



2003 COACHES' HANDBOOK

To FC Shoreline Coaches:

Congratulations on your selection as a coach for the 2003-2004 season. We welcome you to FC Shoreline, the cooperative select soccer program of Hillwood and Shorelake soccer clubs.

The information you need to register your team with FC Shoreline Soccer is in this booklet. Since FC Shoreline does not exist as a separate club, teams will register through the sponsoring clubs (Hillwood and Shorelake). All teams will return your completed registration information and fees to FC Shoreline Registrar (Mary Dimak). She will enter your team's data into a database and will forward team information and fees to the appropriate club.

We call your attention to the enclosed calendar of events. There are important dates listed.

For those of you who plan to enter the WSYL League Placement Tournament (LPT), note the date for your player registrations and WSYL application form. They are again due very early this year according to WSYSA, District 1 and SYSA schedules. You should consider requesting at least partial payment from your players at your initial team meeting to cover the player fees and WSYL application plus any tournaments you need to enter right away.

FC Shoreline will be hosting its own monthly coaches' meetings in order to better address the needs of select team coaches. It is our intent to present at least one technical topic each meeting for instruction and discussion. All coaches are requested to participate in these meetings and we solicit your help in selecting and presenting the topics. Topics may range from first aid to technical skills to game tactics.

FC SHORELINE CALENDAR – 2003 SEASON

Jan-Feb	Coach interviews and selection
Feb	Team resumes/team descriptions due to FC Shoreline Steering Committee.
March 18	Coaches Meeting
8/9 March	Tryouts, U-19
15/16 March	Tryouts, U-11, U-12, U-17, U-18
22/23 March	Tryouts, U-13, U-14, U-15, U-16
Apr 23	All WSYL Teams and Teams intending to enter LPT tournament (required to qualify for WSYL and/or IDDL leagues) must submit WSYL Registration form and tournament fee, Team Rosters, Player Registrations and FC Shoreline player fees due. Submit to FC Shoreline Registrar. Players on roster must have properly completed player registration and registration fees paid. If you miss this date, your team's application will likely not be able to be processed in time to meet SYSA/District 1/WSYSA deadlines for WSYL/IDDL applications.
April TBA	Coaches' Meeting
April 25,26,27	FC Shoreline Alex Kajumulo Coaching Clinic Apr 25 @ Twin Ponds, 5:00-8:30 PM Apr 26 @ Shoreline Stadium 11:00-3:00 PM Apr 27 @ Shoreline A 2:00-4:00 PM
Apr 26	Soccer Fair, Doubletree Hotel, 18740 Pacific Hwy S, Seattle
10 May	(District-level teams) Team Rosters, Player Registrations and player fees due. Submit to FC Shoreline. \$10/player late fee added for each returning player registration received after this date (does not apply to new players added after 11 May).
TBA	Coach and Referee Clinics
Jun 7-8	Beginning of League Placement Tournament (LPT). 1 to 3 weekends of play required, depending on number of teams entering LPT statewide. See WSYSA web site: http://www.wsysa.com/events/2003_lpt.asp
Jun TBA	Coaches' Meeting
TBA	IDDL applications due to FC Shoreline. (Open only to teams finishing 9 th through 16 in LPT – i.e. top 8 NON-qualifiers for Classic)
July 10	(District level teams) District 1 Registration forms (original + 3 copies) and fees due. Submit to FC Shoreline Registrar. All players on roster must be properly registered and registration fees paid. If you miss this date, a \$50 late fee will be imposed by District 1 and your application might not be accepted by District 1.
July TBA	Coaches' Meeting
Jul 17	(WSYL and IDDL teams) Final roster adjustments due to registrar.
July 20	(WSYL and IDDL teams) All roster changes beginning this date require WSYSA Status form. Transfers count against 3-per-year limit.
August 15	Last date to submit written requests for registration refunds. Call Registrar for information.
Aug 19	(District teams) Confirmation of roster due to FC Shoreline Registrar
Sept. 6-7	First weekend of regular season.
Sept. 6 (est.)	Team Pictures (Shorelake's picture session. Open also to all FC Shoreline teams)
Sept TBA	Coaches' Meeting
Oct TBA	Coaches' Meeting
Oct 30	(All teams) Last Date to add / drop / transfer players for regular season.
Nov 7	WSYSA State cups registrations, fees & player add/drop/transfers due to FC Shoreline Registrar (warning: date change is possible if WSYSA or SYSA or District 1 revises the submission schedule).
Nov TBA	Coaches' Meeting
Dec TBA	Coaches' Meeting
Dec 31	Effective date for adds/deletes/transfers for Championship & Commissioners' State Cups
Jan – Mar	WSYSA Championship & Commissioners' Cups

2003 FC Shoreline Teams and Coaches

WSYSA Team ID	GROUP	Expr1	Expr2
0104176083	D	BU-11 FC SHORELINE FC 92B	IGNACE OOSTERMAN
0104176001	D	BU-12 FC SHORELINE CYCLONES	DOUGLAS WOODS
0104176017	DS	BU-13 FC SHORELINE JETSTREAM	DOUGLAS TERREL
0104176018	DS	BU-14 FC SHORELINE APEX	GLEN MCCONNACHIE
0104176014	DG	BU-15 FC SHORELINE GOLDEN EAGLES	RICHARD LEVIN
0104176012	WD	BU-16 FC SHORELINE SATURN	JOHN WEDGE
0104167152	WC	BU-17 FC SHORELINE UNITED	ANTHONY ADAMS
0104176010	DG	BU-18 FC SHORELINE ESCAPE	JASON PELLEY
0104176074	W1	BU-19 FC SHORELINE AMERICANS	CHAD VANDEMARK
0104176063	W1	BU-19 FC SHORELINE CELTIC	DANVER HALBERT
0104167	D	GU-11 FC SHORELINE FC 92G	PETER THOMSEN
0104167202	D	GU-12 FC SHORELINE ROCKETS	ROBERT ROBISON
0104167YYZ	D	GU-13 FC SHORELINE FC 90F	WILLIAM DODSON
0104167031	D	GU-14 FC SHORELINE 89F	BRIAN DIMAK
0104167033	D	GU-15 FC SHORELINE MONSOON	TERESA THOMPSON
0104167220	WD	GU-15 FC SHORELINE PHOENIX 88	ROBERT FINNEY
0104176016	DG	GU-16 FC SHORELINE DOLPHINS	DOUGLAS TERREL
0104176009	DG	GU-16 FC SHORELINE FUSION 87	LESLIE COOLEY
0104176005	DG	GU-18 FC SHORELINE HEAT 85	STEPHEN GREENE

TEAM Registration:

Team Roster forms : All teams must submit a list of coaches and players. Make a copy of the completed roster form for your records. A revised roster will be computer-generated and provided to you. Be sure to update these items as a minimum:

- Desired competitive level for this season.
- Referee
- Volunteer

WSYL application forms are available from WSYSA (See http://www.wsysa.com/events/2003_lpt.asp Also see section below on WSYL/LPT.

Competitive Level Teams should indicate their desired competitive level for team play based on their team's development and prior year's record. Your request, along with your team's prior season record, will be considered during the SYSA scheduling meeting in early July. Your registrar will represent your team to SYSA at a scheduling meeting held in early July. In turn, the SYSA Commissioner to District 1 will represent all SYSA teams at the District 1 scheduling meeting held later in July. You may supplement your competitive level request with a paragraph indicating why you are requesting this competitive level. This will be submitted to SYSA along with the other information. However, there is no guarantee that District 1 will consider this supplemental information when deciding team brackets. Historically, District 1 has only considered prior season standings and competitive level, state cup performance, and LPT performance.

Competitive Levels:

- WSYL (P-1, P-2, Classic) determined by League Placement Tournament (LPT)
- IDDL determined by League Placement Tournament (LPT)
- District 1 (Gold, Silver, Bronze)

Referee: You need to provide a referee to the referee pool. The referee will not necessarily officiate at your age group's level (e.g., new referees may be assigned younger age games). Per SYSA requirements, U-11 and older teams must supply a "carded" (licensed) referee. If your referee is not licensed and therefore requires training, please indicate this and let your referee know about training. Check one of the information sources listed at the end of this packet for further information on referee clinics. If you are having difficulty coming up with a volunteer referee, contact your registrar for a list of teams that have supplied more than one referee to the pool. You might be able to negotiate with one of these teams to assign one of their referees to your team. If you do not supply a referee to the pool, we will notify the referee assigners so that your home game(s) will be the one(s) that are not assigned referees in case of referee shortages. The Shorelake and Hillwood referee assigners can also provide more information on available referee training.

Who schedules your game's referee? The SYSA Referee Assigner assigns referees to U-15 and older teams through an automated on-line signup system. Club Referee Assigners assign referees to U-11 through U-14 teams using the same on-line signup system.

Volunteer coordinator: Your team needs to provide volunteer time to assist the clubs with projects such as skills contest, field and equipment repairs, or other volunteer work that may arise through the year. Nominally, an 8-hour commitment per team is required. Indicate the name of your team's volunteer coordinator on your team's application form.

Practice field and time preference should be indicated on your application. This information will be provided to the field schedulers for developing the August 1 through Oct 15 practice field assignments. Any team that requires practice fields prior to August 1 must contact the FC Shoreline field scheduler, Madison Batt, separately. DO NOT contact the Shoreline City or Shoreline Schools field schedulers. They have requested that our clubs provide a single point of contact for all our scheduling requests. There may be additional fees for field use prior to August 1.

Additional Team Fees : Teams requiring additional practice field time pre-season or post-season or on artificial turf may need to pay additional fees on a team basis.

Lighted Fields : If you need lighted practice field time for Oct 15 – Dec 1, you must contact the field scheduler yourself and submit any extra lighted fields fees through the field scheduler. If you do not request a lighted field or if you don't include the fee, you will not be scheduled on a lighted field. Plan ahead! Lighted field requests

for late-season (Dec 1 – Dec 15) and post-season (after Dec 15) must be addressed separately to the field scheduler and may require additional lighted field fees. This is one area that early planning is absolutely essential. If you have any plans for time on Shoreline stadium at any time through the season, you need to make arrangements with the field scheduler. FC Shoreline competes for stadium time with Emerald City and adult soccer leagues, so early requests are advised.

Player Applications:

A properly completed “Player Registration & Waiver Form” from your tryouts will be accepted as a player application. Each team was provided copies for use at tryouts. These may be copied as needed if you need more forms. Make a copy of each completed application for the registrar and retain the original. New Boys FC Shoreline teams will register with Shorelake Soccer Club. New Girls FC Shoreline teams will register with Hillwood Soccer Club. Downloadable blank registration forms will also be available on the Shorelake and Hillwood websites. Returning teams will register with the same club as last year. You must submit at least 11 player applications and the associated player fees with your initial team roster submittal.

Returning players: These players are covered by 2001 season WSYSA insurance through August 31, after which the 2002 season’s insurance takes over.

Non-returning players: If possible, annotate your last year’s roster with the reason the player is not returning and return it to your registrar. SYSA sometimes has questions about where players have registered and this information speeds up our responses. If the player will be playing for another club this year, please indicate so that we can consider them for future tryout mailings. Typical markings: ‘moved’, ‘retired from soccer’, ‘playing football instead’, playing for xxx soccer club.

New Players: If the player was not registered in the prior season as a WSYSA player (all existing Hillwood and Shorelake players are WSYSA players), he/she cannot play or practice until August 1 unless an extra insurance fee of \$9.62 payable to WSYSA is submitted for that player and appropriate applications to register the player to a summer team are submitted to WSYSA through your Registrar.

Player Fees: Due to increases in the WSYSA fees, increases in SYSA fees, and increases in field-use fees for Shoreline School District fields and for City of Shoreline fields, there will be a small increase in player fees this year. Fees have been developed using the best estimate of the actual cost of each of the program. As in past years, need-based scholarships are available from the home clubs to cover these per-player fees. These are the 2003 season per-player fees collected by FC Shoreline: \$ 90 Select teams, U-11 through U-19

Player Scholarships: FC Shoreline-sponsored scholarships are for \$70 and do not cover the team’s fees for uniforms, tournaments, equipment, etc., nor the insurance and per-player fees paid to WSYSA. Families of players receiving scholarships will be expected to participate in volunteer activities of FC Shoreline.

Risk Management forms: Washington State law requires all personnel having contact with youth soccer players to have a current Risk Management Act (RMA) clearance (a.k.a. WSP clearance). Your team staff’s WSYSA Risk Management ID# (RMA#) and the date of clearance expiration (Clr Dt) is shown on your computer-generated team roster form (e.g. 12345 – 12/02/2002E). If any of your staff (e.g. coach, assistant, trainer, manager) has a clearance that expires prior to 3/15/2003 or does not have a current clearance (no RMA#), then he/she must complete a new RMA submittal and include it with your team’s registration package. Teams that do not comply will not be registered. Current forms are available from your registrar or online from www.wsysa.com. The Hillwood and Shorelake web sites will also post a version that can be filled in on-line and printed to your printer.

WSYL/LPT: (See http://www.wsysa.com/events/2003_lpt.asp). The Washington State Youth League (WSYL) is the WSYSA “premier” league, consisting of the top 24 teams in the state. The top 8 teams in the state are commonly known as “P-1”, the next 8 teams as “P-2” and the next 8 teams as “Classic” or “P-3.” Teams must qualify in a League Placement Tournament (LPT) to compete in this league. There are both WSYL league fees (\$200) and LPT fees (\$400).

This year, the LPT format will change. There will no longer be mini-LPTs conducted by the Districts. The LPT will be open to all applicants. This change will likely increase the size of the LPT brackets and may result in your participation in the tournament extending over 3 weekends. U-14 LPT usually extends over 3 weekends.

Application to the LPT is via WSYL Application, submitted via your registrar to SYSA. No additional applications need to be submitted to SYSA for WSYL. Once your team is accepted for entry into the LPT, you will be requested to submit a final LPT roster (2003 form to be made available by WSYSA in early to mid May).

CAUTION TO ALL: Don’t use a player that’s registered to a seeded WSYL team. WSYSA will cross check your rosters turned in at the tournament against the applications submitted by seeded WSYL teams (seeded WSYL teams

don't have to play in the LPT but must apply by the WSYL application deadline). Violation of the rule can result in disqualification of team and suspension of involved persons. Be safe!

Completed Applications and Team Rosters: Bring your completed Registration Check-Off List, player applications and team rosters to the FC Shoreline Registrar, Mary Dimak. Payment is required with each player application. Player fees must be paid-up for each player on their roster and the roster must have at least the minimum number of registering players (as indicated in "Player Applications" above) prior to submitting WSYL (premier league) applications, District applications, and prior to the SYSA team-scheduling meeting. Appeals for special circumstances should be made through your Coaches' Representative to the FC Shoreline BOD.

INFORMATION SOURCES:

Hillwood Soccer Club Newsletter

Shorelake Soccer Club website: www.shorelakesoccer.com

Hillwood Soccer Club website: www.sysa.org/hillwoodsoccer

SYSA website: www.sysa.org

WSYSA newsletter "Play On"

WSYSA website: www.wsysa.com

FC Shoreline Points of Contact

Steering Committee:

Bill Muller SLSC 206-363-5387 waterdog@mymailstation.com

Tim Walsh SLSC 206-363-5693 t.walsh@att.net

Larry Blake HSC 206-542-3327 larry.blake@GTE.net

Kevin McAuliffe HSC 206-364-8580 (w) kevinmc@icnt.net

Hillwood Administrator Sue Brangwin, 206-542-3353, sbrangwin@att.net

FC Shoreline Registrar: Mary Dimak 206-364-4535

FC Shoreline Fields Scheduler: Madison Batt, (206) 365-2677, battm@earthlink.net

FC Shoreline Coaches Rep. Bill Muller, (206) 363-5387, waterdog@mymailstation.com

FC SHORELINE SOCCER

TOURNAMENT ROSTERS

These are the items that a registrar verifies when signing a tournament roster:

1. **Player birth dates** The team age and player "U-age" are compared to assure that the player is eligible for the team's age bracket.
2. **Player insurance**. Seasonal year runs Sept 1 through Aug 31, with a grace period back to 1 August for newly registered players.
 - a. If the tournament play is prior to August 1, verifies that the player was registered as a WSYSA player in the prior season.
 - b. If the tournament play is between August 1 and August 31, verifies that the player is either registered as a WSYSA player in the current season or was registered as a WSYSA player in the prior season.

What can a coach do to streamline the registrar's tournament roster validation?

1. Clearly indicate the name, birth date, home team and home club of any guest players (e.g. Suzie Wannaplay, 8/15/87, 2000 GU-15 Tiger Sharks, Shorelake Soccer Club). Only the name and age is generally required to be shown on the tournament roster, so the supporting information can be provided on another sheet of paper or email. The other players will be compared to your current roster.
2. Provide adequate time for verification of guest player eligibility and insurance. The registrar will have to consult one or more of these information sources to determine that the player is registered as a WSYSA player and to validate the birth date:
 - a. Shorelake Soccer Club registration database – or -
 - b. Hillwood Soccer Club registration database
 - c. SYSA Association registrar (we don't have access to SYSA registration database)
 - d. Other Association registrar (we don't have access to other association databases)
3. If the tournament is during the regular season, provide a WSYSA Guest Player form. This is available on-line at www.wsysa.com. A WSYSA Guest Player form is not typically required during the open period following the regular season and the team's elimination from the state tournaments (See WSYSA Administrative Handbook section 204.8).
4. (Optional) provide a birth certificate for guest players coming from teams outside SYSA.
5. **Don't** plan on a personal "signing meeting" with the registrar. Registrars are busy volunteers. Provide the information in writing or email. The Registrar has a soccer mailbox on the front porch. You can deposit your information there and pick up your signed copy there. If the tournament requires Association Registrar signature, you will be given information on where to pick up the signed roster.

Why do some tournaments require an Association Registrar signature while others are satisfied with a club-level head registrar signature?

1. The tournament is the post season WSYSA Championship Cup and winners will advance to the Region 4 national tournament.
2. Or... Someone, somewhere or sometime, sandbagged them and they no longer trust club registrars.
3. Or... They have followed the path most soccer volunteers eventually follow and have gone crazy.

Player Cards

For those teams that are accepted into WSYL (Premier league P1/P2/Classic) or IDDL (Inter-District Development League administered by WSYSA), you will have to have player cards. You will also have to have player cards if you are entered in one of the post-season WSYSA tournaments.

The player cards are a valuable item for your team. The referee will check your player and staff cards prior to each game. The cards are easily lost. It can take up to 3 weeks to get a new set of proper cards from WSYSA and it will cost you \$1.00 for each new card.

Here are some hints regarding player cards:

1. Plan ahead. You will need player signatures and photos of each player and team staff member. The cards must be laminated. Laminating can be done at Kinkos, OfficeMax and some other office-supply stores. Luckily, many Kinkos copy centers are open 24 hours a day during the week (shorter schedule on weekend). You can also purchase adhesive-style laminating packets at Costco for approximately \$10. These are handy for the inevitable last-minute lamination job at the field.
2. It is best to punch a hole in the corner of the cards and put them on a key ring, nylon tie wrap or other such device to keep them together.
3. It is a good idea to laminate a business card or other card with your name address and phone number(s) and a message "If found or unable to return to coach, please call John Smith immediately at 206/xxx-xxxx to arrange for pickup." Then if by chance they are accidentally lost, the person finding them will know whom to call.

At the games, make sure which of your team staff will be retrieving the player cards from the referee after the game. Verify that you have the cards before the referee leaves the field. It has happened, to more than one FC Shoreline team, that the referee has returned the player cards to someone other than the proper team member, resulting in a replace-the-lost-cards crisis for the team, registrar and SYSA registrar, and a trip through rush hour traffic to the WSYSA office in Federal Way.

FC SHORELINE SELECT PLAYER TRYOUTS Player Registration & Waiver Form

Boy/Girl U- _____	Team: _____	Tryout jersey # _____
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Player's Full legal name: _____ Date of Birth: _____

Address: _____ City _____ Zip _____

Last Year's: WSYSA team: _____ Club: _____ TeamID _____
(if known)

Name of Coach(es) _____

Positions Played: _____ Favorite Positions: _____, _____, _____

Years Played Soccer: _____ Other sports played _____

What division do you wish to play in THIS season? (circle one) Dist Gold Classic P2 P1

What division do you wish to play in NEXT season? (circle one) Dist Gold Classic P2 P1

AUTHORIZATION TO PLAY, MEDICAL RELEASE AND WAIVER FORM

For FC SHORELINE SELECT SOCCER

A Joint Program of the Hillwood and Shorelake Soccer Clubs

With the signature(s) below, permission is hereby granted for the above named player (participant) to participate in all practice sessions, games and other activities involving the Hillwood Soccer Club and the Shorelake Soccer Club hereafter referred to as the Clubs, during the 2003-2004 season. This permission extends to any travel to and from any and all practice sessions, games and other activities sponsored and arranged by the above organizations.

This permission is granted without reservation. Recognizing the risks presented by the competitive contact sport of soccer, the signature(s) below indicates a knowing, voluntary release of any claim which might be asserted against the Clubs, their officers, administrative assistants, coaches, assistant coaches, managers, sponsors, chaperones, designated drivers, volunteers, and other agents representing the Clubs, or Seattle Youth Soccer Association (SYSA) and its officers or agents or representatives, the local league organization of which the Clubs are a member. By waiving any rights to assert a claim, I am agreeing to release absolve, indemnify and hold harmless any and all parties previously mentioned for any and all liability arising from any injuries incurred by participant in the Clubs. My waiver expressly means that I, the participant's legal parent or legal guardian, accept and assume all risks and hazards inherent in and related to the activities of the Clubs, including any travel to and from any activities sponsored and arranged by the Clubs.

This permission also includes my authorization for emergency medical treatment deemed appropriate and necessary by any coach, assistant coach or representative or agent thereof for participant, including transportation to the nearest medical facility adequate to treat the emergency. **Participant has the following medical condition(s):**

	Parent/Guardian Name(s)	Home Phone xxx-xxx-xxxx	Work/cell Phone	Email
Father				
Mother				

Physician _____ Phone _____ - _____ Address _____

Preferred Hospital _____ Address _____

Health Insurance Plan _____ Medical Plan # _____

I have read the authorization to play, medical release and waiver, acknowledge that I understand it and agree to be bound by it.

Dated _____ Parent/Guardian Signature _____

Dated _____ Parent/Guardian Signature _____

2003 FC SHORELINE REGISTRATION CHECK-OFF LIST

(Return this check-off list with your team registration)

Team Gender-Age, Team Name: _____

VOLUNTEER COORDINATOR

- One must be provided from each team. List this person on team roster.

RISK MANAGEMENT FORMS "RMA FORMS" (attach with registration package)

These are required for each coach, assistant and manager.

- Complete a form if your RMA clearance expires prior to 3/15/04 (Your RMA number and expiration date is shown on the preprinted roster you were provided).
- Complete a form if you do not already have a RMA clearance

TEAM ROSTER.

Mark up last year's roster or type or print neatly a new one.

- At least 11 players required
- At least head coach and manager must be listed.

PRACTICE FIELD REQUEST.

Consult FC Shoreline Field Scheduler for available fields. Indicate field and time preferences below:

Field: _____

Times: _____

COMPLETED PLAYER REGISTRATION PACKAGE FOR EACH PLAYER ON ROSTER

- Registration Form
- Player's authorization to Play, Medical Release and Waiver Form.
- Player Fee or written Request for Scholarship

RETURN COMPLETED REGISTRATION PACKAGE TO FC SHORELINE REGISTRAR (MARY DIMAK).