

December 2011

Dear Coach,

Season's Greetings from the Naperville Park District! Although we are in the midst of the Holiday Season, the start of the NYS Premier League Spring season is just around the corner. As a result, it is already time to start collecting paperwork. Whether your team is a new or returning team, please read this letter carefully, as it will provide you with all of the necessary information to get ready for the Spring Season.

TEAM PAPERWORK

All paperwork is included in this packet but may also be found on our website www.napervilleparks.org. To access these forms, from the program tab on the homepage, click on ATHLETICS, click on NYS PREMIER LEAGUE, then click on COACHES FORMS.

ALL paperwork must be completed and returned by **Friday, February 10th**. Please return all paperwork together and completely filled out. Please do not have coaches or players drop off individual forms (with the exception of individual waivers for new players).

ALL coaches, regardless of whether you have coached in the Premier league or the recreational league previously, must complete the first two forms listed below. These forms need to be filled out each season that you volunteer as a coach:

1. The Naperville Park District Volunteer Agreement (yellow form).
The Volunteer agreement is specific to NYS Premier and must be filled out each season. If you are a NYS Premier and a NYS (recreational) coach, you must fill out **both** copies of the volunteer agreements. NYS coaches will receive that paperwork from your NYS coordinator. If you coach more than one NYS Premier team, only one set of forms is necessary.
2. Team Information sheet and Team Roster.
This form needs to be filled out each season. It is due along with all of the other paperwork listed above. If your roster is not set, you will still have the opportunity to make changes up until the Friday before the second game.

The following forms only need to be completed if you are a new coach or do not have these forms on file:

3. Department of Children's and Family Services (DCFS) background check (green form).
This form will be good for both the fall 2011 season and the spring 2012 season.
4. Coaches Code of Conduct (white form).
This form will be good for both the fall 2011 season and the spring 2012 season.

All head and assistant coaches must have completed and returned mandatory paperwork before participating in any practice sessions or games.

PLAYER PASS INFORMATION

The NYS Premier League requires each player and coach to obtain a player pass through the Naperville Park District. Player passes and approved rosters will be presented to the referee prior to the start of each game by the coach. Passes will be valid for a period of two years. Each season, the pass must have an updated sticker (i.e. “spring 2012”) in order to be valid.

INDIVIDUAL WAIVERS

Each packet contains a waiver form for each individual player. Each waiver contained in the packet is labeled with an individual team code. This code ensures that each player is registered to the correct team. Waivers must be completed and returned for each player on a team. It is not necessary for coaches to complete a waiver form.

RETURNING TEAMS:

Players and coaches may use their player passes from the previous season. In order for the pass to be considered valid, it must have a current sticker on the back of the pass. Returning players will be issued an updated sticker once the completed waiver has been turned in. The stickers to update the passes will be issued at the coaches meeting in March.

Players from these teams will not need to turn in the waivers individually to the Naperville Park District. Coaches will need to collect completed player waivers and turn in along with other required paperwork. Please **do not** have players turn in individual waiver forms, it must be submitted along with paperwork submitted by coach.

NEW TEAMS:

New players and coaches will need to come into the NPD administration building (320 W. Jackson) between January 10th and February 10th to obtain their pass (a photo will be taken). The NPD is open on weekdays between 8:30 a.m.–5:00 p.m. and on Saturdays from 9:00 a.m.–12:00 p.m. It is not necessary to schedule an appointment.

It is extremely important that each player bring a copy of the waiver that has been included in this packet (with the appropriate team code) to the Naperville Park District. If a player comes into the Park District without this waiver, they will not be issued a pass until they return with the proper form.

The pass will be issued at this time and it will be the recipient’s responsibility to turn the pass to the coach of his/her team.

Non-Resident Fees

For each non-resident participant on your roster, please make sure the \$20 non-resident fee is included when the waiver is turned in (payable to NPD).

If a player pass is lost or needs to be replaced during the season, there will be a \$5.00 service charge.

UNIFORMS

Each team is responsible for their uniforms. The only requirements are that each team is matching in their uniforms, numbers are on the back of the jersey and each team must have a home and away jersey.

NYS reversible jerseys are acceptable or teams may choose to purchase t-shirts or soccer jerseys. If NYS jerseys are worn they must be brought into a local sport store and have numbers placed on both sides.

Teams in need of uniforms may purchase them on their own or select from the options available through the NYS Premier program. Kits purchased through Challenger Teamwear includes two jerseys, one pair of

shorts and a pair of socks. Cost is approximately between \$25-\$30. Please contact May Hoy of Challenger Teamwear at 1.888.439.8610 for additional information.

HOSTING TRAINERS

We are looking for families to provide 10 weeks of housing for our trainers during their stay. Families may host for the entire 10 weeks or share time with other families. It is not necessary for host families to host a trainer from their team. If you are interested or would like additional information please contact me ASAP.

ADDING ADDITIONAL PLAYERS

If you add any additional players after the roster is approved, you must contact the NYS Premier Coordinator. No new coaches or players may be added after Friday, April 13th. The only exception to this will be due to medical injuries and will be considered on an individual basis.

COACHES' MEETING

Please plan to attend the coaches meeting on Thursday, March 15th at 6:30 pm at the Barn Recreation Center at 421 W. Martin Avenue. The meeting is **mandatory** for all head coaches and recommended for assistant coaches. At the meeting you will receive your game schedules and approved teams rosters.

Training Information

If your team has selected the training option, you have been assigned the following training schedule:

Day: _____ Location: _____

Time: _____

As you know you may decide the number of practices your team has, the above information is for the trainer's practice only. Training sessions will be for 10 weeks and will begin the week of March 18th and will conclude the week (beginning) May 27th. No training sessions will take place during the week of spring break (March 25th – March 31st).

Important Dates:

February 1st - balance of payment due.
February 10th - paperwork due and last date to obtain player passes.
March 15th - coach meeting 6:30 at Barn
March 18th - training sessions begin
April 7th - first game
May 26th – Memorial Day weekend – no games
June 2nd - last game
June 9th - rain date
June 22nd – Fall priority registration due

If you have any questions, please feel free to contact me.

Sincerely,

Kim Levitt
NYS Premier Coordinator
630.864.3942
klevitt@napervilleparks.org