



***TRACYTON SOCCER CLUB SELECT  
GUIDELINES  
2016 - 2017***

# TSC Select Guidelines

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## **Tracyton Soccer Club Select Guidelines for Coaches and Managers**

Welcome to Tracyton Soccer Club Select! Below is information for managers and coaches for the season. TSC has put forth a guideline to help all coaches and managers through the process of Select Soccer.

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### **Acronyms and Websites**

WSYSA – [Washington State Youth Soccer Association](#)

NSYSA – [Northwest Youth Sound Soccer Association](#)

TSC – [Tracyton Soccer Club](#)

NPSL – [North Puget Sound League](#)

PSPL – [Puget Sound Premier League](#)

RCL – [Regional Competitive League](#)

KPSRA – [Kitsap Peninsula Soccer Referee Association](#)

WPSL – Washington Premier State League

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# TSC Select Guidelines

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## Tryouts

All TSC Tryouts dates, times, and locations will be coordinated with the TSC Director of Select. Each team is encouraged to have a handout available to all parents with cost, commitment to the season, and some background information on the coach.

**WSYSA** – All WSYSA (NPSL, District) tryouts will be a minimum of one week after WSYSA State Cup Finals for the age group and will be in accordance with NSYSA’s Tryout Policy (policy pending)

**US Club\*** – All US Club (PSPL) tryouts will be after the conclusion of Washington Cup. All US Club boys’ U14 (M01) teams run a calendar year (January – December) versus the seasonal year (August – July) team.

\*If a team is wishing to play in US Club and holds its tryouts before the allowed time for WSYSA, the team will be registered as a US Club team and will be ineligible to participate in all WSYSA-only events. However, US Club teams are eligible to participate in any dual-affiliated event.

## Roster Size

<b>Age Group</b>	<b>Minimum</b>	<b>Maximum</b>
<b>U11 - U12</b>	9	14
<b>U13 – U15</b>	11	18
<b>U16 – U19</b>	11	22**

\*\*A team can have 22 players on a team roster but only 18 players on a game-day roster.

## TSC Coaches Registration

Visit the Tracyton Soccer Club Web site at [www.tracytonsoccer.com](http://www.tracytonsoccer.com)

1. Log in to your TSC account or create a TSC account
2. Choose “Register now”
3. Choose “Select Coaches 2016 – 2017”
4. Indicate the age category you wish to coach
5. Answer all the questions (Important to enter your legal name the same way in all Web sites)
6. Click “Finish” at the end

You will receive an e-mail confirmation that you are registered with Tracyton Soccer Club as a coach.

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## Risk Management

### WSYSA Background Check

No coach will be allowed to start holding practice or tryouts if the Risk Management Application (RMA) is not completed. Please follow the information below and remember to enter your legal name the same way in all Web sites.

**For WA Youth Soccer Volunteers:** <http://wys-bgc.affinitysoccer.com/>

For Returning Coaches/Volunteers: RMA Renewal

1. Choose "Registration"
2. Log in
3. Follow the directions to register as a coach
4. Choose "Tracyton Soccer Club" as the club you will affiliate with
5. Finish the registration process

For New Coaches: RMA Registration

1. Choose "Registration"
2. Create an account
3. Follow the directions to register as a coach
4. Choose "Tracyton Soccer Club" as the club you will affiliate with
5. Finish the registration process

## US Club Background Check

This is an additional background check for all US Club Staff members. In order to process your coach's card please complete this additional background check.

<https://refserve2.com/club/gettingStarted.cfm?mid=b3ae8af4-b6a7-4068-b9f5-6af4d97928ea&cid=389>

Once this US Club background check is completed, please e-mail the TSC Registrar with the confirmation number you receive.

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## Registration

- Within a couple of days of the conclusion of the tryout, please contact all players who attended the tryout with placement information.
- After tryouts, the Manager or Coach will turn in a list of all players including legal names, date of birth, and jersey number to the TSC Registrar and TSC Director of Select. Also include the desire for the team to play in either WSYSA or US Club.
- The TSC Registrar will then open the correct registration event for the team.
- All Select players will need to be registered, including payment in full, at [www.tracytonsoccer.org](http://www.tracytonsoccer.org) before they can be released to be rostered to a team by the TSC Registrar.
- Play-ups will register with their correct date of birth in their regular age group (not necessarily the team's age group); the TSC Registrar will then reassign the player to the team once the player's registration is complete, including payment in full.
- All players are required to turn in a copy of their birth certificate to the Manager. Any new player to TSC will need to submit a copy to the TSC Registrar for verification.

### Bonzi Team

Once the registration event is open and the coaches have registered with TSC, the TSC Registrar will enable your Bonzi Team account. Bonzi team will e-mail you instruction with login information. This will give you the manager and coach the ability to see who has registered and paid to know who is eligible to be at practice. Bonzi team has a calendar and ability to e-mail the entire team. This is where you will print all the medical release forms needed.

## Player Cards and Passcards

### WSYSA Player Cards

WSYSA player cards are good from August 1<sup>st</sup> of the current year through July 31<sup>st</sup> of the following year. Player cards are ordered directly from our TSC system and will be printed for the teams, by the TSC Registrar, once the player is registered, paid, and rostered. The TSC Registrar will receive the Player cards in August and will designate a date/time to hand them out to coaches or managers. Each card will need to be signed by the player and have a photo attached to the front. Cards with signatures and photos will need lamination.

### US Club Passcards

Managers or coaches must e-mail the TSC Registrar the following requirements for US Club Passcards:

- **US Club Medical Release form**: TSC must have a copy of this form to order Passcards for each player
- **Pictures**: TSC needs a head/shoulders shot of each player in a .jpeg format (file must be under 2 MB)
- **Birth Certificate**: TSC needs a copy of each player's BC saved in an **individual** file in a .pdf format (file must be under 2MB)

These passcards, as soon as processed, will be e-mailed to the coach or manager. Each card will need to be printed on white card stock and laminated.

\*\*\*The TSC Registrar will be unable to card the player if any of the above requirements are not met, due to the limitations that US Club Soccer puts on the clubs. (Reminder: All files must be under 2MB)\*\*\*

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## Tournament Rosters and Guest Players

### WSYSA Tournament Rosters

Please e-mail the TSC Registrar with the request for a roster at least a week before the tournament. At that time, please let the TSC Registrar know if the roster needs only a club registrar signature or if it requires an association registrar's signature as well; that information is in each tournament's rules. Please list your guest players with the information requested below. The TSC Registrar will e-mail a requested copy of the roster to you the day before the tournament. All guest players must be carded with WSYSA to be listed on a WSYSA roster for a tournament.

### US Club Tournament Rosters

Please e-mail the TSC Registrar with the request for a roster at least a week before the tournament. Please list the guest players with information asked for below. The TSC Registrar will e-mail a requested copy of the roster to you the day before the tournament. All guest players must be carded with US Club to be listed on a US Club roster for a tournament.

### Guest Players

A request for guest players must be made at least seven days prior to the tournament. Please send your request to TSC Director of Select and TSC Registrar. All guest players must be approved by the TSC Director of Select, Director of Coaching, and Director of Competition. In the request, please list the following information:

- Player's Legal Name
- Player's Date of Birth
- Player's Current Club
- WSYSA Player ID Number or US Club Player ID Number

***For quest players:*** All guest players must be registered with a WSYSA or US Club for the 2015-16 season before July 31st or 2016-17 season after August 1<sup>st</sup>, including payment required by TSC, prior to being placed on the roster.

It is a TSC recommendation that guest players be played as a supplement to your team not as a full member of your team. We recommend that you start your TSC registered players, and the TSC registered players have more play time than guest players so that our/your TSC team is ready for league play. We ask that you put your team's development over a win/loss record. Players develop when they are given the game time to do so. Also, the playing of guest players ahead of your own registered players can cause a lot of unnecessary stress on a team dynamic from parents to players. The effects on a player's confidence could take months to undo.

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## **Competitive Play League Application**

The Coach or Manager will let TSC Director of Select and TSC Registrar know of what league you would like the team to play in no later than July 1<sup>st</sup>. If you are unsure of your team's competitive placement, please contact us to set up a meeting in June.

### **Options**

PSPL (US Club) – WPSL, Classic 1, Classic 2, and Copa

NPSL – Division 1, Division 2, and Division 3

SSUL – Division 1

If this is a returning TSC team and you would like to go up or drop a level, please explain why. The TSC Registrar will then fill out the application for submission, and the TSC Treasurer will submit payment.

## **Game Schedules**

**NPSL Game Schedule (WSYSA)**: NPSL game schedule can be found on the NPSL Web site <http://www.northpugetsoundleague.org/Index.html>. It will list the date and home/away information. It is the responsibility of the coach or manager to contact the other team at least 72 hours prior to match with game details. TSC NPSL home game matches will be listed on the NSYSA Web site.

**NSYSA Web Site**: This is the Web site where your schedule will be posted (Estimated time of schedules being available: End of August for fall teams, end of November for winter teams, and end of January for spring teams). <http://www.nsysasoccer.org/> If you do not have an account here, please create one. If you have an account, please verify that you can still log in. Please let the TSC Registrar know if you have any issues.

Steps to creating an account at NSYSA:

1. Click "Logon"
2. Under Logon Click "Register"
3. Fill in your information and choose "Register" \*\*\*Please note it is very important that you fill in your Legal name the exact same way on all Web sites\*\*\*

**PSPL Web Site (US Club)**: The TSC Registrar will e-mail you a copy of your login information for the PSPL Web site for your team page. The TSC Scheduler will upload your game schedule into the PSPL Web site in the end of August. This game schedule information will NOT appear on the NSYSA Web site.

**Rescheduling Matches**: If you need to reschedule a home game, please submit a request to the TSC Scheduler at least two weeks prior to the originally scheduled game. All reschedule requests must be agreed upon in writing by both teams. The TSC Scheduler will coordinate with TSC Director of Fields to reschedule your match. There is no guarantee of the ability to reschedule a match if it is requested within two weeks of the originally scheduled match.

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## **Game Day Requirements**

Each league will have its own requirements for game day. Please refer to your league's rules for all requirements. Below are links to the game day rosters for each league. Generally, you will need at least three copies of your game day roster, player cards or passcards, and (US Club – PSPL) a copy of your official roster. The coach or the manager will give all three copies of the game day roster to the referee.

**NPSL:** <https://northpugetsoundleague.demosphere-secure.com/deimos/files/54f0e424626dcd50e600000a/Team%20Manager%20Game%20Checklist.pdf>

Game Day Roster: <https://northpugetsoundleague.demosphere-secure.com/files/NPSLGameRosterForm-2013.pdf>

**PSPL:** <http://pugetsoundpremierleague.com/leagues-5/match-procedures>

Game Day Roster: [http://pugetsoundpremierleague.com/files/forms/site-documents/PSPL Game Roster 2015 2016.pdf](http://pugetsoundpremierleague.com/files/forms/site-documents/PSPL%20Game%20Roster%202015%202016.pdf)

## **Score Reporting**

It is important to report your game score within 24 hours of the match. Also it is important to keep all the game day rosters for the season.

NPSL: Please log in to your team page to report game scores.

PSPL: Please call the score reporting line or log into your team page to report game scores.

## **Red and Yellow Cards**

Please report all yellow and red cards to the TSC Director of Competition and TSC Director of Select within 24 hours of the match.



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## **Second Season (Spring League)**

Any U11 – U14 team wishing to play in a second season (Spring League), will need to contact the TSC Registrar and TSC Director of Select with the information. Please include: league name and division placement. Be aware that a second season will cost an additional amount per player, and fees will need to be in by January 20<sup>th</sup>. No scholarships or discounts are applied to second season play.

## **WSYSA State Cup**

The TSC Registrar will e-mail information out about WSYSA State Cup to all qualified WSYSA teams. The WSYSA State Cup has three levels (Founders Cup, And Challenge Cup 1 & 2). The TSC Director of Select and TSC Registrar will recommend a cup to enter. Please email the TSC registrar with what Cup you would like the team to enter by the stated deadline. The TSC Registrar will register your team for state cup through the WSYSA site. Monies for state cup will be collected through TSC and will need to be paid in full before the TSC Registrar will register the team.

## **US Club State Cup (Washington Cup)**

The TSC Registrar will e-mail information out about Washington Cup to all PSPL teams. In this e-mail will be deadlines in which to let he/she know that the team wishes to play in PSPL State Cup. It is the job of the manager or coach to register and pay for their team for Washington Cup through the PSPL Web site.

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## **TSC Contact Information**

**President:** Lloyd Hansen [president@tracytonsoccer.com](mailto:president@tracytonsoccer.com)

**Administrator/Registrar/Scheduler:** Susie McGill [registrar@tracytonsoccer.com](mailto:registrar@tracytonsoccer.com) 360.509.5571

**Director of Select/ Director of Fields:** Tim Roche [select@tracytonsoccer.com](mailto:select@tracytonsoccer.com) 360.620.1679

**Treasurer:** Barbara Johnson [treasurer@tracytonsoccer.com](mailto:treasurer@tracytonsoccer.com) 360.731.7434

**Fundraising:** Vacant

**Equipment/Uniforms:** Naomi Carrier [equipment@tracytonsoccer.com](mailto:equipment@tracytonsoccer.com)

**Director of Coaching:** George Campbell [DOC@tracytonsoccer.com](mailto:DOC@tracytonsoccer.com)

At any time that you have any questions or concerns please feel free to contact us.