

Sample Cover Page for New Player Folder:

Welcome to **TEAM NAME!**

We hope you find the enclosed information helpful. This folder is packed full of information for you, your player and your family. Much of this information can be referenced on various web sites, but this summary may help you make sense of the many documents and emails that may be coming your way.

In the left pocket, are some materials that we hope you will find helpful as a new parent on the team. This includes:

- **Organization Chart** - a soccer organizational chart so you may see how the various clubs, leagues and divisions all fit together into one world-wide organization. This includes links to key web sites with which you will want to familiarize yourselves.
- **Excerpts from Section 5 of VYSA manual** – These are some excerpts from the registration manual with key information parents and players will want to know. The complete manual can be found on the VYSA web site.
- **Pictures** – This page includes the faces, names and numbers of each player on the team. Many parents, players and coaches enjoy the photo summary. It helps us all get to know one another and recognize faces.
- **Contact information** – Parent contact information including names, addresses, phone numbers and emails from last season. There have been some changes. An updated list will be provided to you before the start of the new season.
- **Team Volunteers** – this is a summary of our volunteer list for the team. If there is an area with which you would like to help out, please let us know. We always welcome more volunteers with new ideas

Feel free to keep all of these items from the left pocket for your future reference.

In the right pocket of the folder are the forms that we need you to review, complete, sign and return to the team manager in order to complete the registration and add your player to the team. This includes:

- __(Team Name)__ **Player Information Sheet** – Please complete all of the information or indicate not applicable (N/A). The contact information is added to our parent list and shared with other team parents unless to tell us otherwise. All other information is kept for the team officials (manager and coaches) only.
- **VYSA Medical Release** – required form. The form does not need to be notarized at this time (so ignore the bottom four lines.) If you are transferring from another team, and the information is still accurate, you may provide the prior medical release along with your player transfer form.
- **Proof of Age** – This page lists the forms of identification that are acceptable as proof of age for VYSA. Please provide the original form as copies cannot be accepted. All documentation will be returned to you when registration is complete.
- **Player Photo** – a photograph is required for all travel players. This page outlines methods for providing a photo to the team manager for use in producing the player pass.
- **Uniform Order** – SASA travel uniforms are required. If you need a uniform or any additional items, please complete this form. Feel free to talk with the team manager about questions you may have related to sizes, available numbers, fittings, etc. (Samples are available for sizing.) Usually we place a team order and share the shipping costs. So we will provide you with a final total when the order is placed.
- **Payment** – This page is a copy of the season's budget and includes a complete listing of team expenses. You will also find the payment schedule with amounts and due dates. Please provide payments to the team treasurer in a timely manner. Checks should be made out to: *“(Team Name)”*.
- __(Team)__ **Overview and Team Commitment** – A summary of the team policies and general information that all players and parents should know. Please sign and return.
- **SASA Club Commitment** – A summary of the club philosophies and a commitment to the player and parent responsibilities. Please sign and return.
- __(League)__ **Commitment** – A summary of the code of conduct expected by __(League)__ for both players and parents. Please sign and return.

Note: The three commitment forms are double sided. Be sure to look at the back.

Please complete all of the forms in the right pocket and return them to us along with the folder. Feel free to copy any of the policies you wish if you want them for reference. In most cases they are also available on the corresponding web sites.

For any questions, please do not hesitate to contact us anytime. Our contact information is included below as well as on the team contact information sheet and the team web site.

Thank you for your interest in ____(*Team Name*)____.

____(**Coach Name**)____

www.team web site..com

Home Phone: 540-XXX-XXXX

Email: coach@soccer.net

Cell Phone: XXX-XXX-XXXX

____(**Manager Name**)____

www.team web site..com

Home Phone: 540-XXX-XXXX

Email: manager@soccer.net

Cell Phone: XXX-XXX-XXXX

Where to get the items for the left pocket of the folder:

- **Organization Chart** - Refer to the Soccer Organizational Chart in the SASA Web site - Team Manager's Corner. This outlines the hierarchical structure of the soccer world.
- **Excerpts from Section 5 of VYSA manual** – Refer the the VYSA web site for the latest VYSA Rules and Regulations. There is a section of player responsibilities that you will want to bring to parents attention. Beware – You will want to copy and paste the appropriate section of the manual. The manual is huge!
- **Pictures** – This is a “nice to have” and easy to create after you have scanned the player photos for the player cards. Just copy the photos onto a one page document and label the names and layer numbers. This helps everyone get to know each other.
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- **Contact information** – Consolidate a spreadsheet of information as you collect player and family information for registration purposes. Sharing this information is essential so that the team can stay in touch with one another as they travel to games and tournaments.
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- **Team Volunteers** – As they say, “it takes a village”. Define the help that the team needs and ask for volunteers. Parents are more likely to help if they are told exactly what is needed. Parents who work together to support the team are more likely to be vested and involved.

Where to get the items for the right pocket of the folder:

- **__(Team Name)__ Player Information** – The manager and coach should create a form that captures all of the information that is pertinent to your team. Accurate contact and player information is essential for the coach, the manager and the team. Be sure to respect privacy issues with this information.
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- **VYSA Medical Release** – required form found on VYSA web site <http://www.vysa.com/>
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- **Proof of Age** – Refer to VYSA Registration Manual on <http://www.vysa.com/> for a detailed list of acceptable documentation. Just print the paragraph that describes the requirements. Emphasize that the documents must be official originals. Note that you may have the forms for a couple weeks based the manager’s registration timeline.
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- **Player Photo** – a photograph is required for all travel players. Describe how you wish to receive photos. Digital pictures work best so you can size the pictures and crop as needed. Note that you need clear head and shoulder photograph. Offer to take the picture, or ask parent to email pictures. Offer to scan a school picture. Get help from another parent if needed. Ultimately you need a printed head/shoulder photo of every player that is approximately 1 to 1¼” square.
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- **Uniform Order** – Obtain the latest SASA travel uniform Order Form from the a SASA representative or the web page. Be sure you know the latest ordering guidelines as they change with each uniform contract. Generally orders must be placed as a team – so ask a parent to help by consolidating, receiving and delivering the team uniform order.
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- **Payment** – Work out the team budget with the coach, the club and your Treasurer. Communicate the budget to the team. Try to offer long term payment options. Provide instructions n who to pay and how to make out the check. The team treasurer should take the lead – not the coach or the manager (conflict of interest!)
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- **__(Team)__ Overview and Team Commitment** – The coach and manger should write a description of the team expectations. Setting clear expectations from the start, avoids problems down the road. Ask for ideas and examples from other coaches and managers.
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- **SASA Club Commitment** – Refer to SASA Club Commitment on SASA Website
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- **__(League)__ Commitment** – Refer to Commitment and/or Code of Conduct forms on your *League websites* (NCSL, WAGS or ODSL)