



# **Tri-County Soccer Club Member Handbook**

# Table of Contents

|  |    |
|--|----|
| Welcome .....                                | 3  |
| Club Contacts.....                           | 4  |
| History and Purpose .....                    | 5  |
| Rules and Regulations .....                  | 6  |
| TCSC Intramural League Rules .....           | 14 |
| Coaches and Trainers Information Form .....  | 16 |
| Incident Report Form.....                    | 18 |
| Request to the Board of Directors Form ..... | 19 |

# WELCOME

Welcome to the Tri-County Soccer Club. We sincerely hope your involvement in our soccer program will result in positive experiences and memories for you and your children. TCSC strives to provide our soccer players with a developmental environment and constructive athletic program. We hope to build our players self-confidence while enhancing their awareness of the importance of cooperation, teamwork and fair play. Consequently, we believe TCSC offers participants an opportunity to learn a few of life's important lessons, make lasting friendships, and understanding the benefits associated with establishing and working toward the fulfillment of goals.

Since we all lead busy lives, we must prioritize the use of our time. You have already made a good choice by involving your family in TCSC. Participating in TCSC is a positive and rewarding way to show our children that their happiness and development is our priority that we care and want to be involved in their lives. Together we can make soccer an enjoyable experience for our children.

Much of our club's success depends upon the level of volunteer support the club receives from its parents. The club could not exist without your help. We hope parents will contribute their time and energy towards making TCSC a reputable soccer program.

TCSC values participant, spectator, and visitor safety. We encourage a respectful and enjoyable social environment for all of the club's members. TCSC also provides each of us an opportunity to help develop our community into something special – a friendly, close-knit neighborhood.

During game day excitement, please remember we are all neighbors, and that soccer is supposed to be both a fun, and more importantly, constructive learning experience for our children. We ask that you remain supportive of your club and your team, respectful to referees, club officials, and other teams, and patient and understanding when concerns arise.

Thank you for being a member of TCSC and for your continued support in creating a successful soccer program.

# CLUB CONTACTS

| <b>TCSC Board of Directors</b>   |                   |
|----------------------------------|-------------------|
| President                        | Gregg Land        |
| Vice-President (Risk Management) | Jon Ciplickas     |
| Secretary                        | Stacey Cooley     |
| Treasurer                        | Kim McKinney      |
| Registrar                        | Kellie Land       |
| U6 & U8 Soccer Coordinator       | Tommy Bailey      |
| Interleague Soccer Coordinator   | Joey Allen        |
| Select Soccer Coordinator        | Gregg Land        |
| Fund Raising Coordinator         | Josh Enloe        |
| Special Events Coordinator       | Jody Spence       |
| Uniform Coordinator              | Kayla Scrivner    |
| Director of Coaching             | Jonathan Scrivner |

Please send all correspondence to:  
Tri- County Soccer Club  
PO Box 51421  
Piedmont, SC 29673  
[www.tcsc.org](http://www.tcsc.org)

# History and Purpose

## History

The Tri-County Soccer Club (TCSC), based in the Powdersville SC area, is a growing soccer club. In addition to an intramural U6 and U8 developmental league, TCSC U10-U19 teams face appropriate competition by participating in the CESA Developmental Soccer League, CESA Academy League, Presidents Medal Soccer League or South Carolina Stage Challenge League for the fall and spring seasons.

Tri-County Soccer Club was established in the late 1980's as a non-profit organization. TCSC provides a youth soccer program serving Anderson, Greenville, and Pickens counties. All programs are based at Hurricane Springs Park in Easley, SC.

Tri-County Soccer Club is a member of the South Carolina Youth Soccer Association (SCYSA), the non-profit organization established to govern soccer in South Carolina and an affiliate of the US Youth Soccer Association and the US Soccer Federation.

The success of TCSC has been built on the hard work and cooperation of its players, coaches, parents and volunteers...the foundation for great things to come.

## Purpose

The purpose of TCSC, as stated in the Mission Statement of our by-laws, is to:

- Provide a significant means of recreation to all children in the tri-county area.
- Promote the sport of soccer while developing the skills of individual players.
- Foster a sports environment which encourages an attitude of sportsmanship and equal opportunity.

Furthermore, the optimal purpose of TCSC is to provide a safe and positive environment where children can learn sportsmanship and cooperation while establishing a sense of self esteem and enhancing their emotional, physical and social well-being.

# **TCSC Rules and Regulations**

## **Article I. General**

### **Section 1.01**

Tri-County Soccer Club, Inc. does hereby adopt and publish such rules and regulations for youth players, in compliance with and as may be required by national or state associations with which the club has chosen to affiliate, as determined by the club's Board of Directors to be necessary and appropriate for the operation of an organized soccer program.

## **Article II. Recreation Play**

### **Section 2.01 Player Age Divisions**

- (a) The club shall make every effort to enter players in the appropriate age divisions, from Under 6 to Under 19 years of age. The players' age before the first day of August of the current soccer year will determine the players' age division for that year. The soccer year is comprised of both the fall and spring seasons.
- (b) Each player shall furnish proof of age at the time of initial registration with the club. Therefore, no further proof of age shall be required so long as uninterrupted year-to-year registration status is maintained with the club. Acceptable proof of age shall be an official birth certificate, passport or alien registration card issued by the United States Government or Certificate of Naturalization issued by the Immigration and naturalization Service.
- (c) The club will not allow registration of any child to participate on an Under 6 team who is not 4 years old before the first day of August of the current soccer year. The Board of Directors will consider applications for exceptions on an individual basis.
- (d) A parent may request that a player be considered for play in a higher age division. Request must be made in writing to the Board of Directors for consideration. The Board of Directors, the Director of Coaching and the coaches of the higher age division will consider the request. To honor the request there must be an opening in the higher division. If the player is granted permission to play, the registration fee of the higher division will apply.
- (e) Players may not play in an age division below his/her proper age division.

### **Section 2.02 Player Registration**

- (a) All players must be registered with the club and have paid all fees established by the clubs' Board of Directors before participating in a practice or game with a club team.
- (b) New player registration shall be limited by the club's Board of Directors' determination of the number of teams, which it can properly sponsor during the current season.

- (c) The club and all players will be affiliated with the South Carolina Youth Soccer Association. The clubs' board will determine with which leagues and additional associations or recreation commissions the club will affiliate.
- (d) The Board of Directors will annually set the amount of registration fees to be collected from each player for each season played.

### **Section 2.03 Team Structure**

Each team needs a variety of volunteers to function successfully. Since many hands make for light work, every parent should be prepared to provide support to either their team and/or the club.

- (a) Coach – This individual is the team leader, responsible for teaching and developing soccer skills to his/her team players. The coach organizes and conducts practices and directs players during games.
- (b) Assistant Coach – Position not required. However, each team should endeavor to have more than one coach. Whether they are co-coaches or assistants, they help during practices and games, and are in charge in the coach's absence.
- (c) Team Manager – This individual, usually a parent, helps the coach by communicating with the player's parents about practices, games, and other team activities. They also organize the half time and after game snack schedule for the team. This individual organizes their team's club volunteers and participation in the club fund raising events.
- (d) Club Volunteers – These are the parents of the players on each team who do not otherwise have a roll in the club. They are involved in assisting with fundraisers, banquets, club sponsored tournaments or events.
- (e) Each coach, assistant coach and team manager is required to fill out the "Volunteer Disclosure Form" and turn it in to the club's registrar.

### **Section 2.04 Roster Limitations**

- (a) The club recommends as a guideline that all eleven-a-side teams be composed of not more than sixteen players at any given time, with no more than eighteen players at any given time.
- (b) Under 6's playing 4-a-side, the club recommends 6 on a roster with no more than 7 at any given time.
- (c) Under 8's playing 6-a-side, the club recommends 8 on a roster with no more than 10 at any give time.
- (d) Under 10's playing 6-a-side, the club recommends 8 on a roster with no more than 10 at any given time.

### **Section 2.05 Player Evaluations**

- (a) Player evaluations for the next soccer season for U10 and above players will be held at a time specified by the Board of Directors following the conclusion of the spring season.

- (b) Based on registration and/or anticipated registration the Board of Directors will plan for the divisions to compete for the season in the CESA Developmental League, Greenville County Recreation League or other levels of competition.
- (c) Committees consisting of the division coaches and the Director of Coaching will be put together. These committees will be responsible for building each team according to soccer ability, commitment, attitude and age. Each member of the committee will evaluate each player.
- (d) The evaluation process will be based on the performance during the evaluation process, scouting and prior knowledge of players.
- (e) Players will not be placed a team until an adequate evaluation of the player has been completed.
- (f) It is recommended that all players attend all sessions of the player evaluations. All players are required to attend the evaluations if they intend to play during the upcoming soccer season.
- (g) The appointed head coach of each team can discuss the team rosters with the committee and minor adjustments can be made on the Coach's recommendation.
- (h) Parents and players need to be aware that play in Division 1 and 2 in Greenville County is competitive and it takes commitment from both the parents and the players. This type of soccer is not for everyone, but we try to provide a level of soccer for everyone.
- (i) The players are rostered on the appropriate division team and this is where they will be expected to play. Parental selection of coaches should not be a goal of the club except at the U6 and U8 divisions.

### **Article III. Academy and Select Soccer Play**

- (a) Tryouts for the next soccer season for U10 and above players who are interested in participating on the academy, classic or challenge level will be held at a time specified by the Board of Directors following the conclusion of the spring season.
- (b) The team coach and the Director of Coaching will be responsible for selecting the team. The players will be selected according to soccer ability, athleticism, commitment, coachability, team dynamics (needs) and age.
- (c) Player selection will be based on player performance during the tryout process, scouting and prior knowledge of players.
- (d) All players must attend all sessions of the player tryouts. All players are required to attend the tryouts if they intend to play during the upcoming soccer season.
- (e) Parents and players need to be aware that play in the academy and select programs is very competitive and it takes commitment from both the parents and the players. This level of soccer is not for everyone. However, we strive to provide an appropriate level of soccer for everyone.



## **Article IV. Coaches**

### **Section 4.01 Selection of Coaches**

- (a) The Director of Coaching will be responsible for the recruitment and maintenance of all recreational, academy and select coaches.
- (b) All interested coaches/trainers must fill out a Coaches and Trainers Information Form to be reviewed by the Director of Coaching.
- (c) In selecting coaches, priority will be given to those candidates with the most coaching experience and/or coaching licenser.
- (d) Once selected, coaches must attend a National Youth Module (5 hour course) given by the club, within the first year of coaching. Modules will be held twice a year.
- (e) Any coach wanting to attend licensing courses beyond the minimum, the club will pay 50% of the registration fee. However, the coach must then coach one full year upon completion of the course
- (f) The Board of Directors will approve all coaches selected.

### **Section 4.02 Coaches/Team Responsibilities**

- (a) Coaches are responsible for obtaining official team rosters and, where applicable, SCYSA player cards from the club's registrar.
- (b) All coaches will coordinate practice fields and times with the Director of Coaching.
- (c) Coaches/Team Manager will contact all team players regarding practice schedules and game times.
- (d) Coaches will coordinate uniform orders through the club's uniform coordinator, within the club's guidelines.
- (e) Each team player will play for a minimum one-half of each regular season game including playoffs and recreation tournament games. Exceptions to this rule are allowed at the coach's discretion with reasonable cause.
- (f) Each coach is responsible for obtaining referee fees from the club treasurer and pay appropriate fees at game times.
- (g) If a team forfeits a game the coach/team are responsible to pay double the referee fees plus \$12 to the club.

### **Section 4.03 Tournaments**

- (a) Each coach may select the appropriate tournaments for his team to participate.
- (b) The coach must contact the club registrar 60 days prior to the tournament to obtain guidelines and information of what is required for each tournament.
- (c) Coaches/Team Managers will be responsible for collecting the necessary tournament fees from team players/parents and registering for the tournament.
- (d) Each team is responsible for tournament travel expenses.

## **Article V. Conduct**

### **Section 5.01 Coaches**

- (a) The conduct and attitude of the coaches shall at all times reflect the highest sportsmanship standards. Coaches are role models for our players and they establish the values and behavior of their teams. Coaches are expected to have professional conduct when dealing with game officials, opposing teams and fans. Coaches are responsible for the conduct of their players, parents and supporters anytime TCSC is being represented.
- (b) Each coach must sign the Coach's Code of Conduct located on the Coaches/Trainers Information form stating that you have read and understand the club's Rules and Regulations as well as the code of conduct.
- (c) Each coach will be evaluated at the end of the soccer season by parents and/or players.

### **Section 5.02 Players**

- (a) Players are expected to conduct themselves with dignity and honor. Players are also expected to be fair no matter the cost of the result. All players are to be generous in victory and graceful in defeat. Players are expected to accept the decisions of your coach and the game officials.

### **Section 5.03 Parents**

- (a) Each parent must sign the Parental Code of Conduct located on the registration form stating that you have read and understand the club's Rules and Regulations as well as the code of conduct.
- (b) Parents and fans are responsible for their behavior. They should accept the referee's judgments and decisions as final.

### **Section 5.04 Disciplinary Actions**

- (a) The Board of Directors will handle any incident involving coaches, players, and parents, who are reported to TCSC, and necessary actions will be taken.

## **Article VI. Fund Raising**

### **Section 6.01 Club Fundraisers**

- (a) The Board of Directors will determine fund raising activities on a season-by-season basis. These activities will be based on the financial needs and goals of the club.
- (b) All parents and players are asked to participate in any fundraising activities.
- (c) Each team will be required to participate in a club fundraiser before any team fundraisers will be approved.

## **Section 6.02 Team Fundraisers**

- (a) The Board of Directors must approve individual team fund raising, after participation in the club's fundraiser.
- (b) Each team is required to maintain a detailed account of all team funds. The detailed accounts are to be provided to the Board of Directors at the end of the soccer season.
- (c) It is recommended that each team maintain an independent checking account to record team activities.
- (d) All team accounts must be set up through the club's treasurer.

## **Article VII. Amendments**

The club's Board of Directors will review these rules and regulations annually and any amendments will be made by two-thirds vote of the members present of the Board at any meeting of the Board.

## **Article VIII. Board of Directors**

In addition to the Board of Director positions outlined in the club bylaws, the following positions will make up the rest of the board and aid in reaching and executing club decisions: U6/U8 Coordinator, Interleague Soccer Coordinator, Select Soccer Coordinator, Uniform Coordinator, Fundraising Coordinator and Director of Coaching.

### **Section 7.01. Election and term of Directors:**

With the exception of the Director of Coaching, the directors of the club will be elected bi-annually, (every two years) by the club members at least 60 days prior to the end of the fiscal year. Directors' terms will begin, (June 30<sup>th</sup>), one month before the end of the fiscal year and last for two full fiscal years. Directors' terms will be set so that the terms of the Uniform Coordinator and Fundraising Coordinator will expire at the same time on even years and those of Vice U6/U8 Coordinator, Interleague Soccer Coordinator and Select Soccer Coordinator will likewise expire at the same time, on odd years, but not all at the same time.

### **Section 7.02. Removal**

Any director elected may be removed by a majority vote of the Board or at a general club meeting whenever in its judgment the best interests of the club would be served thereby.

### **Section 7.03 U6/U8 Coordinator**

With the assistance of the Director of Coaching, the Director of Intramurals will coordinate Club play at the intramural level, presently Under 6 and Under 8 co-recreational teams. This coordination includes field maintenance, scheduling of games and practices, field supervision, assignment of players and coaches to teams, and all other duties incident to play for children in these age groups.

### **Section 7.04 Interleague Soccer Coordinator**

The Interleague Soccer Coordinator shall (a) work with all other soccer clubs and leagues the board decides to participate with (b) coordinate interleague play and tournaments. The Interleague Soccer Coordinator shall also assist the Director of Coaching in (a) recruiting and maintaining volunteer coaches and players (b) coordinating evaluations (c) making team assignments (d) assigning practice schedules (e) making game schedules (f) completing and distributing uniform orders (g) requisitioning equipment orders to TCSC board of directors.

### **Section 7.05 Select Soccer Coordinator**

With the assistance of the Director of Coaching and the Registrar, the Select Soccer Coordinator will assist in recruiting and maintaining Select and Academy coaching staff and players, coordinate player evaluation, scheduling of games and practices, assignment of players and coaches to teams, and all other duties incident to play for players participating in the TCSC Select and Academy Soccer Programs from the Under 10 age level upward. The Select Soccer Coordinator shall work to develop all players and teams of all levels and shall be a liaison between the club and the local school soccer programs. The Select Soccer Coordinator shall also

- a) be the liaison between the Board of Directors and the team managers
- b) assist the Fund Raising/ Publicity Director with fund raising activities and any team media coverage for their age group and
- c) assist the Uniform Coordinator with uniform ordering and distributing for their age group. (U10 – U19)

### **Section 7.06 Uniform Coordinator**

Assist Registrar and Director of Coaching with collecting, placing and delivering uniform orders for each team.

### **Section 7.07 Fundraising Coordinator**

The Fundraising Coordinator shall recruit members for and work with fundraising committee to initiate, organize and execute fundraising efforts on behalf of the club and. The Fundraising Coordinator shall (a) submit to the Board of Directors before each fall season, suggestions for fund raising activities (b) coordinate fund raising activities for the Club (c) approve team fundraising events (d) generate funds through the TCSC sponsorship programs for club projects (goals, nets, fencing, etc.) and (e) coordinate the TCSC capital campaign effort for the development of a TCSC-owned soccer complex.

### **Section 7.08 Special Event Coordinator**

The Special Events Coordinator shall recruit members for and work with the Special Events Committee to (a) coordinate soccer specific special events (b) coordinate special events for community outreach (c) compose, and distribute the Club's newsletter on an as needed basis, but no fewer than 4 issues a year. (d) insure adequate news media coverage for recreational and classic teams and any desired coverage of the Club's other activities and projects and (e) coordinate with web host to update web page as needed.

### **Section 7.09 Director of Coaching**

The Director of Coaching will coordinate player evaluations, the assignment of players to teams, and the assignment of coaches to teams. He or she will also coordinate scheduling, field maintenance, referees, and training. The Director of Coaching will report to the Board as an employee of the Club, with no right to vote regarding the decisions made by the Board, but with the expectation that the Director of Coaching will offer advice and counsel on those matters within his area of concern. Further, the Director of Coaching may, at his or her discretion, train or coach various teams supported by the Club, as time allows. TCSC by-laws specifically authorize the Board of Directors to take those steps necessary to interview, retain, and terminate a Director of Coaching, to set a salary and benefits, to pay a salary, and to do all acts incident to the hiring and retention of the Director of Coaching.

## Intramural Laws of the Game

| Age Group | Game Length      | Field Size    | Referees                               | Ball Size | Goal Size  | Goalkeepers | Number of Players |
|-----------|------------------|---------------|--|-----------|------------|-------------|-------------------|
| U6        | 8 min. quarters  | 35 X 20 Yards | 1 coach per team will act as a referee | 3         | 4' X 6'    | No          | 4 vs. 4           |
| U8        | 10 min. quarters | 60 X 40 yards | 1 center referee                       | 4         | 6 ½' X 12' | Yes         | 6 vs. 6           |

US Youth Soccer Recommended modifications to the FIFA Laws of the Game.

FIFA Laws of The Game can be found at [www.fifa.com](http://www.fifa.com)

Law I-The Field: See chart above.

Law II-The Ball: See chart above.

Law III-Number of Players: See chart above.

- A. Substitutions: Allowed only between quarters.
- B. Playing time: Each player SHALL play a minimum of 50% of the total playing time.
- C. Teams and games may be coed.

Law IV-Players Equipment: Conform to FIFA with the following exceptions:

- A. Footwear: Tennis shoes or soft-cleated soccer shoes.
- B. Shin guards are mandatory.

Law V-The Referee: See chart above. Their job is to keep the playing environment FUN, SAFE and focused on the child. Duties are the same as a Referee under the FIFA Laws of The Game: keep time, enforce the rules, stop and restart play. When you stop play for a foul or other reason, take the time to explain to the players.

Law VI- Assistant Referee: Not used in the small-sided game.

Law VII-Duration of the Game: See chart above.

- A. There shall be one (1) minute break between quarters one and two and another two (2) minute break between quarters three and four.
- B. There shall be a half-time break of five (5) minutes.

Law VIII-The Start of Play: Conform to FIFA, with the following exception: Opponent must be five (5) yards from the center mark until the ball is touched.

Law IX-Ball In and Out of Play: Conform to FIFA: Ball must completely cross over goal line to be out of play.

Law X-Method of Scoring: Conform to FIFA: Ball must completely cross over goal line and between posts and beneath crossbar to count.

Law XI-Off-Side: There is no offside in small-sided games.

Law XII-Fouls and Misconduct: Conform to FIFA with the following exception:

- A. All fouls shall result in an indirect free kick with opponent five (5) yards away.
- B. The referee/coach must explain ALL infractions to offending player.

Law XIII-Free Kicks: Conform to FIFA with the following exception:

- A. All free kicks will be indirect.
- B. Opponents must be five (5) yards away

Law XIV-Penalty Kicks: There are no Penalty Kicks in small-sided games.

Law XV-Throw-In: Conform to FIFA. One retry will be allowed. Possession will change if a second throw-in infraction is committed.

Law XVI-Goal Kick: Conform to FIFA.

Law XVII-Corner Kick: Conform to FIFA with the following exception:

- A. Opponents must be five (5) yards away from the ball.
- B. Corner Kicks are Indirect Free Kicks.

**CONDUCT:** All players, coaches, and spectators are expected to conduct themselves with sportsmanlike attitudes. Any infractions of this behavior (name-calling, spitting, fighting, etc.) will not be tolerated and should be handled immediately by the field supervisor. If necessary, an incident form (located in this handbook) will be completed by and submitted to the TCSC Board. The board will review the situation and deal with problem appropriately. Actions taken by the board might include but will not be limited to the following: suspension from the program or expulsion from the program.

**INCLEMENT WEATHER:** In the case of bad weather, the coach is responsible for notifying his team (parents, players) of cancellation of the game after coordinating with the other coach involved.



# Tri-County Soccer Club

## Coaches and Trainers Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone (h): \_\_\_\_\_ (w): \_\_\_\_\_ (c): \_\_\_\_\_

Present Employer: \_\_\_\_\_

How Long Employed there: \_\_\_\_\_ Position: \_\_\_\_\_

Level of Education Completed: \_\_\_\_\_ Degrees: \_\_\_\_\_

### Playing Experience

Club: \_\_\_\_\_

High School: \_\_\_\_\_

College/University: \_\_\_\_\_

### Coaching Experience

Coaching Licenses Held: \_\_\_\_\_

#### Last 5 Years Coaching Experience:

| Organization | How Long? | Age Division | Boys or Girls? |
|--------------|-----------|--------------|----------------|
|              |           |              |                |
|              |           |              |                |
|              |           |              |                |
|              |           |              |                |
|              |           |              |                |

Please list any special accomplishments your teams have achieved:

\_\_\_\_\_

\_\_\_\_\_

Do you have a preference for coaching Boys or Girls: \_\_\_\_\_

Are you applying to coach a specific team? What team? \_\_\_\_\_



## Coaches Code of Conduct

1. I will not address the referee during the game. Only exceptions are pointing out emergencies or safety issues, making substitutions and responding to a referee initiating a communication. During halftime and after the completion of the game, you may politely ask for the referee to explain the rules surrounding a call made during the game.
2. I will introduce myself to the opposing coach and referee before each game.
3. I will give polite, friendly and constructive feedback to the referees. I will thank the referee after the game and encourage my players to do the same.
4. I realize that I am responsible for the conduct of the players and parents on my team. I will explain acceptable player and parent behavior prior to the season and reinforce the code of conduct throughout the season as needed.
5. I will develop the child's appreciation of the game.
6. I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials.
7. I will treat other coaches, players and fans with respect.
8. I will allow each player to experience all positions and to play a minimum of one half.
9. I will encourage fair play.
10. I will not use profanity around players, fans and officials.
11. I will follow the rules and regulations set forth by the club.

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Coaches Signature

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Date



# Tri-County Soccer Club Incident Report

Date of Occurrence: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Reported by: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Incident: \_\_\_\_\_

Examples: assault, threat, verbal abuse, robbery, vandalism, verbal abuse, unsportsmanlike conduct, player injury, unsafe field/park condition.

Witnesses (name and phone number):

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Description of Incident (please give names of all persons involved, if possible):

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please give this completed form to a TCSC coach or board member to be reviewed by the TCSC Board.



## Request to the TCSC Board of Directors

Type of Request: \_\_\_\_\_

Examples: playing up an age division, financial assistance, player to switch teams, etc.

Name of Player: \_\_\_\_\_

Requested by: \_\_\_\_\_

Relationship to Player: \_\_\_\_\_

Reason/Explanation of Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of person making request: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of coach(es) involved:

1) \_\_\_\_\_ Date: \_\_\_\_\_

2) \_\_\_\_\_ Date: \_\_\_\_\_

3) \_\_\_\_\_ Date: \_\_\_\_\_

Bring this form to the next board meeting (1<sup>st</sup> Monday of every month), or to a board member to be brought up at the next board meeting. It would be helpful if you would be present at the meeting to answer questions about your request.

Decision of Board: \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_