

HILLWOOD SOCCER CLUB

TEAM REGISTRATION PROCEDURES

**MANAGERS AND COACHES,
THE JOB YOU DO FOR HILLWOOD IS VERY IMPORTANT.
THANK YOU FOR TAKING THE TIME TO COMPLETE THE FOLLOWING
PAPERWORK AND RETURNING IT TO HILLWOOD.**

GUIDELINES FOR HILLWOOD TEAM MANAGERS

The Team Manager plays a critically important role as the organizer and central contact for each Hillwood team. Team Managers handle and coordinate all team matters (except coaching) and serve as a contact between the team's parents, coaches and the club. As the team representative Managers must attend all manager meetings, if you are unable to attend you are responsible to have someone from your team attend as a substitute.

It is important to note that each team may choose how they handle the many tasks it takes to run the team. It is also important that the Team Manager and the Coach work together to identify who is doing what for the benefit of the entire team. As a team Manager you may choose to delegate responsibilities, yet ultimately it would still be your main responsibility to know who is doing what and that each volunteer knows what needs to be done and when the deadlines are for the particular task.

Be an enthusiastic supporter at all games. Set a positive example on the sidelines.

REGISTRATION

All Coaches, Assistant Coaches, Managers and Trainers associated with the team must register online every season.

www.hillwoodsoccer.com select Registration

In addition, if you have not yet completed your background check with Affinity, please do so now. Remember to use the exact same name as you used to register in Bonzi/Hillwood registration for cross reference.

1. Open <http://wys-bgc.affinitysoccer.com>

2. Click the black registration tab.

3. Login to existing account from previous season or create a new account.

If you have questions on your username or password, please contact Affinity Support at [1-888-213-3999](tel:1-888-213-3999).

4. Complete the 5 step application process. You will receive an email confirmation once complete.

Additional Team Manager Registration Responsibilities:

Please read through this packet; fill out the appropriate forms for your age group and return completed forms Hillwood or the Coordinator's email listed on the form by July 15th.

Email: hillwoodsoccerclub@hillwoodsoccer.com

US Mail: Hillwood PO Box 60226, Shoreline, WA. 98160

Drop Off: 20136 23rd PL NW.

U6-U8

- Jersey order
- Practice field request

U9

- Referee
- Jersey order
- Practice field request

U10 and above

- Referee
- Uniforms
- Practice field request

U10-U13

- Nets and Field lining

Registrations will continue to be accepted through the summer as space allows. Specific teams are never guaranteed.

Players who register after July 15th will be charged an additional ten dollars (\$10) and placed on a team, as space is available. If their previous team has room we will do our best to place them there.

Check the Hillwood Website for updates, and also the <http://www.sysa.org> and <http://www.washingtonyouthsoccer.org/> website, for information on camps, Clinics, field maps, newsletters, referee clinics, etc.

Proof of age: Washington State Youth Soccer Association requires proof of age from all players. Hillwood enforces this requirement. No player will be allowed to register unless proof of age is already on file with the club or is submitted at the time of registration. **An overage player found on any team will be reassigned to the correct age group.**

The following are acceptable forms of proof of age:

1. Photocopy of a certified birth certificate
2. Current passport
3. Alien registration card
4. Certificate of naturalization

No baptismal or hospital certificates are allowed.

Birth Certificates can be ordered on line at; www.vitalcheck.com.

For children born in Washington you may call 296-4769 to order a birth certificate.

Fees and Scholarships:

We cannot place a player on a team who has not paid the registration fee.

Players registering from outside the SYSA boundaries will be charged \$10.00 in addition to the regular registration fee to help defray costs of field use.

Scholarships are available on a need basis and must be approved by the Hillwood Board.

Refunds:

All refunds are subject to a \$15.00 processing fee.

No refunds are available after Aug. 30th.

Player Assignments:

Pass the word to your daycare or preschool that we have kindergarten teams.

Recreational teams are not allowed to select players by ability. Players are assigned to teams only by Hillwood Soccer Club Registrars: no one else has this privilege. A player is not considered a team member until the registrar has received registration, fee and proof of age.

Coaches may not invite a player even to practice with a team until the child has officially registered.

The Hillwood Soccer Club attempts to keep teams together year after year. As vacancies occur by attrition or age progression, the registrar assigns new players to a team. Team size varies by age. We will try to fill the teams as quickly as possible. If your team needs players you may find kids that are not currently playing Hillwood Soccer to fill your age group. Registrars try to honor requests, but cannot always do so.

Players can only play on one WSYSA soccer team. Hillwood discourages transfers. If a player chooses to not return to their last year's team they will be randomly placed on teams in their age group. Transfer forms will be requested.

Max # of players on a team:

U6 - 6	U10 - 12
U7 - 7	U11 - 14
U8 - 8	U12+ -18
U9 - 10	

Team names:

If your team is changing names please have it approved by registrars so we do not have duplicate names. Team names must be submitted by August 20th.

COMMUNICATIONS

What is very important is that ALL parents receive the SAME information.

There are a variety of way is which teams communicate. It is helpful if the team is able to identify a calendar of events for the entire season. Another helpful item is to develop a "phone/email tree" in the event of a change of schedule or if information needs to get out quickly. Each family should have a roster of the names, phone numbers and emails of all team players and parents. Also always remember to check the Hillwood Website for updates.

Hillwood Website: <http://www.hillwoodsoccer.com>

Phone; 206-542-3353 Email; hillwoodsoccerclub@hillwoodsoccer.com

Mail address; PO Box 60226 Shoreline, WA. 98160

WWW.SYSA.org

<http://www.washingtonyouthsoccer.org/>

All Coaches, Assistant Coaches and Managers must register and complete Background Check on line each year.

TEAM PARENT MEETING

Hillwood recommends each team have a parent meeting before the season begins. It should include information about uniforms, camps, tournaments (with dates) that are for team consideration, anticipated expenses, and what the schedule "may" look like for the team. It will give the parents a "feel" about the team and what their commitment will be. It is also a good opportunity for the parents to learn more about the coaches and the expectations as well as how they can help throughout the year. This is a good time to have parents sign up for volunteer positions. This varies according to team size and whether responsibilities are shared or delegated. Some duties may include, uniforms, snacks, end of season party/gifts, pictures, schedules, team communication, etc.

Get everyone involved with the team.

FINANCES

Financial issues need to be addressed up front with the parents. It is difficult to establish how much a team will need to collect from parents. Parents are responsible for registration fees and uniforms (U10 and above). There are other expenses that may need to be considered. These might include equipment for practice, postage, first aid kits, patches, extra team shirts, balls, team training, tournament, field rental, end of season event, etc. Keep in mind that our goal is to keep kids playing soccer. If your team chooses to add on many expensive extras, you may have players that cannot afford this program. This is not keeping with the Hillwood philosophy and teams should consider the effect on all players when making these decisions. Some teams open checking accounts. Keep good records. Copies of checks should be kept and parents should be aware of the standing of the account during the season. Keep a balance sheet on income and expense plus the running balance. Have two people sign on checks.

MEDICAL RELEASE FORMS

Each team is required to have a medical release form for each player. Make at least 2 copies one for coach and one for manager. They should be kept in notebook or plastic bag and available at ALL practices and games. This form is available on the Hillwood Website. Last years form can be updated and resigned.

TOURNAMENTS

Hillwood encourages teams to participate in Tournaments. Teams improve and have a lot of fun participating in tournaments. Information about tournaments can be found on the SYSA and WSYSA websites.
SYSA sponsors the U10 Jamboree and City Tournament for U11 and above teams.

VOLUNTEERS

There are several volunteer Board positions as well as small tasks that require help within the Hillwood Organization.

Board Positions

The following Board positions are currently open:

Vice President

Disciplinary Representative

Newsletter Editor

One time Volunteer, Pictures, Distribute equipment, etc.

If you or someone you know is interested in any of these positions contact Sue
Hillwoodsoccerclub@hillwoodsoccer.com 206-542-3353

Hillwood Manager Representative:

Lisa White

(206) 533-1506

[Lisa White <thewhites1993@gmail.com>](mailto:Lisa.White<thewhites1993@gmail.com>)

IMPORTANT DATES AND DEADLINES FOR THE 2017 SEASON

All U6-U9 Games Are on Saturdays

SYSA RECREATIONAL SOCCER CITY LEAGUE GAME DAYS FALL 2017

SATURDAYS - BOYS AND GIRLS, U11, U13, U15, U16

SUNDAYS - BOYS AND GIRLS U10, U12, U14; GIRLS U17- U19

WEEKNIGHTS/ Saturday BOYS U17- U19

April 26	7:30pm Managers meeting Shoreline Center Ballinger Room
April 27	Registration opens
May 11	Team rosters returned
June 14	Intro to soccer/Coaches meeting - preliminary rosters. Uniform orders 7:30pm, Shoreline Center
TBA	Field work party
July 15	Late fee \$10.00
July	SYSA scheduling meeting for registrars (Minimum 11 players for older teams)
July 17-21	UK International Soccer Camp
July 26	7:30pm Managers meeting Shoreline Center - final practice field schedules, semi-final rosters
August	Practices start for all ages
Aug 7-11	UK International Soccer Camp
Aug 29	Coaches meeting U-10 and above
Aug 30	Micro coaches meeting U-9 and under
Aug 30	Micro referee clinic
TBA	Referee sign up for U9 Hillwood Games
Aug 30	Last day for registration refunds; Refunds must be in writing
Sept 9	Games start all Micro teams U6-U9
Sept 9	Games start U11, U13, U15, U16, and U17+ Girls
Sept 10	Games start U10, U12, U14
Sept	Games start for U17+ Boys
Sept 30	U-6 - U9 Pictures Einstein Middle School
Oct 7	U-10 - U-19 Pictures Einstein Middle School
October	Teams sign up and pay for City Tournament and request lighted practice fields

Oct 30 Last day to add / drop / transfer players for regular season

Nov 8 Managers/ Coaches Meeting - City Tournament, discuss select team procedures

November SYSA City Tournament (also WSYSA America Cup for rec. teams)

U6 – U9 Micro Jersey Request

We will use the same uniform designs for the micro teams as last year.

You have three options this year:

____ Option 1- *New* jerseys for the entire team

____ Option 2- *No* jerseys needed

____ Option 3- We will use *Existing* jerseys, but may need a few replacements
We will need ____ (number) of this color _____ of new
Jerseys with the following jersey numbers on them.

Teams do not get a choice of sizes. If you have a player that needs a special size let us know.

The cost saved in not purchasing new jerseys will be donated to the Hillwood Scholarship fund and your team will be acknowledged in the Hillwood newsletter for their donation.

Team Name: _____ U-____Boys/Girls

Contact Name: _____

Email: _____

Micro Jersey Coordinator: Catherine Fitting
smileycath@yahoo.com

U6 - U9 Micro Practice Field Request

U10 and above teams have priority for assigned practice field spaces at school fields, Shoreline A&B and Twin Ponds.

U6-U9 teams are encouraged to find available space at City parks and other alternate spaces. These include:

1. Cromwell Park (particularly well suited for U6 teams)
2. Metro bus barn field (aka McCormick Park, off 163rd east of Meridian Avenue)
3. Meridian Park- small field adjacent to Shorewood baseball/softball field
4. Einstein- the field on east side of tennis courts
5. Hillwood Park- unassigned space (which may again be hosting U8/U9 group team training sessions Mondays and Tuesdays in Sept and October)
6. Richmond Beach library park
7. Shoreview Park field
8. West (lower) field at Sunset School Park
9. small field by Syre south parking lot

This year, once U10-U18 team practice assignments have been made, we will then offer assigned spaces to U9 and below teams on a space available basis. These assignments will not take place until after August 1st.

For planning purposes, please provide the following information, emailed to Eric Strandberg at booneberg@aol.com (subject line: "Hillwood 2016 practices: *age group/team name*", eg "GU9Bumblebees").

Team name _____ U- ____ Boys/Girls

Contact: _____ Email: _____

Team has tentative plans to practice at:

Field _____ Time _____

Team needs assistance finding a field for practice. Yes No

Uniform Order for U10 and above Division: U- ____ / Boys ____ Girls ____

The following uniform options are available for the season (please check appropriate box):

- Team will order Hillwood PROTIME uniforms
 - \$27.00 Gold/Black jersey, Black shorts and Black or Gold solid color socks
 - \$17.00 Gold/Black jersey only
 - \$ 4.00 Socks: Black or Gold
- Team will purchase uniforms on own. **MUST BE GOLD & BLACK / MUST HAVE HILLWOOD & SYSA LOGO**

PROTIME SIZING	Youth Sm	Youth Med	Youth Lrg	Adult Sm	Adult Med	Adult L	Adult XL	Adult XXL
Jerseys (chest)	24"-26"	26"-28"	30"-32"	34"-36"	38"-40"	42"-44"	46"-48"	50"-52"
Shorts (waist)	22"-24"	24"-26"	26"-28"	30"-32"	32"-34"	36"-38"	40"-42"	44"-46"
Socks	Small (18")	Med (24")	Large (30")					

Jersey Numbers: Please indicate desired numbers, making sure there are no duplicates on your team.

If possible, please order a run of numbers for your team (sizes and numbers smallest to largest)

UNIFORM ORDER

Player's Name	Jersey Specify size	Jersey # U11 & above	Shorts Specify size	Socks		Price
				BLK or GLD	Size	

Payment must accompany order.
 Please make checks payable to:
 HILLWOOD SOCCER CLUB and send to
 Patty Austin 17787 13th Ave NW Shoreline, WA 98177

TOTAL

Uniform Contact: _____ Phone _____

E-mail _____

Questions? Contact Patty Austin at: hillwooduniforms@gmail.com or 206-546-7766

Hillwood U10-U18 Practice Field request

Practice fields and times will be assigned per team requests, whenever possible. Requests should be emailed to Eric Strandberg (booneberg@aol.com) by July 1st (subject line: "Hillwood practices age/team name", eg BU15 Banana Slugs). See below for requested information. Assignments will be made by the first week in August.

Many fields are made available for the start of practices August 15, though once again this year the Shoreline School District has advised us that elementary school fields will be closed until the start of school in September. We are thus looking to provide alternate spaces for the last 2 weeks in August, with temporary field assignments until all fields are available. Teams participating in summer tournaments and in need of city practice fields earlier than Aug 15 should also let these requests be known. Do not call the City of Shoreline directly. They will work with the Club, not individual coaches or managers.

Although Hillwood Soccer makes recommendations to SYSA regarding field location and times, we do not have control over scheduling of game fields. SYSA schedules game fields.

Below are the fields under Hillwood's jurisdiction. In general, U10-U12 teams practice on elementary school fields, U13-U18 teams at Einstein, Twin Ponds, Shoreline B and Shorewood.

Highland Terrace	Parkwood	Meridian Park	Echo Lake	Syre
Sunset School Park	Hillwood Park	Shoreview Park		
Shoreline B	Einstein	Twin Ponds	Shorewood HS	

Team Name _____ Boys/Girls _____ LEVEL U- _____
Coach's Name _____ Phone(____) _____
E-Mail _____
Manager's Name _____ Phone (____) _____
E-Mail _____

Where do the majority of your players go to school? _____

Preferred practice days and times:

Preferred field choices for practice:

1 _____

1 _____

2 _____

2 _____

U10- U18 Lighted fields

Lighted fields will be assigned for use in November once daylight savings time ends. Priority will be given to teams participating in the SYSA City Tournament. If you have been scheduled on fields equipped with lights at the start of the season you will lose some time when lit field assignments are made.

U11 and above Teams City Tournament

Is your team planning to participate in City Tournament? **Yes** **No** **Maybe**

INFORMATION FOR NEW HILLWOOD REFEREES

Referee Training

If you love soccer, consider becoming a referee. It's a great way to learn more about the game and earn spending money. The minimum age for a Hillwood referee is 11 and referees can earn \$20/game.

During the summer, youth refs ages 13+ can sideline referee youth tournaments (multiple games in one day) and make some good money on the weekend.

What: Referee training

Referee training clinics run throughout the spring/summer and are scheduled in the evenings and/or on weekends for eight hours. It's requires registration and costs between \$45.00 and \$65.00 depending on the class location and an 80% or better score to pass.

Where: Anywhere

Registration starts at <https://www.wareferees.org/>. On the right hand side, look for "How to Become a Referee". New, young referees want to register for the Grade 9 or 8 clinics (ranking is in descending order). A list of clinics can be found here: <https://www.wareferees.org/AvailableClinics.aspx>

For current referees who want to recertify at Grade 8 or upgrade to Grade 7, check the clinics **SOON!** Classes are coming up quickly.

Once you certify and are ready to referee for Hillwood, contact Jamie Holter at [206.719.7535](tel:206.719.7535) or by email at jamiesreferees@gmail.com.

Licensed Referee information

All U9 and above Hillwood teams must provide the name of a licensed referee.

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Team you are volunteering for: _____

Age division U-_____ Boys/Girls Team Contact Information: _____

HILLWOOD SOCCER CLUB Team Name: _____