



MANAGER HANDBOOK

PREFACE

The *New Mexico Rapids SC Manager Handbook* contains information to aid team managers in successfully assisting the head coach and/or manager in team administration. If you have any questions not answered in this handbook, 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 us.

The following are the names of individuals for communications/questions.

- **Executive Director:** Jason Moran 505-331-1373 jason.moran@nmrapids.org
- **Registrar:** Cathy Thomas 505-379-5190 cathy.thomas@nmrapids.org
- **Technical Director:** Justin Sells 505-463-5662 justin.sells@nmrapids.org
- **Director of Coaching:** Chris Hurst 505-301-6445 chris.hurst@nmrapids.org
- **ECNL & Boys U17-U19:** Derrick Ayers 410-961-5998 derrick.ayers@nmrapids.org
- **EA & Boys U14-U16:** Patrick Schmitt diel 828-507-697 patrick.schmittdiel@nmrapids.org
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- **GA & Girls U16-U19:** Chris Brennan 505-401-2870 chris.brennan@nmrapids.org
- **DPL and Girls U12-U15:** Marie Ipock 505-306-1404 marie.ipock@nmrapids.org
- **Girls U9-U11:** Victoria Barba 505-507-0618 Victoria.barba@nmrapids.org
- **U5-U8 B&G Sunday Starters:** Eric Dooley 505-702-5412 eric.dooley@nmrapids.org

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WEBSITE: www.nmrapids.org

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.nmrapids.org/resources/for-managers/>.

PAPERWORK AND FEES:

The registrar will forward the NMYSA membership form once the team has been formed. If a player is playing up on a team, the play up form will need to be completed and sent to the registrar. Once all signatures are complete, the completed form will be forwarded to the manager. All forms can be found on the website under Forms.

THE NM RAPIDS DOES NOT KEEP COPIES OF NMYSA MEMBERSHIP FORMS, PLAYING UP CONSENT FORMS OR BIRTH CERTIFICATES.

Team Information Form: Complete this form and turn in with any payments. Completed forms must be turned in so the registrar knows what players are on each team. This is the easiest way to know how to tell who should be registered on your team. Should the parent be paying with check, please include their payment amount on this form.

Team Budgets: Each team also needs to supply the registrar with their team budget.

ONE TEAM CHECK: One check per team is preferred. The exception to this would be for U9s. Any subsequent payments for that team needs to be made in one check. Only for the first payment will individual checks be accepted. Turn in **one** check per team for Club and League fees for those players who didn't pay online with a credit card. If a parent pays with cash, it is preferred that the team writes a check to the club.

Various payment plans are available for all ages. Refer to the Club Fees on the website to see payment plans.

Playing up Policy (FOR TEAMS PLAYING UP, NOT INDIVIDUAL PLAYERS): This report needs to be completed only if your TEAM is playing up in the Duke City Soccer League.

Proof of Age: Proof of age documents need to be uploaded into the registration platform. Only need to provide a proof of age for new players to the registration system. If the player is not a US citizen, then a photocopy of the original birth certificate (needs to be translated into English, if applicable) as well as the appropriate International Clearance paperwork. Please get with the registrar to ensure correct paperwork is completed.

Duke City Soccer League (DCSL) Application Form: The head coach must complete the top section, which serves as the coach registration and the bottom section for the practice location as well as referee information. The coach must sign and date the form. The bottom section must be completed by the team referee and be signed and dated. If the head coach does not fully complete this form, Duke City may not register the team. The referee that you list must be currently registered and certified

by the state referee association. DCSL will verify this. Also be sure to complete the practice location section as Duke City works with the City of Albuquerque to reserve practice space on our behalf.

Team Referees: Each team in DCSL is required to have at least one referee who will help ref four games sometime during the fall & spring seasons. In addition, as many of you have seen we have a referee shortage and we need to urgently start building a referee pool again here in NM.

- If a team fails to do their required four games, the team will not be part of the DCSL schedule for the 1st and 2nd weekends the following season so that the team referee can do their make up games.
- More information regarding referee certification can be found at

<http://www.nmysa.net/TopNav/Referees/refereeresources.htm>

Out of Town Player Form: If any of your players are from out of town (more than 70 road miles), please have them complete the out of town player form so their fees can be adjusted. The appropriate form can be found on the website.

Pass Cards and Rosters: Once the registrar verifies that players are registered online and a payment is made, the team manager will be notified via email that the paperwork and pass cards are ready to pick up. The roster will be emailed to you as well as the membership forms (medical form). A pass card will not be generated if there is not a picture in the player's account. 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. **If you lose a pass card and need it re-printed, there is a \$5.00 per card reprint fee up to \$30.**

Multi-Child Family Discount – Families are eligible for a multi-child discount once all Rapids fees have been paid. The discount is dependent on the program that the child played in for the year. The deadline to submit paperwork is May 1 for the playing year that just ended. You can find the form on the website.

REGISTRATION REMINDERS

- U9-19 Team Registration paperwork due to New Mexico Rapids Registrar **no later than June 26.**
- Make sure you know what **PROGRAM** your team is and let your parents know before they complete the online registration.
- Managers/parents DO NOT turn anything into Duke City Soccer League as they will not take registration paperwork from team managers or coaches.
- New Mexico Rapids SC will not register players or release pass cards without payment.
- If a family chooses to pay by credit card and chooses a payment plan, the credit card will automatically be charged based on the payment plan dates. There is a \$5 per payment surcharge for signing up for payment plans.

ONLINE REGISTRATION

Parents will use the same username and password that was set up in the past. If they have a new email address, they will still use their old email address as the username unless they have the registrar update

it for them. After logging in, if any updates need to be made, they would do it at this time. Player's first and last name needs to match what is on the birth certificate. They can NOT put down the nick name as their first name.

SCHOLARSHIP PAPERWORK

The scholarship application needs to be filled out online and the required paperwork needs to be turned into the Scholarship Committee via email. Complete instructions are on the website. Parents applying for a scholarship are required to submit \$100 towards club as well as the Duke City league fees, if applicable, with the balance figured based on award. An award letter will be generated with information regarding when payments will be due. NM Rapids will begin taking applications May 1.

NEW MEXICO RAPIDS SC DUES

- The entire Duke City Soccer League Fee is included with registration costs and is dependent on which track the team is signed up for..
 - \$105/player U9-U19 or \$55/player if the team is playing a reduced number of DCSL games.
- If a credit card is declined when the system attempts to charge it according to the online payment plan, follow the instructions in the email that explains how to correct the credit card number. The Registrar is not able to enter your payment information on the system side. If there are any chargeback fees, the parent will be responsible for those fees as well. The registrar can not re-run the card either.
- U5-U19 has various payment plans depending on the program selected by the team.
- Refer to the Club dues form to see payment plans.
- Scholarship players – If a player receives a partial scholarship, the balance is due per the terms of the award letter.

ECNL/EA/GA/DPL

- All ECNL/EA/GA/DPL teams will also have hosting fees. The amount of the hosting fee will be given to out on a team by team basis.
- If the team is participating in any DCSL games, the league fee for this will be in addition to the registration fees shown at the time of registration.
- There are also additional team league fees and/or player registration fees for each program. Each team will be invoiced for these fees.

TRYOUTS

Teams need to follow rules for all tryouts based on the appropriate league (DSCL/ECNL/EA/GA/DPL).

REGISTRATION

A player's registration is considered official once the player/parent has filled out and submitted the online registration form and paid. Therefore, players are eligible to start registering at the following times for the 2024/2025 Seasonal year:

- On Monday April 29, 2024, after the last DCSL scheduled weekend
 - All current New Mexico Rapids players can register

- Any player from another club may be contacted by anyone from any team/club and participate in your training sessions beginning May 1st
- Any player from another club may be offered a spot in a new club and may commit, but registration cannot take place until June 2nd up to U14 and June 8th for U15 and older.
- Formal club tryouts are below
- Registration is complete when the online application has been completed and money has been received.

New Mexico Rapids Tryouts at BFP - north side of field

U9-U14 - May 29th

2011-2013 sign up 4:00, tryout 4:30-6:00

2014-2016 sign up 5:30, tryout 6:30-7:30

U15-U19 - June 4th

2010-2006 sign up 4:30, tryout 5:00-6:30

Once a player has submitted their registration form, that player is bound to the team for that seasonal year. Players wishing to seek a release and/or transfer to a new team (not in NM Rapids) after they have previously registered to a team can only do so during the DCSL Transfer window (see the Transfer/Release section). The release and transfer must be approved by the Club Coach or Coaching Director, Club Registrar, and League President. Players who are in bad financial standing with their teams/club and league will not be released or allowed to transfer until all owed fees and dues are paid in full. Please see New Mexico Rapids' financial agreement to see what fees and dues would be owed if you are requesting a release from your current team.

MANAGER FAQs

Can the registrar send the manager a list of players that have registered online for a particular team so the manager can see who is registered online or is there a place the manager can check?

No. When players register online they are registering for a program. The registrar is able to see the players registered for a particular program but there is no way to know what team that player should be on based on the online registration. The registrar gets that information from the team manager based on the names on the deposit detail. It is best to have the parent email the confirmation receipt they get upon successful completion of online registration to the manager so they know who is registered online.

How do I know if a player is registered online?

Contact the parent and have them send you the email confirmation they received. If they didn't get one, they aren't registered online.

Can a parent change how they want to pay their fees after they register online?

Yes. If the parent registered to pay by credit card and they are on the payment plan, they can have the registrar turn off the automatic payments and submit a check to the team manager. They must contact the registrar via email to do this.

Do I need to keep birth certificates in my notebook?

No, birth certificates are uploaded into the players account in Sports Connect and shouldn't be needed again..

Do I need to turn in photos to the Registrar for the pass cards?

No, the parent will upload a current color head shot of their child at the time of registration.

What is an "official roster"?

The roster that is given to you by the registrar is your official roster. You can make copies or request an electronic version. It will be updated as players are added or removed via transfers and releases.

How do I add guest players to my roster for tournaments?

You can't add guest players to your roster. The guest players are checked in separately at tournament check-in. The guest player will be handwritten on your roster. All instructions for guest playing can be found on the state association's website, www.nmysa.net.

How do I remove a player from the roster who has moved away or quit the team?

Players may not be removed from a roster without a completed transfer/release form. The form is listed under forms on the New Mexico Rapids website.

How do I add assistant coaches to my roster?

Email the registrar and Director of Coaching Education and Development the coach name. Information will then be sent regarding what steps need to be taken. The appropriate certificates will need to be

uploaded into the registration system. Once cleared, the registrar will add the coach to the roster and print a pass card for the manager.

What is the League fee and how is it collected?

The League fee is \$105, of which \$23 is paid directly to NMYSA at the time of registration and the balance is paid to Duke City Soccer League by New Mexico Rapids SC. This covers referees, scheduling, field maintenance, etc. If a parent pays online the fee is collected via their credit card payment. If they pay by check, it needs to be included in first club payment. U15 and older teams that only play 4 games in the spring will pay \$55 instead of \$105.

How do I set up a team bank account?

You can open a personal account anywhere you choose. You cannot use the Club's EIN number or get a letter from the Club to open a team account. The team is not a New Mexico Rapids business entity, therefore you must open a personal account using your information.

What do I do if a player is applying for a scholarship?

The player is responsible for the Duke City league fee in addition to a partial club fee amount that will be determined once all paperwork is turned in. A completed application, which is found online, must be turned in to the Scholarship Director. Incomplete applications will not be processed. The player must still register online and should choose the pay by check option. Upon scholarship award, a letter will be sent to the player's family so they are aware if there are future payments due.

Helpful Links

Resources for Managers: <http://www.nmrapids.org/resources/for-managers/>

Referee information: www.nmsra.org/clinics.htm

Duke City Website: www.dukecity.org

NM Rapids website: www.nmrapids.org

NMYSA website: www.nmysa.net

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, NMRSC 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* – Necessary for every team to have one.
- *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, 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 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.
- *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 volunteers is during team registration. New Mexico 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, New Mexico Rapids SC will not register your team until it's completely filled out.

Email addresses are very important for rapid communication for all.

RECOMMENDED 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.

TEAM FINANCES

It is a good idea for every team to have a treasurer so that the administrative responsibilities are not given to one person. Managers or treasurers are responsible for collecting club fees, league fees, uniform fees, tournament fees, travel expenses and any other fees associated with your team. NM Rapids SC is not responsible for administering team fees.

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.

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, NM 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 into 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 Rapids team to another Rapids 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 into the club registrar along with the player pass card and membership form. There is also a fee that will need to be paid to the League prior to the transfer being complete. 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 TRAVEL AND TOURNAMENTS

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

TEAMS TRAVELING UNDER USYSA

OUT OF STATE TOURNAMENT

Teams traveling to participate in tournaments within the region and outside of the region will no longer be required to obtain Travel Authorization from your league/club or NMYSA. Teams traveling must however bring the following documents with them to the tournament.

1. NMYSA Approved roster for the current season.
2. Individual laminated pass cards for each player/coach listed on the roster, (including guest players). Pass cards must be for the current season and have on them the team name/information, seasonal year, player/coach name and for players, the VERIFIED birth date as required by Rule 204 of the US Youth Soccer Policy on Players and Playing Rules. For coaches, a current NMYSA/US Youth Soccer pass card is evidence that they have completed the NMYSA risk management process.
3. Membership/Medical Release forms for each player listed on your roster and for any guest player(s).

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 that tournament's director

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).

EVENT TEAM ROSTER

An event team roster is created by the RRSC registrar. All staff and players must be currently registered with RRSC. Contact the Club registrar for an event roster. Event rosters are for when two teams are combining for a tournament. If you are adding a few guest players, an event roster is not generated.

GUEST PLAYERS

Guest players must be registered with a league. 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. The guest player's information will be handwritten on the team's official roster. 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 wishing to bring guest players to an event will no longer be required to complete an e-guest play form. Instead, teams must follow the below process. **Please note, in all cases, coaches must obtain prior guest playing approval from the player's current coach. Failure to do so will result in sanctions against the borrowing coach.**

1. For NMYSA registered teams, only other NMYSA /US Youth registered players may guest play with the NMYSA team. There is no cross-organization guest playing allowed.*
2. For NMYSA registered guest players, simply add the name of the registered NMYSA guest player to the bottom of the roster, obtain the players current pass card and Membership/Medical Release form, (must bring with you for credentialing).
3. For other US Youth registered guest players, complete the "Interstate Permission" form for guest playing and have both NMYSA and the registered/releasing State Association sign the "Interstate Permission" form. You will need to take a copy of the form with you to the event for credentialing along with their current pass card and Medical Release form. You will also need to add the guest player(s) name(s) to the bottom of your roster.

FUNDRAISING POLICY

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

SCHOLARSHIP

The NM Rapids SC Soccer Scholarship Fund is under the direct supervision of the Club President, with an appointed chairman directly responsible for administration of funds. Scholarship fund information includes the following.

1. The Board of Directors in conjunction with the treasurer will determine the dollar amount available on an annual basis.
2. Scholarship will be based on the needs of the individual.
3. Scholarships will be reviewed on a yearly basis.
4. Any unused amount of the scholarship fund will remain in the fund to be used in future awards.
5. The scholarship chairman will make recommendations to the president for review and approval.
6. New applicants will be considered past the deadline if they are added to the team during the year if funding exists.
7. Partial scholarships only - Remaining amount of Rapids fees must be paid in full by end of the Fall season.

INSTRUCTIONS FOR APPLICATION

1. Applicant must complete the required NM Rapids Scholarship Application and return the completed application and required supplementary forms by the application deadline. The application can be found at <https://www.nmrapids.org/resources/for-managers/>
2. 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.

CRITERIA FOR SCHOLARSHIP RECIPIENTS

No one will be disqualified because of sex, race, color, creed, or religious beliefs. The following items are considered when determining scholarship applicants and must be documented by the coach in a formal letter for scholarship consideration. If the letter is not included, a scholarship will not be considered. Additionally, the items must be provided by both parents.

- Attempts made by team to fund the player.

- Additional fundraising efforts on the player’s behalf.
- Level of involvement of applicant in youth soccer (e.g., 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, etc.).
- Financial need based on the two paychecks from both parents

UNIFORMS

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 New Mexico 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, New Mexico Rapids SC 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, New Mexico Rapids SC 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.

Procedures for Ordering Uniforms -

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

PLAYER RELEASE/TRANSFER FORM



NEW MEXICO YOUTH SOCCER

The governing body for youth soccer in New Mexico, affiliated with United States Youth Soccer, the United States Soccer Federation (USSF), and the Fédération Internationale de Football Association (FIFA)

PLAYER RELEASE AND TRANSFER (Attach US Youth Soccer player pass to this form if available)

PLAYER NAME	DATE OF BIRTH	NMYSA ID NUMBER	
STREET ADDRESS	CITY	ZIP	TELEPHONE

Reason for Release/Transfer: _____

RELEASE FROM:

TEAM NAME	TEAM #	U-AGE
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PARENT NAME	SIGNATURE	DATE
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RELEASING COACH NAME	SIGNATURE	DATE
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LEAGUE/CLUB PRESIDENT	SIGNATURE	DATE
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TRANSFER TO:

TEAM NAME	TEAM #	U-AGE
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PARENT NAME	SIGNATURE	DATE
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ACCEPTING COACH NAME	SIGNATURE	DATE
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LEAGUE/CLUB PRESIDENT	SIGNATURE	DATE
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EFFECTIVE DATE: Date of Release/Transfer Approval _____

Registrar Name: _____ Date Processed: _____

Rev: 081130

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(800) 976-2245 • fax (505) 830-2247 • http://www.nmysa.net/

