



**Issaquah FC
Recreational Team Management
Handbook
(District II – U13+)**

Updated 7/16/2019



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Annual Team Cycle

Team Formation is in late June/early July and is driven by the District II Coach's Meeting in July.

Fall Training & League Games are in August-November.

Recreational Cup (optional for U13+) is in October-November and possibly into December.

Issaquah FC

There are a few key Issaquah FC administrators you need to know to manage your team. You should keep their contact information someplace easy to find.

IFC Recreational Registrar: Demaree Kiebertz

RecRegistrar@IssaquahFC.org

Once you have registered with Issaquah FC as a Coach, you will receive all club-related information from the Issaquah FC Recreational Registrar (hereafter referred to as "Registrar").

The Recreational Registrar:

- Collects the Proof of Age documents and enters it into the system
- Processes all IFC team rosters
- Posts All IFC league games for Ref coverage
- Processes ALL IFC teams for State Cup (Recreational Cup)
- Processes ALL IFC player cards for State Cup (Recreational Cup)

To drop physical documents off to the registrar, you will need to coordinate with her on when/where to drop off.

IFC Field Scheduler – Kendra Campbell

Fields@IssaquahFC.org

The Issaquah FC Field Scheduler (hereafter referred to as "Field Scheduler") is responsible for working with the Issaquah School District and the cities of Issaquah and Sammamish to reserve fields for practices, games and other events. They will work with all the IFC teams to set up practice schedules and game schedules. They also work with the EYSA VP of Referees to get games posted on the referee website.

The Field Scheduler

- Manages/schedules field space in Issaquah for ALL games, scrimmages, camps and academies. This also includes scheduling lighting for fields for evening events.
- Notifies coaches & managers of training times/locations



- Manages allocating field space for schedule changes
- Posts all IFC league games and changes to games for Ref coverage

IFC Uniform Coordinator – Kelly Galloway

Kelly.IssaquahFC@gmail.com

The IFC Uniform Coordinator manages uniform ordering from the club level.

Rec Coordinator

RecCoordinator@IssaquahFC.org

The IFC Rec Coordinator manages the Recreational program for IFC. This includes managing coaches and answering any questions about the Recreational program.

If there are any injuries on your team, please report them to the IFC Rec Coordinator.

Role of the Coach

The Head Coach is responsible for:

- Soccer training and game coaching
- Setting and communicating seasonal objectives for the team
- Resolving any schedule conflicts with other coaches
- Communicating with the registrar
- Communicating the schedule and logistics of team operations to the team:
 - training times
 - game info
 - schedule changes
- Assembling a team of volunteers
- Communicating home game information to opposing team
- Gathering away game information from opposing team
- Roster preparation and score reporting

In the recreational league, the coach often takes on all the roles of managing the team. Don't feel you must be everything. Find a volunteer or two to help.

A note about planning the schedule and making schedule changes. The logistics and scheduling of a team are a primary responsibility of the Coach. The field scheduler will provide game times and fields for home games. The coach is responsible for resolving conflicts. Ultimately, the two coaches make the final decisions on any game schedule or change.



Getting Started

Thank you for volunteering to manage your team! Here's what to do first:

1. **Risk Management Assessment (RMA).** All adults on your team (Coach, Assistant Coach (if any), etc.) need to apply for a RMA. Go to [WA Youth Soccer Risk Management Application page](#) and follow the instructions for WA Youth Soccer Volunteers. Please be sure to **use your legal name**. Be sure to select the upcoming season and select Issaquah FC.
2. **Register as a Coach.** Go to the [IFC Stack Sports Registration page](#) and click on "Register Now" for the "2018 Recreational Coach/Volunteer". Again, **use your legal name** so we can find your RMA. Once you are registered, notify the Registrar. The Registrar will add you to the roster as the Coach.

When you need to contact the Registrar please email. When you email the Registrar, ***please put the team name on subject line***. (Example: IFC B98 Recreational Red).

3. **Email Distribution Lists.** Set up a team email distribution list.
4. **Contact Your Team/Families.** Send a "Welcome to the Team" email. ([Welcome to the Team – Example Email](#))
5. **Team Meeting.** Set up a [Team Meeting](#). At your team meeting, collect the paperwork from parents.

Player Registration Paperwork

- A. **Medical Release Forms** – A new Issaquah FC Medical release form is required from all families each year. These can be printed from Stack Sports. Make sure their full legal name is on the Medical Release Form.

Suggestions:

- Print out a release form for each player and bring it to the team meeting for the parents to sign. Parents often forget.
 - Put a 2x3 headshot photo of the player in the top right corner. This helps with learning names and may be useful if you give it to a medic.
- B. **Mistakes in Player Information** - If a player has any information that is incorrect, their parent will need to go back onto their child's Stack Sports profile page and make appropriate corrections including capital letters, numbers, addresses, etc. If they need assistance, they can contact the Registrar or email Stack Sports at <https://stacksports.com/contact/>.

Congratulations! You've made a great start!!



Team Binders

It is required that the Medical Release Forms and emergency contact information for all players be at the field for all games and practices. A Team Binder is a great solution for this. The binders should be 3 ring-binders with plastic sleeves.

Besides the Medical Release Forms for all players, you should also keep RMA documents for the coach, assistant coaches and team manager, and it should contain Emergency Contact information for players, and the IFC Rec Coordinator's email address to report all injuries. The manager may wish to keep the seasonal practice and game schedule and volunteer information in the binder as well.

Team Meeting

The beginning of the season team meeting should be set up as soon as possible after the roster is set. (The end of the first practice is a good time.) The team meeting should include the coach(s), players and as many parents as possible. Preferably at least one from each family. The objectives of the team meeting are:

1. For everyone to meet the coach, players and parents
2. Collect Registration Paperwork for each player
3. Find parent volunteers to help run the team
4. The coach should talk about
 - a. The upcoming year and his/her objectives
 - b. Whether the team will play in the Recreational Cup

Player Documents

Contact Information

You should collect contact information for each player and their parents so you can communicate with all of them. This information should contain:

- Name – Legal name and familiar name
- Address(s)
- Phone number(s)
- Email address(s)

A summary of the contact information should be combined for a “Team Card” which can be given to each family. See [Team Card](#) for more information.

Player Cards

If your team registers to play in the Recreational Cup you will need Player Cards; if not, you won't need them. These are laminated cards used to identify each player and coach(s) on the team. These will be required only for Recreational Cup. If players don't have cards at the Recreational Cup games, they won't be allowed to play. Coaches won't be allowed to coach if their card is missing. If there is no adult with a player card on the sideline, the game will not be allowed to be played and the team will likely forfeit.



Parent Volunteers Roles

It is crucial to get other team parents to volunteer to help with the team. There is enough work for most families to have some involvement in the running of the team and way too much work for one person to do it all.

There is no rule that says every family must provide a volunteer. There is no rule that the following roles can't be combined. Each team is different and should organize themselves in the way they feel best supports the team.

Suggested Parent Volunteer Roles:

Team Manager

The team manager role is the most crucial and most demanding role (in both time and effort).

The Team Manager is responsible for:

- Being a direct line of communication between the coach and the registrar
- Communicating the schedule and logistics of team operations to the team:
 - training times
 - game info
 - schedule changes
- Assembling team volunteers
- Communicating home game information to opposing team
- Gathering away game information from opposing team

Referee (Ref-in-Pool)

Each U13+ Recreational team needs a Ref-in-Pool. There is a shortage of referees. By providing a Ref-in-Pool, the team will get priority in having referees assigned to their home games based on the number of games officiated by their Ref-in-Pool. Teams without a Ref-in-Pool will get no priority towards getting referees assigned to their home games.

The Ref-in-Pool must become a certified referee and be at least 16 years old – preferably an adult. This person agrees to officiate 10+ games during the fall season (Sept-Dec) for EKCSRA.org. They get to choose which games (although they can't officiate games in which any relative is playing or coaching) and they get to choose to be an Assistant Referee (AR or linesman) or a center referee for each game.

For more information about the Ref-in-Pool program see [Introduction to Ref-in-Pool](#) and [Team Requirements for Ref-in-Pool](#).

Team Card & Player Pass Coordinator

A team card is a very useful thing for each team – especially for younger teams. A team card consists of each player's name and number, and their parent's names, phone numbers and email addresses. The



team card should be small so it can fit in a wallet or purse. It should be laminated so it doesn't get destroyed. This will require putting half the players and parents on one side and the other half on the other side of the card.

Player Passes are needed if you play in the Recreational Cup. The Registrar will provide the team manager with an un-laminated player card for each player, coach and team manager on the team. The Player Pass Coordinator needs to take head photos of each player, coach and team manager, attach the photo to the player pass and laminate it. See ([Creating Player Passes](#)) for how to do this. The team manager will manage the player passes after they have been laminated.

Equipment (Bench, Canopy, Medical Bag, Wraps)

The equipment can be spread over multiple volunteers, but it is not a difficult role.

- The Bench person needs to keep the team bench (e.g. Insta-Bench) and bring it to each game - unless you know there are benches already there.
- The Canopy person needs to keep the team canopy and bring it to each game if it's possibly going to rain or it's going to be very hot - unless you know there are canopy's already there. If your team would prefer a shelter, one can be purchased [here for about \\$350](#).
- The Medical Bag person needs to keep the medical bag stocked. They need to bring the medical bag to each game. It is good to have 2 medical bags, one that stays with the coach for practice and another for games that the medical parent can control.
- If the team wants to purchase warm wraps for players sitting on the bench during cold days, then someone needs to store the wraps and bring the wraps to games that will be cold.

For recreational teams, it is suggested that a person volunteers to purchase these items. This person will keep the item after the season is over and can volunteer it for their child's team next year.

Photographer

This is an optional role. The job is to take pictures of the kids (e.g. during games, at award ceremonies, group pictures). Everyone loves pictures of their kids.

Social Coordinator

Plan social events for the team such as the end of season party and team bonding events (e.g. team dinners).

Team Communication (Manager)

Good communication is vital. Issaquah FC provides every team with a page on the Stack Sports system that allows you to post schedules, track attendance, send emails, and upload documents and photos. There is also an app for your phone, which also allows you to send out text alerts and quickly access team schedules. Make sure you let your families know; they need to make sure their information (for both parents) is true and up to date, and that they are signed up to receive "text alerts". This will be your life line to them in the case of an emergency or last minute change. The registrar will send out the initial invite code to all parents of players on the team. After that, the manager can resend invite codes. Insist all parents sign up so that they do not miss important team communication. As the players get



older they should have their contact information as well (email/cell). Allow them to take some responsibility and ownership.

Stack Sports Links

If your team chooses to use Team Connect as your communication tool, here are some links that will explain how to use Stack Sports.

- [Team Connect Website](#)
- [Team Connect for Parent's Guide](#)
- [Team Connect for Coach's Guide](#)

Other Websites

Some teams use different websites to host team information and team communication. Team Connect is free and provides the basic communication your team should need. However, there are a lot of other sites teams can use instead of or in addition to Team Connect.

- [TeamSnap](#)
- [Shutterfly](#)
- [Facebook](#)

Uniforms and Jersey Numbers

Returning players keep their numbers from the previous year and new players can request numbers not already in use. The uniform cycle typically lasts two years.

The IFC Uniform Coordinator will place the orders and distribute the uniforms to the coach.

Recreational Cup Tournament

Recreational Cup is the culmination of the season for some teams. Recreational teams (U13+) can play in the Recreational Cup. They are not obligated to play. There are additional expenses if the team does play – registration fees, referee fees, field rental time for home games and additional practices, and cost of creating Player Passes.

The Recreational Cup schedule is managed through the District II website until the District II finals. This is the same website as the regular season for U13+ teams. U11 and U12 teams will need to review [Schedule, Match and Score Reporting](#) to understand how to use the District II website. The U11 and U12 teams will be moved to the District II website by the Registrar.

Recreational Cup play begins in mid-October. The District II finals are in mid-November. The State Quarterfinals will be about the first of December and could be anywhere in the state. The State Semifinals and Finals are in mid-December at Starfire, in Tukwila.



Recreational Cup Deadlines

There are 2 Recreational Cup Deadlines that each team must meet. The Registrar will communicate these dates to the coaches and or managers.

1. Registration Date – the date by which the team registers for one of the State Cup tournaments
2. Roster Freeze Date – a week before the first game of the Recreational Cup tournament. This is the last date players may be added to a Recreational Cup roster. There are **no guest players in the Recreational Cup tournament.**

More information can be found on the [District II's Recreational Cup website](#).



Schedules, Matches and Score Reporting

District II Recreational League (D2)

Your team's league (e.g. D2) schedules are managed on the [WYS District II website](#). Please be aware of the [other documents](#) defining play within the District II Recreational League.

The Registrar will register your team for the D2 league and manage paying for D2. You will need to register on the D2 website to access your team. Please read the [WSYSA District 2 Quick Reference Guide](#) for accessing your team's information through the D2 website.

The D2 website is used to:

- View your team's schedule and standings
- Enter Scores and Cards issued in a match

Your home schedule is initially set and then changed through the Referee website – EKCSRA.org – by the Field Scheduler. D2 will pull the match changes from the referee website into their database. This will happen with your away games through the "Away" team's Field Scheduler.

League Schedules

Once games are scheduled, the Field Scheduler will enter times and locations for the IFC Recreational league home games into the Referee website. D2 will pull this data from the Referee website and post it on their website.

Game Schedules: Communication with Coach & Team

Once your game schedules are released, the manager or coach needs to check dates and times (with your coach) to avoid any conflicts. If a coach has multiple teams you will want to create a master schedule that includes information of all teams they coach, making sure all team managers have the "master" to work off of as you go through the season so everyone knows where your coach will be in case there are any conflicts with your game times/locations.

The Registrar will send HOME times and field locations schedule ASAP. Once you receive your initial schedule (and clear it with the coach) send the schedule to your team. ([Team Schedule – Example](#)) to create your schedule. Advise them that you will send updates as soon as you receive them. Please let your team know the game information can and normally does change, so the initial information is just that: "initial information".

Update your schedule as needed and remember to send any updates to your coach, your team and your opponents coach and or manager. ([D2 Fall Schedule – Example Email to Team](#))

The week before each match send game details i.e., times/locations to the team. ([Match Details – Your Team Example Email.](#))



Game Schedules: Communication with Opponent

Once you receive your (coach approved) home game times, send an email ([Opponent Manager Contact Email](#)) to your opposing team ASAP and ask if they can do the same. This way, if there are any conflicts you can get it worked out right away. You can also request any game changes you need from them at this time. Game change requests should/need be coordinated and confirmed with the opposing team prior to the Field Scheduler making the change in the Referee website.

To find contact information for an opposing team:

- Go to the District II website and log on
- In the left-hand column under “Coach”, select “Teams”
- Look up the opposing team. Their contact information will be listed.

As you receive game details (i.e. times/locations) from your opposing teams, send these to your coach right away. If there is a conflict, your coach will advise you of the dates and times that work best for them. **If a conflict occurs with a HOME game, contact the Field Scheduler FIRST before you contact the opposing team; the Field Scheduler will let you know if there is field space available.** You'll then need to contact the opposing team and request a time or date change.

As game details come in, (both HOME and AWAY), you can set up your game announcements and place them in your email draft folder so they are ready when it comes time to send out. ([Match Details – Your Team Example Email.](#))

The week before each match, send game details (i.e. times/locations) to your opponent. ([Match Details – Your Opponent Example Email.](#))

Keep your team updated if you have any changes.

Roster for Matches

District II will provide you triplicate forms for your team roster. You'll need to fill out the form for each match and present the triplicate roster to the referee at the start of the match. An alternative is to fill in [this Excel form](#) and update it for each match. Print out 3 copies for each match and use it instead of the triplicate form from D2.

Guest Players

District II does not allow guest players. If your team doesn't have enough players to field a team, ask the opposing team to loan you a player or two. Your team will need to forfeit the match. The objective of recreational soccer is to play and have fun.

Referees

Referees are managed by local “Referee Associations”. There are about 25 associations across our state. Referees must be certified by USSF to be assigned to your game.



Referees for Home Matches

Referees for your home matches are provided by EKCSRA (East King County Soccer Referee Association). You should check to make sure your home games are on the EKCSRA.org website at least a week before your home match.

There is a referee shortage throughout out state. Your team can help get referees assigned to your home games by participating in the [Ref-in-Pool Program](#).

To see your home games, go to [Information Section of EKCSRA](#) and enter your team's WYS ID (a 9-digit number beginning with 20110) into the TeamID box, then click "Show". If you don't see a home game on the website and it's within a couple weeks of your match, contact the Registrar.

You can tell if referees are assigned to your match by looking in the "Referee(s)" column. An "ok" means a referee has been assigned. An "O" means the position is Open. There are a couple more symbols, but they also mean no referee is assigned.

No Referee(s)

With the shortage of referees, there's a good chance you won't get a full crew of referees for one of your games. There's also a good chance referees won't be assigned to a game until the day before or even the day of your match.

Generally, three referees (1 center and 2 ARs – assistant referees) are assigned to U16+ recreational matches and only a center referee is assigned to matches below U16. If no center shows up but ARs do, one of the ARs may decide to be the center for your match, but they are not required to. They may feel they are not qualified and the risk of injury to players would be too high if they were the center.

If there is no center referee for our match, a substitute official must be chosen and agreed upon by both coaches. The coaches will agree that the official's decision will be final. If there is no agreement on a substitute official, both teams will be charged with a 0-1 loss.

The lack of assistant referees will not hinder the playing of a match.

Training Schedules

You may request certain times for practices by sending the request to the Field Scheduler. They will do their best to accommodate you but there are many teams.

You can use the [Team Training – Example Email](#) to notify your team of training times.



Player Passes (Player Cards)

Player passes are used to identify players in the Recreational Cup. They are not needed for regular seasonal games. The pass must be present for a player to play in a game. The coach(s) card along with any sideline personnel's cards must be present for them to be allowed on the sidelines with the players. You must only have one player pass per person. If you lose a player pass, contact the Registrar about getting a replacement.

You may want to place your cards in a ziplock bag with your game roster/score sheet to hand to your coach before each game.

DO NOT THROW PLAYER PASSES AWAY!

These cards are valid through 8/31 of the next year, so please make sure you DON'T THROW THEM OUT AFTER RECREATIONAL CUP! Players will need them for tournaments next summer. If a player transfers to another team or club be sure to give them their player card.

The Registrar will contact you with information regarding when they will be ready to be picked up and created before Recreational Cup.

How to Create a Player Pass

You will need 1"X1" headshot photos of your players, coach(s) and any sideline staff.

Once you receive your cards, verify that ALL information is correct on cards.

The cards have 2 parts:

- Member Pass (white background) – Used to create Player Pass
- Membership Card (blue background) – Give to the player or store with team paperwork. These can also be laminated (with out photo) and used as a bag tag by the players if desired.

DO NOT DUPLICATE PLAYER CARDS. You will receive only one set!

Using a glue stick, attach the photo to the top right corner on the front of the "Member Pass". There is no longer a signature required on the card.

If you do not have a laminator, you can take the cards to Kinko's and laminate "member pass" side only. Kinko's has a self-serve laminating machine and small business card size sleeves that you can slide the cards into.

Once laminated, hole punch each card in the upper left-hand corner. Place the laminated player cards on a ring and clip to the inside of your binder.

DO NOT give player passes to individual players. After the Rec State Cup you can give them to the individual players in case they are going to tryout for Select / Premier or they are leaving the club. Otherwise just hold on to them and the players can contact you if they are needed.



FIELDS:

Field Reservations

If you are looking to rent a field outside of your regular assigned practice or game times, for any reason (training, camps, scrimmages, etc.), you must go through the Field Scheduler. The cities and school districts have our names and they will only rent to us directly. If they receive a request from someone else, they will call us and let us know; please do not compromise the rapport the club has with the city and school district field schedulers. Any fees associated with additional field time will be billed to your team.

Finding Fields

The addresses of fields used for D2 games can be found on the D2 website.

- Go to [District II's Field Location table](#)
- Enter a partial name above the "Name" column
- Click "Show"
- Click on the "Key" value for the field you want the address of

Rules for Field Use

Turf Fields

There are common sense rules that apply to all turf fields.

- No pets allowed on turf.
- No spectators on the ends near the corner flags. Spectators should not be any closer to the end lines than the top of the 18 yard box.
- Spectators should be at least 2 yards off the sidelines. This is for player safety, spectator safety and Assistant Referee (AR, linesman) use and safety.
- No portable heaters on the turf.
- No food and drinks, other than water, on the turf.
- Remove all trash from the area when you leave.

Grass/Dirt

Grass and dirt fields are a little more forgiving than turf fields but most of the rules still apply.

- No spectators near the ends of the field. Spectators should not be any closer to the end lines than the top of the 18 yard box.
- Spectators should be at least 2 yards off the sidelines. This is for player safety, spectator safety and Assistant Referee (AR, linesman) use and safety.
- Remove all trash from the area when you leave.

Night Lighting

If you are scheduled for an evening practice or game at a field with lights, and the lights go off early, or don't come on at sunset, please call the list below, starting with:

1. Demaree Kieburtz – 425-941-2100



2. Kendra Campbell – 206-321-1215

The lights are set to come on at sunset every night and they are set to go off 15 minutes after our ending time. If the lights do go off for some reason, they will take 15 minutes to be back at full strength.

Weather Cancellations

If either Issaquah FC, ISD, or the cities of Issaquah or Sammamish decides to close the fields before the start of practice, the manager or coach will contact each player/family by a text alert from Stack Sports as soon as possible.

Lightning

If lightning threatens the fields the coaches will halt practice and seek a safe shelter (NOT UNDER TREES). You must wait 30 min. after you see lightning to resume your practice or game. Every time you see lightning you must restart your timer for an additional 30 min. See the [EYSA Lightning Policy](#) on the EYSA website for the full breakdown of the rules.

Parents should stay close to the fields in the event that practice gets cancelled or your child needs a place to go while the weather is questionable.



Appendix – Email Templates

Welcome to the Team – Example Email

(In the Subject Line):

Welcome to the Issaquah FC's **(insert team name here)**!

(Body of the Email):

Hi,

My name is **(insert name)** I am the Head Coach. There are a few administrative issues to take care of up front. Please review the information below carefully and let me know if you have any questions.

1. **Registration.** Complete your families registration with Stack Sports. Make sure ALL parents' and players' (if they have their own) contact information is up to date, and that you are signed up to receive text alerts.
2. **Paperwork for Player.** I will be collecting all paperwork at the upcoming parent/player team meeting.
 - For players NEW to Issaquah FC: a copy of a Birth Certificate or Passport is required for proof of birth; this will need to be completed by August 31st to remain on the roster. Returning players do not need to submit a new document. (We have found that occasionally players that already have will be contacted to upload Proof of Birth, which normally happens when a new account has been created; please just let Demaree know and she will take care of it for you.)
3. **Team Email List.** Please let me know which email addresses you would like included from your family on our team email list. Also include the name each of you would like to use (e.g. if your legal name is Robert, but you prefer Bob, I'd like to know).
4. **Contact Information.** Set up your Stack Sports profile to receive important or urgent notifications!!
 - [Log onto Stack Sports](#)
 - Click on your name in "Member Profiles" and make sure all your information is correct
2. **Team Volunteers.** Please review the following jobs/descriptions and let me know if you are interested. We will all need to take on something - first come, first served!
 - **Referee in Pool.** All Recreational teams, U13+ must provide a referee to the Ref-in-Pool program. The referee will officiate at least 10 games as Assistant Referee or Center Referee in the fall season (Sept-Dec) from EKCSRA.org. This person must be at least 16 years old and be certified as an USSF referee. This can be a parent, an older sibling, neighbor, soccer player you know of, etc.

Each Issaquah FC team must provide the name of a referee to go into the ref pool. There is a shortage of referees. By providing a Ref-in-Pool, your team will get priority, based on the



number of games officiated by their Ref-in-Pool, in getting referees assigned to their home games. Teams without a Ref-in-Pool will get no priority towards getting referees assigned to their home games. For more information about the Ref-in-Pool program see [Introduction to Ref-in-Pool](#) and [Team Requirements for Ref-in-Pool](#).

- **Insta-bench.** Ensures Insta-bench is brought to every game and set up. Store the bench at your home for the team.
- **Canopy.** Ensures canopy is brought and setup at each game. Stores the canopy for the team at your home.
- **Medical Bag.** Keep the medical bag stocked and bring it to every game.
- **Social Coordinator.** Plan social events for the team.
- **Team Card Coordinator.** Creates laminated cards with player phone #'s and jersey #'s for team families. Will also create laminated Player Passes if the team plays in the Recreational Cup.
- **Team Photographer.** Take photos of players throughout the year and share them with the rest of the team. You can also send photos and interesting stories throughout the season to Kelly Galloway to update our club site and Facebook.

If you have any questions, please feel free to contact me.

I look forward to meeting all of you.

Name

Email:

Phone #:

D2 Fall Schedule – Example Email to Team

(In the Subject Line):

IFC B98 Recreational Red Fall Schedule

(Body of the Email):

Hello B98 Recreational Red!

Attached is the schedule for the Fall season.

At this time, the schedule has the dates of the games and the opponents. Exact game times and locations will come closer to the day of the games. The **boys/girls** will have their first Fall season game



on (insert date here) and will play every Saturday for 10 weeks with the last game falling on (insert date here).

The opposing Clubs are: Newport FC, Bellevue United FC, Mercer Island FC, Lake Hills SC. (insert your opposing teams in this section).

The team will play in the WSYS District 2. (insert Age group and Division here, if known). If you are interested in learning more about the league, go to: <http://www.wsysad2.org>

Please let me know if you have any questions.

Thanks,

Your Name

Opponent Manager Contact – Example Email

(In the Subject Line):

IFC B98 Recreational Red Team contact information. (Action required. Please respond that you received)

(Body of the Email):

Hello,

I am the coach for IFC B98 Recreational Red. Listed below is my contact information for your reference. We are scheduled to play your team (insert date here). As soon as I receive game details from our Registrar, I will forward the information on to you. If you could do the same for our game scheduled (insert date here), we would really appreciate it.

Thank you,

Your Name

Team Manager

Team Name

Cell:

Email:

Match Details – Your Team Example Email

(In the Subject Line):

IFC B98 Recreational Red - Game #6 AWAY against WPFC - Saturday, Feb 28th @ 12:00 pm – warm-up 11:15 am

(Body of the Email):



AWAY vs. Washington Premier FC Black

Date: Saturday, Feb 28th.
Time: 12:00 pm.
Warm up: 11:15 am.
Field: Field #3 (grass)

Game location: WPFC Field Complex
5702 44th St. East
Puyallup, WA 98371

Opponent info: <http://www.hometeamsonline.com/teams/?u=wpfc97black&s=soccer&t=c>

Wear: Red JERSEY/SOCKS/SHORTS
Bring: White jersey, water to drink, ball

GO Issaquah!

Match Details – Your Opponent Example Email

(In the Subject Line): March 7th Game vs. IFC B98 Recreational Red (Action required - please respond that you received.)

(Body of the Email):

Here is information regarding our game scheduled **(insert date here)**.

Match IFC B98 Recreational Red vs. Washington Premier FC Black
Date: Saturday, March 7th.
Time: 11:00 am.
Home uniform: White
Field: Beaver Lake MS (Field Turf synthetic turf)
Field Address: 25025 SE 32nd St
Issaquah, WA 98029

Beaver Lake Middle School Field Rules

Participants:

- No Gum on the turf.
- Please drink water only when on turf.
- Promptly clear the field and sidelines when game has ended.
- Players clean your area as you leave the field.

Spectators:

- No pets allowed on turf.
- No spectators on the ends near the corner flags.
- Spectators, please keep sidelines clear for linesman use.
- No portable heaters.
- Food and drinks should stay on the paved area around the fields.
- Remove all trash from the area when you leave.



Let me know if you have any questions.

(Insert your name here)

Team Manager

(Insert team name here)

Email:

Cell:

Team Training – Example Email

(In the Subject Line):

Training schedule for the month of (insert month). Please make sure you RSVP (Stack Sports) with your availability!

(Body of the Email):

Hello All,

Here is the training schedule for the month of (insert month). I will be updating our Stack Sports calendar. Please mark your availability as soon as possible so I can plan our trainings accordingly.

Training:

When: Monday - March 8, 15, 22, 29. (insert your dates here)

Time: 4:30 - 6:00 pm. (insert your times)

Location: Beaver Lake Middle School turf

Bring: Ball and a bottle of water

Training:

When: Wednesday - March 10, 17, 24, 31.

Time: 6:00 - 7:30

Location: Beaver Lake Middle School turf

Bring: Ball and a bottle of water

If your player is unable to attend training, please let Coach (insert name here) and me know ASAP.

Thanks,

(Insert your name here)

Team Manager

(Insert team name here)

Email:

Cell:

Appendix 2 – Fees and Costs

There are 2 sets of fees/costs associated with your team. Here's a brief explanation of the fees.

Registration Fee – Managed by Club

Each player is charged a Registration Fee. This fee covers the following:



- Field Rental for Practice and Games
- Lights
- Referees for Season Home Games
- Issaquah FC Administrative Costs
- EYSA Administrative Costs
- WYS Administrative Costs

Team Fees – Managed by Team

Each team has an additional fee if they decide to play in the Recreational Cup Tournament.

- Recreational Cup Tournament Fee
- Field Rental for Recreational Cup Home Games and Possibly Extra Practice Sessions
- Referee Fees
- Administrative Costs

There are also optional fees:

- Team Bonding Event(s)
- Team Equipment (e.g. First Aid Kit, Canopy, Game Balls, Practice Balls)
- Coach Gift
- Holiday and/or End of Year Party