



# SCYS FORMS & GUIDELINES FOR TEAM MANAGERS

<b><u>Contents</u></b>	<b><u>Item #</u></b>
Supplemental Accident Insurance	1
SCYSA Employment/Volunteer Disclosure Statement	2
Notification to Travel (Traveling within Region III)	3
Application to Travel (Traveling outside of Region III)	4
Player Registration, Team Roster and Player Passes	5
Release of Player Passes to Team Managers	6

**South Carolina United FC Registrar:**

Elaine Simpson  
105 Crosscreek Dr  
Columbia, SC 29212  
Phone: 767-3483(c) or 732-2637(f)  
E-mail: [Registrar@southcarolinaunitedfc.com](mailto:Registrar@southcarolinaunitedfc.com)

**Club Mailing Address:**

South Carolina United FC  
PO Box 24942  
Columbia, SC 29224

### 1. **SUPPLEMENTAL ACCIDENT INSURANCE**

Every registered player, coach and assistant coach has Supplemental Accident Insurance through SCYS (the South Carolina Youth Soccer). The supplemental insurance will pick up whatever your other insurance did not- deductibles, co-payments, etc. (after a \$1000 deductible per occurrence). Even Team Managers are covered. Like if you twist your ankle as you chase down a referee or opposing coach for a signature on your Red Card Tracking Form! (Or if you have a breakdown while trying to get your players to sign their passes in legible cursive and without using nicknames or initials? We wish, sorry it only covers accidents.) This is a terrific benefit- do not hesitate to use it in the unfortunate event of an accident on a team.

**Get a claim form from SCYS State Office or download from the SCYS web site ([www.scysa.org](http://www.scysa.org)) under the Administrative Tab and Insurance Information:**

After all medical bills are in and all other insurance has paid, send the completed claim form and copies of all bills and payments from other insurance in to:

**South Carolina Youth Soccer  
7436 Broad River Road  
Building 2, Suite 211  
Irmo, SC, 29063  
803.749.4352 (fax)  
e-mail [scysa@scysa.org](mailto:scysa@scysa.org)**

### 2. **SCYS EMPLOYMENT/VOLUNTEER DISCLOSURE STATEMENT**

All coaches, assistant coaches, team managers, club officers and administrators and anyone else who may have reason to have contact with the players is required, **on an annual basis**, to complete an "Employment/Volunteer Disclosure Statement" for the SCYSA for risk management purposes – for the protection of our players. All Volunteer Disclosure Forms are now completed on-line. In July, you will get an e-mail with a password to go on-line and complete the volunteer disclosure form. All information is confidential. Please complete the form as honestly as you can.

### 3. **NOTIFICATION TO TRAVEL**

The SCYSA "Notification to Travel" only applies for travel to competitions with teams and organizations affiliated with US Youth Soccer, Region III State Associations (Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, North Texas, Oklahoma, South Texas, and Tennessee).

#### **DIRECTIONS for Sanctioned Travel WITHIN Region III:**

- Download a copy of the "Notification to Travel".
- Secure any necessary tournament or guest player rosters from the SCYSA State Registrar or SCYSA Administrative Assistant.
- Send a COPY of the completed form, a copy of the permission to host, a copy of the official state roster and guest player roster, if applicable, and a check made payable to SCYS in the amount of \$20 to SCYS.

**South Carolina Youth Soccer  
7436 Broad River Road  
Bldg. 2, Suite 211  
Irmo, SC 29063**

- Make sure you take the original copy of the "Notification to Travel", your player/coach passes, official signed/stamped roster, guest player roster, if applicable and signed medical release forms with you to the tournament.

#### 4. APPLICATION TO TRAVEL

The official **Application to Travel** form is required any time your team goes out of **Region III: tournaments, scrimmages, and even friendly games**. Don't wait until you receive notice of your team's acceptance into a tournament before sending this in as it costs less if you take care of it 30 or more days ahead of travel. The fee will be refunded if your team is not accepted into a tournament.

Download the form from the SCYSA web site [www.scysa.org](http://www.scysa.org), complete and mail to:

**South Carolina Youth Soccer**  
7436 Broad River Road  
Bldg. 2, Suite 211  
Irmo, SC 29063

#### Directions for Sanctioned Travel within the United States but OUTSIDE Region III:

- Download the "**Application to Travel**"
- Send a copy of the completed form, a copy of the permission to host, a copy of the official state roster and guest player roster, if applicable, and a check made payable to SCYSA to your District Commissioner.
  - 30+ calendar days from play           \$20
  - 8 to 29 calendar days from play       \$40
  - 7 or less calendar days from play     \$80
  - Friendlies                                 \$20
- Make sure you take a copy of the "Application to Travel", your player/coach passes, official signed/stamped roster, guest player roster, if applicable and signed medical release forms with you to the tournament

#### 5. TEAM ROSTERS AND PLAYER PASSES

The new soccer year team rosters and player passes **will be valid beginning on August 1**, and the previous year's rosters and passes may no longer be used. The passes should be received the first week of August.

It is the Team Manager's responsibility to get the picture on their team's player and coach passes and to get them signed and laminated. It is always a last minute rush for team managers to get player passes ready for August tournaments. If your team is going to one of these, be as prepared as possible by having all player pictures as well as coach and assistant coach pictures collected and cut to size. Remember, the player must be wearing a shirt, however, no hats, headbands or sunglasses, and the picture should be recent, within the last year, and look pretty much like the player does now. Taking current pictures with a digital camera and printing 1.5" x 1.5" is recommended.

#### 6. RELEASE OF PLAYER PASSES TO TEAM MANAGER

The following conditions must be met before a player pass will be released to the team manager.

- **The registrar MUST have a copy of the Official Birth Certificate**
- **All Current Fees MUST be paid**

If one or both of these conditions have not been met the registrar will notify you. The registrar is responsible to our club's Board of Directors on this and **no player pass will be released without the above two conditions being met**.