started or move or transfer players between teams. If this occurs you will work with the coach to define the roster changes that are required. Once decided what change is being made, the team manager can help obtain the proper forms and signatures for these transactions.

Any player that is to be moved, added, dropped or transferred (NOT LOANED) must have a [Member Status Change Form](#) (from AYSA) completed with parent, coach and Club Registrar signatures. For player moves within the club, the status change form and player pass must be provided to the Club registrar to update official AYSA records. All other status changes will need to be coordinated with the Club Registrar and the AYSA office. **Managers are not allowed to give a parent their child's pass without first permission from their coach.**

## Rescheduling Games

After publication of the official league schedule, it may or may not be possible to reschedule a game. For State League matches, rescheduling is not permitted. **For Open League games, re-scheduling the time of the game on the same day may be possible.** Please consult league rules for details on what is permitted and the processes for rescheduling games. Rescheduling Open League home games will require dialog with the Club Field Assignor who manages field and referee scheduling. Check with Harry Demos on these issues.

## Tournament Events

All CCV STARS INTEGRΑ teams will compete in a number of tournament events through the season. The Team Manager should meet with the Coach to determine what tournament events to enter. ALL TOURNAMENTS MUST BE CHOSEN BY THE HEAD COACH AND CLEARED WITH THE DIVISION DIRECTOR BEFORE APPLYING. It is recommended that CCV STARS teams only enter AYSA (USYS) and US Club Soccer sanctioned tournaments. CCV STARS conducts our club tournament in late January and all CCV teams are required to participate within the given age group offered. When the Team Manager is selecting blackout dates for league play, care should be given to the tournaments that are of highest desire to play and for those dates to be entered into GotSoccer.com. Team Managers will want to pay attention to what the league has posted as the possible play dates for each season when looking for tournaments to enter. You may find the possible play dates for each season on the AYSA web site several weeks in advance of the league season.

ACADEMY TEAMS SHOULD NOT APPLY FOR A US CLUB SOCCER TOURNAMENT WITHOUT CAREFULLY DISCUSSING WITH YOUR DIRECTOR. STARS WILL NOT BE PROVIDING US CLUB PASSES FOR ACADEMY PLAYERS.

## Tournament registration and payment

Each tournament that you wish to enter may have different registration requirements. The majority of tournaments use GotSoccer.com to manage registration and tournament fee processing. You may use the AYSA website to look for available tournaments sponsored by local clubs. Review the sponsoring club's website to determine how to register and follow the outlined process. US Club tournaments for older teams are also an option.

## Hotel block reservation for out of town events

The Team Manager or person handling this for the team will arrange a hotel so the team can stay in one hotel. This is done in a couple of ways:

- Block the number of required reservations using a credit card with a deadline for parents to call in and switch the room reservation to their credit card
- Sometimes group reservations require blocking rooms to get a special rate – Once the rooms are reserved or confirmed in the parent's name, it is up to the parents to cancel the rooms if they are not needed
- ANY SPECIAL PERKS GAINED FROM FREE ROOMS, ETC. MUST BE DISCUSSED WITH THE HEAD COACH AND TEAM TO DETERMINE HOW TO UTILIZE THEM.

**NOTE:** Don't forget to make hotel/travel arrangements for the head coach as well.

## Tournament player loans

Some leagues and tournaments may allow loan/guest players – usually limited to 5 players and not to exceed the maximum number of players rostered, depending on the age bracket. If you are including "loan" players please consider the paperwork necessary for these players to join your team. Loan players will not be permitted to play without an approval and proper forms.

You must have the following for loan players during tournament check-in:

- Loan form
- If out of state—need approval form for guest player
- Guest player needs to have a membership form and or medical release form that has been notarized
- Guest player needs a player pass
- Guest player form needs to be signed by the player and their loaning coach

## Tournament Check-in

Teams typically check in to the tournament via a formal process that takes place one to three days prior to the tournament starting. At check in, the tournament officials will verify each player pass along with the proper forms that are required to play in the tournament. Those found unacceptable will not be permitted to play unless the items are corrected.

Have the following items when you attend tournament check-in: (Check the tournament's website for specific check-in procedures and required documentation.)

- AYSA & Tournament Team Roster Form
- Medical Release Form (can be a part of the membership form)
- Player/Coach Passes
- Team Travel Papers (if tournament out of state)/eTravel approval should be requested at least 2 weeks prior to travel dates
- Guest loan Player Forms

**NOTE:** It is recommended that you do not transport birth certificates with other player or team documentation. Most tournaments will not require this upon check-in.



## Arizona State Cup

This tournament is a “bracket play” tournament typically played out over 3 weekends. The Team Manager should obtain the latest application information from the AYSA web site in advance of the State Cup schedule. There are special rules surrounding this tournament which include:

- Deadline to apply is typically 3-4 months before the start of the tournament
- There are roster limitations and rules on transferred players that should be carefully reviewed at the *beginning of the season* – Final rosters are typically frozen 10-14 days before the tournament begins
- No adding or dropping players after the roster is frozen
- A separate State Cup roster is required
- Each team has a formal “check-in” procedure at the AYSA office prior to the start of the tournament
- A bond may be requested to be put up as part of the application fee
- If your team volunteers so many hours the AYSA may give you the money back

## Parent/Player Dispute Process

Most often, parents become upset with a coach because of one or more of the following situations:

- Lack of playing time
- Positional preference
- How a coach interacts with a player

At CCV, we ask parents to do the following when they have a concern with the coach:

- Wait a minimum of 24 hours before discussing with team staff
- Do not discuss the dispute with players or other families – Do not spread it to your child or other families in the Club
- Wait and see if this issue persists over a reasonable period of time
- Give the benefit of the doubt to the coach, at least for a little while
- Approach the coach directly about your concern and in a manner which is calm and non-emotional and at a time which is convenient and calm for the coach
- DO NOT approach a coach on a Game Day

If after a reasonable period of time, and after speaking with your coach, the concern continues, then feel free to contact the Director of Coaching (DOC) in a confidential way.

How will the Director of Coaching handle this matter?

- Privately, respectfully and patiently
- Will observe and watch and then look to take action if appropriate. DOC will invest in his staff through teaching and mentoring
- Follow-up with parent if appropriate

Summary:

We will provide an open door policy to express concerns without negative action being taken against a child. But this agreement has to be upheld by all concerned; player, parent, coach and Club administrators.

## Coach and Manager Registration

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Each Coach and Manager must complete the following registration steps prior to the start of the season.

### Coach Registration

- CCV Volunteer Form (only if you have not already done so in the past two years) which includes Background Check (only if you have not already done so in the past three years) and 3 references.
- AYSA Coaches Code of Conduct Form
- Electronic photo (head shot-no hat or sunglasses) for coach pass given to CCV STARS and INTEGRRA Registrar
- Must have also completed and passed the CCV Security Screening process for volunteers working with youth
- Each Coach will receive an e-mail from AYSA to complete the Risk Management evaluation process – this must be completed by the Coach within the prescribed timeframe established by AYSA
- Attend CCV's Starting Point Class (every three years) if you have not already done so.

### Team Manager Registration

- CCV Volunteer Form (only if you have not already done so in the past two years) which includes Background Check (only if you have not already done so in the past three years) and 3 references.
- Electronic photo (head shot) for coach pass given to CCV STARS and INTEGRRA Registrar
  - Electronic photo (head shot-no hat or sunglasses) in jpg. format
- Must have also completed and passed the CCV Security Screening process for volunteers working with youth
- Each Team Manager will receive an e-mail from AYSA to complete the Risk Management evaluation process – this must be completed by the Team Manager within the prescribed timeframe established by AYSA
- Attend CCV's Starting Point Class (every three years) if you have not already done so.

## STARS Standards of Behavior

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This summary document should help you familiarize yourself with CCV and STARS. In addition, our Standards for Behavior represent our sincere attempt to define the roles and behavior necessary for a fantastic and enjoyable youth sporting experience. Administrators, players, parents and coaches must all work together along with officials and other adults to insure that our children have an opportunity to learn, grow and mature while participating in our healthy sporting activities. We expect that each administrator, player, parent and coach will abide by the STARS Standard for Behavior. STARS reserves the right to sanction those not abiding by the STARS Standards.

### ***CCV administrators are committed to:***

- Provide a Godly environment where the Bible will be used as our rulebook for operating STARS.
- Provide a safe and secure environment for teaching and loving your child and family.
- Provide a youth sports experience that teaches teamwork, fair play and love for the game.
- Provide and maintain an encouraging and positive environment where “giving your very best effort and honoring God” is more important than winning the game.
- Provide a pressure free but challenging, learning environment for all players.
- Provide an environment where character and integrity are core values.
- Provide first class facilities that foster a professional, safe and comforting environment.

### ***CCV players are committed to:***

- Giving their very best effort on the field and in life.
- Being respectful to teammates, coaches, referees, opponents and others involved with the game.
- Being on time for all team events and communicating with the coach if some exception comes up where you might be late or not be able to make it to a practice or a game.
- Having a positive and encouraging attitude.
- Placing TEAM above personal self-interest.
- Not using any foul language.
- Placing character and integrity ahead of athletic performance.
- Trying to solve issues and concerns with a teammate or coach first before involving others.
- Accepting responsibility for their action without blaming others.

### ***CCV parents are committed to:***

- Encouraging and supporting their child and other STARS players.
- Respecting players, coaches, referees and each other.
- Being a parent/fan during games and practices, not a coach.
- Supporting your child’s coach, not gossiping or bad mouthing him/her to others.

- Supporting the More Than A Game program.
- Helping your child prepare properly for all practices and games; some examples are nutrition, sleep and equipment.
- Being responsible for getting their child to and from practices and games on time.
- Not conversing with referees regarding the game.
- 24 Hour Rule: wait 24 hours to address any concerns you have with the involved party, and then scheduling an appointment with them to review the issues.
- Matthew 18:15; Address your concerns with any coach or parent directly first before involving others.

### **CCV coaches are committed to:**

- Intentionally connecting families without a church home to CCV.
- Providing safety and security of our players during practice and competition.
- Completing the CCV security screening process prior to the season.
- Being positive and encouraging to all of their players.
- Being respectful and obedient to referees.
- Teaming with other coaches to create an enjoyable atmosphere at practice and games.
- Eliminating sarcasm and foul language.
- Enthusiastically implementing the More Than A Game **(MTAG)** Program.
- (In-house sports) Providing equal playing time assuming the player has met all team requirements.
- Providing 50% or better playing time on average prior to final phase competition assuming the player has met all team requirements.
- Support the STARS guidelines, including CCV's Christian Values

# Travel Expense Policy

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Updated: June 10, 2016

Purpose: This policy serves to outline the travel expense guidelines for CCV teams traveling outside the Phoenix area for games, tournaments and other team events.

## Summary and Intent of Policy:

This policy serves to support the additional expenses that occur while traveling out of town. It is the intent of the Club to have the affected teams assist both volunteer coaches and pro coaches traveling with the team with travel expenses. We understand that no coaches are being paid for coaching duties; therefore it is only fair to support their travel expenses.

## Definition of Terms:

- Out of Town: Travel beyond the Phoenix area & for stays typically overnight. An Out of Town, in-state example would be Flagstaff, Tucson & Yuma.
- Coach: Coach or trainer paid by the Club and or deemed as a member of the Professional Staff.
- Volunteer Coach: Any Coach that does not get paid by the Club nor is deemed to be a member of the Professional Staff but who provides a valuable role in the Club as coach.

## Guidelines & Categories

A – Pro Head Coaches traveling without a child on the team

B – Pro Head Coaches traveling with a child on the team

C – Volunteer Head Coach without a child on the team

D – Volunteer Head Coach with a child on the team

E – Director of Youth Soccer Operations or Technical Director of Training traveling with team on behalf of the team

F – Director of Youth Soccer Operations or Technical Director of Training traveling with team(s) on behalf of the team or Club

## Expenses covered by Category

1. A – Pro Head Coaches traveling out of town without a child on the team.
  - a. Hotel room expense - coach may request his/her own room
  - b. All airfare should be booked by Team Manager whenever possible.
    - i. If Coach makes his own airfare reservation, the purchase must be approved by the Team Manager before obtaining airfare ticket.
    - ii. If Coach uses his own airline 'miles' to obtain the ticket, the amount to be reimbursed will be equal to the lowest rates available by the same airline, on the same flight, from which the ticket was purchased.
    - iii. If Coach is responsible for more than one team in a given trip, the teams will equally divide the travel expenses of the coach.
  - c. Transportation to and from the team event will be reimbursed according to the following categories:
    - i. Team Traveling by air
      1. Rental Car should be provided to the Coach when team transportation is not provided (team van) or when coach is responsible for more than one team in a given trip.
      2. If Coach makes his own car reservation, the purchase must be approved by the Team Manager before obtaining the final car rental contract.
      3. If Coach is responsible for more than one team in a given trip, the teams will equally divide the car rental expense of the Coach.
      4. Gas expenses for the rental car and any other reasonable expense incurred in transportation (such as parking fees and tolls) to be reimbursed to Coach within a week after presenting valid receipts.
    - ii. Team Traveling by car:

1. Rental Car should be provided if not other reasonable transportation is available.
2. If Coach makes his own car reservation, the purchase must be approved by the Team Manager before obtaining the final car rental contract.
3. All transportation expenses (gas, parking fees, tolls, etc.) to be reimbursed to Coach within a week after presenting valid receipts if he uses his own car.
4. If Coach is responsible for more than one team in a given trip, the teams will equally divide all car related expenses of the Coach.
- d. Per Diem Expense (Meals) – for overnight trips to be paid by team before departing for event at a rate of \$30 per day from the start of the Coach/Team travel until the return to home. If Coach is responsible for more than one team in a given trip, the teams will equally divide the Per Diem Expense of the Coach.
2. B – Pro Head Coaches traveling with a child on the team - The team covers no expenses, as the coach is acting in the capacity as a father on the team.
3. C - Volunteer Head Coach without a child on the team - Same as "A".
4. D - Volunteer Head Coach with a child on the team - The team covers no expenses, as the coach is acting in the capacity as a father on the team.
5. E - Director of Coaching or someone designated by him traveling with team on behalf of the team - Same as "A"
6. F - Director of Coaching or someone designated by him traveling with team(s) on behalf of the team or Club
  - a. Same as "A" but if there is more than one team together, the teams will split the expenses.
  - b. If it is strictly a "Club" event, then CCV will provide the reimbursement.

**Reimbursement Process:**

1. Receipts should be turned in to team manager within two weeks of the event.
2. Team manager/Club will pay the allowable expenses within one week.

**Note:** Any concerns about this policy or about the allowable expenses to be reimbursed should be brought to the attention of the Director of Coaching.

## Volunteer Coach Registration Fee Waiver Policy

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Updated: June 10, 2016

We sincerely appreciate all volunteer coaches. For the 2016-2017 season CCV STARS will provide a registration waiver/discount for one child that is participating in INTEGRΑ soccer.

Registration:

- Head Coach of the team – his/her child receives 100% registration fee waiver (\$290 INTEGRΑ and \$200 INTEGRΑ Academy).
- Assistant Coach of the team – his/her child receives 50% registration fee waiver

Coaches are expected to attend all major events such as coach meetings, continuing education training, More Than A Game seminars, etc.

**NOTE:** When registering your child, STARS will provide a “discount code” for your child to take advantage of this waiver. If a coach applies their discount and then decides they can no longer volunteer we ask that they pay the normal fee for their child within two weeks.

## Team Banking Account

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Updated: June 27, 2016

### 2016-2017 Banking Information:

CCV STARS is in the process of switching banks for team accounts this summer. Until access is granted to the team accounts for the 2016-2017 season please follow these procedures:

Drop off/mail in team deposits to the STARS office at 7007 W Happy Valley Rd. Please put the deposit in an envelope marked with your team name, the season in which it is intended for, your name & contact information and how the funds are to be used (held for later team use, reimburse STARS for a registration fee, or pay an outstanding application/registration).

If you have an application/registration that requires the funds to be paid at time of submission, please make arrangements to complete the application in the STARS office so that STARS may make the payment on your teams behalf. If this is not possible, please contact the office to make other arrangements.

If you have registered for a tournament/event that allows payment at a later time, please contact Angela, [AngelaOlander@ccv.church](mailto:AngelaOlander@ccv.church) and/or Ane, [AneLauvaio@ccv.church](mailto:AneLauvaio@ccv.church) with the event information & due date so that they may make the payment for your team.

The following is the banking information for the 2015-2016 season:

The details below outline the specific banking account process that will be used by CCV STARS. Each team will have an established checking account set up at Wells Fargo Bank.

#### Banking Contact information:

Roy Urbanc - Business Specialist and STARS Youth Sports In House Contact at Wells Fargo

2123 W Happy Valley Rd.

Phoenix, AZ 85085

Phone: 623-587-3700, Fax: 623-587-3707, 24 hour customer service number 1-800-869-3557

- Each Team banking account will be set up with 2 Signers (Team Manager, & the CCV STARS Accounting Coordinator)

Format for setting up each bank account will be as follows:

STARS Youth Sports, Inc. - Team name (ex: YR Gender Color Soccer Team)

(00 Boys Black Soccer Team) – For INTEGRA Accounts

(08 Girls Soccer Team; '08 Boys Soccer team) – For INTEGRA Academy Accounts

7007 W. Happy Valley Rd.

Peoria, AZ 85383

- STARS Youth Sports, Inc. will initially deposit \$150.00 into each account as a minimum balance. No team may use these funds in any way. This minimum is a cushion so the team does not get charged banking fees. The Stars Youth Sports Accounting Coordinator will have online access to all team bank accounts to monitor banking activity.
- Team Managers will take care of daily transactions on the bank account.
- STARS Youth Sports will initially provide each team a book of checks to utilize however; we encourage all teams to utilize the online bill pay function to pay bills as this is a free service for each account.



**NOTE:** Any amount in the team account at the end of the year remains and rolls over for next season's use. If a team folds or ceases to exist, the monies left roll over into the club general account.

- SINCE THESE CCV ACCOUNTS ARE "NON-PROFIT" ACCOUNTS MONEY CANNOT BE DISTRIBUTED "OUT" TO INDIVIDUAL MEMBERS ONCE IN THE ACCOUNT. ONCE MONEY GOES INTO THE "TEAM" ACCOUNTS THE MONEY MUST BE SPENT FOR "TEAM" EXPENSES.
- IN ADDITION – ALL BANKING INFORMATION/TEAM FINANCIAL RECORDS MUST TURNED INTO CCV ACCOUNTING AT THE END OF THE SEASON. THEY WILL THEN BE GIVEN BACK WHEN THE NEW TEAMS ARE SELECTED AND A MANAGER IS DIRECTED BY THE HEAD COACH.

## Pro Training Fee Invoice and Collection Policy

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Updated: June 10, 2016

As part of being in the INTEGRRA and INTEGRRA Academy Soccer programs each team will be assigned a professional soccer trainer for at least one practice per week and will utilize a pro goal keeping trainer. Some teams will have more than one day per week. In addition, all u11 and older INTEGRRA Black teams will have one mandatory PASS session per week for at least 2 sessions during the season. Other teams within the club are also encouraged to participate. The PASS fee will be included in the STARS training fee invoice.

Pro training will begin the week of August 15, 2016. There will be 3-4 planned Pro Training team "sessions". Each session will be 8 weeks long. Team fees will be established at the beginning of the season and each team is expected to take care of their fee to the club. The club will not deal with individual players for pro training fees. If the team can collect 2 sessions at once without serious burden to team members, they are encouraged to do so to make the collection task an easier one.

Pro Training Session calendar:

- August 15 – October 6 (8 weeks)
- October 10 – December 1 (8 weeks)
- December 7 – February 9 (8 weeks– two weeks off for Christmas break. Break will be from December 23<sup>rd</sup> to Jan. 2<sup>nd</sup>)  
**NOTE:** INTEGRRA Academy teams will end this session approx. March 1st and will not have a fourth session. They will have a 10 week session.
- Session 4; February 15 and further (May 7<sup>th</sup>) – team dependent on how far they go in State Cup.

### Billing/Collection Procedure:

Each team will receive an invoice for the 8 week session in advance (two weeks before the start of each session). INTEGRRA Academy teams will end approx. March 1st.

- The invoice will be sent to both the head coach and team manager
- The terms of the invoice will be net 7 days.
- A reminder will be sent out again after the invoice is 14 days old
- If an invoice is still not paid, the Director of Coaching will have a discussion with the team to see how the delay can be taken care of - CCV will be paying trainers on a two week cycle and want to make sure that training is not interrupted
- Checks will be paid directly to CCV STARS using the Bank Online Bill Pay and sent directly to the attention of STARS Accounting Coordinator at STARS Youth Sports, Inc.
- Each team will pay the club with ONE online bill payment check. No cash and no individual player checks
- Please have the team name on the comment section of the check to ensure proper application

NOTE:

- *If a team fee is not paid within 30 days of the invoice date, the fee for that team will be increased by 10% the next session*
- GK Training is already included in the team fee. It is offered one or two days per week depending on the age
- Fees will include PASS: Performance, Agility, Strength and Speed training - This is typically no more than \$5 per player per team (assuming 10 players per team)
- Training Fees – are based on a combination of factors some of which include:
  - Expected number of players per roster per age group
  - Number of pro training nights per week
  - Pro trainer level

# Donations

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Updated: June 10, 2016

Sponsor/donation forms are provided in the back of this manual as well as on the website [www.ccvstars.com](http://www.ccvstars.com).

All donations made to the team, where the donor desires to receive a Tax Donation receipt at year end, must go to team expenses and cannot be designated to a particular individual. If a person wants to donate funds to a particular individual, that money will not be eligible for a tax donation receipt.

Donations should be mailed to:

STARS Youth Sports  
C/o Accounting Office  
7007 W. Happy Valley Rd.  
Peoria, AZ 85383

The Accounting Coordinator will deposit the donations and issue a check to the team once the Sponsor's check clears the bank.

**NOTE:** Please make sure the Donor indicates on the Sponsor form which team benefits from the Sponsorship.

# Fundraising

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Teams are encouraged to use fundraiser mechanisms to cover team expenses. The following guidelines should be used when considering fundraiser opportunities.

- All STARS youth Sports fundraisers are ideally performed off-site from the CCV campus.
- The STARS, MTAG (More than a Game) logo or CCV logo may not be used in connection with the fundraiser unless prior approval has been received from management (written documentation).
- No fundraising promotion will be allowed if it has to do with gambling, gaming, alcohol, or tobacco use.
- NO flyer distribution can occur anywhere on or around the Sports Complex or parking lots of CCV without written approval from STARS management.
- Off Campus Fundraising events can be done to benefit the team.
  - Fundraising monies should be expensed to team activities first and will not be directly refunded to families.
  - Fundraising can be handled in a number of different ways and handling cash is unavoidable.
  - To avoid any liability risks when collecting cash, such as at a car wash, at the conclusion of the event, two parents (not related to each other) should count the cash. Place the counted cash in a sealed envelope and both parents should sign across the sealed section of the envelope.
  - Once the deposit is made, attach the signed envelope to the deposit slip as backup.
- Team fundraising events that are based on individual participation, such as selling candles or chocolate bars, should generate funds to be allocated to the individual participating players account.
- Team fundraising events that are based on overall team participation, such as a car wash, will generate funds to reduce fees for each player's team account.
- It is every player's responsibility to participate in these events. If a team member and/or parent cannot participate in a fundraising event due to an unforeseen incident, immediate notification should be communicated to the Team Manager. One excused incident should be overlooked and forgiven; however, if a second incident occurs the team can choose to not allow that player from benefiting from the funds generated.

**SEE COMPLETE FUNDRAISING GUIDELINES DOCUMENT ON THE STARS WEBSITE...WWW.CCVSTARS.COM**

## Sponsorship Letter

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CCV STARS YOUTH SPORTS IS A NON-PROFIT ORGANIZATION FOUNDED IN 2003 WITH A COMMITMENT TO PROVIDE HIGH QUALITY COMPETITIVE AND RECREATIONAL SPORTS PROGRAMS FOR CHILDREN AGES 4 THROUGH 19, IN THE NORTHWEST VALLEY.

There are over 10,000 children participants in our programs and we are one of the Valley's largest youth organizations. As you might imagine, it takes a lot of volunteering and financial support to make an organization of this size successful. Registration fees are charged however these fees alone do not cover all the team's expenses.

All of the financial assistance received from sponsors goes directly to the team or to the club, depending on which you specify. The donation is then used for tournament entry fees (both in and out of state), practice and training equipment, travel and team expenses.

We would appreciate your being a part of our success story by sponsoring one or more teams during the 2016-2017 seasons. If you have been a CCV Team Sponsor in the past, we would appreciate your support once again. If this is your first year, we welcome you to our organization.

Please feel free to contact any CCV Program Director with any questions you may have or visit our website at <http://www.ccvstars.com> or find us on Facebook [www.facebook.com/ccvstars](http://www.facebook.com/ccvstars).

### Corporate Matching Gifts for Volunteers

Many corporations encourage their employees to get involved with their community through volunteerism. One way the corporate base supports employees on this is through a Matching Gift Program. These programs can allow for your employer to make financial contributions to nonprofit organizations that their employees support through volunteering their time or providing donations.

Many of you contribute your valuable time to the success of CCV Youth Sports for our youth and your efforts are greatly appreciated by many including the players, coaches, and families.

If the company you work for has a Matching Gift Program, please check with them to see if financial support can be provided in your name to CCV STARS Youth Sports. 501 (c)(3) Non-profit Organization- STARS Youth Sports Federal Tax Identification Number 20-1523881

## More Than A Game (MTAG) Guidelines

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Updated: June 10, 2016

CCV STARS coaches are asked to support the MTAG program through the following activities.

- Character Cards – Provided to players once per week during the season you spend 3-5 minutes in discussion on topic.
- Player Recognition Certificates used to honor a player or players who most represented the weekly MTAG attitude.
- Huddle the players together after practice and have a brief prayer, thanking God for everything he provides for us. This is voluntary by player and is normally player led.
- Huddle your team together before and or after a game and have a brief prayer, thanking God for the opportunity to go out and compete today. This is voluntary by player and is normally player led.

Before the game:

- Pray with your team
- Encourage them to play their best, fight for one another

After the game:

- Go through the line to shake hands with the other players and coaches.
- Then proceed to the other side of the field where the opposing player's parents are located. Stand together as a team and clap for those parents as a sign of thanking them for their support and sportsmanship during the match.
- Then proceed right over to thank the referees for their effort in the game by shaking each one of their hands.
- Finish by meeting with the team one last time for closing words of encouragement before they leave the field. Win or lose, good or bad.
- Pray as a team at midfield/ask the opposing team to join you.

## Refund Policy

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Updated: June 10, 2016

It is the intention of CCV to provide an outstanding youth sport experience for all of its members. We believe that we have provided full disclosure and transparency for all attributes in registering for our programs. In addition, once registration is completed, we have incurred a significant portion of the player expenses that cannot be returned. Therefore, we do not provide refunds as a standard practice. We reserve the right to discuss very extreme situations that may arise that are totally out of the control of the player or family. The amount provided back to the family is at the discretion of STARS Director of Coaching. The amount agreed to be returned would be returned within 30 days.

## Playing Up Policy

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Updated: June 10, 2016

CCV STARS believes that it is normally in the best interest of most athletes to play soccer within the natural age group for which US Soccer has suggested. CCV STARS has the following guidelines for any player that wants to be considered for playing in an older age group.

- A player must dominate his/her natural age group (in the area for which they compete, i.e. Arizona) and be an impact player at the next oldest age group's highest level.
- The minimum requirement for "impacting" an age group is that the player must be an obvious starter and deemed to be one of the most valuable players on that team.
- If a player meets the criteria he or she is a candidate for playing in an older age group at STARS. The Director of Coaching will be responsible for making this decision and will communicate and consider feedback from all coaches involved and the age group director of coaching.
- The player must also attend tryouts for both their natural age group and the age group above.

## Player, Coach and Team Travel Guideline

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Updated: June 10, 2016

The intention of these guidelines is to insure that CCV Soccer Club, players and coaches have a consistent and fair code of conduct for all travel situations involving STARS Excel teams.

Conduct Guidelines for CCV Players, Coaches (Professional and Volunteer) and Teams:

1. It is strongly recommended that all team members, including coaches, stay at the same hotel for the duration of the out of town travel.
2. When attending an out of hotel team function, all team members and coaches shall dress in accepted CCV travel attire as defined by the coach.
3. All players and coaches shall have a defined curfew established by the coach that is equal to or earlier than the hotel curfew.
4. All players and coaches shall act in a polite, professional and courteous manner while at the hotel, restaurant or in any place where the team or player travels.
5. Any player or coach found stealing, vandalizing or involved in any illegal or inappropriate activity, will be sent home immediately, at the expense of the player or coach, and may be suspended or removed from the Club by the Director of Coaching.
6. Any coach (Professional Staff or Volunteer) that is found in possession of or using any illegal substance will be suspended immediately and sent home at his own expense, until further review by the Club's Director of Coaching.
7. All coaches and trainers are asked not to drink alcohol in front of team players and or with team parents.
8. Parents – are asked not to drink alcohol in front of players or coaches during travel. The avoidance of alcohol on team trips is requested.
9. Coaches should avoid the inclusion of a travel companion or overnight hotel visitor at the same hotel, other than a spouse.
10. Rental Cars: Only coaches, trainers and or chaperone parent adults, 25 years and older, should operate rental cars provided by the team.
11. Older players should not utilize their own vehicles once they arrive at a tournament site without the permission from the coach.
12. A coach should not be alone in the hotel room with any player or parent at any time (other than their spouse or child). Should the need arise for private conversation, the coach and player or parent should find a place out in the open to have this discussion. At a minimum, the hotel door should be open during the meeting.
13. Ideally a coach or trainer should not share a room with a player or parent unless that person is related to the coach or is a fellow coach. Some exceptions may be acceptable due to cost or other reasons. But at no point will safety of the child be compromised.
14. Players should not be in a hotel room with non-family members of the opposite sex without parent supervision.

**Note:** The above guidelines are intended to provide clear communication to all players, coaches and trainers as to the acceptable behavior while traveling with the team. Any player, coach, trainer or parent that sees conduct inconsistent with the above guidelines has the obligation and responsibility to report the act to the Club's Director of Coaching.

## CCV STARS Loan Policy

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Updated: June 10, 2016

CCV STARS cares very much for each athlete and family. We strive to provide a balance in one's life for the health and welfare of the player and family. US Soccer and other professional youth development organizations have provided soccer guidelines so that a youth athlete is not over trained, over coached and over played during a period of time. CCV STARS strongly believes that athletes, if not monitored, will physically and emotionally burn-out with too much training and playing at certain ages. Our intent is to do our best to care for and balance out the amount of soccer training and playing our athletes get. We are also assuming that STARS is the primary soccer team for each player and that each look to CCV to monitor and provide a safe and developmental soccer



environment for their child. The only way we can do that is to regulate the amount of play a child gets in a given period of time and to also know what other physical activities the child is involved with.

### **INTEGRA (u11-18 boys and girls) Loan Policy:**

CCV Integra Players are not to practice or play with any competing AYSA clubs or other soccer entities from the opening of the official season (estimated at August 15) until the end of the team's league and tournament season, estimated to finish around May 1<sup>st</sup>.

Exceptions to discuss with your coach and DOC would be high school soccer, ODP, id2, Regional & National team events and private training lessons.

If we do not have a team at the age group, we may with permission by the coach and DOC loan a player to another club for ECNL women's competition. Also, on occasion we will allow a player to practice or tryout for the Arizona based USSF Boys Academies. However, no permission will be considered during serious competition (State Cup, Regionals, FWRL, National League, etc.) times. Permission must come from the DOC for these requests.

Once the team's season is over (after the teams' last league game or tournament), a CCV coach and his/her team (with DOC permission) may participate in other league activity (outdoor or indoor) as long as all members of the current team are invited, assuming this is before the final tryout/placement team formation in June.

Prior to May 1<sup>st</sup>, the AYSA has a rule stating that any player wishing to practice, tryout, etc. with another club entity must first gain the approval of the current club's DOC. In addition, at CCV, we will enforce that the current coach must first be notified. After May 1<sup>st</sup>, a player is free to do as they wish without permission from the STARS as long as they are not in competition (State Cup, President's Cup regionals, USYS Regionals or Nationals, etc.). Out of professional courtesy we still ask the player to notify his or her coach first.

We hope that we will not have to deal with this issue but in cases that might come up we have established the following guidelines.

Consequences: The following will be enforced if the above policies are broken.

1. First occurrence – Parents involved will be suspended from watching the next two games and the player will miss the next league or tournament game
2. Second occurrence – Player will be suspended for two games
3. Third occurrence – Player will be removed from the team for the rest of the year

If a CCV coach is involved in breaking the rules, he/she will be suspended for 5 games. If there is a second occurrence he/she will be removed from his coaching position. In addition CCV coaches are not allowed to coach other AYSA competitive teams.

### **INTEGRA Academy (u7-u10 boys and girls) Loan Policy:**

CCV players are not to practice or play with any competing AYSA clubs or other soccer entities (private training lessons are exempt with coach acknowledgment) from the opening of the official season (estimated at August 15) until the end of the team's league and tournament season, estimated to finish around March 1<sup>st</sup> without permission from the program's DOC.

If given permission for this, the player in question cannot practice or play "prior to" a CCV practice or game nor can they play for another entity on any weekend where the player has a tournament with his/her STARS club team.

Once the team's season is over, a CCV coach and team may participate in other league activity (outdoor or indoor) as long as all members of the current team are invited, assuming this is before the final tryout/placement team formation in June.

Prior to May 1<sup>st</sup>, the AYSA has a rule stating that any player wishing to practice, tryout, etc. with another club entity must first gain the approval of the current club's DOC. In addition at CCV we will enforce that the current coach must first be notified. After May 1<sup>st</sup>, a player is free to do as they wish without permission from the STARS as long as they are not in competition. We still ask the player to notify his or her coach.

We hope that we will not have to deal with this issue but in cases that might come up we have established the following guidelines.

Consequences: The following will be enforced if the above policies are broken.

1. First occurrence – Parents involved will be suspended from watching the next two games
2. Second occurrence – Player will be suspended for two games
3. Third occurrence – Player will be removed from the team for the rest of the year
4. If a CCV coach is involved in breaking the rules, he/she will be suspended for 5 games. If there is a second occurrence he/she will be removed from his coaching position. In addition CCV coaches are not allowed to coach other AYSA competitive teams.

## 2016-2017 Uniform Ordering Procedure

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**SOCCER.COM**

It's time to order your uniform!



Congratulations on being a part of STARS... SOCCER.COM is proud to partner with STARS to supply your uniforms and all the gear you need to start the season.

Please read this entire document before continuing to process your uniform order.

### *Step 1: Preparation*

- Your coach will work with CCV STARS to set up an on-line roster for your team
  - a) He/she will email the roster to [harrydemos@ccvstars.com](mailto:harrydemos@ccvstars.com)
  - b) Dana Geraghty will load the roster into Soccer.Com (this will take 3-5 business days)
  - c) This roster will consist of:
    1. Jersey Number (try to use 0-30 for uniform numbers)
    2. Player's first and last name
    3. Email address (very important for ordering)
  - d) Once everything is loaded in the system....You will receive an email...“Now it's time to order your uniform.”

### *Step 2: Ordering*

- Click on this link [CCV STARS INTEGRA UNIFORMS](#)
- At the top left under STARS click to select your team (this will bring up your team roster)
- Select the player you want to order for.
- Field Player Game Items (3) REQUIRED for INTEGRA ACADEMY ('10-'07)
  1. Adidas Regista 16 Jersey for STARS (Orange)
  2. Adidas Regista 16 Short – STARS (Orange)
  3. Adidas Copa Zone Cushion II Sock – (Orange)



- Field Player Game Items (6) REQUIRED for INTEGRA ('06-'98)
  1. Adidas Regista 16 Jersey – STARS (Orange)
  2. Adidas Condivo 16 Jersey – STARS (Navy Blue)
  3. Adidas Regista 16 Short – STARS (Orange )
  4. Adidas Condivo 16 Short – STARS (Navy Blue)
  5. Adidas Copa Zone Cushion II Sock – (Orange& Navy Blue)



- Goalkeeper Game Items (3) REQUIRED for INTEGRA of INTEGRA Academy Players





1. Adidas Estro 15 Jersey OR Onore 16 Long Sleeve Jersey
2. Adidas Parma Black shorts
3. Adidas Copa Zone Cushion II Sock - Black

### Practice items (3) required for INTEGRA and INTEGRA ACADEMY

1. CCV STARS Grey Practice Shirt
  - b) Only Item ordered from [CCV STARS WEBSITE](#)
2. Adidas Parma 16 Black Soccer Short - “Preferred”
  - a. Must wear all black Adidas soccer short for practice
3. Adidas Copa Zone Cushion II White Sock – “Preferred”
  - a. Must wear all white Adidas soccer sock for practice



- Click on each item and add to your cart. 
- Confirm that your number, players name and sizes are correct.
- Then proceed to checkout. 
- Order now as it could take 2-4 weeks for delivery.

### Additional Great Benefits

- In addition to your uniform, represent your team off the field with STARS [Spirit wear](#).

- Save on the sport you love with [SOCCER.COM Goal Club](#).
- Check out the largest selection of cleats, shin guards, balls, and more at [SOCCER.COM](#).

### *Additional Information*

- STARS and SOCCER.COM.com have worked together to provide deep discounts and tremendous value on your order.
- Due to the negotiated low pricing, some SOCCER.COM promotions will not be valid for your Club uniform order.
- Be sure to add SOCCER.COM to your address book to make sure you don't miss exclusive Team offers.

If you need help with your SOCCER.COM order or have questions, please don't hesitate to contact us at [custserv@sportsendeavors.com](mailto:custserv@sportsendeavors.com), or call 1-800-967-8326. Any additional questions please contact [danageraghty@cox.net](mailto:danageraghty@cox.net).

Good luck on your upcoming season... Go CCV STARS!

Sincerely,  
SOCCER.COM & CCV STARS

## Helpful Links

The following are links that you may find helpful.

Description	Link
Arizona Youth Soccer Association	<a href="http://www.azyouthsoccer.org">www.azyouthsoccer.org</a>
US Club Soccer National Premier League	<a href="http://www.usclubsoccer.org">www.usclubsoccer.org</a>
CCV STARS Administrative Contacts	623-298-2923-office
CCV STARS Player Registration	<a href="http://www.ccvstars.com">www.ccvstars.com</a>
CCV STARS Practice Field Assignments/Weather	<a href="http://www.ccvstars.com">www.ccvstars.com</a>
CCV STARS Web Site Financial Assistance Form Sponsorship Form Uniform Ordering Team Financial Templates 'Quick' Manager's Check Lists	<a href="http://www.ccvstars.com">www.ccvstars.com</a> ASK YOUR COACH FOR THIS <a href="#">CCV STARS Sponsorship Letter and Form</a> <a href="#">Soccer.com STARS Uniform Ordering</a> <a href="#">Team Financial Templates</a> <a href="#">Manager's Check Lists</a>
AYSA Important Forms Membership Form Player/Parent/Staff Code of Conduct Head Injury Consent Injury Report Form Medical Claim Instructions Status Change Form Player Loan Form Interstate Clearance Form US Club NPL Membership Form	<a href="#">AYSA Membership &amp; Medical Release Form</a> <a href="#">AYSA Player/Parent Code of Conduct Form</a> <a href="#">AYSA Head Injury Consent Form</a> <a href="#">AYSA Injury Report Form</a> <a href="#">AYSA Medical Claim Process</a> <a href="#">AYSA Status Change Form</a> <a href="#">AYSA Player Loan Form</a> <a href="#">AYSA Interstate Clearance Form</a> <a href="#">Membership Form</a>

NOTE: if your player is suspected of having a concussion he or she may not return to practice or games until he/she has gone to the doctor and has been cleared. There are now two forms that must be signed off when this takes place. Please consult with the AYSA web site for details.

## Frequently Asked Questions

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Q: Are there any tools available for managers to use when coordinating team schedules, finances, communication, etc.?

A: While CCV does not specifically endorse any one tool or program on the market for team management there are many available for use (i.e. TeamSnap.com, gotteammanager.com, etc.). If you search online you can find web sites that host many of these tools under one account on a single site. TeamSnap.com for instance, has also built smart phone apps for the coach, team manager and parents to use that allows them to have immediate access schedules, maps to practice and game locations, etc. Many of these services charge a nominal monthly fee that can be divided amongst the players (i.e. \$10-\$20 per team, per month). You are free to choose whatever service you feel fits your team's needs the most, or you may choose to coordinate everything on your own and not use any service.

Q: What uniform kit should I instruct my team to wear for a given game?

A: Prior to the start of the season, speak with the head coach to determine if he/she has any specific uniform instructions. CCV STARS INTEGRA teams will have an Orange and Navy uniform kit. Typically the light kit is considered HOME, and the dark kit is AWAY. For tournament weekends, you may be managing uniform selection across a possible three day period. Therefore, you will want to plan your uniform rotation such that you are not asking players to wear the same kit on back-to-back days. *Please note that referees and opposing (away) teams have the right to ask for a change in jersey and socks. Please be sure to remind your team to have all uniforms at all games, just in case.*

INTEGRA Academy teams will only have an ALL ORANGE KIT. For Academy teams, they only have an Orange kit.

Q: What are the sideline selection criteria?

A: Check with the league or tournament for specific directions on this.

## CCV STARS Administrative Contacts

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Name	Title / Area of Responsibility	E-Mail	Phone
Harry Demos	Club Director / Financial Assistance Approval	HarryDemos@ccv.church	602-316-5588
Nick Demos	Programming Director/United Soccer	NickDemos@ccv.church	623-298-2864
Ane Lauvao	Club Registrar / Team Manager AYSA Liaison	<a href="mailto:AneLauvao@ccv.church">AneLauvao@ccv.church</a>	623-561-3533
Gina Randels	Director's Assistant	GinaRandels@ccv.church	623-298-2923
Debra Scott	Finances / Sponsorships	DebraScott@ccv.church	623-298-2869
Angela Olander	Accounting, Trainer Checks, Team Fees	AngelaOlander@ccv.church	623-561-3554
Jed Roberts	Facilities/Fields Operations	JedRoberts@ccv.church	(623) 340-7229
CCV Security	Peoria		602-692-7865
Boris Teoharevic	INTEGRA Academy Division Director	borisoccer@yahoo.com	602-561-2787
George Okallo	Girls Division Director	gokallo112@aol.com	602-350-6850
Mark Stone	Technical Advisor	mdstone1000@aol.com	610-772-5378
Harry Demos	Boys Division Director	HarryDemos@ccv.church	602-316-5588
Randy Karg	INTEGRA Champions Cup Tournament Director	Randy.Karg@cox.net	623-262-4296



## Supplemental Information

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### Can winning big or losing big still be a great experience

By Harry Demos, CCV STARS Lead Pastor & Director of Coaching, Excel Soccer

In the CCV STARS (Striving To Achieve Real Significance) youth sports programs the result of a game or score as many often think is not the number one goal. The primary goal is to learn to play and enjoy sports as means to greater personal fellowship while honoring God as our primary audience.

With that being said, the only way to honor God and enjoy a sport is to do your very best all of the time by listening, learning and implementing coached behavior. In doing so we can use sport as a platform to meet new friends, gain more self-confidence, build upon our self-esteem, become more disciplined and hopefully use sport as a means to prepare for the game of "life". Isn't this "real significance"?

So if the final score is not the primary goal then why do we often find ourselves in a youth sports game where both sides are not having fun just because the score is lopsided? Why should winning big in a game be uncomfortable for the winning coach or players? And conversely, why should losing big in a game be such a disaster?

If we are honest with ourselves, we would find that most of the time we as coaches are focused on the score and not the "progress" or "enjoyment" level of the young athletes.

We also find it difficult to put ourselves in the shoes of our opponent when we have a lopsided game. We may also overlook the true competitive nature of our young athletes and insult them with petty adult behavior while trying to "artificially even-out" a naturally lopsided game.

A lopsided game is typically the result of superior skill and or athleticism and knowledge of one set of players over another. No matter how hard we as adults try to balance competition we are always going to have situations like this. This situation is completely natural. In addition to lopsided skill, athleticism and knowledge, we often forget that we are also teaching our players to always give their best. With this we can also have a natural conflict in continuing to give your best while beating the brains out of your opponent.

The question is how to handle these "natural conflicts" when they occur so that all of the participants can enjoy the game experience, the prize for which we train.

First let's explore how most coaches respond in the *WRONG* way:

- Continue playing the same way all of the game in order to score the most points while doing your best to limit your opponent to zero.
- Tell your players they cannot score anymore.
- Reduce the number of players from the field because you feel sorry for the other team.
- Tell your players to let the other team score to make them feel better.
- Make disparaging comments about the other players or coach.
- Place artificial constraints on your players to minimize the natural scoring process.

If you were the other coach or a player or parent on the other side in a youth game would you like any of these methods that are most often used? I don't think that many of us would.

None of these methods for responding to a lopsided game maximize the positive experience for young athletes during a game, whether on the winning side or losing side.

They either negatively impact the losing side with humiliation or they disrespect them with poor sportsmanship or artificial constraints that disrespect the game you are playing.

These artificially built "adult" constraints are personally insulting to all coaches, players and parents on the opposing side. They seem like "fair" ways to even up a game, but in most cases compromise the integrity of all involved, including the history of the game and the lessons we teach to our children to always give their best effort, 100% of the time.

So the REAL "big" question is how should we as adults respond to a situation where one team has a lopsided position over the other, while maintaining the enjoyment for all players involved and while maintaining the integrity of the sport and satisfying our audience of one, God our father?

The CCV Way for winning coaches:

- Always act in a sportsmanlike manner, no matter what the score. Replace personal and selfish celebrations with happiness and thanks for the entire team and those who directly supported the success.
- Always encourage your players to do their very best, no matter what the score is.
- Don't trick the game by imposing artificial constraints on athletes that do not allow them to achieve number two above and that typically insult your opponent.
- Move players around into different positions. Challenge them to get out of their comfort zone and learn new skills. This can also be a lot of fun for the players while slowing down the lopsided results of the game.
- Use substitutions to make sure that players that do not often get to play as much get the chance in this situation. Give your strongest players more of a rest than normal...BUT caution, do not completely penalize your best players for being good. Let them play also and enjoy the game experience.
- Instruct your winning team to focus on a different part of their game (not currently a strength) that will challenge improvement while also helping to slow the lopsided results.
- Take an opportunity at a logical break, like halftime to gather your players and parents and remind them that no matter what during the game, they are to implement great sportsmanship behavior while also always giving their best.
- If you have or can build a rapport with your opposing coach, look for the opportunity at a logical break to discuss the situation with him or her.
- Acknowledge in a humble non arrogant way that you want all the players to enjoy the game and ask him if he has anything he would like you to do. Let the coach knowing privately that you will be changing some things around that should allow all players to enjoy the game without disrespecting anyone.

The CCV Way for losing coaches:

- Encourage your players to continue giving their best, no matter the score.
- Ask them to focus on activities or skills in the game that are more realistic for them to achieve, other than the final result. An example may be to try to string 2-3 passes together; or get past the half way line; or get a shot on goal, etc.
- Ask your parents for some understanding and discernment for the remainder of the game. You or your players can't all of a sudden be someone else. Focus more on encouraging the effort than the result.
- Consider changing the tactics or strategies for your team to help them become more successful.
- Move players into different positions. Minimize the impact the results can have to one player, such as a goalie or quarterback. Share the pain so to speak and help others appreciate the responsibility that goes with these other positions.
- Use a situation like this to teach your players about how to endure and persevere during really tough times. Use the sport to help teach and prepare them for many of life's lessons.
- Never make excuses or put down the other team's players for their talents.

The bottom line is that if we are truly coaching and parenting youth for REAL SIGNIFICANCE and if our audience is truly God, our father, then we can humbly enjoy good and bad results from a sporting event that may seem ugly and lopsided...just like life!

I challenge all CCV STARS coaches and parents to re-look at our priorities and to think ahead about how we can help our young players and parents enjoy youth sporting events no matter what the score is.

## Parenting from the Sidelines

By Harry Demos, CCV STARS Lead Pastor & Director of Coaching, INTEGRA Soccer

With my experience in working with Youth Sports, I often wonder what the primary motive for parents is as they enroll their kids in either recreational or competitive sports.

- Is it for recreation and fitness?
- Is it for peer socialization?
- Is it for a financial return (e.g. college scholarship or pro contract)?
- Is it to relive their lost childhoods?

I suspect that if we are all honest, we will admit that there are several of these motivating factors for each of us as to why we enroll our kids in youth sporting activities. As parents, our backgrounds typically define these intentions, whether obvious or not. No matter the reason, I suggest that kids can achieve all of the positive reasons above if only the parents would recognize their roles and live it out day by day, game by game.

So what is your role as youth sport parents?

- Register your kids with an open mind toward them enjoying the sports as pure recreation; all other reasons are added benefits.
- Encourage and love your kids no matter how they perform, whether they win or lose.
- Help them learn how to prepare for practices and games.
- Support your coaches and the others involved in the activities.
- Leave specific technical comments and game analysis to the coaches.
- Speak only positively about other teammates, coaches, or referees while in front of your children.

Anything else will hurt children's abilities to enjoy, grow, and compete in youth sports. It will also distort and confuse your roles as parents. When parents understand the roles then all family members can enjoy the experiences.

## Glossary

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The glossary below presents some of the more frequently used acronyms and terms that you will encounter and an explanation.

**Binder** – Most club soccer team managers will have 'the binder' which will contain all of your teams paperwork including player passes, medical waivers, stamped match and team rosters, match reports, and more. It must be brought to every game a team plays.

**Age Division Groups – U10 (2007), etc.** – players born in the year 2007; also called '07 Boys or Girls

**Match Report** – Also called game card or scorecard - Used by referees to record the official match score. Match reports are usually signed by the coaches before being filed with the appropriate league.

**Medical Waiver**- The form is required of all soccer players and ensures that team coaches and any other indicated adults on the form can make medical decisions for a player in the event that the parents are not present and cannot be contacted when a player is injured. The waivers also provide blanket liability releases to the soccer leagues, associations, volunteers, etc.

**AYSA** – Arizona Youth Soccer Association, an affiliate of the USSF through the USYSA. They handle player registration, insurance, tournament sanctions, and more.

**APL** – Arizona Premier League through AYSA.

**ASL** – Arizona State League through AYSA.

**AOL** – Arizona Open League/Port of Subs Open League (POSOL) through AYSA.

**NPL** – National Premier League through USCS.

**DPL** – Desert Premier League in the Far West Regional League (FWRL).

**Player Pass** – All soccer players are issued player passes which indicate their name, the level they play (Recreation/Challenge/Classic), their birthdate, age division, team name, and their USYSA and/or USCS registration number.

**Club Registrar** – The person responsible for the registration of soccer players with the state association.

**Roster** – A list of players on a team.

**US Club Soccer (USCS)** – a competitive association under the US Soccer umbrella; and a rival to the USYS

**USYSA** – United States Youth Soccer Association, a national level affiliate of the US Soccer Federation (USSF).

**USSF** – United States Soccer Federation which is responsible for all aspects of amateur soccer in the United States including overseeing the national soccer teams and programs, adult amateur association, youth soccer associations, and more.

Team Manager/Treasurer Acceptance

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Please complete the following [Team Manager/Treasurer Acceptance Form](#) and email/scan to [AneLauvao@ccv.church](mailto:AneLauvao@ccv.church) or mail to CCV STARS Youth Sports, Attn: Ane Lauvao, 7007 W Happy Valley Rd, Peoria, AZ 85383:

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TEAM MANAGER/TREASURER SIGNATURE

PLEASE COMPLETE THE FOLLOWING:

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TEAM NAME

---

TEAM MANAGER/TREASURER PRINTED NAME

---

MAILING ADDRESS

---

EMAIL ADDRESS

PHONE #

---

TEAM COACH SIGNATURE

PRINTED NAME

---

STARS YOUTH SPORTS, INC REP

PRINTED NAME