



**Albuquerque United
Football Club
MANAGER HANDBOOK 2017-2018**

**Our mission is to make a difference in the lives of all youth soccer players in New Mexico by
role modeling honesty, integrity and fair play**



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1. General Information

1.1 Your Responsibilities

You are the most important administrator for the club. Having your team well prepared for training, club events and tournaments helps everyone within the AUFC organization.

- Communication between coaches and parents
- Complete Risk Management Disclosure and Concussion Course
- <https://onlinereg.leagueone.com/rm/RmDisclosure.aspx?O=1949&I=11>
- Complete Concussion Course
- <http://www.cdc.gov/concussion/HeadsUp/Training/index.html>
- Keep current and accurate records
- Create budget and account for all monies collected, club fees, league fees, team fees
- Assisting club registrar in reconciling collected club fees
- Assist team in uniform ordering
- Collect all information and forms requested by AUFC

Do as much as your coach needs you to do in supporting the team so that the coach can focus mainly on the needs of coaching the team. Arrange off-season activities and optional soccer activities, as needed for the coach. Remember to develop positive ways to support the coach with these activities and always organize communication through the coach.

1.2 Create and Maintain Your Team Notebook

This notebook contains all the players medical release forms which must be available in case of an emergency.

The notebook contains:

- Official rosters – Required for tournament check-in. Player cards – required for all games and tournaments
- Player Membership Form and Medical Release – Required to be present with players whenever they participate.



- Parent Coach of Conduct – Signed document for the parents to acknowledge their expected behavior at training sessions, scrimmages, games as well as attending out of State tournaments.
- Player Code of Conduct
- Coach Code of Conduct
- Photo Release Form – Signed document for the parent to acknowledge and consent to the clubs use of photographs of players.

1.3 Team Finances

Many teams create a bank account to help manage the team's finances others maintain a spreadsheet with balances and use their own personal account.

Depending upon the banking establishment, documents may need to be provided by the club. Receipts will need to be copied and kept on all transactions.

Establish an estimated expense sheet for the year. This should be provided at tryouts for new families joining the team.

Collect funds from parent at the beginning of each season to meet the financial needs for the season. This eliminates the need to collect for each event or team purchase.

Collect the AUFC fees by due dates established by the club, working with the Club Registrar.

1.4 Player Changes/Transfers During The Season

Please contact the registrar anytime that there is a change in a player status:

If a player decides to stop playing, be sure to contact the Registrar to have players deactivated from the roster. **This is required by DCSL.** Be sure to do this as you cannot add a new player beyond the roster limit.

If a player wishes to move to another team or club, the registrar can guide you and the player through the proper process to get this done. There is a small window of opportunity for this, one month between the Fall and Spring Season.

If a new player is to be added, contact the Registrar to have him/her added to the roster and create a player card.



1.5 Tournament Participation

All Tournament participation will be managed by the AUFC Directors of Coaching. This will apply to all age groups.

Application – Generally completed on line or via email. Most applications are directed to a Tournament Director. A number of tournaments use the GOTSOCCKER website for registration. Fees are usually paid with Credit Card or Check.

Guest Players – Players may be used from within the club or from other clubs outside AUFC. A strict procedure is in place for guest playing. **ALL GUEST PLAYING REQUESTS MUST GO THROUGH GUEST PLAYERS COACH.** Guest player forms must be filled out, these can be accessed through the NMYSA website. Player Pass Card, Medical Release Form must be obtained from Guest Player Coach.

Travel – If a team is traveling, hotel arrangements must be made well in advance. MOST OUT OF STATE tournaments have a Stay and Play rule. Using selected hotels supplied by contract with a Coordinator. The earlier you book your hotel, the better quality and location is ensured. Out of State Travel documents are required.

Check In – All tournaments have a mandatory check in. Make sure all your credentials are in order.

2. Individual Team manager Checklist – Use Supplied Forms

Complete by June 15

- Collect all player/family contact info – email, names & phone numbers.
- Obtain training shirt size.
- Hold a team meeting; discuss registration, scholarships, budgets and uniform ordering info. This should be coordinated with Coaches.

Complete by July 1st

- Confirm all players are registered and paid (or made payment arrangements) for AUFC fees and Duke City fee.
- Collect the Duke City Fee. Checks should be made out to AUFC for \$95
- Confirm players have purchased uniforms
- Complete your Duke City Application form – Due July 10
- Obtain a Certified referee for your team for the fall and spring season
- Collect Photo Release Form and Code of Conduct form (parents and players)



- If a fundraiser is needed for parents try to arrange this prior to the start of the season. It becomes difficult with work, practice and school to do this during season.

Complete by July 20

- Send email to all confirming practice dates, time, location and practice attire. Remind parents once again a week prior. You will also want to include when the fall season will start, where games are played and if any fall tournaments will be occurring.

Complete by August 1

- Your binder should be organized and ready for tournament check-in at all times.
- You will need to turn in forms and pick up players cards from team registrar.
- If doing a payment plan for team fees the first payment should be due now
- Supply DCSL schedule to all Parents.

3. Registration Instructions 2017-2018

1. U9-19 Teams Registration due July 1st.
2. Only birth certificates of new participants to the league will filter through the Club Registrar.
3. Player pass cards will not be released without payment.
4. Please have parents verify that all information is correct in the online registration, especially email addresses. Names need to match what is on the birth certificate.
 - Managers are responsible for collecting all Registration Fees that are paid by check, turning them in with registration.
 - Two separate checks will be turned in per team to the Club Registrar. One check for all DCSL fees per team. The other for AUFC club registration. Use the AUFC Team Deposit Detail form.
5. Credit Card payments need to be noted on the deposit form that managers will complete and turn in with all payments throughout the season. Payments will not be posted without a deposit form.



6. Do not turn in scholarship paperwork to AUFC Registrar. It needs to go directly to the scholarship Administrator Ada Portman. Instructions are on the AUFC Website. Parents applying for a scholarship are required to submit \$50 along with the league fee to their team manager and turned in as payment towards club and league fees.

3.1 Fee Schedule:

Full DCSL Fee is due with registration. (\$95/player U9-U19 except teams not playing full schedule).

Payment is due in full for U5-U8 upon registration. U9-U19 has various payment plans.

Refer to the Club Fees form to see payment plans.

Scholarship players – If a player receives a partial scholarship, the balance is due per the terms of the award letter.

4. Forms to turn into AUFC Registrar:

Forms can be found on the AUFC website under About “Managers Resources”.

AUFC DOES NOT KEEP COPIES OF NMYSA MEMBERSHIP FORMS, PLAYING UP CONSENT FORMS OR BIRTH CERTIFICATES.

4.1 AUFC Team Contact Information Sheet: Complete this form and turn in with packet.

4.2 Team Deposit Detail: Completed deposit detail form must be turned in so I know how much to post and to whom. This is the only way I know how to tell who should be registered on your team and how to post money to their accounts.

4.3 Registration Confirmation: This is the email receipt the parent receives upon successful completion of online registration. Attach these to the deposit detail.

4.4 NMYSA Membership/Medical Release Form: This form must be signed by a parent/guardian where indicated. Please make sure all information is filled in.

4.5 Playing Up Consent Form: If your child is playing up, this form must be completed and signed by the parent and coach, and turned in with your NMYSA membership form. You must keep a signed copy in your team notebook.



Playing up Policy (FOR TEAMS PLAYING UP, NOT INDIVIDUAL PLAYERS): This report needs to be completed only if your TEAM is playing up in the Duke City Soccer League.

4.6 Proof of Age: Registrar only needs proof of age for new players to Duke City Soccer League i.e. they played AYSO or came from another state. A photocopy of the original birth certificate or US passport is required for proof of age. If the player is not a US citizen then a photocopy of the original birth certificate (needs to be translated into English) as well as a photocopy of a Visa, Green Card or something else issued by a US governmental agency that provides the full name and birth information. No copies will be retained by the club, the league or the state association.

4.7 Metro Schedule Team Application Form: This form replaces all previous coach registration forms. The head coach must complete the top section, which serves as the coach registration and the bottom section for the practice location. After reading the 2015 – 2016 Duke City Coaches Handbook the coach must sign and date the form. The bottom section must be completed by the team referee and be signed and dated. If the head coach does not fully complete this form Duke City may not register the team. The referee that you list must be currently registered and certified by the state referee association (DCSL) will verify this) or player pass cards will be held.

5. Other Information:

5.1 Pass Cards – Pass cards do not need to be signed by players. All pass cards must have a color photo. All pass cards must be laminated; this will be done by Club Registrar.

5.2 Online Registration- Same program as last year. Use same user name and password that you set up last season. If you have a new email address you will still use your old email address as your user name. After you log in make sure you update your contact information with your new email address so you receive your confirmation of registration as well as all other club correspondence.

Manager will be copied on scholarship awards and will need to keep track of player scholarship amounts. If partial award given, balance is due immediately unless a payment plan is set up with me directly.



8. Photo Release Form
Soccer is the player's game

I do hereby consent and agree that Albuquerque United Football Club ('AUFC'), to its directors or to its agents have the right to take photographs, videotape, or digital recordings of me or my minor children or dependents, and to use these for the purpose of promoting youth soccer. I further consent that my name and identity, and the names and identities of my minor children or dependents, may be revealed therein or by descriptive text or commentary. I do hereby release to AUFC, to its directors or to its agents all rights to exhibit this work in print and electronic form publicly and privately. I waive any rights, claims, or interest I have to control the use of my identity or likeness to the identity or likeness of my minor children or dependents, in whatever media used. I understand that there will be no financial or other remuneration for recording me or my minor children or dependents, either for initial or subsequent publication or transmission. I release AUFC from any expectation of confidentiality for the undersigned minor children or myself, and I attest that I am the parent or legal guardian of the children listed below and that I have the authority to authorize AUFC to use their photographs and names. I represent that I am at least 18 years of age, have read and understand the foregoing statement, and I am competent to execute this agreement.

I, _____, agree to the above with respect to the following children:

Print Parent/Guardian's Name

Date

Parent/Guardian's Signature

Date



9. Albuquerque United Football Club Concussion Management Policy

- 9.1** Each head coach will complete the Center for Disease Control's (CDC) 'Heads Up, Concussion in Youth Sports' online training program on an annual basis. See <http://www.cdc.gov/concussion/HeadsUp/Training/HeadsUpConcussion.html>
- 9.2** The club has adopted all elements of the CDC concussion training program with regards to the identification of head injuries that could lead to a concussion, the response to those injuries and the appropriate protocol for returning players to activity. See www.cdc.gov/ConcussionInYouthSports
- 9.3** Keep a copy of the Heads Up Concussion in your Coaches Handbook with you at all times during training and matches. See http://www.cdc.gov/concussion/pdf/clipboard_Eng.pdf
- 9.4** Any member of the club who is suspected of sustaining a concussion or head injury must be immediately removed from and not allowed to return to play. When in doubt, keep athlete out of play.
- 9.5** Ensure that the athlete is evaluated right away by an appropriate health care professional. These include Medical Doctors (MD), Doctor of Osteopathy (DO), Advanced Registered Nurse Practitioners (ARNP), Physicians Assistants (PA) and Licensed Certified Athletic Trainers (ATC).
- 9.6** Inform the athlete's parents or guardians about the concussion and give them the fact sheet on concussions. See http://www.cdc.gov/concussion/pdf/parents_Eng.pdf
- 9.7** Allow the athlete to return to play only with written permission from a health care professional. After the player has received written clearance from a health care professional he or she can return to the activity. Utilize the gradual return to activity process described in the CDC training program.
- 9.8** Based on recent research related to the effects of repeated intentional heading, the club restricts heading training except for U12 and above. In addition, heading training at the age of U12 should be limited to the use of soft not regulation soccer balls (e.g. Nerf, Beach, tennis, etc.). This is not intended to restrict heading that occurs naturally within a training session or match.



10. Parent Code of Conduct

Soccer is the player's game

During training, I will:

- I will have my child fully prepared and at the field at the coach's designated time
- I will have water, sunscreen and weather appropriate clothing for my child

After training, I will:

- Work on skills with my child as directed by my child's coach

Before the game, I will:

- I will have my child fully prepared and at the field at the coach's designated time
- I will have water, sunscreen and weather appropriate clothing for my child
- I will familiarize myself with the laws of the game.

At the game, I will:

- I will give short bursts of encouragement
- I will respect the referee's and assistant referees' authority
- I will be responsible for the behavior of my guest spectators

At the game I will not:

- I will not enter the field of play without the official's permission
- I will not instruct my child or other players from the sideline
- I will not consume alcoholic beverages
- I will not smoke, including e-cigarettes

After the game, I will:

- I will relive the glories
- I will forget the mistakes
- I will forget the score

After the game, I will not:

- I will not approach the coach to discuss playing time, playing position etc. Instead, I will make arrangements to talk with the coach at a later time.

After the game, I will not:

- I will not comment about players or parents on social media in a negative manner, AUFC does not condone any type of bullying, electronic or otherwise.



Soccer is a contact sport, I understand:

- Pushing, pulling, bumping and falling are part of the game
- The referee decides if an infraction warrants a call

Acknowledged By:

Parent Signature

Date

Parent Signature

Date



11. Player Code of Conduct

Soccer is the player's game

An AUFC Player Says:

- I am passionate; I will live and love soccer.
- I am motivated to learn; I want to get better.
- I am self-confident; I trust myself to use my abilities.
- I am fair; I do unto others...
- I am a team player; I'm nothing without my teammates.
- I am loyal; I play for AUFC!
- I am disciplined; I obey the rules and listen to my coach.
- I am open to feed back; I know my coach wants to help me.
- I am creative; I have my own ideas and I share them.

As an AUFC teammate:

- We greet and say good-bye to all teammates, coaches and parents.
- We are fair to all teammates, opponents, coaches, referees and fans.
- We celebrate our victories and learn from our defeats.
- We are quiet and well-behaved on the sidelines.
- We always do our best in practice and in matches.
- We leave the field clean and make sure nothing is left behind.
- We follow our coach's instructions.
- We place family, health, and school above soccer.
- We place the team's objective above our personal desires.
- We will not comment about teammates or opponents on social media in a negative manner, AUFC does not condone any type of bullying, electronic or otherwise.