



# **MEMBERSHIP HANDBOOK**

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## PREFACE

The *NM 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 NM 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 NM Rapids Soccer Club, Inc., doing business as NM Rapids Soccer Club and will herein be referred to as the “Club”, “NM Rapids SC”, “NM Rapids”. NM Rapids 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.

NM 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. NM Rapids is actively embracing this tradition as our teams work and play together. As the NM 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. **For most updated info go to our web site.**

### CLUB INFORMATION

**MAILING ADDRESS:** 8220 La Mirada NE Suite 600, Albuquerque, NM 87109

**WEBSITE:** [www.nmrapids.org](http://www.nmrapids.org)

## CLUB OVERVIEW

### MISSION

To create and maintain an environment for youth soccer players from diverse backgrounds that encourages and inspires them to reach their full potential both on and off the field.

### VISION

NM Rapids Soccer Club provides the community with a model of quality youth development, education, and personal life inspiration through the sport of soccer.

### *Core Values*

- Employ a dedicated team of professionals whose shared goal is excellence both on and off the field ensuring that players will be trained with the most effective skills, techniques, and tactics.

- Provide education with respect to the benefits of healthy lifestyle and fitness that supports personal, social, and academic development.
- Create a life-long passion for the sport of soccer that afford players of all ability levels the opportunity to maximize their potential.
- Play an active role in players holistic development by:
  - Encouraging communication among teachers, parents, coaches, and Club staff.
  - Creating partnerships with parents, schools and colleges.
  - Recognizing that not all players' life priorities will be soccer and that the Club environment should act as a platform and tool that can assist in the development of the individual to succeed in whatever walk of life they choose.
- Create a safe environment that contributes to the development of mentally and physically healthy individuals that have self-confidence and respect for themselves and for others.

## **CLUB PROGRAMS**

**NM Rapids SC Programs go to [www.nmrapids.org](http://www.nmrapids.org)**

### **COACHING DIRECTORS' DUTIES AND RESPONSIBILITIES**

- Plan and conduct training sessions for all teams assigned by Director of Coaching.
- Attend and provide input at Duke City Soccer League (DCSL) when available 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 NM Rapids SC players to Young Olympians Program (YOP) and/or Olympic Development Program (ODP).
- Research and recommend preferred tournament events for NM Rapids SC teams.
- Communicate with NM 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 NM 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 DCSL games when available for teams assigned Director of Coaching.
- 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 NM Rapids SC.

## **PLAYER CONDUCT**

Every player in NM 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 NM 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 NM Rapids Soccer Club Board of Directors will review disciplinary matters at the request of club members

### **CONDUCT OF PLAYERS**

Provided below are the standards established by NM 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 you from 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 NM Rapids 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.
- Players shall not use or possess illegal drugs, alcohol, vape or cigarettes

## **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, NM 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 NM Rapids 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 NM 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 and anyone else's 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**

NM 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 who have made mistakes. If you are aware of the error, you may rest assured that the player is even more aware.
- Applaud 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 NM Rapids SC Director of Coaching will review specific instances of problem sideline behavior. Persons who cannot conduct themselves as outlined here should not attend NM 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 NM Rapids SC rules or policies or any organization NM Rapids is affiliated with, reported to the President, ED or any DOC will be reviewed, documented and decided on by the President. This applies to all Coaches, Parents and players that are part of NM 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 decision, these procedures shall be followed:

- (1) Appeals shall be made in writing to the President of NM Rapids SC within 10 days of the decision appealed from or the right to appeal is waived.
- (2) The NM Rapids SC board members, except the President, shall comprise an Appeals Committee and hear the appeal. Board members appointed to the Appeals Committee shall have not taken any part in the determination of the matters underlying the appeal. The Appeals Committee shall be made up of 3 board members: 1 selected by the appellant, 1 selected by the President, and 1 selected at random.
- (3) The Appeals 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 Appeals 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 NM Rapids SC office;
- (6) When all responses have been received, the NM 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.

A. The decision of the 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.

B. For all appeals from the decision of the NM 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.

C. The decision of the 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 NM Rapids Soccer Club standards.
- Fulfill your parental, financial, and volunteer obligations.
- Allow coaches to perform their commitments without interference during practices and games.
- Foster an environment of academic excellence and good sportsmanship.

### **PARENT CODE OF CONDUCT**

By accepting a team spot at NM Rapids SC, you are entrusting your child's soccer development to our club. In turn, we ask that you embrace our philosophy and dedicate yourself fully to our methods as your child does to his or her training. From our deepest commitment to the best interest of the kids, we have assembled the following expectations of all parents and families, whether they are new or returning to NM Rapids SC:

- I will encourage and support my child
- I will help to manage my child's expectations and aspirations
- I will promote and exemplify good sportsmanship
- I will not coach from the sidelines
- I will not exclaim or berate my child for mistakes during or after games
- I will not disparage or undermine my child's coach or teammates on the sideline or at home
- I will not engage in negative comments with or directed at opposing players, parents or the referee including use of foul language, obscene gestures or racial slurs. Spectators will not cheer or applaud opposing players being shown a yellow or red card
- I will follow the Club's communication protocol
- I will cheer for my child and his/her team and will allow the coach to do his/her job of coaching. I will not interfere with or contradict any instructions given by the coach during training sessions or games

I understand that by signing this document, our family is agreeing to support and abide by this parent/legal guardian code of conduct agreement and fulfill the agreed club fee and team fee set by the club and team.

Further, failure to comply with this agreement and the terms outlined above may result in disciplinary action up to and including suspension or expulsion from NM Rapids SC.

**Please keep a copy of this page for your reference throughout the season.**

# **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. NM 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 NM 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

- Establish and maintain regular contact between NM Rapids SC directors and team coach
- Provide competitive and educational environment for players of all age and abilities

## **LICENSING**

NM Rapids SC encourages and supports its coaching staff in its efforts to improve its coaching knowledge. The Director of Coaching Education & Development will review all requests and applications from staff coaches for financial support to attend and complete USSF and NSCAA licensing.

## **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**

Please refer to NM Rapids website for updated info and policy

## **DISCRIMINATION AND HARASSMENT**

### **Discrimination and Harassment Prohibited**

NM 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. NM 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 NM 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 NM 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

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 NM 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.

NM 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 the Club President. If the Employee believes it would be inappropriate to discuss the matter with the Club President, the Employee may report it directly to the Club's Executive Director.

**Any supervisor or manager who becomes aware of any incident of harassment should immediately report the incident to the 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**

Please turn in your membership form to your team manager as they are responsible for collecting all paperwork and fees needed for player registration. You should be able to print the membership form at the time of registration. There is no need to manually fill in the form. Do not turn in any paperwork to Duke City soccer league or NMYSA. All forms can be found at [www.nmrapids.org](http://www.nmrapids.org)

### **PAPERWORK AND FEES:**

Please be sure to turn in all required paperwork to your manager. They will direct you in what information they will need. Registration fees can be turned in the manager or paid online.

## **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 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 NM Rapids team to another NM 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 in to the club registrar along with the player pass card, membership form. 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, NM 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.
- **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. NM 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, NM 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, please help keep our kids safe by following these simple rules.

### **U15 and Younger Teams**

- NM Rapids 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**

- NM Rapids 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 NM 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/coach will lead each age group through the tryout process; that director/coach 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 48 hours of tryouts. Players need to know if they should be going out to other clubs' tryouts during tryouts week.

At tryouts NM Rapids SC will provide:

- Field space at Balloon Fiesta Park;
- 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**

Tryouts are 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 peNM Rapidsd 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 pNM Rapidsr 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 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".

### **INTRA-CLUB RECRUITING**

The NM Rapids Soccer Club policy regarding intra-club recruiting is equally important. NM 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 for NM Rapids within which to recruit new team members. Tryouts and recruiting can commence the Monday after State Cup at 6:00pm (see [www.dukecity.org](http://www.dukecity.org) for specific dates) and can continue until a player is registered to a team.

### **INTRA-CLUB TRANSFERS**

Transfers from one NM Rapids team to another NM Rapids team may take place at any time. 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 NM 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 NM Rapids Soccer Club teams.

### **INTRA-CLUB GUEST PLAYING**

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

The team coach wishing to invite a guest player from another NM 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.<sup>1[1]</sup>

### **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 Technical Director/Director of Coaching/ED/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 NM 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 NM Rapids Soccer Club Board based upon the hearing.

The NM 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 NM Rapids Soccer Club Board of Directors.

NM 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 NM 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 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. NM 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 NM Rapids Parent/Player Liaison and the NM Rapids 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.

**DCSL WEB ADDRESS:** [www.dukecity.org](http://www.dukecity.org)

**NMYSA WEB ADDRESS:** [www.nmysa.net](http://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**

See NMYSA rules - <http://www.nmysa.net/LeftNav/tournaments/etravel.htm>

#### **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 Cathy Thomas by email at [cathy.thomas@NM\\_Rapidsrapids.org](mailto:cathy.thomas@NM_Rapidsrapids.org) or the NMYSA office (830-2245).

#### **GUEST PLAYERS**

See NMYSA rules - <http://www.nmysa.net/LeftNav/tournaments/etravel.htm>

### **NM 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**

NM Rapids SC is a 501(c)(3) public charity that provides soccer-related services to the community on a non-profit basis. Funding received by the Club is used to pay for scholarships, coaching services, and coaching education. 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 Executive Director Jason Moran at [jason.moran@nmrapids.org](mailto:jason.moran@nmrapids.org)

## MEMBERSHIP BENEFITS

There are numerous benefits to belonging to NM 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.
- **Goalkeeper training sessions** — NM 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 NM 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 NM 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 NM 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 NM Rapids SC team structure.
- **Player evaluations** — all parents/players U12 and above will receive an evaluation each year from their head coach.
- **Fitness training** — NM Rapids SC will partner with a local fitness business to provide fitness training opportunities for players on DPL and ECNL teams as part of their club fee
- **NM Rapids SC practice shirt** — all player receive a NM Rapids SC Training shirt
- **Access to scholarship funds** — players are entitled to apply to the Club scholarship program.
- **Club identity** — all players/teams receive the benefit of NM 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 NM Rapids SC partner clubs.

## **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**

NM 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 NM Rapids 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

**Fees - For current fees see the NM Rapids Web site**

## **SCHOLARSHIPS**

Go to the NM Rapids web site to see current info on our scholarship program

Scholarship Director(s)

Jason Moran 505-331-1373 [jason.moran@nmrapids.org](mailto:jason.moran@nmrapids.org)

Cathy Thomas 505-379-5190 [cathy.thomas@nmrapids.org](mailto:cathy.thomas@nmrapids.org)

## **FUNDRAISING POLICY**

Individual teams are permitted to fundraise for themselves during Club events provided they do not conflict with sponsors that NM Rapids 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 NM Rapids SC Executive Director must approve.

## **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 NM 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 NM 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 NM Rapids team be allowed to deviate from this policy. Any deviations must be pre-approved by a vote of the NM Rapids SC Board.

NM 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 NM Rapids SC approved kit. For U10 and younger teams there is an alternative to the competitive uniform in which a less expensive choice of uniform will be available.

## **UNIFORM COSTS**

The price of the uniforms and the uniform accessories to all NM Rapids teams are based on a negotiated agreement between NM Rapids 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, NM Rapids 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 NM Rapids master uniform agreement with its uniform retailer, optional items such as warm-ups, and equipment bags will be sold to NM Rapids teams at the negotiated and agreed upon price detailed in the pricing attachment. Please refer to the Team managers manual provided by Soccer.com for ordering guidelines and deadlines. Teams are strongly encouraged to purchase optional items from the specified NM Rapids 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 NM 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 NM 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 NM Rapids SC approved transfers for both the "NM Rapids" logo and numbers. Soccer.com 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 NM Rapids and Soccer.com.

## **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 NM 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, NM Rapids 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, NM Rapids 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.**

