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OVERVIEW OF TEAM MANAGER RESPONSIBILITIES

Thank you for accepting the assignment to be a La Roca Team Manager. As a team manager, your primary responsibility is to manage all the administrative tasks for the team in order to free the coach up to do their job, which is coaching the players. In this role, you will interface with the coach, parents and players. Consistent, effective communication with the coach and parents is critical to your job as team manager. You are expected to manage the following:

- Regular communication with parents and players via text messaging, email, and/or social media.
- Team finances (or designate a parent to be the Financial Manager).
- All tournament arrangements (or designate a parent to be the Tournament or Travel Manager).
- Equipment: team bench, canopy, nets, flags (or designate a parent to be the Equipment Manager).
- Rosters and player cards.
- Team binder with player registration forms and birth certificates.
- Communication with La Roca office.
- Parent behavior during games.

You may ask other parents to help you with the following responsibilities:

- Finances
- Equipment
- College recruitment
- Tournament/Travel
- Fundraising
- Team socials

TRYOUTS

La Roca Futbol Club tryouts are held annually Tuesday – Friday after Memorial Day. All existing La Roca players are required to attend Club tryouts if they expect to be placed on a team. Placement on a team is determined by birth year AND skill level.

There is no charge for La Roca players to try out. Non-La Roca players are charged a \$10 tryout fee. All players may pre-register for La Roca tryouts by using the Tryout Registration Link on the La Roca FC website.

Players who do not pre-register must complete a tryout form when they arrive at the tryout check in station, and have a parent or guardian sign a release of liability on the form before trying out. All players must check in prior to trying out in order to obtain a numbered tryout shirt. Players are then grouped by age for tryouts.

Tryout results are posted on the La Roca FC website typically by Sunday night following tryouts. Some coaches will personally contact parents of players to inform them of the outcome of tryouts, in addition to posting the results on-line. As a team manager, the coach may need your help contacting new players.

BIRTH YEAR AND SEASON MATRIX

La Roca complies with the US Soccer Federation mandate that all players be placed on teams according to their birth year (Jan 1 - Dec 31). This ensures player age uniformity among teams throughout the United States. Teams may still be referred to as “U *followed by age*,” which really means that age and younger. See the following matrix for age group determination.



Birth Year and Season Matrix

When determining the age group for a season, the year the season ends should be used for determining the birth year. Also note that the format “U followed by age” really means that age and younger. For example, U8 should be read as 8 and younger. For more age-group information please reference [U.S. Soccer’s Player Development Initiatives](#).

Season	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Birth Year									
2020									
2019									U6
2018								U6	U7
2017							U6	U7	U8
2016						U6	U7	U8	U9
2015					U6	U7	U8	U9	U10
2014				U6	U7	U8	U9	U10	U11
2013			U6	U7	U8	U9	U10	U11	U12
2012		U6	U7	U8	U9	U10	U11	U12	U13
2011	U6	U7	U8	U9	U10	U11	U12	U13	U14
2010	U7	U8	U9	U10	U11	U12	U13	U14	U15
2009	U8	U9	U10	U11	U12	U13	U14	U15	U16
2008	U9	U10	U11	U12	U13	U14	U15	U16	U17
2007	U10	U11	U12	U13	U14	U15	U16	U17	U18
2006	U11	U12	U13	U14	U15	U16	U17	U18	U19
2005	U12	U13	U14	U15	U16	U17	U18	U19	
2004	U13	U14	U15	U16	U17	U18	U19		
2003	U14	U15	U16	U17	U18	U19			
2002	U15	U16	U17	U18	U19				
2001	U16	U17	U18	U19					
2000	U17	U18	U19						
1999	U18	U19							

TEAM MANAGERS MEETING

The Monday following tryouts, La Roca staff will hold a Team Managers Meeting to train team managers about registration, uniforms, managing finances, La Roca policies, and any other pertinent issues. Player assignment codes are given to the team managers at this meeting. These codes are issued to the players for registration. It is very important that each team send a representative to this meeting.

TEAM MEETING

As soon as possible following tryouts, a team meeting must be scheduled. The team manager and coach will determine what information will be communicated at the meeting, and should prepare an information sheet to give to all parents at the meeting. The following information should be discussed at the team meeting:

- Introduction of new players/parents
- Player expectations
- Communication with team
- UYSA registration
- Club and UYSA costs
- Uniforms
- Training schedule
- Proposed tournaments for upcoming year
- Winter training
- Volunteers to help with finances, travel, college recruitment, equipment, fund raising, etc.

TEAM MANAGER REGISTRATION

UYSA has implemented an on-line registration system for all players, coaches, and team administrators. La Roca will provide the appropriate administrative codes for team managers to register.

Follow these steps to register as a Team Administrator:

1. Connect to La Roca's registration site at <http://uysa-laroca.affinitysoccer.com>
2. Click the "Registration" tab in the upper right-hand corner of the screen.
3. Follow the on-screen instructions to login:
 - a. If you are a returning user (i.e., you have a UYSA username and password), check the box by "Coach/Admin" in the first section, enter your username and password in the adjacent section, and click on the "Login" button.
 - b. If you do not have an account, check the box by "Coach/Admin" in the first section and click the "Create New Account" button in the adjacent section. Enter all the required information in the popup box and save it, which will return you back to the login screen.
4. On the "Add Family Member" page, verify whether the individual you want to register is listed.
 - a. If the individual is listed, click the "Continue" button.
 - b. If the individual is not listed, click the "Add New Parent/Guardian" button and enter the individual's information in the new screen, and click "Add" at the bottom.
5. On the "Create Registration" screen, eligible individuals are listed in the top section. Click the "Register as Coach/Admin" button to the right of the appropriate individual's name.
6. In the popup screen, you will be asked to input an assignment code. Enter the assignment code given to you by La Roca. For a Team Manager, the code is in the following format: xxxx-xxxxTMxx. Then click the "Submit Assignment Code" button.
7. Enter all pertinent information, including uploading a picture, and your Concussion Training Certificate.
8. Once the application is saved, click the "Continue" button, which will send you to the "Electronic Legal Agreements" page. Check the box in each section, and then select the "Continue" button which will take you to the "Thank You" page.

Heads Up Concussion Training

All team managers must complete the on-line concussion training every year. UYSA uses a program called "Heads Up" developed by the Centers for Disease Control and Prevention (use link below). Upon completion of the training, a certificate will be created, which must be saved as a .pdf file on your computer, and uploaded to your registration. If a certificate is not completed, you will not be able to complete the registration.

The following link will take you to the UYSA page on Concussion Training, which will direct you to the most recent Heads Up program on the CDC website:

http://www.utahyouthsoccer.net/resources/concussion_management/

PLAYER REGISTRATION

UYSA has implemented an on-line registration system. Once players are placed on a La Roca team, they must register with UYSA through a specific La Roca link by mid-June (exact dates will be announced at the Team Managers meeting following tryouts). Players who fail to register by that date will be charged a \$25 late fee. Team managers must communicate all registration information to parents. The link, as well as the player assignment code should be provided to parents at the team meeting shortly after tryouts, or in a follow-up email.

[La Roca NORTH registration link](#)

[La Roca SOUTH registration link](#)

At the time of registration, a current photo of the player may be required. (UYSA requires new photos every two years.) See UYSA Photo Upload Requirements below. If the player is new to UYSA, a birth certificate will also be required for registration. Birth certificates can only be uploaded into the system by the La Roca registrar. Please ask the parent to email, fax, or deliver a copy of the player’s birth certificate to the La Roca office for upload.

Team managers must retain a copy of each player’s UYSA Player Registration in their team binder, along with a copy of each player’s birth certificate. Parents should print the Player Registration document at the end of the registration process, sign it, and give it to the team manager.

FEES

All UYSA and La Roca fees are payable at registration. UYSA registration fees are mandatory to play soccer in Utah, and include the cost of participation, equipment and field use, and administration. La Roca fees include Club fees (administrative, training, equipment) and training fees (coach’s salary). Fees may be paid in full at time of registration, or in installments.

UYSA COMPETITION FEES

The following chart details the UYSA Fees for state competition teams:

	Per Seasonal Year (Fall & Spring)	Per Season (1 season of play)
Registration Fee	U9-U19 \$11	\$11
State Gaming League Fee	U9-U11 \$42 U12-U14 \$50 U15-U19 \$30 *Per Season	U9-U11 \$21 U12-U14 \$25 U15-U19 \$30 *Per Season
Legacy Field Project Fee	\$40	\$40

LA ROCA COACHING FEES

The following chart details Yearly Coaching Fees for each age group:

Age Group	2016-2017 Coaching Fees
U7	\$250/Includes uniform
U8	\$250/includes uniform
U9	\$450
U10	\$500
U11-U12	\$600
U13-U19 Premier	\$900
U13-U19 Select	\$750

LA ROCA CLUB FEES AND OTHER EXPENSES

The following chart details Annual Club Fees for each age group:

Age Group	2016-2017 CLUB FEES
U7-8	\$125
U9-12	\$225
U13-U19	\$300

In addition to UYSA fees, La Roca Club and Coaching Fees, there are additional expenses, such as the following:

- La Roca Uniform: \$100, \$225, or \$325 depending on age and package purchased
- Referee Fees: \$20-45 per season
- Indoor Facility Fees: varies depending on facility
- Indoor soccer and/or futsal league fees: vary by team
- Tournament fees and coach’s travel expenses: vary by tournament

UYSA PHOTO UPLOAD REQUIREMENTS

Every two years, players are required to upload a recent photo to their UYSA registration. Player photos are printed on game rosters, tournament rosters and player cards required for out of state tournaments. Players cannot register if there is not an acceptable photo in the player's account.

It is recommended that the photograph of the player actually look like they would when checking in for a soccer match. Additionally, all player photos must meet the following requirements:

1. Player ONLY, facing the camera, from the shoulders up
2. Plain background
3. No dark glasses or hats
4. File format must be JPG or JPEG
5. Photo dimensions are 100 x 120 pixels
6. Maximum file size is 512 KB
7. If you scan an existing photo, crop the image to remove any extra background

Please inform parents that if they upload an unusable photo (wrong photo, photo that isn't clear, photo that's too small), only the club registrar can delete the photo and upload another one. If a photo is unacceptable, a parent must email an acceptable photo to the La Roca registrar, which will delay the registration process.

TRANSFERS

La Roca players may transfer between La Roca teams at any time, assuming both coaches are in agreement. However, UYSA has a very strict transfer policy which states that players may only transfer into and out of a club team between November 15 and January 15. La Roca follows this policy and will only allow transfers during the same period. If a La Roca player transfers to another club during this time, no refund will be issued. All outstanding training and team fees must be paid before La Roca will release a player who decides to transfer to another club.

A Player Transfer Form must be signed by all of the following before a player can be released to another team:

- Player Guardian
- Current Coach
- New Coach

The completed transfer form must be submitted to the La Roca office for final approval. A fee of \$45 is charged for a transfer *into* La Roca FC.

[Click here to access UYSA Player Transfer Form](#)



Utah Youth Soccer Association
 9159 South State Street
 Sandy, Utah 84070
 Office: 801-307-5150
 Fax: 801-998-8421

Player Transfer Form

Section 1: Release
 Section 2: Transfer

Player Information

Name:	Date of Birth:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Address:	City:	Zip:	
Phone: ()	Guardian Signature:		
Guardian Email:			

Section 1 Release

UYSA open transfer window is Nov 15-Jan 15. All other transfer requests have release restrictions and must demonstrate exceptional circumstances and meet UYSA transfer policy requirements to be considered for approval from the UYSA League Commissioner. (*League Commissioner Signature required outside of the transfer window.)

Current Team Name:		
Current Team ID #:		
Current Coach (Print Name):		
Current Coach Signature:	Date:	
*Coaches signature DOES NOT guarantee transfer outside of the Nov 15th-Jan 15th transfer Window		
Current Coach Email:		
Explanation for Release: (If additional space is needed please include a letter along with this form.)		
Current Certified Registrar: (Print Name)		
Team/Club Financial Release: (Required)	Cleared <input type="checkbox"/>	Not Cleared <input type="checkbox"/>

Section 2 Transfer

When transferring during the Open Transfer Window (Nov 15-Jan 15) the Release must be signed by the Current Coach and given to the Current Registrar, with a copy sent to the New Registrar.

New Team:	Region: (circle one) 1 2 3 4 5 6
New Team ID#:	
New Coach: (Print Name)	
New Coach Signature: (Required)	
New Coach Email:	
Registrar: (Print Name)	

For League Commissioner Use Only

Current Team Roster	Current Team Division
League Commissioner Signature:	Date:
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Explanation:
Date Received:	

Player Transfer Form Instructions (from UYSA)

Transfers between Nov 15 – Jan 15 (inside transfer window)

1. Fill out Player Information
2. Turn into the coach from the releasing team. Coach has 3 business days to sign and return form. (*If releasing coach refuses, please send form to League Commissioner. The form can be hand delivered, or an email address is available on Utah Youth Soccer website/Staff Directory)
3. Turn into releasing club's Certified Registrar for Financial Release
4. Turn into coach of new team, for signature acknowledging offer to join team
*You must have both coaches' signatures from releasing team and new team.
5. Send completed form into both the releasing club and new club Certified Registrars

Restrictions that apply during the transfer window:

1. Team roster cannot be reduced below playable numbers U9-U10 minimum 7+2
 - a. U11-U12 minimum 9+2
 - b. U13-U19 minimum 11+2
2. Financial Release not given by Current Club

Transfers before Nov 15 or after Jan 15 (outside transfer window)

**Please note: Release outside of the Transfer Window are presumed to be prohibited. Presumption can only be overcome by exceptional circumstances proven to and verified by the League Commissioner and as long as other restrictions do not exist.*

1. Fill out Player Information
2. Complete Release Section Information
*Coaches signature is not required and DOES NOT guarantee a release outside of the Transfer Window
3. Turn into releasing club's Certified Registrar for Financial Release
4. Turn into coach of new team, for signature acknowledging offer to join team
5. Parent or Guardian will need to turn in the completed form to UYSA's League Commissioner, either in person or via email. Forms turned in by a 3rd party may be rejected by the League Commissioner.
6. The League Commissioner shall deny request if any restrictions exist.

Release Restrictions:

1. The Release Request is initiated outside of the transfer window.
2. Releasing the player would drop the number of players on the Team below the minimum number of players plus two. (See #1 under restrictions that apply during the transfer window.
3. The player has outstanding fees with the Team and/or Organization that have been contracted for, in writing.
4. The team the player wants to transfer to is competing in a higher division than the player's current team, regardless of age group.
5. The player has not demonstrated the existence of "Exceptional Circumstances".

To turn in your form outside of the transfer window:

- Email your form to Daren Woolstenhulme, UYSA's League Commissioner
dwoolstenhulme@utahyouthsoccer.net

- Mail your form to the UYSA office. The address is listed on the upper right hand corner of the Player Transfer Form.
- Fax your form to the UYSA office. The fax # is listed on the upper right hand corner of the Player Transfer Form.

HIGH SCHOOL PLAYERS

High school players (U15-19) play only one season of competitive soccer with their La Roca team. Girls play high school soccer in the fall, and boys play on their high school teams in the spring. Both high school girls and boys play with their La Roca teams during the summer.

Girls high school soccer teams are formed the beginning of August. Girls who make their high school teams are not eligible to play for their club teams until the high school season ends, usually in mid- to late October. La Roca girls teams reconvene at that point, and begin training together to prepare for winter tournaments and Spring league games.

Conversely, boys high school soccer teams are formed the end of February each year. Boys who make their high school teams do not play for their La Roca teams during the Spring. High school boys teams play through May, after which the players are eligible to play on their La Roca teams.

Provisional High School Teams

High school aged players who do not play on a high school team, but would like to play on a club team, will be placed on a provisional high school team during the high school season *if there are enough players to create provisional teams*. If there are not enough players to form a La Roca provisional team, players may elect to combine with players from another club to form a provisional team. Please consult with the La Roca office about options for provisional teams. Additionally, players who play on provisional teams will pay referee fees for the season.

CLUB PASS PLAYERS

La Roca players may play on other La Roca teams using the Club Pass rule, as long as they meet the following requirements:

- Premier 1 and 2 players can only club pass to the other premier bracket and to D1 regardless of the age group they are club passing to.
- When playing another La Roca team, the coach using a club pass player should obtain approval from the opposing coach.
- A player cannot club pass within the same bracket in which his/her team participates.
- Players cannot club pass down more than 2 divisions.
- Multi-rostered players can only club pass from the team they are primary rostered to, not from their secondary team
- A player may only club pass to one team per day.

How to Club Pass a Player

1. Log in to your UYSA account.
2. Make sure your picture is highlighted.
3. Click on the TEAM tab (half way down on the screen. A new window will pop open with 2 tabs.
4. Click on the TOURNAMENT & SCHEDULE APPS. There should be 2 links on the right hand side.
5. Click on VIEW TOURNY APP link on the right side.
6. Click on the PLAYER ROSTER TAB.
7. Choose the player you wish to club pass and click "Assign" on the far right side of that player's row.
8. Select the team and game # from the drop down options and then click "Save."

Click on UYSA CLUBPASS on the top of the column to show a summary of all players going to other teams and coming to your team.

If the team you are looking for does not appear in the drop-down there may be one of the following problems:

- The team you are trying to club pass to has a full roster (a team may not deactivate a player to open up a spot for a club pass player)
- You may be trying to club pass a player to a division they are not allowed to play in (see restrictions above).

MULTIPLE ROSTER PLAYERS

A La Roca player may be rostered on two La Roca teams, as long as the teams are not in the same age group, and both coaches are in agreement about the player's status. However, La Roca players are not allowed to be rostered on another non-La Roca team. A non-La Roca player may roster on a La Roca team and designate the La Roca team as the secondary team.

When rostered on more than one team, the player must designate one team as the Primary Team, and the other as Secondary. The player's first obligation is to the Primary Team. If a player wants to change the primary team, he/she may do so by following the standard transfer procedure.

Player's rostered to teams participating in State Cup will only show up on the Primary Team's roster. Switching primary teams to play in State Cup outside of the transfer window (Nov 15-Jan 15) is not allowed.

The player must submit a completed Multiple Roster Form to the La Roca registrar, as well as a fee. The Multiple Roster Form must be signed by ALL of the following:

- Player Guardian
- Primary Team Coach
- Primary Team Registrar
- Secondary Team Coach
- Secondary Team Registrar

[Click here to access the UYSA Multiple Roster Form](#)



Multiple Roster Form

Multi-Rostering is a privilege not a right, and must be approved by the coach and Membership Organization (Club).

This is an acknowledgement that the player listed below is playing on two teams. The player’s first obligation is to the Primary Team. If a player wants to change the primary team, he/she may do so by following the standard transfer procedure.

Please note: Player’s rostered to teams participating in State Cup will not show up on the roster for the Secondary team, they will only show up on the Primary Team. Switching primary teams to play in State Cup outside of the transfer window (Nov 15-Jan 15). Is not considered an “Exceptional Circumstance” and will not be allowed.

Player Information

Name:	Date of Birth:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Address:	City:	Zip:	
Phone: ()	Guardian Signature:		
Guardian Email:			

Primary Team

Primary Team:	Age Group:
Primary Team ID#:	Region: 1 2 3 4 5 6
Primary Coach: (Print Name)	
Primary Coach: (Signature)	Date:
Primary Certified Registrar: (Print)	
Primary Certified Registrar: (Signature)	Date:

Secondary Team

Secondary Team:	Age Group:
Secondary Team ID#:	Region: 1 2 3 4 5 6
Secondary Coach: (Print Name)	
Secondary Coach: (Signature)	Date:
Secondary Certified Registrar: (Print)	
Secondary Certified Registrar: (Signature)	Date:
UYSA Multi-Roster Fee:	Paid: check / cash / event manager

7424 Multi-rostering Players

A player may not multi roster between play types or in the same age group. The CLR must collect the Multi Roster fee and verify that the player action form has been filled out correctly and signed by the appropriate parties.

Multiple Roster Form Instructions

1. Fill out Player Information
2. Turn into the Primary Team coach for information and required signature
3. Turn into the Secondary Team coach for information and required signature
4. The parent/guardian will need to turn the completed form into **BOTH** certified registrars.

MANAGING TEAM FINANCES - OVERVIEW

To ensure the integrity of team finances, La Roca recommends that two parents share the responsibility for managing team finances. The team manager may designate a parent to be the financial manager, and together, they can determine how to best manage team finances.

The team manager and/or financial manager is responsible for keeping the team finances balanced. This involves opening and managing a team bank account, calculating a team budget, communicating, and collecting team fees, paying for team expenses, and keeping accurate team financial records. Managers determine the best way to collect money, whether payable through cash or check, or through a payment service such as PayPal. A team manager may estimate an entire year of team expenses, including tournament fees, coach's travel, referee fees, rental of indoor facilities, etc., and charge parents a monthly fee based on that total amount. The team or financial manager may also use a system for tracking payments and provide monthly or quarterly financial statements to parents. Please notify the La Roca office of nonpayment of team fees, so that timely action can be taken to collect delinquent fees. Players who are delinquent on club and/or team fees will be removed from the team roster and not allowed to play in league games or tournaments until fees are paid.

In addition to annual club and training fees, which are payable at the time of registration, every player is expected to pay their share of additional team fees, which include

- Referee fees for each season of play
- Indoor facility fees (for winter practices)
- Indoor and/or futsal league fees
- Tournament registration fees
- Coach's travel fees (for out of town tournaments)

Team fees are split equally between every team member, even if the player is not participating in an event. The only exception is if a player has an injury that takes them out of play for 3 months or longer, and has submitted a note from a doctor with that information.

Team managers should avoid loaning the team money to cover expenses. This can best be avoided by planning early and collecting money well before it is due.

OPENING A TEAM BANK ACCOUNT

New team managers should open a new bank account in their team's name. The bank will require a letter authorizing you to open an account for your team and providing the club's Tax Employer Identification Number (EIN). You can obtain this letter from the La Roca office.

Take that letter to a bank of your choice and open a free basic business checking account. You should also request a team debit and/or credit card, and set up mobile banking.

FINANCIAL AGREEMENT

The La Roca financial agreement form is incorporated into the on-line UYSA registration. Once placed on a team, players are expected to make a year commitment to La Roca, including paying all club and team fees. A player will not be placed on a team until the on-line UYSA registration is completed and all fees are paid.

NON-PAYMENT OF FEES

If a player fails to fulfill their financial obligation to the team or the club, the player will be removed from the roster until payment is made. Team managers should report any financial delinquencies to the office so that the player can be removed from the roster.

In order to preserve privacy, the La Roca administrative staff will communicate directly with parents who are delinquent on their training and/or club fee payments and will try to resolve the issue. If, however, the La Roca staff cannot adequately resolve the issue, they will notify the coach and team manager prior to removing the player from the roster.

REFUNDS

No refunds will be issued once a player has registered and committed to a team. This policy ensures that La Roca coaches will have viable teams with committed players. If a player leaves La Roca for any reason, no refund will be issued.

SCHOLARSHIPS

La Roca has a limited amount of scholarship money to award to players based upon need. Scholarship applications must be requested through the coach. If a player enquires about a scholarship, refer them to the coach. Scholarship applications are reviewed by a committee, and are awarded to players who demonstrate talent and commitment, but may not otherwise be able to afford playing for La Roca.

REFEREE FEES

Team Referee Fees are based on the age of the team and the bracket the team is aligned in. Referee fees are paid on-line through UYSA prior to the start of each season. UYSA will notify the team managers and coaches about the procedure for paying referee fees at least 4 weeks before the season begins. The team manager should calculate the per player fee based on the total amount due to UYSA, and request payment by parents. UYSA requires the prompt payment of referee fees prior to the start of each season. Failure to pay referee fees prior to the start of the season may result in game forfeitures. Fees can be paid using a credit card, e-check, or a conventional check mailed to UYSA.

MANAGING A LA ROCA TEAM

ALIGNMENT

UYSA aligns teams into divisions based on past records and roster continuity (number of returning players). Alignment is conducted prior to each season (held in July for Fall league play; and in February for Spring play).

La Roca will send an alignment form to each team manager to complete prior to the UYSA deadlines of July 1 and February 1. The alignment form asks for the teams' previous season's record, as well as the number of returning players.

UNIFORMS

All La Roca players are required to wear the Puma La Roca uniform.

The Premier uniform package includes two game jerseys, one pair of game shorts, two pairs of game socks, warm up jacket, warm up pants, one training jersey, one pair of training shorts, and a backpack.

The Basic uniform package includes two game jerseys, one pair of game shorts, two pairs of game socks, one training top, and one pair of training shorts.

The Academy uniform package includes two game t-shirts, one pair of game shorts, two pairs of socks, and a knapsack.

New uniforms are ordered every two years. Players who join a La Roca team in the year when new uniforms are not ordered, may opt to either purchase a new uniform kit from our uniform supplier, Scoreboard Sports, or purchase a used uniform. Parents interested in buying a used La Roca uniform could check the Facebook page “La Roca Uniform Swap.”

All uniforms are now ordered on-line through Scoreboard Sports. After registration is completed, the team manager will receive instructions for providing player contact information to Scoreboard Sports for the purpose of reaching out to families about ordering uniforms. Scoreboard Sports will handle all uniform ordering details, and uniforms are sent directly to players.

EQUIPMENT

Each team will be issued goal nets and corner flags from La Roca. It is up to you to decide if you want to be responsible for storing and transporting equipment, or you may decide to designate a parent to be Equipment Manager. Regardless, you must ensure that the goal nets and corner flags are set up for home games. If your team does not have a team bench, it will be your responsibility to obtain one, and ensure it is in place for all games. Your team may also want to invest in a shade/rain canopy.

GAME ROSTERS

The team manager is responsible for managing the roster. UYSA is transitioning to digital rosters/player cards beginning Fall 2016, however, team managers should still provide a printed game day roster in case there are problems with the digital card system.

Game day rosters can be printed 24 hours before a game, however, teams are encouraged to print as close to game time as possible in order to capture all roster changes prior to a game.

To print a game day roster:

1. Go to www.utahyouthsoccer.net.
2. Click on Member Login in the top right corner of the page.
3. Log in to your UYSA Coaching/Admin Account in the fields on the left side of the screen.
4. The Screen is split in 2 halves, pictures of Family Members on the top, Tabs on the bottom half. Click the TEAMS tab.
5. A new section will pop up with 2 tabs. Click Tournament and Schedule Apps.
6. There should be 2 links on the right hand side. Click Game Scoring/Scheduling.
7. Click the Print Roster button by the appropriate game.
8. Once the roster appears, click Select Format at the top of the page, select PDF, and click Export. This formats the roster to print on one page.

NOTE: It is no longer required to print a roster for the other coach. Referees will check the date and time stamp on the roster, and use the one that is most recent.

DIGITAL PLAYER CARDS

Affinity's new digital card platform is now available for use for SCL, IRL, and X-league games. This means that a coach or team manager can pull their roster and player pictures up on their smartphone or tablet for check in before a game. A link to UYSA's instructions on using the digital cards is below.

Printed Game Day Rosters are still available and an option to use for check-in. Because this is a new process we encourage you to bring a game day roster with you the first couple of times you use the digital cards just in case there is a problem using the feature. Also please be wary of areas/fields that are known for poor cell service and bring a game day roster with you just in case. Basically, you now have two options, you can bring a game day roster to the game for check-in or you can pull the roster/cards up on your smart device for check-in. Referees have been instructed to allow either.

Please note that if you would like to use the digital cards you must provide your own device to present the cards and cannot not request that the referee pull up the cards on his or her phone. Some referees may decide to pull the cards up on their device as they get used to the technology, but that decision is up to the

referee and they are in no way responsible for providing digital cards for a team that has forgotten a roster or doesn't have a device on which the digital cards can be accessed.

Digital Card Link:

[Click here for UYSA's Digital Card app.](#)

ADDING PLAYER JERSEY NUMBERS IN AFFINITY

1. Login to your UYSA account.
2. Under the "Teams" section of the page, click "Team Info."
3. Make sure the "Team Roster" tab is selected, and scroll to the bottom of the screen, below the Players section.
4. Click the "Edit Player Team Info" button. This will bring you to the page with all the players on the roster.
5. Enter home and away jersey numbers for players.
6. Click the "Save Changes" button.

RESCHEDULING A GAME

Games at the RAC

Games at the Salt Lake Regional Athletic Complex (RAC) have a slightly different reschedule process than other games.

RAC Reschedule Procedure:

1. Contact the opposing coach to identify a possible reschedule date.
2. Once you have identified a possible date, email Carol LaDamus @ RACreschedules@gmail.com. Reference the game # in the email. She will work with the RAC and the referee assignor to ensure there is a field available and referees for your new date.
3. You will receive a confirmation email from Carol LaDamus with the new field number and time.

Then, continue to follow the process for rescheduling a game in the Affinity System (see “How to Reschedule ALL League Games” below).

NOTE: The *entire* RAC reschedule must be COMPLETED at least five days before the originally scheduled game, else the initiating team will be charged \$150 for the RAC field.

If the RAC cancels a game due to weather, the same reschedule process still applies.

Games at All Other Fields

To reschedule games at all other fields, follow the instructions below from UYSA:

[Click here for the most up-to-date information about rescheduling games.](#)

UYSA Rescheduling Policy

- 1 Teams are allowed to initiate two (2) reschedules (with or without the cost)
 - Reschedules cost \$50 per game starting the 1st day of league play
 - Reschedules must be COMPLETE before the 1st day of league play to not be charged
 - COMPLETE -- Changed on the UYSA schedule
 - Reschedules must be complete 5 days before the original schedule date
 - Example: Game scheduled Saturday at 1 pm, must be completed Monday before 1 pm
- 2 Before clicking the reschedule request button, the HOME team must have field and referee assignor approval
 - Please email all contacts outside of Affinity before initiating the reschedule
- 3 The team initiating the reschedule should click the button (does not matter if home or away)
 - Away teams MUST have an email from the home team with field and referee assignor approval

If you are rescheduling for weather, no referees, or unplayable fields, DO NOT click the reschedule button. Send the reschedule request information to scheduler@utahyouthsoccer.net

How to Reschedule ALL League Games

- 1 Contact the opposing team using email
 - Log into your UYSA Affinity account
 - Make sure your picture is highlighted
 - Click TEAMS on the tab below
 - On the new tab, click Tournament and Schedule Apps
 - Click Schedules/Game Scoring on the right hand side (by the team you want)
 - Click the opposing team name to see contact information
 - Email ALL contacts from your personal email. (Do not use the reschedule button at this time)
- 2 Find several dates and times that teams agree on
 - The home team MUST contact their FIELD ASSIGNORS and REFEREE ASSIGNORS for approval
 - ****NO GAME should be rescheduled (using the button or sending information in) without approval from the home team**
 - **Teri Mills is the field and referee assignor for our region. Her email is refs4u@live.com**
- 3 After the NEW date, time and field are approved by assignors and both team, the team initiating (asking for) the reschedule should do the following:
 - Log in to UYSA account
 - Make sure your picture is Highlighted
 - Click on the TEAM tab below pictures
 - Click on the Tournament and Schedule Apps tab
 - Click on Schedules/Game Scoring
 - Click on the Reschedule Button by the game you have new information for
 - Enter ALL information Date, Time including AM or PM, Field Name and Number (all in drop down menus)
 - Click Send Request
 - Notify the opposing team that they must now login and Accept the change.
- 4 The opposing team MUST log-in, follow the steps above and click Accept Request, or, if the information is not correct, click Send Alternate Request and correct the information.

You do not need to send any information to the state if you completed your reschedule online.

It is up to the teams to follow all steps correctly. The state does not approve or accept the reschedules.

The schedule will change when the teams have finished all steps correctly.

UYSA reserves the right to move games back to original dates, times and locations if teams did not follow the correct steps.

Remember, if you are rescheduling for weather, no referees or unplayable fields do not click the reschedule button. Send reschedule information to scheduler@utahyouthsoccer.net. Include the game number, new time, date, field name and number along with permission from field and ref assignor. DO NOT click the reschedule button.

POSTING A GAME SCORE

After a match has been played, both the home and away coaches and team managers have access to input the score, stats, and comments about the match. The comments will only be visible to UYSA office staff and will not be seen by the referee or the opposing coach. The referee of the game is required to input their game report (also including score) within 24 hours of the game ending. Referees will not input which players scored goals but will report the score of the game, any cautions or ejections, and any other important match information. Coaches are not to report red cards of opposing players but may input red cards of their own players if a referee has failed to do so. Coaches and admins have 3 days (72 hours) to input goal scorers before the game is locked. UYSA cannot update goal scorers for you after the game is locked.

If coaches input differing scores, the match will show Contested Score (CS), and the results will not finalize until the score of the match is verified with the referee(s) of the match by UYSA office staff. Please contact UYSA if a match shows as Contested Score for more than a week.

To post a game score:

1. Log in to your UYSA account.
2. Click on the schedules/game scoring link next to your team's state competition or x-league application in the Tournament Application/Game Scoring section.
3. Find the match just played and click on the score box next to your team name.
4. Enter score for home and away team (if you are entering a score you must enter the score for both teams – if you just put in your score and save it will save the opposing team's score as 0 and most likely result in a CS).
5. To enter which player's scored goals choose the player from the select admin/player drop down and then choose goal from the Item drop down and add. If a player scored more than one goal repeat the process.

CONCUSSION PROTOCOL

Effective May 10, 2011, a Utah law called the "The Protection of Athletes with Head Injuries Act," requires all amateur sports organizations to adopt and enforce a concussion head injury policy. UYSA has adopted a concussion management program and return-to-play guidelines. Click on the link below to access UYSA's Concussion Policy.

[Click here for UYSA's Concussion Policy.](#)

TOURNAMENTS AND TRAVEL EXPENSES

(As a team manager, you may appoint another parent(s) to be the Tournament Manager and/or Travel Manager.)

At the beginning of the season, discuss what tournaments the coach would like to play, and share this information with parents. Visit each tournament's website to determine tournament dates, locations, registration costs, deadlines, stay-and-play requirements, etc. Please plan early for tournaments. Early planning helps keep travel expenses down for both coaches and players.

All players are expected to stay at the same hotel as the team when traveling, UNLESS they have immediate family living in the same city as the tournament.

Furthermore, it is La Roca Club policy that all players on the team are expected to pay the tournament fee as well as the head coach's travel expenses, REGARDLESS of whether or not the player participates in the tournament. This policy ensures that if a guest is invited to play with your team, the guest player is paid for and does not have to pay the tournament fee or coach's travel expenses.

La Roca uses the following **Tournament Expenses Policy**:

Hotel: The total cost of the coach's hotel room is paid by the team.

Travel: The team is expected to pay for the coach's travel using either airline or rental car, including gasoline, for travel to out-of-town tournaments. It is recommended that the coach give the Team Manager an estimate of their travel expenses so that the amount can be figured into the total cost of the tournament. Upon completion of the trip, the coach should submit receipts for their hotel, flight, rental car, and gasoline to the team manager for reimbursement.

Meals: The coach will receive \$50/day IN ADVANCE for meals.

In the case where one coach is taking two or more teams to a tournament, the teams will split the coach's travel expenses.

PLAYER CARDS

Player cards will be required for out-of-state tournaments. USYS player cards are created in the La Roca office, at no cost to the team/players. Please request player cards early to ensure you have them in time for the tournament.

Most tournaments in USYS Region IV accept USYS cards, however, some leagues require US Club Player cards. These cards cost \$27/player and require a special registration form to create the cards. Contact the La Roca office one month in advance to request US Club Soccer Cards.

GUEST PLAYERS

Your team may invite guest players to play in tournaments with your team. It is La Roca's policy that guest players do not pay tournament fees, only their own travel expenses.

It is the team manager's responsibility to initiate the Specialty Player Action Form (Guest Player Form), and ensure that the appropriate signatures are obtained to allow the guest player to play with your team in a tournament. Please consult the specific guest player rules for each tournament to ensure compliance. Some tournaments may require that the team manager present a copy of the guest player's Player Registration Form and Birth Certificate upon tournament check in. Out of state tournaments will require player cards from ALL players, including guest players. The team manager should borrow the player card from the guest player's coach or team manager. If necessary, the team manager should obtain a La Roca uniform for the guest player to wear during the tournament.

[UYSA Specialty Player Action Form \(Guest Player Form\)](#)

TOURNAMENT ROSTERS

By clicking the following link, you will be directed to the most current instructions from UYSA for how to create a tournament roster:

[Guidelines for creating tournament rosters in the Affinity system](#)

INDOOR TRAINING FACILITIES

During the winter, La Roca teams must secure an indoor training facility. Space is very limited at indoor facilities, and should be arranged early. The cost of the indoor facility must be shared by all team members.

INDOOR SOCCER

La Roca teams may choose to participate in indoor soccer leagues during the winter. It is up to the discretion of the coach. The cost of the indoor league must be shared by all team members.

FUTSAL

Futsal is soccer played on a basketball court. La Roca teams may choose to play futsal during the winter. The cost of the futsal league must be shared by all team members.

SCRIMMAGES

La Roca coaches may arrange scrimmage games with other teams to prepare for tournaments or league play. The team manager may be asked to make arrangements for scrimmages, including reserving a field or indoor facility. The cost to use an indoor facility must be shared by all team members.

COLLEGE SOCCER

La Roca coaches are dedicated to helping their players secure offers to play collegiate soccer. The team manager may invite a parent to be the College Recruiting Manager to help facilitate the process of showcasing the team and individual parents to college coaches. The team manager or college recruiting manager should consult with the coach about what college showcase tournaments the team will attend. A team flier may be created which can be given to college coaches at tournaments and other events. The flier should contain photos and names of each player, as well as player contact information, jersey number, position, graduation year, GPA, height, weight, and any other pertinent information.

Every Fall, La Roca hosts a College Night designed to inform older players (U15-U18) and parents about the process of seeking a college soccer scholarship. Several soccer coaches from universities throughout the state of Utah attend the event and answer questions about their programs. Information about NCAA eligibility rules is also presented.

FUNDRAISING

La Roca encourages all players and teams to participate in fundraising to help defer costs. If a team elects to do a fundraising activity, all players are expected to participate. The team must decide if the money will be used for a team expense (tournament entry fees, indoor soccer or futsal leagues, specialized coaching, equipment); applied to each individual player to be used toward fees, uniforms, etc.; or a combination of both, where a portion of the money raised is applied to a team expense, and whatever a player raises beyond that is credited to the individual player.

If the team elects to apply the money to individual players, it can be handled in either of the following ways:

- The total money raised can be divided evenly among all players and credited to them.
- Each player receives credit only for money they personally raise.