

MANAGERS CHECKLIST – Competitive Teams 2022.2023



SOLAR SOCCER CLUB: SOCCER EXCELLENCE THROUGH DEVELOPMENT

107 Suncreek Dr. Suite 300, Allen, TX 75013 Office: (972) 649-4215 www.solarsoccerclub.com

ECNL/MLS teams may have different or additional requirements. The Elite Admin will send instructions.

TO DO: PRIOR TO JULY 1ST

1. Complete background check as of 6/1 as required by the affiliate.
2. Complete SafeSport as of 6/1
3. NTSSA teams must submit Fact Sheets by the deadline of 6/15.

OFFERING CONTRACTS:

NTSSA players may be offered 'contracts' beginning 12:00am the morning of July 1st. The 'Contract' refers to the NTSSA Competitive Registration Form.

Online registration link will be active at 12:00am, morning of July 1st.

TO DO: JULY 1 / SIGNING DAY

Send the LeagueApps Online Club Registration link to parents.

1. Send the LeagueApps registration link to parents. Opens July 1st 12:01am.
2. Parents can electronically sign all documents via eSign Genie.
Once forms are completed the parent will receive an email with signed forms. Parent will receive an automatic notice to forward a copy to the manager.
3. Collect headshot of player. Pic must be a passport style. No hats, no sunglasses, shoulders up.

SEND UNIFORM INFORMATION & LINK TO PARENTS

1. Uniforms may be ordered starting July 1.
2. Send link to parents and make sure each player has a 'myuniform' account set up
3. Uniform order deadline will be July 11th.

COLLECT PLAYERS REGISTRATION DOCUMENTS

Before rostering a player, check LeagueApps to ensure they player has registered online and has a valid payment plan.

1. NTSSA Competitive Membership form (soccer contract). Must be signed 7/1 or later
2. Birth Certificate (must be a readable file or it will delay the registration of the player).
If applicable, Proof of International clearance for any player born outside of the US.
3. UPDATE TEAMS ROSTER IN GOTSPORT.
Use the player's legal name as it appears on the birth certificate. Update jersey number, address, email address and phone. Rosters will be unlocked on July 1st so these changes can be made.

HOME ASSOCIATION AND CLUB REGISTRATION:

Preferred home associations include Frisco, Plano, McKinney, Rowlett & Fort Worth.

NOTE: Solar Soccer Club will pay the home association fees (if using one of the preferred) for the team once the players are all registered with the club online and have submitted the signed club contracts and payment agreements. Solar will pay for all players registered by Sept 1st

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COMPLETE TEAM REGISTRATION WITH CLUB

1. Submit signed payment agreements to club.
2. Review teams online player registration via LeagueApps
3. Any club dues collected at the time of signing can be brought to Solar Office and/or deposited to Solar Chase account.

TEAM FINANCIAL ACCOUNT

1. Open a team bank account if needed. Solar team accounts are with BB&T.
2. Work with coach on team budget (League fees, tournament, indoor, rentals, misc team fees, etc.)
3. Communicate with parents on these fees

BYE, QUALIFYING, LEAGUE, TOURNAMENT REGISTRATION

1. Register for these events as soon as you have obtain your official roster.
Be aware of ALL deadlines! Leagues are will NOT make exceptions.

*NOTE: Once the team is registered for a tournament, the event has every expectation that the team will participate. Do NOT register for events that you are unsure if the team will participate.
If the team withdraws, especially after being accepted, the team can be report to North Texas and could receive penalties.

Stephanie Landreneau

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Cell: 469-323-5417

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Player Club Registration
Players Dues Account
GotSport Support for Comp
NTSSA Manager Support
Team Bank Accounts

Amber Shelton

amber@solarsoccerclub.com

Cell: 972-768-9556

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Accounting
Fields & Field Development
Sponsorships
Events

Monica Young

monica@solarsoccerclub.com

Cell: 214-641-4688

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Juniors Administrator
Player Dues Account
GotSport Support for Jrs.
Website

Uniforms

Email: Solarsocceroffice@gmail.com

Office: 972-649-4215

U.S. Club Registrar (for Solar)

Email: USClubSolar@gmail.com

Office: 972-649-4215