

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 and complete the background check online every season.

www.hillwoodsoccer.com select Registration

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 30th.

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 and above

- Referee
- Jersey order
- Practice field request

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.

The following is available on the Hillwood website:

New Team information
Coach, Assistant Coach and Manager Registration
Individual registration
Registration payment
Coaches Code of Conduct
Players Code of Conduct
Medical Release form
Team transfer request
Information about Soccer Camps

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 - 6	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.

Game Days:

ALL U6-U9 MICRO GAMES ARE ON SATURDAYS
SYSA RECREATIONAL SOCCER CITY LEAGUE GAME DAYS FALL
SATURDAYS - BOYS AND GIRLS, U11, U13, U15, U16
SUNDAYS - BOYS AND GIRLS U10, U12, U14; GIRLS U17+
WEEKNIGHTS/SAT - BOYS U17+

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/>

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 year’s 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.

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

- **Registrar**

Organize the proper registration of all club player and teams. Assign players to teams using the computer program. Start the end of April through August. This is a shared position.

- **Newsletter Editor**

Put together the Footnotes Newsletter keeping parents informed with gathered material and information received from Board members. This is an online publication that goes out approximately four times a year. This is a great opportunity to gain writing experience in a supportive atmosphere. This can be a shared position.

- **Equipment Coordinator**

Sort and assess equipment prior to season. Coordinate with the Board for ordering soccer balls, field items, goals etc. Help with equipment distribution and end of season collection.

- **Publicity**

Disburse information concerning Hillwood Soccer registration and activities to the general public. Contact schools and local media with information about the club and distribute flyers. Initiate new ways to promote the club. This can be a shared position.

- **Manager Representative**

Provide necessary support and be a resource for incoming and new managers.

- **Registrar (2018)**

- **Nets**

Adopt a field to set up and take down nets.

- **One time Volunteer, Pictures, Distribute equipment, etc.**

IMPORTANT DATES AND DEADLINES FOR THE 2018 SEASON

All U6-U9 Games Are on Saturdays

SYSA RECREATIONAL SOCCER CITY LEAGUE GAME DAYS FALL 2018

SATURDAYS - BOYS AND GIRLS, U11, U13, U15

SUNDAYS - BOYS AND GIRLS U10, U12, U14

SUNDAYS - GIRLS U16- U19

SATURDAYS - BOYS U16- U19

May 30 Orientation Meeting Parent//Coach/Manager 7:00pm, Einstein Middle School

July 15 Late fee \$10.00

July SYSA scheduling meeting for registrars (Minimum 11 players for older teams)

July 16-20 UK International Soccer Camp

August Practices start for all ages

Aug 6-10 UK International Soccer Camp

Aug 18 Positive Coaching Alliance Clinic 10:00am Lake Forest Park Senior Center [PCA web site at this link](#)

Aug TBA Coaches meeting All coaches Location be announced

Aug TBA Micro referee clinic

TBA Referee sign up for U9 Hillwood Games

Aug 30 Last day for registration refunds; Refunds must be in writing

Sept 8 Games start all Micro teams U6-U9

Sept 8 Games start U11, U13, U15, U16, and U17+ Girls

Sept 9 Games start U10, U12, U14

Sept Games start for U17+ Boys

Sept 29 U-6 - U9 Pictures Einstein Middle School

Oct. 6 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 TBA Managers/ Coaches Meeting - City Tournament, discuss select team procedures

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

HILLWOOD UNIFORMS

For Micro teams (U6 – U9)

Fill out micro jersey order form and return to Teresa before July 28th.
Your Uniform coordinator is Teresa Meyer tmeguthrie@gmail.com

You will get jerseys only. No extra cost to the team.
Teams do not get a choice of sizes, unless you have a player that needs a special size
(contact uniform coordinator if needed)

If you can re-use jerseys from previous years, the cost saved from not ordering new jerseys will be donated to the Hillwood Scholarship Fund.

For teams U10 and above:

Fill out uniform order and send to uniform coordinator.

Your uniform coordinator is Patty Austin paustin820@gmail.com (206) 546-7766

You have two options for uniforms:

- You may order PROTIME uniforms through Hillwood using the provided order form.
- You may purchase uniforms on your own.
Please note that if you choose this, the jerseys MUST be gold and black, and they MUST have the Hillwood and SYSA logos on them.
Contact Hillwood or your uniform coordinator for more info. on this option
- You may order just jerseys (and have players use their own shorts and socks), or entire uniforms.

***NOTE: ALL U10 teams MUST order new jerseys and/or uniforms for their entire team.
Please order ASAP to ensure you will have uniforms for the first game.***

When sending in your order form you can send by email and send payment separately, or you can send both order form and payment in together:

Hillwood Uniforms c/o Patty Austin
17787 13th Ave NW
Shoreline, WA 98177

Cost of uniforms is listed below:

KIT: Gold/Black jersey, black shorts, black or gold solid color socks	\$27
Jersey only	\$17
Socks only (gold or black)	\$ 4

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.

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.

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

Team Name: _____ U-
_____Boys/Girls

Contact Name: _____

Email: _____

Micro Jersey Coordinator: Teresa Meyer
tmeguthrie@gmail.com

U6 - U9 Practice Field Request

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

For many years, our policy had been to ask U6-U9 teams find available space at City parks and other alternate fields, but after some incremental assigning of U8 and U9 teams the last few years, we moved to a trial of assigning most all U6-U9 practice slots during the 2017 season, and will do so again this year.

For the youngest aged teams, favored practice locations have included:

1. Cromwell Park (particularly well suited for U6 teams)
2. Metro bus barn field (aka McCormick Park, off 163rd east of Meridian Avenue)
3. small field adjacent to Shorewood baseball/softball fields at Meridian Park
4. field on east side of Einstein tennis courts
5. Hillwood Park's large grass field
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 available space to U6-U9 teams, including elementary school field locations. These assignments will take place after August 1st, with practices anticipated to start the week of August 13th or 20th (the exceptions being the elementary school fields, which the school district will keep closed until the first day of school).

For planning purposes, please provide the following information, emailed to Eric Strandberg at booneberg@aol.com (subject line: "Hillwood 2018 practices: *age group/team name*", eg "GU9Bumblebees").

U6 - U9 Practice Field Request

Team name _____ U- ____ Boys/Girls

Contact: _____ Email: _____

Which elementary school(s) do your players attend? _____

Preferred field(s) 1. _____
 2. _____
 3. _____

Preferred day(s)/times _____
(note: U6-U9 teams generally practice for 1 hour 1-2 days/wk)

Once again this year (starting in September):

U6-U9 rec skills academy sessions will be offered to all Hillwood U6-U9 teams

1. every other week at SLAB (3 sessions spread over a 5-6 week period)
2. Monday or Tuesday nights (will be assigned)
3. Meant to take the place of one of your 2 practice sessions each week.
4. Coaches to attend.
5. All expensed paid by the Club.

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 15 (subject line: "Hillwood 2018 practices age/team name", eg BU15 Banana Slugs). See below for requested information. Assignments will be made by early August.

Fields are generally made available for the start of practices August 15, though the Shoreline School District will once again keep the elementary school fields closed until the start of school in September. Similar to the last 3 years, we are 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 to U12 teams practice on elementary school fields (some U12s at Einstein, space allowing), U13 to U18 teams at Einstein, Twin Ponds, Shoreline B and Shorewood.

Highland Terrace Einstein Twin Ponds
Echo Lake Hillwood Park Shoreview Park
Parkwood Sunset Shoreline B
Syre 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:

1 _____

2 _____

Preferred field choices for practice:

1 _____

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

2018 City Tournament

Is your team planning to participate in City Tournament? (starts just after Thanksgiving weekend, double elimination, ends mid December) Yes No Maybe

INFORMATION FOR NEW HILLWOOD REFEREES

2018 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 us at 206-542-3353 or email at hillwoodsoccerclub@hillwoodsoccer.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: _____