



## Pre-Season Checklist

- **Soccer Regions, Leagues & Associations**
  - **Regions** (US Youth Soccer) North Texas is in Region III. **Region III** includes Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, North Texas and South Texas
  - **Leagues**
    - ECNL - Elite Clubs National League
    - PPL - Plano Premiers League
    - PTCL - Prime Time Club League
  - **Associations**
    - CFBSA - Carrollton-Farmers Branch Club Association
    - GLASA - Greater Lewisville Area Soccer Association
- **Naming Convention (VERY Important) – Correctly listed at the top of your roster**
  - D'Feeters (plural), Year, Coach
  - Example #1: D'Feeters '99 - Alkek
  - Example #2: D'Feeters '02 ECNL - Bradford
  - Team name is **very important** for team ranking search engines; any changes to correct name will cause your team not to be picked up; input name exactly as it appears on your roster
- **Official Roster**
  - LHGCL & PPL players are registered as USYS Players (US Youth Soccer)
  - ECNL & PTCL players are registered as US Club Soccer Players
  - An "Official Roster" requires a Registrar's signature and the Head Coach's signature.
  - Keep original and make 10 copies to give out at tournaments or for other reasons. **Do not distribute to parents.**
  - **Roster Format –**
    - Top of Roster: Team Name, Club, Age Group, Division and Team ID
    - Player Last Name, First Name and Jersey Number
    - Player ID Number, Month and Year of Birth and Playing Age
    - Gender and Date Rostered to the Team
  - If a player quits throughout the season, attempt to get something in writing and forward to Local Association Registrar. Players cannot be removed from the roster unless we have something in writing OR parents complete appropriate transfer/release paperwork
  - If a new player is added to your team or if a player quits, you will need to get a new roster.
  - Once an official roster has been generated by the Registrar, you can print a copy by logging into the GotSoccer team account. Click on the gray tool bar – TEAM PROFILE – then click on DOCUMENTS. Choose the roster with the lasted CREATED date, Open and Print.
- **Logging into GotSoccer**
  - When you are assigned to a team as a manager in GotSoccer a login and password are created
  - To login, go to [www.gotsoccer.com](http://www.gotsoccer.com)
  - Then enter your username and password for Team and Team Officials
  - From here you can print your team roster and assign jersey numbers from Team Profile and Documents tabs.
  - Remember, LHGCL & PPL require Association Registrar's & Coach's signature to be official.



- **Player Cards**
  - Player Card Pictures - Current headshot picture of player (1x1) NO hats or sunglasses. Upload photos in GotSoccer and you will not have to add photo. They will print on your cards!
  - NO player signature Required only PHOTO
  - All player cards with an appropriate photo will be laminated by D'Feeters SC.
  - Place cards on ring, in alphabetical order, and carry to every game and tournament.
  - Must be presented to Referee at beginning of every game to check players in for the game.
  - **\*You can use the GotSoccer Virtual ID App instead of hard copy Player Cards**
  - Kid Safe Badges - All adults that participate with the players during practices or games must have a Kid Safe Badge. This includes all coaches, managers, and team volunteers.
  - Please contact Registrar to set up a team official profile. An email will be generated to the adult with instructions. Once adult is cleared, a card will be printed, mailed to the adult and then added to the roster. This card must have a signature and a photo prior to laminating.
  - ECNL has a different process for player cards. No signature is required.
- **Player Documents**
  - State Issued Birth Certificates
    - Forward all birth certificates to the Select Registrar. The date of birth will be verified and locked in GotSoccer. A "Verified" date of birth will be indicated with a "V" highlighted in yellow. If a player does NOT have a "V", there is no Birth Certificate on file.
    - EACH player is required to have on file a State Issued Birth Certificate; hospital birth certificates/announcements are not acceptable.
    - Birth Certificates – a copy will be kept at the D'Feeters SC office, NOT in your manager's notebook.
  - Medical Releases
    - Obtain one from each player – does not need notarization for NTSSA tournaments. Every player is REQUIRED to complete a NEW medical release each soccer year. Manager keeps the Medical Release, the D'Feeters SC office does not need this document.
- **Uniforms**
  - Practice Attire - All players are REQUIRED to wear D'Feeters Practice kit including top, shorts & socks. No exceptions.
  - Game attire - All players are REQUIRED to wear D'Feeters game top, shorts and socks. No exceptions.
- **Games**
  - Parents are not allowed on the team sideline during games or half time
  - Schedules should be added to TeamSnap as soon as they are released. Check the schedules often as they change regularly
  - Any schedule conflicts should be addressed immediately. Work with the team coach to coordinate
  - Schedules are posted on your league's respective web site (LHGCL, PPL, etc.)
- **Additional Information**
  - Create a team contact sheet containing email addresses and phone numbers for all players/parents on team
- **College Profiles**
  - All player profiles will be through GotSoccer and are the responsibility of individual player/family