



LOWER MERION SOCCER CLUB

Box 360 Bryn Mawr, PA 19010 610-527-3940

soccer@lmsc.net www.lmsc.net

REGISTRATION PROCEDURES FOR TRAVEL TEAM COACHES

As soon as tryouts are completed, each team will have a lot of administrative tasks that will need to be completed. These tasks are the responsibility of the head coach, regardless of whether the head coach delegates this to a team manager or does the work him / her self. Please ensure that all administrative tasks below are done in a timely manner. Be sure that all paperwork is submitted when required.

AS SOON AS TRYOUTS ARE COMPLETED

1. Notify ALL players who attended tryouts about their status for the upcoming season, especially those players who attended tryouts but did not make any of the teams in the age groups.
 - Veteran players who made the same team as they were on only need an e-mail from their coach.
 - Players who moved up to a higher division team should be contacted by the new coach right away.
 - Any player who moves down to a lower division team needs to be first contacted by his / her previous coach, in person or by phone, with an explanation about why the player did not make that team this year. This should be followed up by a welcome phone call from the new coach.
 - Players who did not make ANY team need to be sent a copy of the form letter provided by the club which indicates that they did not make a travel team and explains their soccer options. This is the responsibility of the 'A' team head coach who must provide the names and addresses of all players not making a travel team to Biff, who will mail the letter out to those players. This needs to be done as soon as tryouts are over.
2. E-Mail a copy of your new roster to Biff. Be sure to include each player's address, phone number, e-mail addresses and date of birth. Also, list who your assistant coach(es) and team manager will be and provide their contact information. Please note that this is separate from the official league registration process described below.
3. E-Mail each player a copy of the "Travel Team Registration Procedures" document and have them complete the registration process no later than Travel Team Registration Night (Wednesday, June 2, 2010). Please note that all registration forms are now generated online from our web page.

NOTE: If a player on your team was born outside of the United States, that family need to complete additional paperwork. Please read the related document at: www.epysa.org/pdf/PlayersBornOutsideUSA.pdf Please also be sure to contact LMSC Travel Team Registrar Nancy Worby (misl@comcast.net) to help you through this process.

ON OR BEFORE TRAVEL TEAM REGISTRATION NIGHT

Each coach will need to collect the following materials from each player on or before Travel Team Registration Night (Wednesday, June 2, 2010, 7:00 PM - 8:30 PM at the Lower Merion High School cafeteria):

- A Completed "EPYSA RG-6 Registration Form"
- A Notarized and completed "Release / Authorization Form"
- A Filled out "Registration Fee / Uniform Order Form"
- Photocopy of birth certificate or passport, showing date of birth. Do not accept originals, only photocopies.
- 1 - 1 ¼ inch face photo for player's new player pass. Write the player's name on the back of the picture.
- Registration Fee (\$190) plus uniform fees, payable to "LMSC"

Each coach will also need to provide a photo for their new coaches pass.

Other items that players might hand in to the coach on or before Travel Team Registration Night:

- Boathouse Jacket order forms (with payment)
- Summer Soccer Camp registration forms
- Summer Soccer Program forms

CHECKING OUT AT THE END OF REGISTRATION NIGHT

Once your team has collected all of the above registration materials, please fill out your Team Uniform Order Summary Form based on the information on each of your players' "Registration Fee / Uniform Order Form." This form is available on our web page in the Travel Team section. Please write your players' names on the Team Uniform Order Summary Form in alphabetical order.

When all registration materials are in your possession, please go to the LMSC Directors Table.

1. Give Biff the following items (in one envelope):

- Team Uniform Order Summary Form for your team
- One "Registration Fee / Uniform Order Form" for each player
- All checks (made out to LMSC)

2. See Nancy Worby (girls teams) or Grant Myers (boys team) and give that person the "EPYSA RG-6 Registration Form" for each player. Please **paper clip** the player's birth certificate underneath the form. Please be sure to have these forms sorted in **alphabetical order**.

3. The coach will keep the following items:

- The 1 x 1 ¼ inch face photos. Be sure to write each player's name on the back of the photo.
- The notarized Release / Authorization Forms. Double check that each form has been notarized.

Biff will make copies of your Team Uniform Order Summary Form and mail them to the coaches before the uniforms are ready for pickup. Sneaky Pete's will contact each team when that team's uniform order is ready for pickup.

AFTER TRAVEL TEAM REGISTRATION NIGHT

1. If any registration night item was not collected, please get it right away. The LMSC Officers will be organizing the registration materials and passing along many of these items to the different travel team leagues. This will take place about two few weeks after Travel Team Registration Night.
2. Talk with LMSC Travel Team Coordinator Grant Myers about team registration with your travel league. Grant will discuss the various divisions within the age group and help you decide on what division is appropriate for your team.
 - For boys Delco League teams, Grant will take care of applying for all teams
 - For girls PAGES League teams, the individual teams will do the online application process, after talking with Grant. PAGES League teams should NOT pay the registration fee to the league. The club will pay this fee. For 2010, PAGES will be changing the names of the division to 1, 2, 3 ... and will no longer have any complicated division names such as Premier, Barca, Manchester, etc.
3. Organize a team meeting where you will be able to talk with the players and their families about the upcoming season. This is a good chance for parents to get to know you and for you to set rules about playing time, practice commitment, discuss tournaments, indoor soccer, etc. Be sure to communicate all this to everyone right away.
4. Have a few practices for the new team so the players get to know each other. Be sure to coordinate field usage with Biff to be sure your practices are scheduled on a field and at a time when the field is available.
5. All head coaches, assistant coaches and team trainers will need to complete the online Risk Management process, as required by the United States Soccer Federation. This process authorizes the USSF to do a criminal background check on each coach to make sure they do not pose a danger to the children that they will be coaching. LMSC will e-mail instructions on how to complete the Risk Management process. Coaches are not allowed to coach unless this has been completed. The Risk Management process must be done EVERY year by all coaches.

We cannot begin to enter your players into the EPYSA database until this process has been completed by all coaches associated with a team. Thus, we cannot print your team's player passes until this has been completed by all coaches on the team. Please complete the Risk Management process no later than June 5th. If your team adds a new coach during the season, that person will need to complete a form before he / she is allowed to coach.

Travel Team Registrar Nancy Worby will contact each team by e-mail with information about this process. The process is done online and should only take about five minutes to complete.

6. After all coaches on your team have completed the Risk Management process and after all necessary registration material has been handed in, Nancy will enter the registration data into the EPYSA database and print your new players passes and roster. Nancy will contact you to pick up your passes and roster from her. The coach will then need to paste the photos onto the passes. Each player and each coach will need to sign the back of their pass. Players and coaches must all sign the pass EXACTLY as it is printed on the front of the player pass.

Once this is completed, return the passes to Nancy. Return the completed passes and rosters to Nancy so that they can be forwarded to the proper league during the leagues' Player Registration Night. You will be contacted when your official roster and stamped, laminated passes are ready to be picked up.

7. LMSC will submit all Adidas uniform orders about two weeks after Registration Night. If you need to modify your order, be sure to contact Biff Sturla within two weeks of registration night.

Teams using the standard Adidas uniform (mandatory for all U-9 through U-12 teams) will be contacted by Sneaky Pete's in early August to pickup their uniform order. Players will need to purchase a pair of **navy** soccer socks before the start of the season. Additional jerseys and shorts may be purchased during the season directly through Sneaky Pete's. LMSC will only be involved in the order submitted at registration night.

Teams U-13 and older who will not be using the standard LMSC jersey will be responsible for their own jerseys, shorts and socks. Jerseys are expected to have the LMSC logo on them.

8. Each team will be required to submit a "Travel Team Budget Form" and a "Travel Team Seasonal Information Form" to Biff. The Budget Form will list a best guess estimate of each team's anticipated expenses for the upcoming year, including coaches salaries, tournament registration fees and other items. This form will help individual teams determine how much money each individual player will need to pay the team during the year.

The Seasonal Information Form will list events each team plans to participate in. This includes fall leagues and tournaments, indoor leagues and tournaments and spring leagues and tournaments. This information should also be given to each family on the team so that they know what the anticipated commitment is for the upcoming year.

9. After the Travel Team Budget Form and the Travel Team Seasonal Information Form have been given to Biff, Nancy will contact the head coach or team manager as soon as the team's player passes are ready for pickup. Please note that player passes and rosters will NOT be available to any team until the team has submitted the two forms mentioned above. This is especially important for teams that will be playing in early August tournaments. No passes will be issued until these two forms have been submitted.

10. In mid-August, Biff will send out an e-mail to all coaches in an effort to make a practice schedule for the fall. Teams will need to determine what nights they plan to practice on. Biff will let you know what fields are available. This is different each year so he will not be able to do this until he receives the field permits from the township. Biff will coordinate practice schedules for all teams so that we do not have too many teams on a field on any night.

11. At some point in late July, the leagues will e-mail their schedules to the clubs. The schedule will only include the dates for the games. The leagues will let the home club determine the field and time for each game. If any team has a particular need for early games or late games, they must inform Biff of the requests. We will only be able to try and honor these requests for your home games, not your away games. Coaches who coach a second team (either in the club or a school team) should be sure to get these requests to Biff as early as possible.

About two weeks after the clubs have submitted field and times information for all games, the leagues will post their schedules on their web page. This will be the FINAL schedules. No changes will be made when these schedules are posted. Let your players know when your schedule for the season has been posted. Be sure to check the schedule page regularly since the league must occasionally make schedule changes.

ONGOING DURING THE FALL SEASON

1. Any roster changes made during the season must be coordinated with Nancy Worby. Please note that both the Delco League and the PAGS League will "freeze" rosters at a certain point in time during the season (usually a few weeks into the fall season) and changes may not be made after that time, until the league season has ended.

2. Grant Myers will work with all teams to handle rescheduling games that are rained out or canceled. Please note that leagues will NOT allow teams to postpone a game on their own. If a team needs to reschedule a game, they may only move the game to an EARLIER date and with consent of the opponent. All game schedule issues are to be coordinated with Grant.

CONTACT INFORMATION

Below is the contact information for various people within LMSC

Biff Sturla
Nancy Worby
Grant Myers

President / Club Director
Vice President / Registrar
Travel Team Coordinator

soccer@lmsc.net
misl@comcast.net
grantmyers@comcast.net

Jay Dubow
Howard Burde

Secretary, Club Director
Club Director

jdubow@advanta.com
howard@burdelaw.com