

1 Federal Way Mod Soccer Club  
2 Policy 12

3  
4 Created June 14, 2004 New

Revision A: September 12, 2005

5  
6 Registration Guidelines

7  
8 The basic duties of the Registrars, Boys/Girls Coordinators, and the Coaches are defined in Article 7 and 8  
9 of the Club by-laws. This policy is to further define the duties to be followed and the relationship between  
10 the Registrars, Coordinators, and Coaches.

11  
12 Registrar

- 13 1. Put together a Coach's Packet for each team which includes the following:  
14 a. Last Fall's Team Roster  
15 b. Last Spring's Team Roster (if they played)  
16 c. Coaches Handbook  
17 d. A copy of this policy  
18 e. A copy of the age group appropriate rules
- 19 2. Distribute the Coaches' Packets at the coaches meeting. All remaining packets should be given to the  
20 appropriate Age Group Coordinators to distribute to the coaches.
- 21 3. Check the PO Box regularly, at least once a week from June through the middle of September. Give  
22 any player registration forms and money to the appropriate Age Group Coordinator.
- 23 4. Once you have received the team registration packets from the Coordinators, create the teams in  
24 Bonzi.
- 25 5. At the beginning of September, give a copy of all the Team Registration Worksheets to the Fund  
26 Raiser Focal.  
27  
28

29 Age Group Coordinator

- 30 1. At the beginning of June contact all the coaches in your age group (by phone) and ask them to come to  
31 the mandatory coaches meeting.
- 32 2. Mid/late June, contact all coaches in your age group who did not attend the coaches meeting to see if  
33 they want to again coach soccer.
- 34 a. If yes:  
35 i. Have the coach pick up their coach's packet from you.  
36 ii. Ask them to contact all their players from last year to see if they want to play soccer on  
37 their team again this year. Last fall's roster has first priority for placement on the team.  
38 Then the new players they picked up during the spring have second priority. Finally, if  
39 they still have openings, they may ask more children to play on their team or ask the  
40 Age Group Coordinator for additional children.
- 41 iii. Ask the coach to contact you by the middle of July with the number of returning players  
42 they will have and how many more players they would like to add to their roster. Note:  
43 The Club will try not to give the coach more players than they prefer but if a child needs  
44 to be placed, they will be required to take him/her up to the maximum roster size.

- 45                   iv. Mid July, contact any coach you have not heard back from.
- 46                   v. Remind the coach of the team registration deadline and ask them to turn in complete
- 47                   packets to you, not the Registrar, by that deadline.
- 48           b. If no:
- 49               i. Ask the coach if they know of someone else who might be willing to step up and coach
- 50               the team.
- 51               ii. If no available coach, please inform the coach that he/she needs to contact the players
- 52               and let them know that he/she will not be coaching and that they need to register their
- 53               child on-line ASAP because they will be placed on a first-come-first-served basis on a
- 54               new team.
- 55               iii. If the coach does not call the players, it is your responsibility to try to contact the
- 56               players. While contacting the players, try to recruit one of the parents to coach the
- 57               team.
- 58               iv. Provide the new coach with the Coaches/Team Registration packet.
- 59   3. Periodically check the Bonzi database to identify new players looking for a team. You can identify
- 60   these players because they will list a team that is folding as their “Previous Team” or the “Previous
- 61   Team” will be left blank if they are new. Contact each of these parents (by e-mail or phone) to let
- 62   them know the Club has received their registration and will let them know when you have placed their
- 63   child on a team.
- 64   4. Collect the completed Team Registration Packets from existing teams from the previous season.
- 65   Review all material for accuracy:
- 66           a. Write each child’s name and team name on each check. This will really help if the check
- 67           bounces.
- 68           b. Check on-line that each child, coach, assistant coach and manager is registered on-line.
- 69           c. Complete the “Registrar’s Use Only” columns on the Team Registration Worksheet.
- 70               i. Fee Paid: Write the TOTAL amount of check, note if it's cash (we'll assume it was a
- 71               check otherwise).
- 72               ii. Birth Certificate: Put an “X” for any child who submitted a birth certificate.
- 73               iii. Reg. Form: Place a check mark (or “X”) for any manual player registration form
- 74               submitted. Place a “B” (for Bonzi) for each child that you verified that they have
- 75               registered on-line. Any child that is not registered on-line and there is no paper
- 76               form contact the coach and ask them to try to register on-line again.
- 77               iv. Fund Raiser: Place a “Y” if they are participating in the fundraiser. If they are not,
- 78               leave it blank.
- 79   5. Make 2 copies of each team’s Team Registration Worksheet (after step 4c has been completed).
- 80   6. Keep 1 copy (or original) so you will have a record of which teams have more room to place
- 81   additional players if able.
- 82   7. Give 1 copy to the Registrar (along with any new birth certificates and copies of RMA cards) so the
- 83   Registrar can place the players on the proper teams.
- 84   8. Wrap last copy around that team’s checks and give them to the Club Treasurer.
- 85   9. Submit to the Club Match and Event Coordinator a list of all teams registered for a current season
- 86   schedule.

- 87 10. Adding additional players to teams after registration packet has been turned in to Registrar:
- 88 a. Team:
- 89 i. Player registers on-line.
- 90 ii. Player gives a copy of their electronic registration form and their registration fee to
- 91 their coach.
- 92 iii. The coach updates their Team Registration Worksheet and turns it and the
- 93 registration fee in to the Coordinator.
- 94 b. Coordinator:
- 95 i. Fills out “Registrar Use Only” part of Team Registration Worksheet. (See above).
- 96 ii. Makes 2 copies and follows procedure outlined above.
- 97 iii. If the Coordinator is adding the player to the team the Coordinator may do any of
- 98 the coaches’ duties above.
- 99
- 100

101 **Coach**

- 102 1. If you wish to coach again:
- 103 a. Attend the Coaches Meeting and obtain your Coach's Packet.
- 104 b. Contact **all** your players from last year to see if they want to play soccer on your team again
- 105 this year. Last fall's roster has first priority for placement on the team. Then the new
- 106 players you picked up during spring league (if your team participated) have second priority.
- 107 Finally, if you still have openings, you may ask more children to play on your team or ask
- 108 the Age Group Coordinator for additional children.
- 109 c. Contact your Age Group Coordinator by the middle of July with the number of returning
- 110 players you will have and how many more players you would like to add to your roster.
- 111 Note: The Club will try not to give you more players than you prefer but if a child needs to
- 112 be placed, you will be required to take him/her up to the maximum roster size.
- 113 d. Turn in your team registration packet, listed below, by the Club deadline to your Age Group
- 114 Coordinator, not the Registrar.
- 115 i. Team Registration Checklist
- 116 ii. Team Registration Form
- 117 iii. A Player Registration Form for any player who can not register on-line.
- 118 iv. A check or scholarship request for every player for the registration fee, except the
- 119 child of the Head Coach or Executive Board member. Per our by-laws, "To
- 120 acknowledge and encourage volunteers, the Club will waive the player registration
- 121 fee for one child per household, for each member of the Executive Board and one
- 122 Head Coach per team.
- 123 **This child must still participate in the Club fundraiser or pay the buyout fee."**
- 124 v. A check for the fund raiser buyout fee for a child requesting a scholarship or the
- 125 head coach's or Executive Board member's child IF they are opting out of the
- 126 fundraiser.
- 127 vi. A Risk Management Acceptance (RMA) clearance is required for all coaches,
- 128 assistant coaches, managers and trainers, or any person involved with youth players
- 129 or having any financial responsibility with a team, Club, Association, etc. If a new
- 130 RMA number is needed or the RMA has expired, include a copy of the front page of
- 131 the completed application for RMA clearance.
- 132 vii. Signed Coaches Code of Ethics for each Head Coach and Assistant Coach.
- 133 e. E-Mail the Club Field Scheduler your desired practice field and time per their instructions.
- 134 f. E-Mail the Club Match and Events Coordinator any special game scheduling requests, such
- 135 as if you coach 2 teams. All logical requests will try to be granted as long as they are
- 136 received **PRIOR** to when the schedules have been completed.
- 137 2. If you do not wish to coach again:
- 138 a. Please provide the Age Group Coordinator the name of the person willing to coach the team.
- 139 b. If there is no available coach, please contact the players and let them know that you will not
- 140 be coaching and they need to register on-line ASAP because they will be placed on a first-
- 141 come-first-served basis on a new team.
- 142