



ATTENTION ALL COACHES/MANAGERS

TEAMWORKS requires all participants to become **TEAMWORKS Members** prior to participation. Participants will receive a membership/player card and this card must be presented to the referee/ time keepers prior to the start of each game. The cost of the membership is an annual fee of \$15.

FREE MEMBERSHIP RENTAL- Each team is entitled to one, free hour long rental prior to the start of session 1, contingent upon field availability. We encourage all coaches to take advantage of this offer so your first game will go smoothly. Please have your waiver forms completed and submitted 24 hours in advance of your rental. Waiver forms can be downloaded from the website at www.teamworksaction.com.

Protection Period- There will be a protection period for all of our Session 1 and Session 2 teams. The protection period will allow three weeks from the start of Session 1 to put down a deposit and reserve your spot for Session 2. The protection period will allow three weeks from the start of Session 2 to put down a deposit and reserve your spot for Session 3.

TEAMWORKS Youth Soccer rates for the 09-10 seasons.

Turf 1: \$915

Turf 2: \$915

Turf 3 :\$915

Please carefully review the enclosed information:

- ✓ Check in Procedures
- ✓ MEMBERSHIP for each player
- ✓ Roster Procedure
- ✓ Financial Requirements
- ✓ Important Dates
- ✓ Scheduling Requests and Policies
- ✓ Forfeits / Severe Weather Procedures

Check in Procedures

All teams are required to check in at the front desk prior to their first game. Coaches should arrive at least 30 minutes before the scheduled game time. At this time, the coach will be given a TEAMWORKS OK to PLAY card. The card is given to the referee before the start of the game. **Teams will not be allowed to participate without this card.** Before the first game, a completed TEAMWORKS roster must be turned in. Players will also need to hand their player cards to the timekeeper/ref prior to the start of the game. If your players need to get their membership cards on their first scheduled game we recommend that all players arrive 45-60 minutes prior.

Roster Procedure

All teams are required to complete a TEAMWORKS roster/waiver form complete with the name, date of birth, address, telephone for all players on the team. **Completed rosters are due by October 15th, no exceptions. Changes to the roster must be done prior to the start of your third game.** After the start of your third game, all rosters are frozen. **TEAMWORKS does not allow the same player to play on two different teams within the same division.** Any team that has a player in violation of this rule will be subject to forfeiture of games played. For example, a player may not play on two teams in the same division on the same day.

Financial Requirements

All teams are expected to have all league fees paid in full by the start of their second game. Any team in violation of this policy may not be allowed to play any subsequent game.

Fields

All divisions will be playing on artificial grass surfaces. All footwear except metal spikes are allowed, cleats, flats, and sneakers are permitted. All fields have improved viewing areas for fans and bench areas for players.

Important Dates

First Game Times and Schedules: All coaches will be emailed **at least 5 days** prior to the start of the league with the time of their first game. Schedules will be distributed on the day of your first game. TEAMWORKS management reserves the right to schedule teams to bye weeks and / or doubleheaders throughout the course of the session. Schedules are subject to change at any time. Schedules and stats can also be checked on our website at www.teamworksacton.com.

Scheduling Requests and Policies

Please refer to www.teamworksacton.com frequently throughout the session for updated schedules.

We understand that there are times in the course of a season when a team may need to make a schedule request due to other commitments, including holiday, outdoor games, or tournaments. While we can never guarantee fulfill a request, TEAMWORKS management **WILL DO OUR BEST** to honor all reasonable requests. However, to ensure fairness and ease in scheduling to all teams within your division, **all requests must be submitted, at least 2 weeks prior to the start of the league.** Any requests received after this time will be honored at the discretion of management.

All divisions have an *approximate* timeframe in which they will run. **All timeframes are approximate and subject to change.** TEAMWORKS management will do what is reasonably possible to ensure that all games will fall within the published timeframe; however, some games throughout the course of a session may fall outside these times.

Forfeits / Severe Weather Policies

Unfortunately, due to circumstances outside of our control, there will be times when a team cannot field a full squad for a game and must forfeit that game. If we are made aware of the forfeit, we will do our best to notify the opposing team in advance of the game. That team will then receive a forfeit win, and be able to use the hour of field time at their discretion. **The game will not be rescheduled.** Any team that commits an excessive number of forfeits may be ruled ineligible for playoffs per discretion of management.

In the case of severe weather, Teamworks Management will make all decisions regarding facility closings with the assistance of our Facility Manager and city and state officials. If our facility closes due to severe weather, we will notify all coaches and team managers in advance and reschedule all games missed. If we determine that conditions do not warrant closing our facility to our participants and patrons and we remain open, any team that chooses not to come in for their scheduled game will forfeit that game, and it will not be rescheduled.

EMAIL

TEAMWORKS will be sending emails on a regular basis to enhance our communication to our customers. Please make sure that we have your email address on file.

Thank you for choosing TEAMWORKS for your winter soccer experience! We look forward to another great winter of the best soccer in Massachusetts! If you have any questions regarding this packet, or have any other questions regarding the league, please do not hesitate to call us at 978-287-5533.

Good Luck to all teams and have FUN! Thank you for choosing Teamworks!