



# Issaquah FC

## Select Team Management Handbook

Updated August 2023

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## Annual Team Cycle

### Team Formation

- Tryouts for High School Boys: is typically Middle to end of February
- Tryouts for the remaining ages: Typically are in April and or May

### Supplemental Tryouts

- If teams have openings after tryouts, we will open Supplemental Tryouts (ST)
- Potential players will register for (ST) They will be contacted to come out to 2 (club sanctioned) practices
- They player will be invited to join the team or released

### Team Trainings

- Fall Training: begin in June (2 practices a week - One on Turf and the other on Grass)
- Fall Season begins in September & ends in December
- Founders Cup is in January

### Summer Tournaments

- Select teams will typically play in summer tournaments (1-3 tournaments)
- The coach or team manager needs to contact the Registrar with the information regarding what tournament the team will be attending
- The Registrar will create a "Signed" Tournament Roster

### North Puget Sound League (NPSL)

- Issaquah FC Select plays in the NPSL
- The Registrar will register the teams (Fall Season) in July - Teams must give guidance for what Div to be placed in
- The Registrar will register the teams (Girls HSI Season) in Nov - Teams must give guidance for what Div to be placed in
- The Registrar will register the teams (Spring Season) in Jan - Teams must give guidance for what Div to be placed in
- Spring is an optional season, please contact Kelly for the additional team costs

### Founders Cup - State Cup

- This is an optional tournament, it takes place in Jan - Feb)
- The Registrar will register your team for Founders Cup in October - Teams must give guidance for what Div to be placed in
- This tournament is an additional cost to the team, teams will be informed of the additional coats before registration

## Issaquah FC Contacts

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 Executive Director: Kelly Galloway  
[Kelly.IssaquahFC@gmail.com](mailto:Kelly.IssaquahFC@gmail.com)

IFC Coach Coordinator: Demaree  
[Demaree.IssaquahFC@gmail.com](mailto:Demaree.IssaquahFC@gmail.com)

IFC Select Registrar: Kaylee  
[Kaylee.IssaquahFC@gmail.com](mailto:Kaylee.IssaquahFC@gmail.com)

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

The Select Registrar:

- Verify the Proof of Age documents
- Processes all IFC team rosters
- Processes ALL IFC Teams for North Puget Sound League (NPSL)
- Processes ALL IFC teams for State Cup (Founders Cup)
- Processes ALL IFC player cards

IFC Field Scheduler – Jennifer  
[Jennifer..IssaquahFC@gmail.com](mailto:Jennifer..IssaquahFC@gmail.com)

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. She will work with all the IFC teams to set up practice schedules and game schedules.

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

## Becoming a Issaquah FC Coach or Team Staff

All team personnel must be registered to your team, be compliant with the safety training & have a cleared background check (RMA) prior to helping with the team.

A couple of rules to follow:

1. Always use your legal name. The name you go by is listed as a nickname or AKA
2. Always use the same email as you use on your Issaquah FC member account
3. If you encounter an issue, contact me (text me at any hour, my cell # 425-941-2100)
4. All trainings must be listed as Current Year
5. Follow these steps in order so you can work through them faster.
6. The state has joined with the USSF Learning Center (LC) for all of the training, in doing so you no longer have to upload any certificates. Once you are finished with training (LC) will upload your certificates for you.
7. (LC) has combined the Concussion and Sudden Cardiac Awareness training into one along with a section on weather. This is called - "Introduction to Safe & Health Playing Environments".

### Register as a Coach or Team Staff:

Log into your [member account](#) (same account as when registering your child) and complete the volunteer role registration by going to the **Volunteer Tab** on the left-hand side of your account dashboard. Click on the button to the right to get started by registering as a volunteer.

### Become Compliant with the Safety trainings:

Log into your [member account](#) (the same account as when registering your child) and complete the 2 training courses and background check by going to the **Volunteer Tab** on the left-hand side of your account dashboard.

- Check the box near the **Concussion Certificate** training (there will be an orange triangle to the right)
- Click **Renew & Update**; a box will pop out, you will want to click **Begin Training**
- You will be redirected to the USSF Learning Center (LC); create an account if you don't already have one.
- Complete the **Introduction to Safe & Health Playing Environments** training (remember this is 3 trainings in one!)
- Return to your member account and Check the box by **SafeSport Certificate**.
- Click **Renew & Update**; the box will pop out again, click **Begin Training**
- You will be redirected to the USSF Learning Center (LC) again.
- This time log into your account you just created before, and complete the **SafeSport training**.
- Once all of the training is complete, you can return to your member account where the trainings are listed, then click on **Risk Status**. In the pop-up window you will enter your SSN and click submit.

## Volunteer Team Staff Roles

### Head Coach (Needs Safety Training and a Cleared RMA)

#### Role of the Coach

- Soccer training and game coaching
- Setting and communicating seasonal objectives for the team
- Resolving any schedule conflicts with other coaches
- Communicating with the registrar
- Assembling a team of volunteers
- Set up a team meeting

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.

### Assistant Coach (Needs Safety Training and a Cleared RMA)

#### Role of the Assistant Coach

An assistant coach is the second coach, they need to be able to perform as the head coach if the need arises

### Team Manager (Needs Safety Training and a Cleared RMA)

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

#### Role of the Team Manager

- Communicating the schedule and logistics of team operations to the team:
  - training times
  - game info
  - schedule changes
- Communicating home game information to opposing team
- Gathering away game information from opposing team
- Roster preparation and score reporting
- Set up a team email distribution list.
- Send a "Welcome to the Team" email.

### Team Treasurer (Needs Safety Training and a Cleared RMA)

The team treasurer role is to control the team expenses TREASURERS, COACHES AND/OR TEAM MANAGERS ARE NOT ALLOWED TO USE THEIR PERSONAL CHECKING ACCOUNTS FOR THE TEAM ACCOUNT.

- Team Checking Account

It is suggested that a bank account be set up to manage each team's finances. If you are changing Treasurers and a bank account already exists, then have the old Treasurer transfer the bank account to the new Treasurer. The Treasurer Manual will help setting up the bank account.

The team account will be used for paying camp fees, tournament registration fees, and any other team purchases such as a bench, etc. To prevent having to change checks each season, the printed portion of the check will have your team name with the year your team. For example, a Boys team with the birth year of 2009 would be Issaquah FC Boys 09.

- Authorized Signers on Team Checking Account

Each team should have two signers for their account - the Manager and an additional person, preferably a treasurer. Having more than one signer on the account is important for your protection. This will also be important in the event that you are unavailable.

- Team Fees

The manager and/or treasurer are responsible for setting and collecting the team fee. The team fee usually ranges from \$200-\$300. Things typically covered by team fee: camps, tournaments, equipment (bench/shelter), team parties.

#### Example Budget

2 summer tournaments (\$500 each)	\$1000
Team equipment (e.g. first aid kit)	\$200
Goalie gear	\$150
Founders Cup	\$600
Team Party/Coach gift	\$200
Team Bonding event	\$300
Miscellaneous Expenses	\$200
<u>Summer Camp</u>	<u>\$1200</u>
Total	\$3,850
Cost per player (16 on roster)	\$240.63 (=\$3,850/16)

At your initial team meeting, be sure to brainstorm for any potential expenses that may be incurred during the season. It is much easier to refund money to families at the end of the year than to collect more as the season draws to a close.

## Other Parent Volunteer Roles

### Parent Volunteers Roles

It is helpful 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 team. 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 they should organize themselves in the way they feel best supports the team.

### Referee (Ref-in-Pool)

Each select team should have 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 13 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 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.

### 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. (optional)
- 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 canopies already there. (optional)
- 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.

### 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. Make sure you keep us updated on any special events or activities. Send photos and a write up Mark O'Connor at [mark.issaquahfc@gmail.com](mailto:mark.issaquahfc@gmail.com)

### Social Coordinator

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



## Action Items

### 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:

- For everyone to meet the coach, players and parents
- Find parent volunteers to help run the team
- The coach should talk about
  - The upcoming year and his/her objectives
  - Your coaching philosophy
  - Find out what summer tournaments (dates & location) will work for most families
  - The team budget for the season

### 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. If you have not received the Medical Release Forms, contact the club registrar and please make sure each parent reviews, updates and signs each form.

### Uniforms and Jersey Numbers

Returning players keep their numbers from the previous year and new players will be assigned numbers not already in use. Please ask your players to pick 3 top number choices, then you can use the timestamp on the email to break any ties. REMEMBER to arrange for the keeper jerseys numbers and make sure there are NO duplicate numbers. Once you have the numbers you can add them to your google doc. Once they have been updated to Sport Connect you need to contact me with any jersey number changes. DO NOT CHANGE THE NUMBERS ON SPORTS CONNECT!

You will receive an email with the information on how & when to have your families order the uniforms. Please stress to your families, these uniforms are custom made, please be very careful when ordering, Adult vs Youth sizes, they are not returnable.

### Player Cards

Player Cards are required for League and State Cup games, you will receive one set of cards. Cards will be created in August to allow for any late player registrations. These cards will be laminated and placed in an envelope for you to pick up at my house. I will send out an email with the combo for the lock and my address once they are ready. Please only take the envelope of cards that you are affiliated with.

## Schedules, Matches and Score Reporting

### Team Practices

You can find your team trainings on the Issaquah FC website under Schedules [Team Practice Schedules](#)

Please Remember:

1. Practices can and do change, do your best to keep yourself as well as your team updated often.
2. When we switch to daylight savings time the fields will become a bit more crowded
3. Warm up – you can show 15min early, but warm-up should be off the field!
4. Make sure you END your practices and are off the field on time,
5. Field etiquette...Get to know the other coaches you practice with, Rotate who get the goals as needed.
6. No matter the age, make sure you warm up appropriately. Injury prevention needs to be our focus!
7. No Thursday practices, only very light walkthroughs, prior to a tournament, no matter the age
8. No Monday practices following a weekend tournament, let them recover!

### Team Management and Rules - NPSL

All coaches and managers should familiarize yourselves with all of the league rules.

[NPSL Team Managers Checklist](#)

[NPSL Best Practices and Guidelines](#)

### Accessing and Using NPSL Team Pages

1. Click on the Schedule on the Top Menu and then select the Season your team is in.
2. Click on the Division your team is in.
3. Click on your Team
4. Click on Team Log In
5. Enter your Email and PIN Number. If you do not have your PIN number, click on the link as shown under Red Arrow. Your email (coach or manager) must be on record to get a PIN number.
6. Once you Log In, you can click on the links below to make changes or report scores.

### League Schedules

The Registrar will register your team for the NPSL league. You will get an email from NPSL with your Team number and pin number so you can manage your team pages and schedule. [Using NPSL Team Pages.pdf](#)

1. 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.
2. Once you clear the dates with your coach you need to send your home game schedule to the Field scheduler so she can set your HOME games times and locations. Your away games are scheduled by your opponents scheduler.

3. Once you receive your initial schedule (and clear it with the coach) send the schedule to your team. 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".
4. The Field Scheduler will enter times and locations for the NPSL Fall league home games into the Referee website. The team manager needs to update NPSL and notify the opponents
5. Update your schedule as needed and remember to send any updates to your coach, your team and your opponent's coach and or manager.
6. The week before each match send game details i.e., times/locations to the team.
7. After the game the manager will update NPSL with the scores

#### Roster for Matches

NPSL has a roster that you can download and save/alter for each game. Bring 3 copies to each game to give to the ref. [NPSL Game Roster Form](#)

#### Guest Players

NPSL does allow guest players, however there are rules on guest players here is a link to the rules [NPSL Guest Player Procedure and Rules](#)

#### How to check if you have Refs scheduled for your upcoming game

To see your home games, go to the Information [Section of EKCSRA](#) and enter your team's WYS ID (a 9-digit number beginning with 20110) into the Team ID 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.

## Possible issues & how to fix them

### 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:

Central Park & Tibbetts: Issaquah Community Center Admin 425-837-3300

Issaquah School District: Nicolle Palmer 425-416-0579

City of Sammamish: Chris Jordan 206-459-7894

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, Issaquah School District, 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 [Lightning Policy](#) for the full breakdown of the rules.

Parents should stay close to the fields in the event that practice gets canceled 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 family's registration within Sports Connect. Make sure ALL parents' and players' (if they have their own) contact information is up to date, and that they are signed up to receive text alerts. If your player is 18 or will be turning 18 within the season, they need to have their own email listed.
2. **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).
  - **Contact Information.** Make sure all your information is correct to receive important or urgent notifications!!
  - [Log onto Sports Connect](#)
3. **Team Volunteers.** Please review the following jobs/descriptions and let me know if you are interested.
  - Referee in Pool. All Select teams should 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 13 years old and be certified as an USSF referee. This can be a parent, an older sibling, neighbor, soccer player you know of, etc. 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 set up at each game. Store 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.
  - 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 Mark O'Connor [mark.issaquahfc@gmail.com](mailto:mark.issaquahfc@gmail.com) 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 #:

### NPSL Fall Schedule – Example Email to Team

(In the Subject Line):  
IFC (insert team name) Fall Schedule

(Body of the Email):  
Hello (insert team name)!

Attached is the schedule for the Fall season.

At this time, the schedule has the dates of the games and the opponents. We schedule our home games times only. We will get the away games information from our opponents. The first Fall season game is on (insert date here) with the last game falling on (Insert date here).

The opposing clubs are: (insert your opposing teams in this section).

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

Please let me know if you have any questions.  
Thanks,

Your Name

### Opponent Manager Contact – Example Email

(In the Subject Line):  
IFC Select Team contact information. (Action required. Please respond that you received)

(Body of the Email):  
Hello,

I am the Manager for IFC (insert team name). Listed below is my contact information for your reference.

We are scheduled to play your team (insert dates here). As soon as I receive game details from our scheduler, I will forward the information on to you. If you could do the same for our game schedule (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: Fill in Information)

Time: Fill in Information)

Warm up: Fill in Information)

Field: Fill in Information)

Game location: Fill in Information)

Wear: Fill in Information)

Bring: White/Red jersey, water to drink, ball

GO Issaquah!

### Match Details – Your Opponent Example Email

(In the Subject Line): Fill in Match Information) (Action required - please respond that you received.)

(Body of the Email):

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

Match Fill in Information)

Date: Fill in Information)

Time: Fill in Information)

Home uniform: White / Red

Field: Fill in Information)

Field Address: Fill in Information)

Field Rules:

- Participants:
  - No Gum on the turf.
  - Please drink water only when on turf.
  - Promptly clear the field and sidelines when the 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 the 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 (Sports Connect) 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 Sports Connect calendar. Please mark your availability as soon as possible so I can plan our training accordingly.

Training:

When: Monday - (insert your dates here)

Time: (Insert your times)

Location:

Bring: Ball and a bottle of water

Training:

When: Wednesday - (insert your dates here)

Time: (Insert your times)

Location: (insert field name and address & Field type - turf or grass)

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 Founders Cup

- Founders Cup Tournament Fee
- Field Rental for Founders 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