

# Three Rivers Soccer Club Coach's/Manager's Packet



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## *Three Rivers Soccer Club (TRSC) Contact List*

The contact information below, as well as contact information for other TRSC staff and volunteers, is available on the TRSC Website - [www.3rsc.org](http://www.3rsc.org)

<b>Position</b>	<b>Name</b>	<b>Phone</b>	<b>E-mail</b>
TRSC President	Chris Mertens	509-521-5482	Chris3rsc@gmail.com
TRSC Director of Coaching	Chad Bodnar	509-302-0293	Bosscoach3rsc@gmail.com
TRSC Ast. Director of Coaching	Mike Pardini	509-460-1420	Mpar13@yahoo.com
TRSC Youth Director	Max Weber		Max.weber@wwcc.edu
TRSC Treasurer	Debbie Bohlander		debbohlander@gmail.com
TRSC Secretary	Mark Larson		Larsonsoccer@gmail.com
TRSC Mediation Chair	Kathy Poeppel		Katpoeppel@msn.com
TRSC Game Scheduler	Deb Grimm		Dsgrimmlin@aol.com
TRSC Uniform Coordinator	Carrie Chaney		c.chaney@live.com
TRSC Web Master	Bob Bodnar		Coachbodnar@charter.net

### *Risk Management Authorization (RMA)*

All coaches, managers, and parents that have direct involvement with the players on the team must secure a Risk Management Authorization (RMA) number from the State of Washington.

Information and a link to begin the process can be found at:

<http://www.wsya.com/Resources/RiskManagement/tabid/93/language/en-US/Default.aspx>.

TRSC strictly monitors this requirement

## *TRSC Tryouts*

### Attendance at the tryout session is mandatory!

1. Tryout dates are posted on the TRSC website – [www.3rsc.org](http://www.3rsc.org)
2. If a player cannot attend the scheduled tryout for their age group, the player must apply (in writing) for an excused absence from the TRSC Coaching Director. Justification for the absence will be reviewed, and if deemed appropriate, granted by the TRSC Coaching Director.
  - a. For example, if a player is injured, a doctor's note describing the injury will need to be submitted with the written request for an excused absence.
  - b. Another example is an illness. Doctor's note describing the illness must be submitted.
  - c. All other non-medical requests will be evaluated on a case-by-case basis.
  - d. If the excused absence is granted, the player will be expected to attend an additional pool training in order to be evaluated (unless injury or illness prevents such participation).
  - e. If the excused absence is not granted and the player does not attend tryouts on the scheduled date, they will not be evaluated for a TRSC team.
3. Before attending a tryout, register online for the Fall 2011 Spring 2012 season. Instructions for registering are listed on website. There will be a staff member at the tryout to help register if computer access is a problem.
4. Check the tryout page of the TRSC website to confirm the schedule before leaving to attend the tryout session. Any delays, cancellations, or updates will be posted there.
5. Arrive at least 30 minutes early; some age groups have a lot of players to check in.
6. Upon arrival, check in with the tryout coordinators. Players will then receive their tryout number, which must be pinned to the back of the shirt. Players can then move onto the tryout field to start their warm-up. Parents are not permitted on the tryout field. A tryout coordinator will instruct players when it is time to proceed with the tryout. Players need to remember their numbers. They will need that information when checking results.
7. Bring a PLAIN white shirt and a PLAIN dark shirt (no gray shirts). The tryout coordinator will let players know which color to wear. Do not bring team shirts or jerseys.
8. Wear appropriate shoes and shin guards. Shin guards are to be worn under the socks.
9. Bring an age appropriate size soccer ball, pumped up and marked with your name and phone number.
10. Bring plenty of water. Players will be given water breaks, during which they will stay in the tryout area. Parents are to remain OUTSIDE of the tryout area.
11. Dress properly for the weather; temperatures may be cold.
12. Do not wear any jewelry. This includes necklaces, rings and earrings of any kind, and bracelets (including Live strong-style bracelets).
13. All tryout results will be posted within 72 hours of tryout.

## *Fees/Costs Associated with TRSC*

Below represents most of the costs associated with club soccer. There could be additional team fees not reflected in the breakdown below.

- Registration Fees, \$105 of which goes directly to Tri-Cities Youth Soccer Association (TCYSA) to pay for facility use, field supplies, State registration, insurance, office staff services, and referees. The balance supports TRSC operational costs.
  - RCL-\$300
  - Select-\$195
- Coaching fees - Depend on coaches credentials (see coaches' fee guidelines)
- Coaching travel and hotel reimbursement (dependent on agreement of team and coach) - TRSC encourage teams to help coaches with lodging and gas when travelling for events that are club related
- Uniform Costs- Nike kit around \$110, includes home and away jerseys, one pair of shorts, two pair of socks. Bags, sweats, personalizing with name are additional.
- League Fee – Depend on the league.
  - Select (District 6) is currently \$75.00 per team.
  - RCL (Regional Club League) vary by the year.
- Tournament fees- tournament entry fees typically run between \$250 and \$600 per tournament. That cost is divided amongst all players of the team. Coaches will announce which tournaments and the number of tournaments each team attends.
- Player/Guardian – Travel costs (hotel, gas, meals) for travel to and from league and tournament games.
- Academy- camps/extra training costs- Not a mandatory expense and varies according to participation. RCL teams are expected to participate in academy. Scholarships are available based on need.

## *Coaches' Fee Guidelines*

For all premier club coaches who qualify with these minimum requirements

A - B License Coach ..... \$4,000 per team

Equivalent qualifications include NSCAA Premier license, or a college coach with more than 3 years' experience and college playing background.

C License Coach ..... \$2,500 per team

Equivalent qualifications include NSCAA Advanced National license, or a high school coach with more than 3 years' experience and college playing background.

D License Coach ..... \$1,500 per team

Equivalent qualifications include NSCAA National license, or a club coach with more than 3 years' experience.

Exceptions may be made at the discretion TRSC Coaching Director and TRSC President for experienced candidates.

Teams are responsible for coaches' stipend. Stipends can be fundraised or sold player to player with monthly fee. Stipends are to be paid to coaches in two separate installments – 1 halfway through the year, and the final at the conclusion of the year.

TRCS Coaching Director makes all coaching assignments in conjunction with TRSC President.

## *TRSC Uniform Orders*

TRSC is a Nike Club. All TRSC uniforms and equipment are to be purchased through Soccer Etc., Boise, Idaho. All uniforms will be Nike and will fall under the club guidelines of TRSC team apparel. All uniforms will be printed with the Three Rivers Logo.

### Contact information:

Soccer Etc.  
5200 Fairview Avenue  
Boise Idaho. 83704  
Phone: 208-323-4525

All teams will be responsible for the ordering and coordination of uniform purchases. Contact Carrie Chaney, TRSC Uniform Coordinator (C.Chaney@live.com) with questions regarding uniforms.

TRSC Uniform Order Forms can be found at the TRSC website:

<http://www.3rsc.org/page/show/94964-uniform-order-information>

## *Practice Field Scheduling*

All practices at the TCYSA complex must be scheduled through the TCYSA Field Coordinator and requests made with the proper field request form available on the TCYSA website. You will only be allowed one practice per week at the complex and you must practice on your field. You may not move goals or practice on the recreation fields. The club has portable goals available to create small sided fields. All practices not at the complex need to be scheduled through the Three Rivers Field Coordinator.

If lights or turf fields are needed we have three facilities in the Tri-Cities you may rent.

- Edgar Brown Stadium (Pasco) - Contact Todd Lewiston at 547-5581
- Chiawana High School turf field (Pasco)
- Lampson Stadium (Kennewick) - Contact the city of Kennewick

## *Team Organization and Meeting*

Each team should have a meeting after team formation and tryouts with players and parents covering topic that meet that team/age groups needs. See sample agenda, parent and player expectations in the following pages.

### **Equipment**

Each team will need to supply the coaches with balls, pennies, and cones for training.

### **First Aid Kit**

Each team will also need a first aid kit to tend to immediate needs of players injured on the field. This kit should include, but not be limited to:

Band aids, blood clean up kit, latex or nitrile gloves, athletic tape, ace bandages, cotton swabs, and cold packs.

First Aid kits are not to contain oral or inhalant medications and managers are not to give any medications to players; this includes ibuprofen, or aspirin.

### **Volunteers**

Each team should elect or assign volunteers to fill the following responsibilities/positions to help in the operations of the team:

Team Manager: assists coach with player cards/registration, tournament registration/check-in, equipment, provides the team with game times/locations and field directions, fills out game sheets, reports scores.

Team Treasurer: establishes a team checking account (contact the TRSC treasurer for tax exempt number), collects funds for coaching fees, tournament registration, player's fees etc. Keeps team books and collects payment from parents

Uniform Coordinator: assists the team with uniform order in collaboration with TRSC uniform coordinator,

Fundraiser/Sponsorships: Helps offset team costs in organizing and participating in raising funds for the team use. Fundraising can be elaborate (organize a golf tournament) to simple (hold a car wash). The sky is the limit. If getting a sponsor, sponsor names, logos, etc. can be placed on warm-up or team T-shirts but NOT be on the uniforms. This is prohibited by Washington State Youth Soccer Association.

Hotel Coordinator: Assists in booking hotels for the team when they travel.

Field Coordinator: Assists in scheduling of practice fields at the TCYSA complex and off the complex. Provides information to parents regarding location of out of town games (this is sometimes performed by the team manager).

## *TRSC Team Meeting Sample Agenda*

### Introductions

- Roster information (complete form)
- Medical Release Form (Consent to Treat). Must be completed and notarized before the first game or the player is ineligible to play. Form is available from the TRSC website.
- Philosophy
  - Develop players first
  - Training will be twice per week for 1 ½ hours each practice
- Parents responsibilities/behavior on the sidelines
- Cost
  - Typical cost per player:
    - Registration – TRSC- \$195(already paid)
    - Uniforms - \$110
    - Sweats - \$90-100
    - Bag - \$30
    - Summer Tournaments - \$25 each, \$75 total for the summer (assuming 3)
    - District 6 League fees - ~\$5 per year
    - Traveling – hotels ~\$200 per tournament, plus transportation and meals
    - “Big Club” costs by comparison
- District 6 play begins in September – usually 10 games for the fall (5 home, 5 away) and 8 games for the spring (4 home, 4 away)
- Summer Tournaments
  - TRSC Summer Kick Off – June 10-12
  - District 6 Boy’s Tournament in Spokane. First weekend in September after Labor Day.
  - One additional – options
    - Clash at the Border – Vancouver June
    - Yakima Summer Classic – June
- Additional Training
  - Summer Academies
    - Sounders Camp – local
  - TRSC Academy - held once per week over the summer months (Mandatory) - \$45
- Volunteers
  - Team Manager (Must be registered through TCYSA and complete or have a current RMA card)
  - Team Treasurer
  - Uniform Coordinator
  - Fundraiser/Sponsorships
  - Hotel Coordinator
  - Field Coordinator

## *Three Rivers Soccer Club Parent/Player Expectations*

### **Parents**

- Assist in making sure your player is in attendance at practices and games. We cannot help develop players or teams if your child is not at training. Depending on the age of your player and the time of year- there will be two to three trainings a week required by your coach.
- Arrive on time- most teams have an allotted time frame on a field. If you bring your child late it is highly disruptive to training and cuts in to the time players have to be developed.
- Be a supporter of the game- respect all rules- leave referees alone. Parents who are not respectful of the referees or of other coaches or clubs will be asked to leave the field of play.
- ALL TRSC PARENTS ARE EXPECTED TO SIT ON OPPOSITE SIDE OF FIELD FROM TEAMS DURING HOME GAMES. Away games will follow the hosting venue's guidelines.
- Be supportive of players and coaches. If there is an issue with coaching follow the proper chain of communication:
  - Speak directly with your coach.
  - TRSC also has a mediation chair person who can be contacted at anytime. All contact information for mediation chair is located on club website. Any discussions with mediation chair will be kept confidential if requested. Contact mediation chair with problems that can be solved with coach.
  - If issue is not resolved, contact coaching director.
  - If issue still not resolved, contact club President
- All coaches are expected to make an attempt at playing all players on the roster a significant amount of time. THIS DOES NOT MEAN ALL PLAYERS WILL PLAY AND EQUAL AMOUNT OF TIME. There may be extenuating circumstances (e.g., State Cup play, players missing practices, etc.) that may be included in a coach's decision for playing time. If playing time is an issue in your mind, ask the coach first!
- Plan for summer tournament play, league play, and State Cup tournament. State Cup is a mandatory tournament for all premier teams, and is highly recommended for all select teams. Summer schedules for tournament play will be released well ahead of time so you can plan your summer activities around attending the tournaments. These tournaments are highly important in the growth and development of your child and of the team. League Play and State cup play are also a mandatory part of the season. All older age premier teams will also be asked to participate in showcase tournaments that will provide opportunities for them to be exposed to college coaches.
- Cost will consist of club fees of \$300 for RCL teams and \$195 for select teams. This fee includes the cost of TCYSA field rentals, coaching director and professional staff fees, TCYSA fees, referee fees, and registration fees.
- Tournament fees are a required additional cost. Fees will vary according to the number of tournaments your team attends.

- Coaching fees are required for those coaches that meet club requirements on premier teams. Costs for coaching fees are adjusted according to experience and licensing of the teams coach. Select teams will not be charged coaching fees unless approved by teams.
- TRSC offers additional training through our youth academies. This training is for players U10-U14 ages. This training is an additional cost of around \$45 dollars for up to 6 weeks of additional training that is primarily skill development (technical) training.
- Equipment and uniform fees are also required. All players are expected to purchase and wear the club uniform and sweats. Uniforms are on a two or three year cycle before being replaced.
- All TRSC teams will be named TRSC (age group and coach's last name). There will not be any independent nicknames for teams starting in the fall of 2010.
- The club has a development plan for your player that is put together by our coaching director. This plan includes academies, tournaments, trainings, and competitions that are planned out well ahead of time. If you have an issue with the development plan please contact the coaching director.

## **Players**

- All TRSC soccer teams require time and commitment. All premier teams will train at least twice a week and players are expected to attend trainings and be punctual. Being a competitive soccer player requires commitment to training, travel, and competitions.
- Wear appropriate equipment and uniforms to trainings and matches.
- Dedicate yourself to the team and to the club. The club will be diligent in working with you and being supportive of other events and activities if you do the same in return. Realize competitive soccer players spend 10 months a year playing or training to some extent. Select teams will have less of a requirement but still require a dedication and commitment to the sport.
- Competitive soccer teams play on weekends, and travel is often required.
- You are expected as a player, to commit to improving and training on your own as well as in group trainings.
- Be respectful of your coaches, teammates, referees, and opposing players and coaches. Failure to adhere to this rule could lead to suspension or termination from the team.

## *RCL v.s. District/Select League Details*

### **Regional Club League (RCL)**

- The league is administered by state of Washington and includes all associations and clubs under US YOUTH SOCCER Region IV.
- Information for the RCL can be found at 3RSC.org under WYS Premier Info button.
- Games for the RCL will involve travel anywhere in the State of Washington with a majority of the away games being on the Westside of the state.

### **Premier (State) League Game Information**

Games are scheduled in accordance with State guidelines. Managers are responsible to notify opponents of game time and field location. This must be done 72 hours before the scheduled game.

The schedules vary depending on age and gender. Boys and U-14 and below girls play in the fall and high school girls play in the early spring. Some of the younger age groups may play a split fall and spring season. Historically the cost to play in the RCL was \$500 per team.

Score sheets will be on the RCL website and must be filled out completely, and clearly designate the players, numbers, and those players who may be sitting out a suspension (red card). Managers are responsible to post scores to the RCL website. See instructions at [www.leagues.washingtonyouthsoccer.ridgestar.com](http://www.leagues.washingtonyouthsoccer.ridgestar.com). Please contact the TRSC home scheduler, if you need to reschedule a home game. To allow enough time to coordinate changes, your reschedule request need to be submitted a week before the regularly scheduled game as the opposing team must agree to the change and be informed of the details (location, game time, etc.). Start your change request several weeks before the regularly scheduled game should allow you a cushion of time to orchestrate the change.

### **District/Select**

- Washington US Youth Soccer is divided into 7 Districts with TRSC being in District 6.
- The District 6 League is the governing body for TRSC District/Select league with the home office located in Spokane, Washington
- Games for the District 6 league involve travel to other clubs in Eastern Washington. Travel may also include Idaho clubs near Spokane and Oregon clubs just south of the Tri-Cities, WA
- Information for the District League can be found at 3RSC.org under the District 6 Information button.

## **District 6 Tournaments**

A District 6 sponsored tournament for boys' teams is held the fall, usually first weekend after Labor Day. The girls' tournament is usually the 3rd week of March. In the fall, there are no league games for boys scheduled during the District 6 tournament and in the spring, no league game for boys and girls.

## **Game Sheets & Scores**

Pick up your game sheets and envelopes from the TCYSA office. Each team will receive 10 game sheets and 5 envelopes for fall and 8 game sheets and 4 envelopes in the spring. Fill out a game sheet for every game and give to the center referee, the home team is to also give the envelope to the center official. Both teams are responsible for reporting (emailing) the score of the game to the division score keeper, not just the home team. The score keeper information will be on the website at the top of your schedule page. You can retain your copies of the game sheets that you get back from the referees in case of discrepancies between the reported results and the actually results.

## **Bye Request**

Each team will get the opportunity to submit one bye request for each season. Your request must be submitted to the game scheduler by July 5th for the fall season and by January 5th for the spring season. Remember to consider proms, SATs, spring break, tournaments you would like to attend, etc

## **Schedules**

Schedules are usually available 3 weeks before the start of the season, accessible from District website, [www.wsysad6.org](http://www.wsysad6.org). Follow the links to schedule, the select the appropriate year and season. Select your gender, age group, and division (e.g., BU11 Umbro) to access your schedule. The schedule lists game date, game #, time, field, and teams, home team listed first. Teams are listed by their registered name. Please double check your contact information. This is the person you want others to contact about a reschedule request. This individual is may not always be the head coach. Some schedules may not be complete. The date is assigned but if the field is blank or "generic" then the time is not yet assigned regardless of what is listed. Contact Deb Grimm at [dsgrimmlin@aol.com](mailto:dsgrimmlin@aol.com) to report errors.

## **Rescheduling**

Follow these steps to reschedule a game

1. The coach who wants the reschedule must contact the opposing coach first, email and phone numbers available with the schedule.
2. If the opposing coach agrees to the reschedule, then they must send emails or an email trail showing that both coaches agree to the hosting scheduler. You must have an email thread, evidence of concurrence by both coaches is required. Your email MUST include:
  - Division
  - Game #
  - Home and away team names as listed on the schedule
  - Original game date and time

- Details of the change (new game date, changes in home and away venues, etc.). If you are changing the venue, notify both the original host scheduler and the new host scheduler.
3. The scheduler will assess if they can accommodate the reschedule. The hosting scheduler will email both coaches with the acceptance/denial of the request. Both coaches will need to respond to the scheduler's email acknowledging receipt of the information.
  4. The scheduler will change the district online schedule and notify the referees accordingly.

Note – There is usually very little leeway in game times so a reschedule request is NOT an opportunity to personalize game time based on preference. The schedulers will work with you to accommodate a change but because of limited number of field or over-committed referees, cherry picking game time is not an option.

Reschedule requests can be submitted on or before the Wednesday before the original scheduled game. This is NOT the request to your opponent, this is the agreement from both teams to reschedule the game and is the final notification to the host scheduler. The Spokane schedulers are paid staff and must have your request submitted before noon. Please do not wait until Wednesday at 6 PM to submit your request,

Above all, you do not want to forfeit, the fine for a forfeit is \$750.00!

## US CLUB

TRSC is also a member club for US Club Events. Any US Club event will require a separate player pass to attend the event, and has a few different rules. Contact David Archibald for US Club questions

## *State Cup Information*

All TRSC Premier or PDL teams are REQUIRED to participate in State Cup. All TRSC PDL A or Premier A teams will compete in the Championship Cup (top level State Cup tournament). All second teams or B teams will compete in Challenge Cup (2nd tier State Cup), unless otherwise informed to do differently by TRSC Coaching Director. All Select teams are encouraged to compete in either Challenge or Commissioners Cup, but are not required.

<http://wsysa.com/Tournaments>

The link above will get you to State Cup tournament information. Registration dates and times for State Cup play vary every year so make sure you check ahead of time to register for the State Cup tournaments. To register for State Cup play- go online to [www.wsysa.org](http://www.wsysa.org) website and register for the appropriate age level and play level for your team. Team managers will have to register by your WSYSA name and password which you will have to set up at the beginning of the season.

Online registration for State Championship Cup closed this past year as follows:

- BU15-U18: November 23, 2009, 5:00 p.m.
- BU12-U14 and GU12-U18: December 21, 2009, 5:00 p.m.

### **Tournaments**

A list of tournaments will be provided by the TRSC Coaching Director for each age group and level of play. A list of select tournaments will be given for the select teams, and a list of premier tournaments will be given for premier teams.

Select Teams: Will be given a list of tournaments and are expected to compete in the following tournaments, all other tournaments are optional:

- TRSC summer tournament
- the Blue Mountain Exchange tournament
- the District 6 Select Tournament for their gender

RCL Teams: RCL teams will be given a list of tournaments and will be expected to participate in the following:

- TRSC summer tournament
- the Blue Mountain Exchange tournament

- STATE CUP
- At least one other tournament throughout the year.

High School Age RCL Teams: All high school age premier and RCL teams are expected to participate in the one College Showcase tournament in addition to the previous tournaments. This is age U 15 to U18 Premier and RCL teams. A list of college showcase tournaments is available from the TRSC Coaching Director.