

Team Manager Handbook



Highline Premier Football Club

From the HPFC Board:

Thank you for becoming a manager of your child's HPFC soccer team. Managers are the glue of our club and help each team prosper and function. Team Managers serve as ambassadors of our club and provide the cohesion that allows players to learn, develop and excel.

Thank you for being a Team Manager with HPFC! Go Highline!

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Questions?

We hope that this handbook will help to inform you of the responsibilities around managing your team. Please contact the Team Manager Liaison or VP of Competition with any additional questions, ideas and/or feedback.

Being a Team Manager

What the Manager IS...

The Team Manager is the main liaison between the Coach, the Highline Premier Football Club (HPFC) Board of Directors, and the team parents. The Team Manager is responsible for managing the players and families on the team, including off-field activities. The Team Manager is appointed by the Coach and approved by the VP of Competition. Team Managers should be familiar with HPFC's policies and procedures. Below is a summary of the Team Manager's primary duties:

- In coordination with the Registrar, ensure that players have completed all registration requirements.
- Collect and maintain all required club and player forms/credentials.
- Ensure that all players have obtained proper uniform kits.
- Solicit and manage team volunteers, delegating positions to ensure that team activities and functions are being completed.
- In coordination with the Team Treasurer and Coach, create and maintain the team budget.
- Communicate the schedule and details of all team activities, including training, games and special events.
- Manage all schedule details on the PSPL website (when applicable) and in the GameChanger Team Manager app.
- In coordination with the Coach, ensure there are enough players available for each game. Coordinate credentials for approved passing or guest players.
- Prepare and provide team and player credentials at games and tournaments.
- Ensure that team equipment is present at all games.
- Report game scores in the GameChanger Team Manager app and within the team's page of the PSPL website.
- Register the team for tournaments and facilitate the check-in process per tournament rules.
- Encourage and facilitate team participation in club events.

What the Manager Is NOT...

- The Team Manager is not the "Do It All" of the team. You will have many responsibilities so remember to delegate, delegate, and delegate! Although sometimes it may feel easier to just do it yourself, you have many other parents that should be called upon and expected to help.
- The Team Manager is not involved in any player or on-field related decisions for the team. All player related decisions are to be made by the Coach and Director of Coaching.
- The Team Manager is not responsible for any collection of money. Do not put yourself in the position of collecting money or making financial arrangements; this is the responsibility of the Club Treasurer and in some circumstances the Team Treasurer.
- The Team Manager is not responsible for explaining why player cards are being held for non-payment and should refer these questions to the Club Treasurer.

Background Checks

Team Managers are required to pass a background check clearance and to complete required online training. The Registrar will provide instructions.

Once completed, you will receive a Staff Card which allows you to be in the “Technical Area” (bench) during a game. This is important in case the Coach needs assistance with an injured player and/or for administrative purposes, but no spectating from the Technical Area is permitted.

A second parent, typically the Team Treasurer, is also required to pass a background check and receive a Staff Card. This person will serve in a backup capacity when the Team Manager is unavailable. Only two (2) Staff Cards are provided for each team. Any extra cards requiring background checks will be paid for with team funds.

Resources

Website Links

Highline Premier Football Club: www.highlinepremier.com

Puget Sound Premier League: <http://psplsoccer.com>

- PSPL Manager's Corner: <http://psplsoccer.com/leagues-5/manager-s-corner>
- PSPL Rules: <http://psplsoccer.com/leagues-5/league-rules>
- PSPL Ethics Policy: <http://www.psplsoccer.com/forms/ethics-policy>

GameChanger Team Manager App (team schedule): <https://gc.com/teammanager>

GameChanger Team Manager Support Site: <https://teammanager.zendesk.com/hc/en-us>

Trias (referee assignments): www.triassoccercentral.org/

Soccer.com (uniforms): <https://www.soccer.com/club/17848401/>

GotSoccer (tournaments): https://www.gotsport.com/asp/users/login_menu.asp

HPFC Board and Staff

Contact details for the HPFC Executive Board, Junior Board and Staff Directors are listed on the HPFC website.

As a Team Manager, you will often work directly with several Board and Staff members such as the Registrar and the Fields & Referee Scheduler. The VP of Competition is your primary resource for escalations (above the Coach) and/or other guidance.

Coaches and Managers

Contact details for Coaches and Team Managers are listed on a secure site that is accessible to all managers. You may be asked to borrow or loan passing players, so introduce yourself to the managers of teams whose players are directly younger or older.

Setting Up Your Team

Team Setup Checklist

(see expanded details in below sections)

- Ensure that all players have completed the required registration tasks.
- Acquire Team Manager credentials for team websites.
- Review/update roster in the GameChanger Team Manager app and ensure access by all families.
- Schedule upcoming training sessions.
- Ensure that all players have required uniform kits.
- Solicit volunteers and delegate roles to fellow parents.
- Print and laminate all player and staff cards.
- Ensure that the team has adequate equipment.
- Schedule summer tournaments.
- Create an initial team budget with the Team Treasurer and Coach.
- Become familiar with all resources/procedures on the PSPL site (Leagues > League Resources > Manager's Corner).
- Become familiar with the League Rules as outlined on the PSPL site (About > Forms and Policies > PSPL League Rules). We recommend having the rules easily accessible on your phone or printed off for reference.
- Encourage your parents to review the PSPL Rules, PSPL Ethics Policy and HPFC Code of Conduct.

Registration

All players are required to register online for the team and pay the club commitment fee prior to playing. Players will receive instructions in their offer letter following Tryouts, and any questions should be directed to the Registrar. During the online registration process, players will complete several agreements, waivers and notices.

Players who are new to HPFC will also submit the following to the Registrar:

- US Club Youth Player Registration Form
- Proof of Age (e.g., passport or birth certificate)
- Player headshot

Once you have validated the player's requested jersey number as outlined in the Uniforms section below, provide the players' jersey number to the Registrar.

Once all of the above items have been completed, the Registrar will apply for the player cards and create the US Club Official Roster for your team. The Registrar will also provide a report of all registered players including parent contact information.

Financial Assistance

Financial assistance may be available for families who wish to submit the Financial Assistance (FA) application. Financial aid will be allocated by committee to families who meet the need-based criteria.

Direct any interested families to the information posted on the HPFC website and encourage them to apply promptly. Any questions regarding financial assistance should be directed to the Club Treasurer and/or Registrar.

Team Formation

HPFC holds a Team Formation meeting in May, at which the Coach will discuss goals for the year and player/parent expectations.

This meeting is where most of the Team Volunteers are identified, including the Team Manager. A sign-up sheet of additional volunteer opportunities will be circulated among the team families. This list will then be provided to you, as the new Team Manager, to use accordingly when managing volunteers.

Team Managers Meeting

This meeting occurs shortly after the Team Formation Meetings, once all of the Team Managers have been identified. At this meeting, the VP of Competition will present Team Manager responsibilities and key procedures and/or topics such as:

- Registration/Financial Assistance
- Training Schedule
- GameChanger Team Manager App
- Uniforms
- Budget/Team Fees
- Summer Tournaments
- Volunteer Positions

You will have the opportunity to ask questions, network with other managers, and identify resources to help you navigate your new role as manager.

Uniforms

You will need to validate all players' requested jersey numbers. Work with other Team Managers and the Uniform Coordinator to ensure there are no duplicates within the entire age group, not just your team. This ensures unique jersey numbers when passing players between different teams.

Each player will need to purchase the full required kit from HPFC's uniform partner. Work with the Uniform Coordinator to ensure that each player is loaded into the uniform ordering site with the appropriate jersey number. Once verified, communicate the ordering instructions to the players.

If ordering the uniform is conditional upon receiving financial assistance, please notify the Registrar.

Teams may wish to obtain an extra uniform kit with a unique jersey number to use for passing or guest players and/or temporarily for new players who join mid-season.

HPFC follows a two-year uniform cycle, meaning that all returning players will purchase new kits every two years.

Volunteers

The Team Manager position is a time-consuming role and requires the support of parent volunteers to have a successful program and a functional organization. The team-level volunteer positions listed below are the primary support roles that each team requires to run efficiently.

Determine which positions are needed to support your team, noting that some roles may be combined or fulfilled by the same parent. Circulate a volunteer sign-up sheet at the Team Formation meeting and/or via a subsequent email communication to secure volunteers for the following roles:

Treasurer	Create and maintain team budget; collect and distribute team funds; manage team bank account; communicate with Club Treasurer.
App Manager ¹	Update the team scheduling app with practice and match dates, times and locations.
Equipment Manager	Set up team bench and canopy at each game; transport and store equipment between games (recommend two volunteers for backup purposes).
Photographer	Capture and share high-resolution game photos for Club and/or Team use.
Auction Representative	Serve as the communication liaison between the team and the HPFC Auction Committee regarding team procurement.
Community Service Coordinator	Manage details associated with community service activities and events; works with and reports activities to Club Community Service Director.
Event Coordinator	Manage details associated with special events such as teambuilding and social activities, as well as participation in Club-wide events.
Travel Coordinator ²	Research and arrange lodging options if overnight travel is necessary for away games.
Fundraising Coordinator ²	Identify and propose fundraising ideas; lead team fundraising efforts; communicate with Team Treasurer.

¹ It is the manager's discretion to either perform or delegate this role.

² This role may not apply to all teams.

HPFC will also share club-level volunteer opportunities throughout the year. For example, families may choose to volunteer at HPFC sponsored events such as skills clinics, tryouts, or the annual auction.

Each family is required to complete at least ten (10) hours of volunteer time for the team or club.

Team Page on PSPL site

The HPFC Registrar will provide you with access to your team's page on the PSPL site, <http://psplsoccer.com>, once your team has been registered with the league. Confirm that the contact information (name, email, mobile number) for yourself and the Coach are accurate and apply any necessary updates. Confirm that the team's Home and Away uniforms are accurate. We do not typically post a team photo or roster on this page.

Team Site in the GameChanger Team Manager app

You will be provided with admin (staff) access to your team's site in the GameChanger Team Manager app. Once you receive an email invitation to join your team, download the free app and create an account. Review the player roster and enter any missing details (player name and family contact). When adding a new player, a system-generated email invitation will instruct the player or parent to download the GameChanger Team Manager app and will allow them to access your team's schedule.

Team Account on GotSoccer

Your team's former manager or the HPFC Registrar will provide you with access to your team's account on the GotSoccer site, https://www.gotsport.com/asp/users/login_menu.asp. GotSoccer is a primary registration server for competitive tournaments that use tournament results to calculate a team's state and national rankings.

US Club Official Roster

Once your team's US Club Official Roster is certified by the Registrar and submitted to the PSPL, the Registrar will provide a copy in PDF format. Any subsequent changes to your team's roster must be processed by the Registrar and submitted to the PSPL in advance of further games.

Player and Staff Cards

Once the players' credentials have been approved, the Registrar will provide a copy in PDF format. Print and laminate two full sets (including staff cards), one master set for games and an extra set for player passing.

Laminated player cards must be present at every game. Only players with a valid card or pass will be allowed to play. **No cards = no play.**

Punch holes in the cards and put them on a ring or twisty-tie so they can be kept easily in alphabetic order (by last name) to correspond with the Game Day Roster that the referees use to check in players.

Laminated staff cards for coaches and managers are to be worn on a lanyard at every game. Only individuals with a staff card can be in the technical area (team bench).

Equipment

Ensure that the Equipment Manager(s) bring the team bench and canopy to each game. The canopy will only need to be used if weather conditions warrant (e.g., rainy or particularly hot/cold).

Ensure that the Coach brings the first aid kit and instant ice packs to all practices and games.

Ensure that your team has appropriately-sized goalkeeper jerseys and gloves.

At the beginning of each season, inspect and take inventory of the existing equipment in case replacements need to be purchased with team funds.

Team Finances

Each team has a bank account set up at a designated bank including an associated debit card. When you have identified a Team Treasurer, the prior Treasurer should provide the debit card and any other account documentation. If you are a new team, contact the HPFC Treasurer to set up a new account.

In coordination with the Team Treasurer and Coach, create and maintain the team budget using the HPFC Team Budget Template. The team budget should include any expenditures that are above and beyond what is covered by HPFC, such as:

- Tournament fees (including showcase tournaments) beyond the Tournament Allowance
- Travel expenses (e.g., Coach lodging for travel games and tournaments, Coach mileage for travel tournaments)
- Equipment (e.g., bench, canopy, first aid supplies)
- Uniforms (e.g., goalkeeper jerseys, goalkeeper gloves, loaner kit)
- Guest player card/participation fees
- Team building events/activities
- Coach appreciation gift

Funds for anticipated expenditures must be raised by the team's families, through the collection of team fees and/or fundraising efforts. Use the team bank account to hold these funds and to pay for team-related expenses.

Once the team budget has been established, determine and communicate the amount of team fees that each family will need to contribute. Each family should estimate about \$150 per player, unless supplemented by team fundraising activities. Team fees are typically collected within the first few months of team formation.

Team Building

To further build rapport and team spirit, encourage both players and families to participate in activities off the field such as:

- Start of season party
- Community Service
- Foot-golf
- Post-game gatherings
- Professional soccer games
- HPFC Club Social Events
- End of season party

Scheduling

Training

At the end of each month, the Fields & Referee Scheduler sends out a link to the online field schedule for the following month. Upon receipt, review the time and location assignments for your team's training. Access your team's site in the GameChanger Team Manager app, enter the schedule details, and message the team.

The online field schedule is an actively maintained document administered by the Fields & Referee Scheduler. All changes are reflected immediately here, so it is best to regularly confirm all dates, times and locations by referring to the online field schedule.

Field addresses are posted on the HPFC website.

If your Coach is responsible for another HPFC team, the Fields & Referee Scheduler will coordinate their training schedule. If your Coach is responsible for another team outside of HPFC, work proactively with the Fields & Referee Scheduler to avoid training session schedule conflicts.

Any subsequent changes to the training schedule should be updated in the GameChanger Team Manager app.

League Games

Schedule requests for league games must be submitted to PSPL by the deadline, typically four (4) weeks prior to the start of the season. All teams should submit a schedule request that accommodates conflicts which are known in advance (e.g., Coach availability, low player availability, HPFC events). Requests to schedule all games on a specific day of the weekend will not be entertained by the PSPL.

Prior to the beginning of the fall and spring seasons, PSPL will send emails informing you when the schedule is released.

Game schedules for Development Age teams (U10 and younger) are set by the PSPL. Access your schedule details on your team's page of the PSPL site. Next access your team's site in the GameChanger Team Manager app, enter the schedule details, and message the team.

Team Managers of U11 and older teams must follow this game scheduling process:

- Review the League Scheduling Rule (Rule 210) to ensure you are compliant with scheduling requirements.
- Access your team's page on the PSPL site to identify the dates of your home games. Games must be played on these dates unless a date change is agreed by your opponent. Email the

home game dates to the HPFC Field & Referee Scheduler, along with any requested start time windows.

- Once the HPFC Field & Referee Scheduler sends you the assigned times and field locations for each home game, enter this information into your team's page of the PSPL site. When you save the information, the system will generate an email notification to all parties including your opponent. Next access your team's site in the GameChanger Team Manager app, enter the schedule details, and message the team.
- When your opponent enters their home game details into the PSPL site, you will receive an email notification. Confirm your schedule details on the PSPL site. Next access your team's site in the GameChanger Team Manager app, enter the schedule details, and message the team.

TIP: Include uniform instructions when entering game details into the GameChanger app:

Home (White) = white jersey, red shorts, white socks

Away (Red) = red jersey, red shorts, red socks

Important: Always bring BOTH UNIFORM KITS to all games.

There may be a situation where you will need to change a home or away game. In these situations, contact the opposing team's manager by locating their email from their team's page on the PSPL site. If you need to change the schedule for a home game, you must also contact the HPFC Field & Referee Scheduler to secure the field.

Once a game has been rescheduled, promptly update the PSPL site (home games only) and the GameChanger Team Manager app so that accurate information is reflected.

If your Coach is responsible for another team, it can be challenging to schedule games. Consider using the following strategies:

- Coordinate schedules with the Coach and the other team manager(s) to avoid conflicts.
- Work proactively with the Fields & Referee Scheduler to secure field space for Home games during favorable dates/times.
- To preserve flexibility, refrain from entering home game details into the PSPL site too early. Review the League Scheduling Rule (Rule 210) to ensure you are compliant with scheduling requirements.
- Work with the opposing team manager to request a schedule change of an Away game if the time/location will not allow the Coach to attend both games including travel time.

Communications

Team communication is one of your most important responsibilities. Keep the lines of communication open between you and the Coach, and between you and the families.

GameChanger Team Manager App

Train your families to access the GameChanger Team Manager app to obtain all practice and game information, and to RSVP for all scheduled activities.

Team Updates

Create and maintain an email distribution list so that you can send relevant information to all families in a timely manner. Topics may include schedule changes, volunteer opportunities, tournament details, roster updates, HPFC news or event details, etc.

Some managers may also choose to send a weekly email that outlines the coming week's activities.

You may also wish to create a text group for last-minute notifications (e.g., field changes, cancellations).

Coach Messages

Your Coach will periodically communicate to the families, so ensure that she/he has the most current email distribution list.

Escalations

Any issues should be addressed by the Player to the Coach, if possible.

If a parent has additional concerns, they should follow this escalation path: Team Manager, then Coach, then Director of Coaching, then VP of Competition. Formal communication with other HPFC Board members should go through the Team Manager only.

In all cases, remind players and families to adhere to the "24-hour Communications Rule" as outlined in the Communications Waiver that is acknowledged during the online registration process.

Social Media

Encourage families to like and follow Highline Premier FC on Facebook and Instagram. Ask them to tag HPFC using @highlinepremier when sharing photos, which enables the Club to share photos directly on our social media accounts.

League Games

Game Checklist

(see expanded details in below sections)

Tuesday before game day:

- Confirm attendance of all team players
- Extend invitations to passing players as requested by the Coach

Thursday before game day:

- Confirm attendance of all passing players
- Obtain credentials for all passing players
- Home Game only* -- Confirm referee assignment at correct field/time
- Identify and resolve any uniform conflicts with the opposing team

Friday before game day:

- Print two copies of the US Club Official Roster(s)
- Complete and print two copies (four half-pages) of the Game Day Roster
- Sort the Player Cards to correspond with the Game Day Roster
- Ensure you have a printed copy of the US Club Youth Player Registration Form for each player

Game Day:

- Bring the US Club Official Roster(s), Game Day Rosters, laminated Player Cards, and US Club Youth Player Registration Forms
- Bring player and/or parents' phone numbers to communicate last-minute updates
- Ensure that all players have promptly arrived
- Home Game only* -- Ensure that the field is properly marked and the goals netted
- Provide the referee with player cards and two (2) Game Day Rosters
- Exchange US Club Official Rosters and one (1) Game Day Roster with the opposing team manager
- Compare the players listed on the opponent's Game Day Roster with their official roster(s)
- Ensure the Coach has goalkeeper jerseys and first aid kit

Post-Game:

- Collect the signed Game Day Roster from referee and confirm the final score is correctly documented
- If the coach plans to protest the game, notify the referee at the end of the match
- Report the final score to PSPL (wins and ties only) and in the GameChanger Team Manager app

Uniforms

Carefully review the uniform and jersey number details in the PSPL Rules to ensure compliance. Contact the Uniform Coordinator if an extra kit needs to be borrowed for a game.

Our uniform colors are:

Home (White) = white jersey, red shorts, white socks

Away (Red) = red jersey, red shorts, red socks

These colors are not set in stone, so make sure your players bring both jersey colors to all games (ideally socks as well). You may need to change the uniform color at the request of the other team.

If there is a uniform conflict with the opposing team (e.g., similar jersey color) per the PSPL site, communicate in advance with the opposing team manager. The home team should switch jersey colors in the event of a conflict.

If you have two away games in one weekend you may need to wear white for an away game.

US Club Official Roster

At the beginning of the season, print the most current US Club Official Roster as provided by the Registrar. Print a copy for each game, plus a few extras. No handwritten edits are permitted on your team's US Club Official Roster. One copy will be given to the opposing team manager, and one copy should be given to the referee upon request. You will receive the opponent's US Club Official Roster from the opposing team manager.

If using a player pass from another HPFC team, you must also provide their team's US Club Official Roster to the opposing team manager with the passing player(s) highlighted. If the passing player is wearing a different jersey number, note this on the passing player's US Club Official Roster (e.g. "#10 this game").

Game Day Roster

At the beginning of the season, download the most current Game Day Roster (aka Game Day Sheet) from the PSPL site. Enter the consistent details, such as player information (sorted alphabetically by last name) and the Coach name. Be sure to list the players' legal names to exactly match the US Club Official Roster and their player cards, noting that nicknames are not permitted. Save the Game Day Roster to use as a template for the full season, so each week you'll only need to add the game-specific details from the PSPL site and any passing player information.

All players on your team should be listed on the Game Day Roster. Cross out the names of players who are not playing in that specific game or are sitting out on suspension.

If using a player pass from another HPFC team, add their name to the bottom of the Game Day Roster and check the "Player Pass" box. Passing players may not have the same jersey number as one of your players, so be sure to identify and resolve any conflicts in advance (use of a loaner jersey may be necessary). If the passing player will wear a different jersey number, note this alternate number on the Game Day Roster.

Print two copies (four half-pages) of the Game Day Roster. One will be given to the opposing team manager, and 2-3 will be given to the referee. You will receive the opponent's Game Day Roster from the opposing team manager.

Referee Assignment

All teams, excluding Development Age teams (U10 or younger), must confirm referee assignments prior to each home game. Each Thursday evening before a home game, access the Trias website at www.triassoccercentral.org/ (Information > Match Inquiry) to confirm that a referee has been assigned. Filter the results by selecting Club = HPFC, type your team name into the Team field (e.g., "G08" or "B09 Red"), and click Show. Confirm that the date, time and field are correct, then click on the match number. Confirm that a referee (and potentially one or two assistant referees) have been Assigned and have Accepted.

If anything about the match is incorrect or if a referee has not been assigned, contact the HPFC Fields & Referee Scheduler. Note that referees self-assign to matches which means they can do this at any time up until the morning of the game.

Every attempt will be made to provide your match with a full referee crew. There may be instances where an assistant referee (AR) does not get assigned or fails to show up for the match. Please note that league rules allow the match to continue without ARs.

If you have a particularly tough match coming up, please notify the HPFC Fields & Referee Scheduler. They can request that a more experienced official be assigned to the match.

Failure of a match official to appear will not constitute canceling of a match. Should this occur, consult the PSPL rules for current instructions. In the absence of an assigned referee, it is likely that a parent from one or both teams will need to stand in as the referee for the game to be played.

Field or Weather Issues

Contact the HPFC Fields & Referee Scheduler regarding any field issues during a team practice or home game. See the monthly Field Assignments spreadsheet for important contact details.

If a referee declares a field unplayable at kick-off time or the field is closed by the field administrator, move to another field if one is available. If another field is not available, both teams must report the postponement to the League Administrator on game day. The home team is responsible for rescheduling the game with the approval of the visiting team. If the teams cannot agree on a reschedule

date, the League Administrator will determine the reschedule date and location. The designated home team will be responsible for any field rental and referee expenses. If a team fails to show, on this date, that team will receive a loss for that game. If both teams fail to show, both teams will receive a loss for that game (zero points for both teams).

Score Reporting

Scores need to be reported on the PSPL system within 24 hours of the game. You can report scores by phone or by logging into the team manager function on your team's page of the PSPL site. Detailed procedures for reporting by phone are listed on the PSPL site.

Referee Feedback

We encourage Team Managers to provide positive and constructive feedback regarding a Referee's performance through the Trias website (home games).

If you experience a poorly officiated game, wait 24 hours to re-evaluate the experience before filing a complaint to the VP of Competition.

Referees also grade the behavior of the coach, players and sideline fans. This information is available for all referees and could influence their decision to officiate a future game. Encourage your coach, players, and families to create a positive game environment and to treat all referees with respect so that we continue to have success in staffing referees for our games.

Violations

Become familiar with the League Discipline Rule (Rule 500) regarding player/coach suspensions, as well as reporting responsibilities outlined in the Violating League Rules (Rule 520) and Game Suspension Procedures (Rule 530).

Tournaments

The summer tournament season is a fun time for players to bond and to play different teams. The Coach is responsible for selecting tournament options. Confirm availability with your families to ensure there are enough players, then register the team via your team's GotSoccer account (when applicable) or directly via the tournament website.

Each team is allocated a specific amount of HPFC funds each year to pay for tournament fees. The tournament allowance will be communicated by the Club at the beginning of the soccer year. HPFC funds also cover registration fees for the PSPL "Washington Cup" tournament. Once you have registered for the tournament, email the invoice (including the tournament details, payee, amount and address) to the HPFC Registrar, Accountant and Treasurer so that a check can be issued to pay the tournament registration fee or so you can be reimbursed. The HPFC Tournament Allowance funds do not go into team bank accounts.

If the team decides to participate in additional tournaments beyond the tournament allowance, the team will be responsible for paying the tournament fees and any associated costs with team funds.

The first roster request of the tournament season must be submitted to the HPFC Registrar at least two (2) weeks prior to the tournament date to ensure ample time to authorize players. Roster requests for additional tournaments must be submitted at least one (1) week prior to the tournament date.

Become familiar with the tournament rule requirements and manage the tournament check-in process.

Passing or Guest Players

For all games and tournaments, work with the Coach to maintain enough players on your roster. If the game day player count looks low, alert the Coach no later than Tuesday before the game.

There are two titles for players who may assist your team:

- A “passing player” is officially rostered on another HPFC team and may assist with league and/or tournament games
- A “guest player” is not associated with HPFC and may only assist with tournament games

It is the responsibility of the Coaches and Team Managers to coordinate player movement between teams for games. It is critical that this coordination be done in a timely manner prior to game day so that the passing or guest players’ credentials have been fully authorized.

HPFC Passing Players

The Coach will identify a potential player from another HPFC team who is suitable for player passing, and the two coaches will discuss directly. Managers should NOT initiate player pass requests or be involved in the selection of a passing player. The Coach will then contact you with the name of the selected player so you can extend an invitation to the player or player’s family. Work with the other team’s manager to obtain parent contact information. Player Pass invitations should be extended by Wednesday before game day, although illness or injury may require a last-minute request.

If the passing player accepts:

- Identify and resolve any jersey number conflicts (use of a loaner jersey may be necessary)
- Obtain the passing player’s credentials (US Club Official Roster, Player Card, Youth Player Registration Form) from the player’s team manager

Carefully review PSPL Rule 302 “Player Pass” to ensure you are familiar with eligibility rules and restrictions. Contact the Registrar if you need any clarification.

Non-HPFC Guest Players

Players who are not associated with HPFC can guest play in tournament games if the HPFC Registrar has confirmed their eligibility in advance. If they are currently playing on another team, they must also have permission from their existing coach.

Guest players who do not hold a player card with another club must register with HPFC by submitting their Proof of Age (e.g. birth certificate or passport), the US Club Youth Player Registration Form, and a recent photo. A “guest player fee” applies to cover the Player Card and administrative costs, and this fee may be paid by your team funds or by the guest player. Note that submission of these items to the Registrar must occur two (2) weeks in advance of the tournament to ensure ample time to authorize the guest player.