



2015-2016
MEMBERSHIP HANDBOOK

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PREFACE

The *Rio Rapids Soccer Club Membership Handbook* contains information regarding operating procedures, lines of communication, player fees, and other important policies and procedures that are necessary to ensure a successful experience in Rio Rapids SC. If you have any questions, please refer first to the *Membership Handbook* as we have attempted to address every issue pertinent to our operations. If you need further assistance, please feel free to contact one of our Board Members or Coaching Directors.

The official name for the corporation is the Rio Soccer Club, Inc., doing business as Rio Rapids Soccer Club and will herein be referred to as the “Club”, “Rio Rapids SC”, “Rio Rapids”, or “Rio SC”. Rio SC is a 501(c)(3) public charity in the state of New Mexico, which provides soccer-related services to the community on a non-profit basis.

Rio Rapids SC is building a “club-centered” culture like those traditionally found in Europe. The tradition of the club utilizes soccer as a common ground on which to bring together young children and their families to promote a healthy, happy community. In Europe, this tradition has had a measurable positive impact on soccer. Rio is actively embracing this tradition as our teams work and play together. As the Rio Rapids SC “club-culture” evolves, players and their families will hopefully choose to remain within the Club throughout their youth’s soccer career.

The following are the Club’s Board of Directors, full-time staff, general information, and an organizational chart indicating the Club’s structure.

BOARD OF DIRECTORS

<i>President</i>	Greg Woodhouse	296-7165	chaoscoach@comcast.net
<i>Vice President</i>	John Hix	350-4772	hixjohn@comcast.net
<i>Treasurer</i>	Michael P. Martinez	350-4772	miketnez@hotmail.com
<i>Secretary</i>	John Welch	400-7448	jmwelch007@gmail.com
<i>Parent/Player Liaison</i>	Ed Arvizo	903-8648	arvizo3b1g@aol.com
<i>Registrar</i>	Dawne Settecerra	514-3182	dsettecerra@yahoo.com
<i>General Counsel</i>	Luis Robles	242-2228	luis@roblesrael.com
<i>At Large</i>	Larry Brooks	884-6078	bmail@lobo.net

AD HOC BOARD OF DIRECTORS

Bryan Davis	697-9620	bryan@davisgilchristlaw.com
Tim Gallegos	280-4542	tim@timgallegos.com
Ken Levandoski	350-2753	ken@thegiftofsoccer.org
Doug Otts	697-0668	dandyotts@comcast.net
Dooley Gilchrist	697-9619	dooleygil@yahoo.com

FULL-TIME STAFF

Executive Director	Jason Moran	331-1373	jmsoccer@msn.com
Assistant Director of Coaching	Chris Brennan	401-2870	chrisbrennan9@yahoo.com
Director of Coaching Education & Dev.	Ray Nause	417-0610	raytunes@yahoo.com
Director External Operations	Chris Hurst	301-6445	churst62@hotmail.com
Director Youth Academy U5-U8	Joe Manley	600-5644	Manley.Rio@gmail.com
Director Girls Teams U9-U13	Simon Rothman	259-4091	simonrothman2003@yahoo.com
Director Girls Teams U14 - U19	Chris Brennan	401-2870	chrisbrennan9@yahoo.com
Director Boys Teams U9 - U13	Sibby Browne	350-4087	praiseb8@hotmail.com
Director Boys Teams U14 - U19	Matt Gordon	918-7100	mattygordon23@gmail.com

CLUB INFORMATION

MAILING ADDRESS: 11024 Montgomery NE PMB 280 Albuquerque, New Mexico 87111

WEBSITE: www.riosoccerclub.com

CLUB OVERVIEW

MISSION STATEMENT

Rio Rapids SC invites New Mexicans to share in what is a very positive era of development in youth soccer. The Club aims to promote a healthy environment, which enables each player to fulfill his or her potential both on and off the field. Players, parents, and coaches should feel confident and comfortable that key areas of development—technical, tactical, academic, personal and social—are the primary concern in each and every decision the Club takes.

Rio Rapids Soccer Club STRIVES TO:

1. Assist in the development of all Rio Rapids SC players and help provide life skills essential to personal development.
2. Create a life long passion for the sport of soccer and a capability to help raise the level of soccer in the Country.
3. Afford players of all ability levels the opportunity to maximize their potential.
4. Afford players the opportunity to develop levels of outstanding soccer potential, equipping them to play at levels ranging from high school teams to national teams. This is accomplished by the following.
 - Developing technical and tactical aspects;
 - Providing opportunities and experiences necessary for player development;
 - Providing education with respect to the benefits of healthy lifestyle, fitness, and nutrition;
 - Supporting personal, social, and academic development; and
 - Developing self-discipline and self-respect.
5. Play an active role in players holistic development by:
 - Encouraging communication between teachers, parents, coaches, and Club staff
 - Creating partnerships with parents, schools and colleges.

6. Recognize that not all players' life priorities will be soccer and that the Club environment should act as platform and tool that can assist in the development of the individual to succeed in whatever walk of life they choose.

THE CLUB MAKES THE FOLLOWING COMMITMENTS TO ACHIEVE ITS GOALS:

1. Employ a dedicated team of professionals whose shared goal is excellence both on and off the field;
2. Ensure that players will be trained in the latest skills and techniques;
3. Provide a coordinated and centralized coaching and administration structure to create continuity in the development of Rio Rapids SC players;
4. Create comprehensive monitoring programs covering coaching and educational issues;
5. Refine and update any practices that the monitoring has shown need improvement; and
6. Establish player and parent forums to encourage parents to play a supportive role to players within the Club.

CLUB PROGRAMS

Rio Rapids SC Programs go to www.riorapids.org

SOCCER STAFF

PROFESSIONAL COACHING STAFF

Jason Moran — Executive Director

- USSF “A” Coaching License
- USSF National Youth License
- NSCAA Premier Diploma
- NSCAA Director of Coaching Diploma
- Masters Degree in Sports Administration
- Collegiate player at USIU at San Diego
- Previous coaching experience — Assistant State Director of S. Texas, University of New Mexico, USYSA Region III and IV ODP Staff.

Chris Brennan — Assistant Director of Coaching & U14-U19 Girls Director

- USSF “A” Coaching License
- USSF National “Youth” License
- UEFA “C” Coaching License
- Masters in Coaching Science
- NMYSA ODP Staff Coach
- Former Semi-Pro Player in England and Wales
- Former Challenger British Soccer Camp Director

Ray Nause - Director of Coaching Education & Development

- USSF “A” License
- USSF National Youth License
- NSCAA Premier Diploma
- NSCAA Director of Coaching Diploma
- BS Degree
- NCAA Men's & Women's Head Coach - including Eastern New Mexico University & Hartwick College
- NMYSA Coaching Education Instructor
- Region IV and NMYSA Olympic Development Coach

Sebhat “Sibby” Browne — Boys Director U9-U13

- USSF “A” Coaching License
- USSF National “Youth” License
- NMYSA ODP Coach
- Collegiate player University of Pennsylvania
- Philadelphia Freedom USISL 94’-95
- Previous Coaching experience — Contestoga High School Varsity, AUFC Staff coach

Simon Rothman — *Girls Director U9-U13*

- USSF “A” Coaching License
- USSF National “Youth” License
- UEFA “B” Coaching License
- Eight years Semi-pro player in England
- NMYSA ODP Head Coach

Chris Hurst — *Director External Operations*

- USSF “B” Coaching License
- USSF National “Youth” License
- FA Coaching License
- BA in Sports and Exercise Development
- NMYSA ODP coach
- Semi-pro player, England

Matt Gordon – *U14-U19 Boys Director*

- USSF “A” Coaching License
- USSF National “Youth” License
- NM ODP
- Leicester City FC Academy
- Challenger sports camp director
- Two years semi pro with Hinckley UTD (UK)
- Leicestershire county captain (UK)
- Leicester college national league (UK)

Joe Manley - *Youth Academy Director U5-U8 Girls and Boys*

COACHING DIRECTORS’ DUTIES AND RESPONSIBILITIES

- Plan and conduct training sessions for all teams assigned by Director of Coaching.
- Attend and provide input at all Duke City Soccer League (DCSL) and scrimmage games for teams assigned by Director of Coaching.
- Attend tournaments for teams assigned by Director of Coaching.
- Monitor and evaluate all teams within area of responsibility.
- Monitor and evaluate all coaches within area of responsibility.
- Recommend and advise on intra club transfers and playing up opportunities.
- Recommend Rio Rapids SC players to Young Olympians Program (YOP) and/or Olympic Development Program (ODP).
- Research and recommend preferred tournament events for Rio Rapids SC teams.
- Communicate with Rio Rapids SC staff and team coaches on a regular basis.
- Attend weekly Director of Coaches meetings.
- Be familiar with the players of the Club in their assigned age groups/areas of responsibilities.
- Scout and provide scouting reports for teams nationally, regionally, and statewide.
- Ensure player evaluations are completed for all players aged U12 and above.
- Pursue coaching positions with state, regional, and national coaching staff.
- Ensure suitable attire is worn at all practices and games, where Club sponsored apparel shall be worn.
- Be role models for all members of Rio Rapids SC.

PROFESSIONAL COACHES’ DUTIES AND RESPONSIBILITIES

- Plan and conduct training sessions for all teams assigned by Director of Coaching.
- Attend and provide input at all DCSL and scrimmage games for teams assigned Director of Coaching.
- Attend tournaments for teams assigned by Director of Coaching.
- Provide written evaluations of all players aged U12 and above.

- Be available to team coaches, players' parents, and players to answer questions and address concerns.
- Pursue coaching positions with state, regional, and national coaching staff.
- Ensure Club sponsored apparel is worn at all practices and games.
- Be role models for all members of Rio Rapids SC.

PLAYER CONDUCT

Every player in Rio Rapids Soccer Club is expected to conduct themselves on and off the field with appropriate distinction and behavior. We want other organizations to be able to identify our club through the exemplary conduct of our players. Nothing less will be accepted! Players are expected to conduct themselves in a manner consistent with the club guidelines set forth in the membership handbook. The Rio Rapids Soccer Club Board of Directors expects all team coaches to discipline and sanction players as they feel appropriate if player conduct falls below the expected levels. The Rio Rapids Soccer Club Board of Directors will review disciplinary matters at the request of club members

CONDUCT OF PLAYERS AT TRAINING SESSIONS AND GAMES

Provided below are the standards established by Rio Rapids Soccer Club to govern the behavior of players before, during and after soccer matches and during training session:

- Do not address remarks to opposing players, coaches, spectators, or referees except when remarks convey genuine friendship and respect or are in response to questions by the referee.
- Do not retaliate when fouled.
- Avoid comments or gestures, which express disgust or disagreement with referee calls. These are cardable offenses.
- Display of temper will not be tolerated on the field or in the playing area.
- Convey a consistently positive attitude toward your teammates and coaches. Your true strength of character will be displayed on the field when you are under pressure and your team is losing. What kind of person are you?
- Play against your opponents, not the referee. Worrying over referee calls with which you disagree can prevent your playing your best. Fewer than one in one hundred referee calls have any influence on the outcome of a game.
- Show good sportsmanship at all times.
- Treat your teammates with respect. This will build team chemistry and camaraderie.
- Win or lose, at the end of the match the entire team will shake hands with the opposing team and referee.

Players who persist in violating these standards of conduct will jeopardize their standing as players within Rio Soccer Club. Flagrant disregard for rules of play and standards of conduct will result in stringent disciplinary action, including possible loss of standing, loss of out-of-state travel privileges, and/or complete removal from the Club.

PARENT PARTICIPATION AND CONDUCT

VOLUNTEERING

One aspect of all nonprofit organizations is a continuing need for volunteers to fill roles as organizers and participants in special events as well as helping in the general operation and administration of the Club. Aside from its professional training staff, Rio Rapids SC consists entirely of volunteers who dedicate a considerable amount of their time to make sure the Club functions smoothly and provides the best environment possible to players and parents. Volunteers act as team managers, etc. and help with activities at both the club and team levels. Without volunteers, the Club would not exist. We encourage parents to become involved in the activities of the Club. If you are interested in helping, please contact your coach, team manager, or a member of the Rio Board. Volunteers do not receive any special treatment or consideration from the Club.

To have a successful program, there must be understanding and cooperation among parents, players, team managers and trainers. Your child's progress and success will depend on this relationship. With this in mind, we ask you to seriously consider this section as your family joins Rio Rapids SC.

PLAYER AND TEAM SUPPORT

Your child needs positive support at home, on the practice field, and on the competition field. This will help your child to be more confident, enjoy soccer more, and perform better in training and in competition. A player develops best when he/she trusts and respects the coach. The coach's job is to motivate, teach, and constructively critique each player's performance. We want the players to relate to their coach as soon as possible regarding soccer issues. This relationship between coach and player produces the best results. When parents express opinions as to how a player should play, what position they should play, how much playing time they should receive, etc., it causes considerable confusion. If you have particular concerns, suggestions, or just a question, please speak to your team coach or manager. Above all, avoid coaching your child during a game.

AVENUES FOR COMMUNICATION

Remember, there is a time and place for everything. If you need information or wish to ask questions concerning team management or coaching decisions, please contact the team manager and/or the team trainer to obtain the information or to arrange a meeting. Concerns or constructive criticisms are welcome, but should be expressed away from training sessions and games. If you have questions concerning the Club, ask your team coach or manager or contact the appropriate member of the Board of Directors.

TRAINING SESSIONS

You are encouraged to observe your child and to learn more about soccer. **However, when the team is training, preparing for a match, or working in some other related capacity, please do not disturb or interrupt the trainers or players.** Please remember that training sessions are learning situations and players need to concentrate to improve.

BEHAVIOR AND CONDUCT

Rio Rapids Soccer Club maintains high standards for its players, team managers, and trainers with respect to behavior and conduct. These same standards apply to parents and spectators as well. The Club and its teams are affected by poor behavior and conduct of its parents and players. A team can be issued a yellow or a red card for the behavior of parents/spectators and thus can accumulate discipline points. Managers, trainers, and parents must each set an example of good behavior and sportsmanship for our children.

CONDUCT OF SPECTATORS

The explosive increase in the popularity of soccer in the United States is partly due to spectator enjoyment of the free form, continuous play that characterizes the game. This extra intensity sometimes gives rise to abusive and destructive comments from spectators. We cannot tolerate this activity in soccer. The following standards are set forth to govern spectator conduct, before, during, and after soccer matches.

- Do not address remarks to referees, opposing players, or opposing fans except when such remarks convey genuine friendship and encouragement.
- Never use foul language or obscene gestures.
- Avoid remarks toward your team's players that have made mistakes. If you are aware of the error, you may rest assured that the player is even more aware.
- Applaud superior play by both teams.
- Give consistent support to coaches and managers whether winning or losing. Coaches are giving hundreds of hours to their players and are committed to their continued improvement as coaches. In winning they deserve your congratulations, in losing your encouragement.
- Always stay two yards or more from the playing field.
- Cooperate immediately with any referee request.

- Avoid comments and gestures that express disagreement with referee calls. Continued remarks or abusive disagreement with referees' calls may result in a card-able offense applied to your team's coach or manager.
- Do not confront a coach during or immediately after a game. If there are any aspects of a game that you would like to discuss with the team's coach, arrange for a meeting at a later time

It is the individual responsibility of each coach, manager, player, parent, and spectator to control his or her sideline behavior. In order to help protect the image of the Club, as well as your own image, the Rio Rapids SC Director of Coaching will review specific instances of problem sideline behavior. Persons who cannot conduct themselves as outlined here should not attend Rio Rapids Soccer Club soccer matches. Individuals who persist in violating these standards will be asked to leave the playing area and play will be suspended until they do so.

Any violations of Rio Rapids SC rules or policies or any organization Rio is affiliated with, reported to the President or DOC will be reviewed, documented and decided on by the President or DOC. This applies to all Coaches, Parents and players that are part of Rio Rapids SC. If the party wishes to do so they can appeal that decision following the procedure below.

Appeals Procedure

A. For all appeals from any President or DOC decision, these procedures shall be followed:

- (1) All appeals of Rio Rapids SC decisions should be sent to the President of Rio Rapids SC in writing.
- (2) The Rio Rapids SC board members, minus the President and DOC, shall comprise an Appeals Committee and hear the appeal. Such board members shall have not taken any part in the determination of the matters underlying the appeal; The board should be made of 3 board members 1 selected by the appellant, 1 selected by the President and 1 member selected at random.
- (3) The Rio Rapids SC A&P committee shall prepare a record of the hearing in the matter and provide a copy to all parties to the appealed action;
- (4) At the time the Rio Rapids SC A&P committee sends a copy of the record to all parties it shall send to the appellant a notice that within 15 days of the mailing of the appeal record, the appellant must designate in writing each error claimed to have been made in the hearing and must further provide any argument in support of any claimed error that the Appellant wishes the Appeals Committee to consider. The appellant must also serve a complete copy of this designation of error and argument upon the opposing party;
- (5) The opposing party shall have an additional 10 days to provide a response to the appellant's assigned errors and argument and the opposing party shall serve its response on the appellant and the Rio Rapids SC office;
- (6) When all responses have been received, the Rio Rapids SC office shall provide a copy of the record and all parties' responses to each member of the Appeals Committee;
- (7) The Chairperson of the Appeals Committee, who shall be designated by the President, shall set a date for the Appeals Committee to meet either in person or by telephone to discuss and decide the appeal. The meeting shall not be held less than 5 days after receipt by all members of the Appeal Committee of the material of the appeal unless all members of the Appeals Committee agree to an earlier meeting; and
- (8) At the Appeals Committee meeting, a decision regarding the appeal shall be made by majority vote. A written decision of the Appeals Committee shall be rendered within 15 days of the meeting by the Chairperson of the Appeals Committee. The Appeals Committee may affirm the decision, may reverse the decision, may reverse and remand for a new hearing on the decision, or may affirm the decision but remand the case for reconsideration of the penalty imposed.

B. The decision of the DOC or President shall be in effect and binding, including the imposition of any penalties, during the pendency of an appeal, unless the Appeals Committee specifically orders the decision stayed pending review. The Appeals Committee shall only order the decision stayed if after a preliminary review the Appeals Committee finds by clear and convincing evidence that the appellant will suffer irreparable harm without a stay, and the appellant is likely to prevail upon the merits of the appeal.

C. For all appeals from the decision of the Rio Rapids SC Appeals Committee, the appellant

shall follow the procedures set forth in Section 3.14.03 of the New Mexico Youth Soccer Association's General Procedures and Rules.

D. The decision of the Rio Rapids SC Appeals Committee shall be in effect and binding, including the imposition of any penalties, during the pendency of an appeal, unless the Appeals Committee specifically orders the decision stayed pending review.

PARENT COMMITMENTS

- Support and maintain Rio Rapids Soccer Club standards.
- Fulfill your parental, financial, and volunteer obligations.
- Allow coaches to perform their commitments on a noninterference basis during practices and games.
- Foster an environment of academic excellence and good sportsmanship.

TEAM COACHES

COACHING AND PLAYER DEVELOPMENT GOALS

The Club welcomes players of all ages and abilities to the game of soccer and hopes to foster within them a lifelong passion for the sport. This is best achieved with the guidance and expertise of a passionate and knowledgeable coaching staff. Rio Rapids SC uses volunteer staff coaches and professional coaches, and makes the following commitments to coaching excellence.

Maintain qualified professional/volunteer coaching staff available to players of all ages and abilities.

- Encourage coaches to attend USSF and NSCAA licensing courses
- Provide funds to Rio Rapids SC staff for advanced licensing
- Identify and recruit coaching talent

Encourage coaches to maintain knowledge of current/new coaching techniques

- Seminars
- Symposiums
- Conferences
- Books and videos

Provide and record evaluations for all players U12 and above in the following areas

- Technique
- Tactics
- Physiological
- Psychological

- Complete and record fitness testing of all players U14 and older
- Develop and maintain standardized fitness test
- Establish and maintain regular contact between Rio Rapids SC directors and team coach
- Provide competitive and educational environment for players of all age and abilities

LICENSING

Rio Rapids SC encourages and supports its coaching staff in its efforts to improve its coaching knowledge. The Director of Coaching and Board of Directors will review all requests and applications from staff coaches for

financial support to attend and complete USSF and NSCAA licensing and grant support in the following amounts.

- Youth Modules Paid in full
- E License Paid in full
- D License Paid in full
- C License Maximum \$500 (Financial support awarded to Professional Staff Coaches only)
- B License Maximum \$750 (Financial support awarded to Professional Staff Coaches only)
- A License Maximum \$750 (Financial support awarded to Professional Staff Coaches only)

Financial support will be provided to the coach upon completion of the course in question. Staff coaches are required to sign a one year agreement upon completion of the youth modules, E License, and D License and a two year agreement upon completion of the A, B, and C licenses. The agreement stipulates that if a coach leaves Rio Rapids SC prior to the completion of the term agreed upon, the coach is required to pay back a pro-rated amount of the license fee to the Club.

PRINCIPLES OF CONDUCT FOR COACHES

COACHES RESPONSIBILITY AND SAFETY

A team coach's first responsibility is the health, safety, and well being of all participants

Coaches are encouraged to become certified in basic First Aid

Be aware of club, league and /or state requirements

Be prepared to handle First Aid situations as well as medical emergencies at all practices and games, both home and away

- Have and know how to use a properly supplied First Aid kit
 - Know the 911 Emergency procedures/telephone locations
 - Know the location of the nearest emergency medical facilities
 - Always carry the players' emergency medical release forms as well as team safety and information cards
 - Follow up all injuries with parents/guardians
- Know and understand the Laws of the Game
 - Inspect players' equipment and field conditions for safety reasons
 - Utilize proper teaching and instructing of players regarding safe techniques and methods of play
 - Implement an appropriate training program to make sure players are fit for practice and competition
 - Supervise and control players so as to avoid injuries
 - Continue their education in the sport

COACHES RESPONSIBILITY AND PLAYER DEVELOPMENT

- Develop the child's appreciation of the game
- Keep winning and losing in proper perspective
- Be sensitive to each child's developmental needs
- Educate the players to the technical, tactical, physical, and psychological demands of the game for their level
- Implement rules and modify equipment to the players' age group
- Allow players to experience all positions
- Ensure players have fun and receive positive feedback
- Conduct practices in the spirit of enjoyment and learning
- Provide the appropriate number of training sessions and games according to the players' stage of development
- Strive to help players reach their full potential, prepared to move on to the next stage of development

COACHES RESPONSIBILITIES AND ETHICS AND PROFESSIONALISM

- Strive to maintain integrity within the sport
- Know and follow all the rules and policies set forth by clubs, leagues, state, and national associations
- Work in the spirit of cooperation with officials, administrators, coaches, and spectators
- Be a positive role model
- Set the standard for sportsmanship with opponents, referees, administrators, and spectators
- Keep sport in proper perspective with education
- Encourage moral and social responsibility
- Just say no to drugs

COACHES RESPONSIBILITIES AND LIGHTNING SAFETY

Rio Rapids SC understands that when lightning strikes it can mean the difference between life and death. Within the United States, the National Severe Storms Laboratory estimates that 100 fatalities and 400-500 injuries requiring medical treatment occur from lightning strikes every year. The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far as ten miles away from the rain shaft.

In order to keep our players safe during times of lightening or the possibility that lightning may strike, RFVC coaches implement the following safety measures.

- Obtain a weather report each day before your practice or event
- Know where the closest "safe structure or location" is to the field or playing area, and know how long it takes to get to the safe structure or location, defined as any building normally occupied or frequently used by people. In the absence of a building, any vehicle with a hard metal roof and rolled up windows
- Be aware of how close lightning is occurring
- Ensure everyone has left the playing area and reached a safe structure or location by the time there is a flash-to-bang count of 30 seconds (equivalent to six miles)
- Find a thick grove of small trees surrounded by taller trees or a dry ditch if no safe structure or location is within reasonable distance. Instruct everyone to assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. (Do not lie flat!)
- If unable to reach safe shelter, instructs everyone to stay away from the tallest trees or objects (such as light poles or flag poles), metal objects (such as fences or bleachers), individual trees, standing pools of water, and open fields
- Instruct any person who feels his or her hair stand on end or skin tingle to immediately crouch, as explained above

Be aware that people who have been struck by lightning do not carry an electrical charge, and therefore cardiopulmonary resuscitation (CPR) is safe for the responder

Familiarize themselves with the entire contents NCAA Guideline 1d, "Lightning Safety", which can be found in our health center on the web site, as well as these links

<http://www.lightningsafety.noaa.gov/>

<http://www.lightningsafety.com/index.html>

DISCRIMINATION AND HARASSMENT

Discrimination and Harassment Prohibited

Rio Rapids SC expressly prohibits any form of unlawful discrimination and/or harassment based on race, color, religion, sex, sexual preference, pregnancy, gender, national origin, age, disability, veteran status, or status in any group protected by state or local law. Rio Rapids SC is committed to providing a professional work environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment.

It is illegal and a violation of Rio Rapids SC policy for any employee, male or female, to harass another employee by making unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a discriminatory nature a condition of an employee's employment. It is illegal and a violation of Rio Rapids SC policy for an employee to make submission to or rejection of such conduct a basis for employment decisions, or to create an intimidating, hostile or offensive working environment by such conduct or other discriminatory or abusive or harassing conduct.

Harassment is unwelcome conduct of a verbal and/or physical nature directed at an employee because of that person's race, color, religion, sex, sexual preference, pregnancy, gender, national origin, age, disability, veteran status, or status in any group protected by state or local law when:

Harassment of a sexual nature may include, but is not limited to: verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; sexually-oriented 'kidding', 'teasing', double-entendres, jokes, and any harassing conduct to which an employee would not be subjected to but for such employee's gender or sexual preference.

If the Employee engages in such conduct, the Employee will be subject to appropriate disciplinary action, including immediate discharge.

Everyone's Responsibility

The Employee shall act responsibly in helping Rio Rapids SC maintain a work place that is free of discrimination, harassment, and abuse. It is the responsibility of management, supervisors, and all employees to ensure that these prohibited activities do not occur.

Rio Rapids SC will not condone harassment of any employee, vendor, contractor, player, parent, etc. at any time and will undertake to remedy promptly any violations of this policy. **All employees, including supervisors and managers, will be subject to disciplinary action, including discharge, for any harassing behavior, or for failure to address complaints of harassment.**

Complaint Procedure

If the Employee believes that the Employee is a victim of harassment or other discrimination, or that the Employee's work is being interfered with by such conduct, the Employee shall promptly notify Greg Woodhouse (Rio Soccer Club President). If the Employee believes it would be inappropriate to discuss the matter with Greg Woodhouse, the Employee may report it directly to Chris Cartlidge (Rio Soccer Club Director of Coaching).

Any supervisor or manager who becomes aware of any incident of harassment should immediately contact Greg Woodhouse Rio Soccer Club President.

An employee has the legal right at any time to raise the issue of harassment or discrimination without fear of reprisal.

RETALIATION TOWARDS THAT EMPLOYEE WILL NOT BE TOLERATED.

REGISTRATION

Team managers are responsible for collecting all paperwork and fees needed for player registration. Do not turn in any paperwork to Duke City soccer league or NMYSA. All forms can be found at <http://www.riosoccerclub.org/other/forms.htm>.

PAPERWORK AND FEES:

Verify that all players are registered online. You can do this by requesting that the parents turn in a copy of their receipt to you. Collect NMYSA membership form. Make sure form is complete and signed by the parent. Collect a copy of the birth certificate for players new to Rio Rapids SC. This will be returned to the manager to give back to the parent. Do not keep copies or original birth certificates. Collect club fee and league fee. Parent has the option to pay the club fee online. Fill out a deposit detail form to include with the checks. You will turn in one check for all club fees made out to Rio Rapids SC, and one check for all league fees made out to DCSL. Do not turn in individual checks from the parents. Turn in NMYSA forms, birth certificates, deposit detail, checks and any other requested paperwork to club registrar.

PASS CARDS AND ROSTERS:

Once the registrar posts all payments and verifies that players are registered online, you will be notified via email that your paperwork and pass cards are ready to pick up. Your roster will be emailed to you. You will need to paste photos on the pass cards and laminate them. Rio will provide the laminating pouches. Coaches need to sign their own pass cards. Players do not need to sign their pass cards. Place all NMYSA forms in a notebook in alphabetical order for ease of tournament check-in. You do not need birth certificates for tournament check-in except for State Cup. NMYSA forms and pass cards must be at every game. Your coach will decide if he/she wants to keep them or have you keep them.

ADDING COACHES/MANAGERS TO THE ROSTER:

All volunteers with Rio Rapids SC are required to complete an online Risk Management Disclosure. Go to www.nmysa.net and click on the NMYSA Risk Management Disclosure link and complete the disclosure. This process must be done every two years. To add a coach or manager to the roster send the club registrar an email that includes the coach's name, address, phone number, email address and risk management confirmation number. Once the coach is in the system it takes 2-3 days for the background check to complete. Registrar will email the new roster to the manager and leave the pass card in the OUT box for the manager to pick up and laminate.

TRANSFERS/RELEASES

Once a player is registered and listed on a NMYSA Official Roster, that player is bound to that team for the entire seasonal year (9/1 through 8/31 of following calendar year), except as follows:

RELEASES

A team may not release, voluntarily or involuntarily, any player from its roster unless a written request, stating the reason why the release has been requested, has been made to, and approved by, Rio Rapids SC and Duke City Soccer League using the release/transfer form which is located on the club website. This includes if a player moves out of state, becomes injured, or abandons the team. A release/transfer form must be completed and turned in to the club registrar along with the player pass card and membership form.

TRANSFERS

There are two types of transfers. An intra club transfer is for players moving from one Rio team to another Rio team. There is no deadline for this to occur except for when rosters are frozen for State Cup in the spring. A release/transfer form must be completed and turned in to the club registrar along with the player pass card and membership form.

An inter club transfer is when a player transfers from one club team to another club team. The transfer window is December 14 – January 31. A release/transfer form must be completed and turned in to the club registrar along with the player pass card, membership form and a check made out to Duke City for \$50. If the player is moving from a Northwest Rio Grande Soccer League (NWRGSL) team there is also a \$75 transfer fee payable to NWRGSL. All club and team fees must be paid in full prior to the release being approved by the Club and League.

TEAM STRUCTURE AND OVERVIEW

TEAM MANAGERS

Team manager's commitments and responsibilities include the following.

- Support the policies of the Club.
- Organize the collection of player and team fees in conjunction with Club policies and dates for collection. Monitor who has not paid and remind them of the consequences when payment deadlines are not met.
- Act as a link between the board/directors and the players and parents.
- Attend team manager meetings.
- Communicate Club activities, decisions, policies, and philosophies to all players and parents.
- Promote the club.
- Participate in team and Club activities.
- Prepare team communication list.

RECOMMENDED TEAM STRUCTURE

The Club had meetings with many coaches, administrators, and parent volunteers to discuss the different possibilities of structuring teams. From this input, Rio Rapids SC developed the following suggested model for structuring a team. The following are positions in any given team that the Club feels are needed to operate a team smoothly. Some positions are mandatory.

- **Team Coach** – Every team has one.
- **Assistant Coach**
- **Team Manager** – Most important role in the structure. This parent volunteer is the coach's confidant and organizes other parent volunteers. Avoid using the coach's spouse for this role, as recruiting other volunteers is important.
- **Uniform Coordinator** – Orders all uniforms and team bags etc. Not mandatory, but is very helpful as otherwise the manager typically is responsible for this task.
- **Team Treasurer** – Collects all checks, makes all deposits, and writes checks as appropriate. Keeps track of team cash balances and who has paid. Can also be the manager.
- **Travel Coordinator** – Coordinates of all aspects of travel, including booking hotels, making sure all kids have rides, and if vans are needed, seeking team pricing. Not mandatory, but very helpful.
- **Rio Open Volunteer** – Helps with the Club tournament
- **State Cup Volunteer** – Every team needs to have representation here so their team is aware of the process.
- **Referee** – Every team must provide a certified referee or provide someone willing to volunteer to take the course to certify himself or herself as a referee.

The best time to obtain these volunteer is during team registration. Rio Rapids SC has made it easy to fill out the form at the time you are registering the players for the upcoming soccer year. More importantly, Rio Rapids SC will not register your team until it's completely filled out.

E-mail addresses are very important for rapid communication for all.

Below are the Club's guidelines for all team web sites, including teams' sites linked to our home page at www.riosoccerclub.org Please help keep our kids safe by following these simple rules.

U15 and Younger Teams

- Rio parent consent form

- No player names (not even first name), player jersey numbers, home or cell phone numbers, home address or E-mail address
- If you have the roster section password protected the above info is okay
- Action and team photos are okay with consent form
-

U16 and Older Teams

- Rio parent consent form
- Name, picture, player number, and short bio information is appropriate
- No address, phone, or player E-mail listed
- Parent's names and emails are appropriate

TEAM MEETING

After tryouts, the coach and team manager should hold a team meeting as soon as possible. Topics to be discussed may include the following.

- Club sign up;
- Uniform ordering;
- Contact information for players/parents, manager, trainer, etc.;
- Goals and objectives for the team;
- Season schedule--includes training events, league games, tournaments, etc.;
- Expectations and rules for the team;
- Finances, fundraising issues; and
- Communication channels.

TRYOUTS, RECRUITMENT, AND TRANSFERS

TRYOUT PROCEDURE

At Rio Rapids SC we are committed to hearing every coach's viewpoint. Tryouts are a key area for many teams who are in need of extra players in a continually competitive youth soccer environment. To avoid stress and unneeded aggravation on the day of tryouts, we ask that all coaches in each age group discuss the best way forward for their specific age group needs. A director will lead each age group through the tryout process; that director will act as a point of contact for each team coach. It is vital to understand that each age group and team has its own special dynamics. Communication around roster spots available, what format will work best for a given age group, possible personality and recruiting conflicts, and general communication amongst the coaches is important. Each age group's coaches will be granted a certain amount of autonomy in deciding how the tryout should be run. Any deviation from the below tryout model should be approved by the age group Director.

The club recommends that you run an age group tryout, with each player being given the option of indicating which team he/she is trying out for at sign in. If the team which a given player is trying out for does not select the player, that player will then go back into the pool of players for other coaches to select. It is important to make decisions early in tryouts so that player who do not get selected still have a chance to tryout for another team. Once this decision has been made, please communicate with the other coaches in the age group and with the age group tryout Director. Post tryout, it is the coach's responsibility to contact those players who were trying out for their team, including those players that remain unselected.

At the end of tryouts, it will be that director's responsibility to make sure every coach in that age group knows exactly who they will be calling, within 24 hours, to let that player know if they have made a team or not. This phone call **MUST** be made within 24 hours of tryouts. Players need to know if they should be going out to other clubs' tryouts during tryouts week.

At tryouts Rio Rapids SC will provide:

- Field space at Balloon Fiesta Park;

- Club literature distributed at pedestrian gate;
- Field signage;
- Identifying numbers for players;
- Professional staff coaches to advise Club coaches; and
- A sign-in sheet for players

Each team should provide:

- A volunteer to help with sign-up;
- Cones, bibs, portable goals, etc.
- Table

Selection to a team one year does not guarantee that player a place on the team the following year.

TRYOUT RECOMMENDATIONS

The tryout period is always stressful for players, parents, and coaches. The following suggestions should aid coaches in the process of tryouts.

- **Define Team Goals** –The coach will decide if the team should compete nationally, regionally, state, or locally. It is the coach’s responsibility to present the goals to the parents. Coaching a team with parents, players, and coaches pulling in different directions can be challenging.
- **Recruitment/Retention** – To meet team goals coaches have to recruit and retain players. This process should be undertaken during the period between the end of State Cup and tryouts.
- **Promotion/Publicity** – Coaches and managers should create a team sheet, which includes costs, travel schedules, and commitment levels. This flyer should be handed out to all players and parents at the team tryout. Encouraging current players and parents to sell the team in the community is a key aspect to tryout success.
- **Communication with Parent/Player** – It is important to provide players and their parents with evaluations prior to tryouts. Clear and honest evaluations allow each player to know where they stand.
- **Recruitment** – On the Monday evening after State Cup (as per DCSL rules); coaches, players, and parents are free to contact one another regarding tryouts.
- **Communicate with Staff and Club Coaches** – Connecting with directors, coaches, and knowledgeable parents and players is vital to recruitment and retention success. Do not hesitate to contact anyone who can be of aid. It is important that all coaches are receptive to requests for help in this process.
- **Commit to running a Responsible/Ethical Tryout** – Coaches follow the recommended tryout policy and procedure. Coaches who engage in unethical behavior at tryouts do lasting damage to themselves, their team, and the club.

WHY PLAYERS GET CUT FROM TEAM ROSTERS:

Open tryouts are widely accepted as one of the best ways to acquire new players. The open tryout process is fair and legal. There are no poaching opportunities during the tryout process as it is time set aside for all players looking for membership on teams of their choice. Coaches are usually looking at new players who will complement or improve their team. The tryout process is difficult for coaches, teams, players, and parents. It is stressful for a player to wonder if he or she will continue on a team or have to seek a new team. Players are occasionally cut from teams, and while it is difficult to accept, it’s a fact of life for competitive teams. There is much stress for the coach over decisions to remove players from their roster. It is a difficult task to inform a

player and his or her family that the player has have been removed. The good news is the open tryout process is all-inclusive; players and coaches are encouraged to seek the best fit for their teams and personalities.

PLAYING UP

In general, players should all play within their correct age group. However, there are a few cases where players will be allowed to "play up" with an older age group. These cases include the following.

If the training staff believes a player has exceptional talent and it would be in their best interests to play with an older age group.

High school age players playing with others in the same school grade will be reviewed on a case by case basis.

When teams need to complete rosters especially at the older age groups, it may be necessary to select some younger players.

RECRUITMENT AND TRANSFERS

It is important that all are aware of the bylaws, policies, and procedures that surround tryouts. Failure to follow these guidelines can result in disciplinary action; but just as significant is the potential for ill feeling between coaches. This ill feeling ultimately hurts our young players as the environment in which they play becomes full of negative energy. Open communication and the involvement of the Directors of Coaching in the process are key to a successful transfer whether inside or outside the Club. The role of team coach is one of emotional attachment to players, parents, and results. These emotions can cause difficulties when players are seeking to transfer, especially where rival teams are concerned. Bringing third party support into the transfer discussion via Directors of Coaching or Board Members is vital to allowing the transfer to be seen in the light of "what is best for the player" and not "what is best for the coaches involved".

Please be aware of **DCSL** policy as stated below:

J. Recruiting Players: *Prior to the last State Cup game of the Spring Season, no team official (defined as the Team Head Coach, manager, or assistant coach) or club official shall approach a player registered with another League team for recruiting purposes; or utilize such player in a practice, game, or tryout without the expressed permission of the player's current coach. After June 10 no player signed for the following seasonal year shall be approached by any team or club official for recruiting purposes. All grievances regarding this rule shall be forwarded to the A&P Committee for investigation. (See Section E, Discipline Point System, for POACHING.)*

INTRA-CLUB RECRUITING

The Rio Rapids Soccer Club policy regarding intra-club recruiting is equally important. Rio Rapids Soccer Club has worked to develop a club culture in which players, parents, teams and coaches feel a part of a supportive club structure. As the Club has grown, the potential for intra-club transfers has increased. Parents and players are entitled to make a decision to move within the Club, but coaches must follow Club guidelines to develop open and honest communication with one another when these situations arise. Failure to follow these guidelines diminishes the value of the club and will limit the opportunities available to our members.

The annual club tryout is the recognized time period within which to recruit new team members. Tryouts and recruiting can commence the Monday after State Cup at 6:00pm (see www.dukecity.org for specific dates) and can continue until a player is registered to a team.

INTRA-CLUB TRANSFERS

Transfers from one Rio Rapids team to another Rio Rapids team may take place at any time. The State Cup Roster freezing deadline (mid-March for U13-and-up) is often the one date that needs attention. Intra-club transfers shall adhere to the following.

Just as in inter-club transfers, if a parent or player contacts a coach regarding a possible transfer within the Rio Rapids Soccer Club, the receiving coach shall direct the interested player/parent to contact either their team

coach or age group director regarding said transfer. Under no circumstance should the receiving coach engage the parent in a discussion of specifics or possibilities. The coach should defer until he or she is contacted by the team coach or age group director.

When a player/parent has made their transfer desire known to their team coach or the age group director, the team coach and age group director will then contact one another to discuss the request. If it is a legitimate request, the age group director will then contact the coach of the team to which the transfer is desired.

If approved by the receiving team coach, the Director of Coaching shall contact the coach of the team on which the player is registered. The desired player's team coach or the Director of Coaching shall discuss the possible transfer with said player and his/her parents.

In all instances, the utmost consideration shall be given to the wishes of the recruited player and secondarily to the roster shake-up the transfer may cause on the reduced team and its remaining players. In all cases the wishes of the player/parent shall supersede the input or wishes of any coach.

Under NO circumstances shall any parent or player involve himself or herself in recruiting players from other Rio Rapids Soccer Club teams.

INTRA-CLUB GUEST PLAYING

Coaches wishing to utilize guest players from other Rio teams will use the following procedure:

The team coach wishing to invite a guest player from another Rio Rapids Soccer Club team shall first approach the coach of the team with whom the player is registered. The player's coach will then present the proposed guest playing opportunity to the player and his parents. Once the coach the player and parents are in agreement the guest playing procedures can be set in motion.

If any of these recruiting procedures are violated, then the violation shall be addressed as follows:

Violations shall be immediately brought to the attention of the Director of Coaching or the Club President.

The Director of Coaching/President shall present the violation and circumstances at the next Board of Directors Meeting.

It shall be at the discretion of the Board of Directors to formulate a penalty for any violation that best fits the circumstances and severity of the violation. Penalties can range from a warning, to a suspension from participating in one or more games, to expulsion from the club.^{1[i][i]}

CONSEQUENCES OF POLICY VIOLATION

If any of the above recruiting procedures are violated, the violation shall be addressed as follows.

The violation shall be brought to the immediate attention of the Director of Coaching or the Club President.

The Director of Coaching/President shall present the violation and circumstances at the following Board of Directors meeting.

It shall be at the discretion of the Board of Directors to formulate a penalty for any violation that best fits the circumstances and severity of the violation. Penalties can range from a verbal warning, to a suspension from participating in one or more games, to permanent suspension from the Club.

APPEAL AND PROTEST PROCEDURES

Appeals for violating the recruiting process should adhere to and encompass the following.

Appeals and protests should be submitted in writing to the Rio Rapids SC Board.

A board member will inform all parties concerned as to the details of the appeal/protest.

A board member will form an appropriate committee from the pool of Appeals and Protests Committee volunteers.

The Appeals and Protests Committee will provide all parties the opportunity to present their case.

Appeals and Protest Committee will provide a recommendation to the Rio Rapids Soccer Club Board based upon the hearing.

The Rio Rapids SC Board will review the recommendation and inform all parties of its decision.

SANCTIONS

The sanctions for breach of the Club's tryout policy will be at the discretion of the Appeals and Protest Committee and the Rio Rapids Soccer Club Board of Directors.

Rio Rapids Soccer Club requires all member coaches to comply fully with the stated policy of the club for DCSL tryouts. If any Club coach submits that there has been a breach or abuse of the tryout process, the Appeals and Protests Committee of Rio Rapids Soccer Club will review the matter.

LEAGUE INFORMATION

DUKE CITY SOCCER LEAGUE

DCSL is affiliated with U.S. Youth Soccer Association (USYSA) and New Mexico Youth Soccer Association (NMYSA). DCSL is widely considered the most competitive Soccer League in the State of New Mexico. DCSL membership consists of five east side clubs from the Albuquerque Metro area. The five clubs that are members of DCSL are as follows.

- Rio Rapids SC
- AUFC
- Classic F.C.
- Admiral Elite
- New Mexico Rush
- Sting

DCSL does its best to level the competitive arena for all players in all clubs. It uses a fair ranking process to ensure level competition for all teams. DCSL is responsible for the Metro Schedule for the Fall and Spring seasons. Guests from neighboring leagues are allowed to play in the Metro Schedule and are bound by all DCSL rules. Competitive play for U9-U10 is round robin. The first half season of U11 is also round robin; however, during the second half teams are ranked into groups. DCSL uses three groupings (brackets) — Premier, Challenge 1, and Challenge 2.

The Premier bracket includes the most competitive teams, i.e., teams ranked the highest based on their competitive performance in league play. Challenge 1 teams are the next tier. Challenge 2 teams may be newer teams that are not well established competitively or teams that may not wish to compete at the higher levels of play. Rio Rapids SC has teams playing in all brackets in the DCSL metro schedule.

TEAM SEEDING

Team seeding is developed by and in accordance with policies of the DCSL. It is the team coach's responsibility to ascertain the accuracy of scores being reported to DCSL. All scores that are reported are posted on the DCSL website. Team coaches should check scores frequently and report discrepancies to the Operations Director at DCSL. Coaches should transmit a courtesy copy to the Rio Parent/Player Liaison and the Rio President.

Team ranking takes place twice a year after regularly scheduled matches are completed for the Fall and Spring seasons. Each club affiliated with DCSL sends two representatives with knowledge of the club's teams and scores to the ranking meetings. The Ranking Committee is made up of the two representatives from each club and they have the responsibility to fairly rank the teams based on the ranking system adopted by DCSL.

Prior to the ranking meetings a request for information is sent to all Rio coaches and managers regarding the accuracy of scores reported for their team. Rio coaches must respond within a reasonable amount of time of any and all discrepancies. The coach shall additionally provide a copy of any discrepancy report to the DCSL Operations Director.

DCSL WEB ADDRESS: www.dukecity.org

NMYSA WEB ADDRESS: www.nmysa.net

TEAM TRAVEL AND TOURNAMENTS

When you register for a tournament, review the sanctioning document to verify whether it is open to USYSA teams and/or USclub teams.

TEAMS TRAVELING UNDER USYSA

OUT OF STATE TOURNAMENT

Go to www.nmysa.net and click on the [eTravel link](#). Fill out the form and print two copies, one to send to the tournament and one for the coach or manager to take to check-in.

IN-STATE TOURNAMENT

For in-state or out of state tournaments, the most current roster you have is your official roster. If you are unsure about out of state requirements contact Dawne Settecerra (514-3182) or the NMYSA office (830-2245).

TOURNAMENT TEAM ROSTERS

A tournament team is a team consisting of players that are registered throughout all of New Mexico. NMYSA creates the roster. Permission **MUST** be obtained from all coaches in writing prior to talking to any players. Contact the State Office for more information (830-2245).

GUEST PLAYERS

Guest players must be registered with a league. Complete the online [eGuestPlayer form](#) at www.nmysa.net. The receiving team must have authorization from the player's coach. You will need the player's pass card and NMYSA Membership form to be able to complete the guest player form. Print two copies to take to tournament check-in. If you have a guest player from out of state, please contact the State Office (830-2245). Guest players do not get added to your roster.

TEAMS TRAVELING UNDER US CLUB SOCCER

- Contact the tournament director at the tournament you will be attending and inform them that you are traveling under USclub Soccer.
- Pass cards, and USclub registration forms/medical release will be needed for each player at the tournament check-in.
- Rio Rapids SC recommends that teams use one notebook for USYSA and USclub info and to have it divided in the middle. This ensures all paperwork is in one book.
- Team manager/coach will print out an official roster from the USclub website for your team check in.

- Guest players must be registered with USClub. Tournament team roster will be formed and printed out for that particular tournament from the USClub website.

USClub Soccer Website: www.usclubsoccer.com

Rio Rapids SC Contact: Jason Moran at 331-1373 or jmsoccer@msn.com

Rio Rapids SC GUEST PLAYER POLICIES

When guest players are needed for tournament play, all are encouraged to consider players from another team in your age or from a team a year below within the Club. When doing this, please make sure that contact with the team coach is made before approaching the player or his/her parents to seek permission for the player to guest.

BENEFITS, FEES, AND SCHOLARSHIPS

Rio Rapids SC is a 501(c)(3) public charity that provides soccer-related services to the community on a non-profit basis. You may designate Rio Rapids SC as your charity of choice through the United Way campaign. Funding received by the Club is used to pay for scholarships, coaching services, and coaching education. During the 2015-1 Season Rio provided approximately \$70,000 of scholarships to families to help pay for Club fees. The financial support received through fees, charitable donations, and fundraising activities has enabled players to continue to receive the best coaching available in New Mexico. If you have questions about making a charitable contribution, please contact John Hix at hixjohn@comcast.net

MEMBERSHIP BENEFITS

There are numerous benefits to belonging to Rio Rapids SC. These include:

- **Access to full time professional coaching** — All coaches and club members are given the option to decide the degree of coaching support required for each individual team.
- **Age group training sessions** — Will be scheduled periodically throughout the year with directors and senior staff
- **Weekly goalkeeper training sessions** — Rio Rapids SC goalkeepers have the option to attend professionally staffed goalkeeping sessions during the Fall and Spring seasons.
- **Match analysis provided by professional staff coaches** — all teams have access to professional match analysis. (Degree and extent will be dictated by each team's program choice). This is scheduled by team coaches.
- **Team coach training sessions and clinics** — all Rio Rapids SC staff and volunteer coaches will be trained in the latest age specific training and player development techniques.
- **Communication with age group director** — each team/coach will communicate with their Rio Rapids SC age group director during the season.
- **Access to college advisory program** — at the appropriate time, all members will receive support and direction with regard to further education and college soccer playing opportunities.
- **Structured and centralized administration** — all members will receive the benefit of Rio Rapids SC's administrative support network.
- **Additional playing and training opportunities outside of team membership** — players may be offered the opportunity to train or play up within the Rio Rapids SC team structure.
- **Player evaluations** — all parents/players U12 and above will receive an evaluation each year from their head coach.
- **Fitness training** — Rio Rapids SC will partner with Elevate to provide fitness training opportunities for players
- **Rio Rapids SC practice shirt** — all player receive a Rio Rapids SC Training shirt
- **Access to scholarship funds** — players are entitled to apply to the Club scholarship program.

- **Preferred status in application to Club camps** – all Rio Rapids SC members will receive preferred access to Rio Rapids SC winter, spring break, and summer camps.
- **Club identity** — all players/teams receive the benefit of Rio Rapids SC identity and branding in tournament application and recruiting processes.
- **Partner clubs** — all teams will be given the benefit of scrimmage/practice opportunities with Rio Rapids SC partner clubs.

2016-17 Dues	Club Fee Payable to Rio	Duke City League Fee Payable to Rio	Total	Due 7/15/16	Due 11/15/16	Due 2/1/17
U5 thru U6 Youth Academy I	\$180.00	\$0.00	\$180.00	\$180.00		
U7 thru U8 Youth Academy II	\$240.00	\$0.00	\$240.00	\$240.00		
U9/10 Team Track	\$300.00	\$100.00	\$400.00	\$400.00		
U9/U10 Academy Track	\$450.00	\$100.00	\$550.00	\$330.00	\$220.00	
U9/U10 Premier Track	\$560.00	\$100.00	\$660.00	\$400.00	\$260.00	
U11/U12 Team Track	\$340.00	\$100.00	\$440.00	\$340.00	\$100.00	
U11/U12 Academy Track	\$565.00	\$100.00	\$665.00	\$390.00	\$275.00	
U11/U12 Premier Track	\$675.00	\$100.00	\$775.00	\$450.00	\$325.00	
U13-U19 Team Track	\$395.00	\$100.00	\$495.00	\$300.00	\$195.00	
U13-U19 Club Track	\$595.00	\$100.00	\$695.00	\$400.00	\$295.00	
U13-U19 Academy Track	\$790.00	\$100.00	\$890.00	\$390.00	\$250.00	\$250.00
U13-U19 Premier Track	\$900.00	\$100.00	\$1,000.00	\$300.00	\$350.00	\$350.00
Any player failing to make payment of Club dues as directed by the schedule above will be suspended from play until payment is made. The player pass card will be surrendered to the Club Registrar during this suspension period. When payment is made, the player pass card will be returned to the team coach.						
Return Check Policy – All returned checks will be charged a \$25.00 processing fee and must be paid in cash prior to registration being completed and pass cards being issued.						
All U15-U19 programs to start after the high school soccer season and continue through completion of USYSA national championship play.						
New players added during a season will use a prorated schedule determined by the Registrar.						
Transfers – Player’s club and team fees must be paid in full before transfers are granted.						
Rio Soccer Club has a no refund policy. Please refer to the handbook for more information.						
Teams need to notify Registrar if they are playing less games in DCSL and therefore having a lower league fee.						
Scholarships - Any scholarship player who wishes to transfer must pay scholarship award and all team fees prior to transfer approval.						
Late Fees - Late fee of \$25 will be assessed for payments 10 or more days late.						

TOURNAMENT ENTRY FEES

Tournament expenses are handled on a team-by-team basis, as coordinated by the team manager. These fees are the responsibility of each team. Each player will be assessed his/her portion of the tournament registration fee, coach travel expenses, if applicable, and other costs.

REFUNDS

Rio Rapids SC has adopted a no refund policy. After registrations fees are collected, refunds will not be given to players who do not play for the Club. In the event of extreme circumstances and/or hardship, the Board of Directors reserves the right to determine if a refund is warranted. Examples of reasons why the Club will not issue a refund include, but are not limited to, the following:

- The player or parent has a conflict with the coach or a player(s).
- The player is suspended or expelled as a result of a disciplinary action.
- The player becomes injured on or off of the field.
- The coach leaves the team, but Rio places another coach in his/or her place.
- The player relocates out of town.
- The player has overcommitted to other sports, activities etc., and decides to not play soccer.
- The player cannot make the practice nights or field locations

SCHOLARSHIPS

The official name of this scholarship program shall be the Rio Rapids SC Soccer Scholarship Fund.

Scholarship Director John Welch 400-7448 jmwelch007@gmail.com

ADMINISTRATION

This scholarship program will be under the direct supervision of the Rio Rapids SC Club President. An appointed chairman will be directly responsible for administration of this.

SCHOLARSHIP

- * No Full Scholarships will be awarded, a minimum of \$75 will be charged per player
- This association at its Board of Directors meeting will determine the dollar amount available on an annual basis.
- Scholarship amounts awarded will be based on the needs of the individual.
- Scholarships will be reviewed on a yearly basis.
- The scholarship chairman will make recommendations to the president for review and approval.
- New applicants will be considered past the deadline if they are added to the team during the year if funding exists.
- Partial Scholarships only - Remaining amount of fees must be paid IN FULL by 11/15 or 2/1

INSTRUCTIONS FOR APPLICATION

- Applicant must complete the required Rio Rapids SC Scholarship Application and return the completed application and required supplementary forms by the application deadline. The application can be found on our web site at www.riosoccerclub.org The application process will be delayed if any lines are left blank or required information is missing .

- Scholarship applications are accepted throughout the year. Priority is given to those applications that are received by July 10th. Applications that are received after this deadline will be considered based on availability.
- Application may be turned into Team Manager, Coach or to Scholarship Administrator (see address above). //

CRITERIA USED FOR SELECTION OF SCHOLARSHIP RECIPIENTS

“Note” No one will be disqualified because of sex, race, color, creed or religious beliefs

- Level of involvement of applicant in youth soccer, as a player, referee or coach.
- Level of involvement of applicant's family (parents, siblings) in youth soccer.
Level of involvement in extra curricular activities (school, community).
- All Families receiving Scholarships must volunteer one full day at the Rio Open or other Rio run tournaments. This process will be tracked through through the club registration process.
- All Families must submit an attached letter with application stating why they believe they are deserving of a scholarship.
- Families with an income of \$60,000 and above will not be considered for scholarships unless there are extenuating circumstances
- Financial need based on the last week’s paycheck from both parents

THE ABOVE ITEM MUST BE PROVIDED FROM BOTH PARENTS

RELEASE FROM A TEAM

Any player receiving a scholarship for the seasonal year will not be released from that team to play on another team unless transferring to is another Rio team.

FUNDRAISING POLICY

Individual teams are permitted to fundraise for themselves during Club events provided they do not conflict with sponsors that Rio currently has a working relationship with. Fundraising with food products, including bottled or canned beverages will fall under the jurisdiction of the applicable site. The Rio Rapids SC Event Coordinator must approve all fundraising activities.

UNIFORM POLICY

PURPOSE FOR HAVING A CLUB UNIFORM

A critical step toward creating a “Club” tradition is to have a unified visual presence on the field. Besides providing an essential visual identity, a standardized club uniform saves each team a substantial amount of money. The size of the Rio Rapids SC attracted the attention of all the major uniform vendors and culminated in a competitive bid process. As a result, the club has been able to negotiate significant price savings on the cost of the uniforms and uniform accessories. Each team registered as a member of Rio Rapids SC is required to purchase the standardized club uniform. Teams new to the club will be required to purchase one of the

standardized uniform options as part of the membership requirements to the club. Teams will be required to purchase new uniforms every 2 years. Under only special circumstances will a Rio team be allowed to deviate from this policy. Any deviations must be pre-approved by a vote of the Rio Rapids SC Board.

Rio Rapids SC uniform will be specified on the club website, at the club approved vendor's storefront, through literature at tryouts, and in the team registration packets. Adidas is the current club specified manufacturer for uniforms, training suits and accessories. Besides the exceptional quality and comfort of the Adidas uniform material; another consideration in choosing Adidas are the 3 year (minimum) life-spans of the chosen product lines. What this means to the club is that these product lines will be supported by Adidas for at least 3 years. Each uniform product line and accessory (Warm-ups, bags, etc.) will be detailed in a separate attachment. Any team of age U11 or above playing in the "Metro" schedule will be considered "competitive" and as such will be required to wear a Rio Rapids SC approved kit. For U10 and younger teams, Rio Track teams, and the Rio Youth Academy, there is an alternative to the competitive uniform in which a less expensive choice of uniform will be available.

FINANCIAL RESPONSIBILITY

The team uniform coordinator or team manager, as representative of that team, is responsible to the specified vendors for management of the teams' accounts and payment in accordance with the required uniform payment schedule. No Uniforms will be released to an unapproved team representative. Furthermore, **no uniform orders will be released to anyone without the team account being paid in full.** Rio will not serve as a financial intermediary between the Rio team and the vendor. Rio will assist its vendors and bring to bear its resources against any team in which insufficient funds or other situations in which there may be an issue between one of its teams and the chosen vendors of Rio that merits mediation.

UNIFORM COSTS

The price of the uniforms and the uniform accessories to all Rio teams are based on a negotiated agreement between Rio and the approved Adidas distributor in which the parties have entered into a master uniform agreement. Integrity of the agreement has been sanctioned and guaranteed by Adidas that should the Adidas distributor become unable to supply the Adidas products, Rio will be directed to another vendor. In the case of a change in vendors, the prices detailed in the agreement cannot be guaranteed. In addition to the cost of the uniform package or individual uniform pieces, there may be other nominal costs, based on additions such as the addition of sponsor logos, or in the case of a state champion, the addition of embroidered stars to the uniform kit. As per the Rio master uniform agreement with its uniform retailer, optional items such as warm-ups, and equipment bags will be sold to Rio teams at the negotiated and agreed upon price detailed in the pricing attachment. Please refer to the Team managers manual provided by Soccer Stop for ordering guidelines and deadlines. Teams are strongly encouraged to purchase optional items from the specified Rio vendor as all purchases of Adidas products are tracked and count towards our ability to outfit our full-time, professional, and volunteer staff. The amount of tracked purchases allows Rio Rapids SC to utilize an exchange of attire to paid staff in addition to wage as part of a compensation package. Provision of staff coaching attire helps alleviate direct out of pocket expenses to the membership for coaching costs. Also, the amount of monies attributable to Rio Rapids SC membership purchases will assist in the negotiation of future uniform contracts helping to keep uniform costs lower. Uniform package, pricing information, order forms, and procedures are available on the website, in tryout literature, and as part of a team's registration information.

UNIFORM DECORATION

Uniforms will be decorated with Rio Rapids SC approved transfers for both the "RIO" logo and numbers. Soccer Stop will apply the numbers to the jerseys once they are received. Training suits will be embroidered as part of the order and will be decorated by a vendor approved by Rio and Soccer Stop.

TEAM IDENTITY, DESIGNS, OR EXPRESSIONS OF INDIVIDUALITY

Teams may express individuality or individual team identity in the form of team warm-up tops, shirts, or other wearable items. At no time may a team wear anything other than the club specified uniform during an official

league game, tournament, or friendly when officially representing Rio Rapids SC . Players may wear the kits of their choice during pre-game warm-up, scrimmages, skills, or practice in accordance with the mandate of the coach for such attire. **PLEASE NOTE THE FOLLOWING: Child predators are an unfortunate reality in our society today. As such, for the safety of our players, Rio will not allow and actively discourages the display of any information on a uniform or warm-up kit / t-shirt that identifies a player, other than the club specified number. Furthermore, Rio encourages its membership to utilize other methods of identification on a players training suit other than the player's name. Identification of possession of such items can be accomplished by embroidering the player's number (and/or team name) on the training suit, or by using a permanent marker and writing the player's name or number on the "sizing" tag inside the specific garment.**

THE CLUB, A TEAM AND/OR A SPONSOR'S LOGO

All Rio team uniforms will bear the Rio Rapids SC club logo. Individual team logos and/or sponsor logos may be allowed on a jersey, short or sock if prior written approval has been granted by the Board. Rio and its Board of Directors reserve the right to approve or disapprove any logo, marking, or writing to be placed on the club's official uniform. Approval will not be unreasonably withheld. For any request to be approved, a team must submit, 30 days in advance the artwork (logo, marking, writing, etc.) drawn to the exact scale illustrated in the true colors. A team will be notified within 30 days of submission whether or not the request is approved or disapproved. The Board will consider whether or not at least the following general guidelines have been met before approval may be granted.

- The colors are compatible with the uniform and club logo's colors.
- The request is appropriately scaled and sized.
- It is tasteful in design and/or message/slogan content.
- It is necessary (i.e. helps secure a financial sponsor).
- Logo size must be NCAA compliant

Procedures for Ordering Uniforms-

Please refer to the Team Managers uniform procurement manual provided by Soccer Stop.

CAMP PROGRAM

A camp is any series of coaching sessions that runs for three or more consecutive days with the same group of players in attendance (group size of six or more).

PURPOSE

The Rio Rapids SC camp series further enhances the soccer experience for all players in New Mexico and surrounding states. The camp series will focus on individual player development and team strategies (where applicable). Additional benefits include:

- Further development of players within Rio Rapids SC
- Specialist training where appropriate (e.g. goalkeeping, weight training, injury prevention)
- Team specific camps
- Exposure to players outside of Rio Rapids SC

CAMP DATES:

- Winter camp series (December and January)
- Spring Break
- Summer (June – August)

PAYMENT POLICIES

- All payments are to be made in advance of the camp start date
- Applications for all camps will be accepted on a first come first served basis. Applications will only be accepted during the week of camp if space is available. This will be at the camp coach's discretion
- An additional fee may be required for non-Rio Rapids SC players to attend camp
- Full refunds will only be offered if a complete camp is cancelled due to an act of God (e.g. severe weather). All other refunds will be dealt with case by case and will be at the final discretion of the Skills and Clinics Director

LIABILITY

- All players registered with NMYSA will be covered by NMYSA insurance
- For players outside of NMYSA season additional insurance and liability will be provided. This is the responsibility of the Assistant Director of Coaching

COLLEGE PROGRAM

Rio Rapids Soccer Club will assist its high school Juniors and Seniors in locating a college that offers soccer scholarships. Our professional staff has first hand knowledge of the demands of college soccer as well as numerous coaching contacts at all levels of collegiate soccer. Our program consists of the following.

- Rio Rapids Soccer Club will conduct a college night for U14-U17 teams every two years.
- Rio Rapids Soccer Club Directors of Coaching will be available to meet with individual teams upon request. The Directors of Coaching are equipped present information on the college recruiting process, provide guidance and answer questions.
- The Boys' and Girls' U15-U19 Directors, team coaches, and managers will help the players create player profiles containing academic, soccer, and college interest information. In addition, assistance will be given with player resumes and letters of introduction.
- All U16–U18 teams may have their team and player profiles posted on the Rio Rapids Soccer Club team web page.
- All U16 – U18 teams may create a team handbook consisting of player profiles, team stats/schedules, as well as club/training staff details. This handbook will be distributed to interested college coaches. The Boys and Girls U15-U19 Directors are responsible for leading this effort.
- Rio will encourage attendance of its U16-U18 teams at College Showcase events. The Boys and Girls U15-U19 Directors and team coaches will consult with players/parents to ensure that teams participate in appropriate tournaments. The goal is to expose our players to as many college coaches as possible.

OLYMPIC DEVELOPMENT PROGRAM

The US Youth Soccer Olympic Development Program (ODP) is a national program that identifies and develops high-level youth players throughout the country to represent their state association, region, and the United States in soccer competition. ODP teams are formed at the state association and regional levels and are made up of the best players in various age groups. At the state association level, pools of players are identified in each eligible age group and brought together as a team to develop their skills through training and competition. From the state pools and subsequent teams, players are identified for regional and national pools and teams. The Young Olympians Program (YOP) is a state program to identify and develop youth players in the next two age years younger than the ODP program. For additional information, contact the [State Office](#) at 830-2245.

Rio Rapids SC strongly recommends that all players selected for NMYSA state team training participate. The program allows players to compare themselves against the best players in the state and region.

If you have any questions regarding ODP, please talk with your coach or age group director.

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