



CITY SC
TEAM MANAGER
HANDBOOK 2024

Thank you for volunteering to be a Team Manager! As a team manager, you play a vital role for City SC and your team. A good team manager will strongly enhance the soccer experience for both players and parents as the person with whom everyone communicates. The job requires time and organization, but primarily requires a positive attitude and a desire to help give our kids a good experience in competitive soccer. You will play a vital role in helping the club carry out our mission:

Our Why:

- To ignite a lifelong passion for the game of soccer.
- Bring joy and fun to our community
- Leave a legacy that lasts forever

Our How:

- Create passion in an environment where players want to play
- To unite a connection between our families and the community in creating an unforgettable experience
- Developing better people, through teaching life lessons, through the means of soccer

Our Pillars:

- **COMMUNITY-** We are one club. There is a place for everyone in our City.
- **INNOVATION-** We embrace creativity and new ideas. We think big, take risks and create solutions.
- **TEAM FIRST-** We do what's best for the team. We create connections with each other.
- **YOU-** We believe in you, we want the best for you, we expect the best from you.

The Role of the Manager

As a Team Manager, your primary role is to function as the team administrator and communicator. You act as a liaison between the coach, parents, players and the Club on NON-COACHING related issues.

Please direct any questions or concerns regarding playing time, positions, and on the field issues to the coach. As a team manager and a parent volunteer it is not your responsibility to answer these questions. It is important that you are a positive advocate for your coach, your team and your club.

Others will look to you as an example of how to behave on the sidelines and represent our club in the community. The example you set will influence the dynamic and atmosphere of the team throughout the season.

Team Manager Responsibilities:

Compliance Requirements:

- Complete US Club Administrator compliance items as directed each year (requirements vary yearly, but may include background checks, fingerprinting, SafeSport online course, Concussion online course, Sudden Cardiac Arrest online course)

Team Administration:

- Keep the team schedule up to date on TeamSnap including details on locations, arrival times, what to wear, etc.
- Send communication to the team as directed by the coach, or Club leadership
- Collect paperwork for team binder (signed medical release forms)
- Bring your team binder to all games
- Manage your roster in GotSport and ensure all players have a photo uploaded for their player card
- Bring player cards to all games, and collect from the referee post match
- Referee Fee distribution for Fall League games, collection from parents for non-league games

Register team for tournaments:

- Your Coach will provide a list of tournaments
- Register and pay via the respective tournament websites
- Monitor the communication from tournament directors, rules and schedules, and update TeamSnap accordingly

SOCAL Administrative Tasks:

- Check GotSport regularly for schedule updates
- Stay up to date on rules and communication from SOCAL.
- Print game day rosters as directed by SOCAL on game day
- Bring referee fees as directed by SOCAL on game day (Fall league ref fees provided by the club)
- Report scores as directed by SOCAL after games
- Complete and submit Referee Payment Reconciliation Form at end of the Fall season to the office (form will be provided by the office when your referee check is issued)

Miscellaneous:

- Help coordinate team travel logistics for out-of-town tournaments
- Help manage sideline behavior and set a positive example for other parents
- Attend all scheduled managers meetings

How to Set Up For Success

Engaging Others in Volunteering: Grow Your Staff

We encourage Team Managers to engage other parents in helping run their teams by delegating responsibilities. As a manager you can decide which tasks you wish to share. The following are suggestions for areas Team Managers can ask for help:

- Team Treasurer- Manages team budget, collects team fees
- Social Coordinator- Coordinates team social events and get-togethers
- Social Media Coordinator/Team Photographer- Submit content to club for social media posts
- Team Canopy - Brings team canopy to all games
- Team Bench - Brings team bench to all games
- First Aid Kit- Bring to all games

Team Communication: Teamsnap

We use the communication platform TeamSnap to communicate both Club wide and team centric. It is the only communication tool to be used by City SC teams. As Team Manager you and your coach will partner to ensure constant communication is available and current for all of your families.

- TeamSnap for your Team is used for:
 - Relaying updates from Club leadership
 - Posting of team practice session times and locations
 - Match schedules
 - Tournament schedules
 - Any changes to a posted schedule
 - Player availability
 - Roster accuracy
 - Jersey numbers

****Group Chat is the most useful feature, make sure everyone has a cell number attached to their profile***

- TeamSnap for Team Managers is used for:
 - Relaying updates from Club Leadership on Club wide events and happenings
 - News that directly affects the Team Manager role, SOCAL regulations, announcements etc.
 - A forum for Team Managers to seek help from each other on GotSport, or Tournaments, etc.
 - A place to let other Team Managers know if they see an issue on the horizon that may affect other teams
 - To reach out to other Team Managers in their age group to help find players to borrow to help in a match or tournament

Team Finance: Set Up A Meeting

Preparing the Team Budget:

At the beginning of the season, arrange a time to meet with the coach to determine which tournaments the team will participate in for the upcoming season. This will be the base for your team budget. Your budget should also project monies needed from each team member for the season to cover the cost of things like:

Compulsory Budget Line Items:

- Tournaments
- Any extra leagues not covered by the club (Optional Spring League, Futsal, etc.)
- Ref Fees for State Cup and any additional league outside of your regular fall league if applicable

Recommended:

- Pink Socks for October
- Team Socials
- Opening Day Fundraiser
- Purchase of a Team Bench or Canopy

Collection of Funds

- Communicate projected team fees to team members and establish a payment schedule. You can collect all at once or you can collect in increments (i.e., April, June, September).
- You can determine the way in which monies are collected. Many Team Managers use Venmo or other payment platforms, but that is your decision.
- Tournament Fee Policy Collection - Club wide:
 - ***All team members are responsible for paying the full tournament fees for the season, regardless of if the player is able to attend. It is up to the coach and manager to determine if a player may play in a tournament if they are delinquent on their team fees, however, it is recommended that player cards are held if players are behind on fees for summer tournaments and all fees MUST be paid and current prior to State Cup play. It is the responsibility of the coach/manager to make sure that players are held accountable for their team fees.***
- Roster Movement and Team Fees
 - If players move teams within the club after team fees are collected, the player should be refunded for any tournaments, team events, etc. that they have paid for but will not participate in. They should not be refunded for any tournaments or events that already occurred. The player will then pay team fees on their new team for any remaining team events and tournaments in which they will get to participate.
 - If players quit the team or leave the club after team fees are paid, they are not entitled to a refund of team fees.

Team Fundraising: Get Creative and Get the Community Involved!

Teams are encouraged to plan and participate in team fundraising events throughout the season to help offset tournament and team fees. The club provides opportunities throughout the year such as:

- Opening Day Booths
- Concessions at club events

Teams are also welcome to coordinate their own creative ideas such as garage sales, car washes etc. as long as the following guidelines are met:

- Promotion:
 - Team specific fundraisers are not club sponsored events; therefore, the club cannot send emails or any other correspondence about the fundraiser to members on the team's behalf.
 - If requested, a onetime announcement of the team fundraiser can be posted on the club social media channels
- Branding:
 - Use of the City SC club logo/branding on promotional materials such as flyers and emails must be approved by Club leadership.
 - All promotional materials must make it clear that the fundraiser benefits an individual team, not the Club
 - The City SC club logo/branding cannot be used on any merchandise or items which are to be sold, auctioned, raffled off, etc. as part of the team fundraiser.

Local and Corporate Sponsorships:

Teams are also encouraged to go out into the local community to seek sponsors to help offset tournament fees, special events, etc.

Here is the protocol for submitting these collected funds:

- City SC Sponsorship Form will be provided to the company/individual donor for tax purposes
- Copy of that form will be attached to the Sponsorship check
- All checks made out to City SC Temecula
- Completed form and check will be submitted to the office
- Team Managers will communicate to the office how funds will be allocated to the team
- Once deposited, a check will be issued to the designated person on the team (Team Manager or Team Treasurer) for use by the Team.

Registering for Tournaments: Plan of Action

The club will work with your coach to determine which tournaments are the best fit for your team. After the tournament schedule has been finalized and communicated by the coach, the manager should take the following steps:

- Check the tournament website immediately for the registration deadline and cost to play
- The cost for each tournament is divided among all players. (Players are responsible for their portion of the fees regardless of attendance. The Coach is advised to hold the player's card if they are not current on team fees.)

- Ask your coach which bracket/level the team should be entered in (i.e. bronze, silver, gold)
- When registering tournaments, enter your team's name using the following formula:
 - City SC Temecula, B or G for Team Gender, Birth Year, Team Name-Coach
 - Example: City SC Temecula G2010 Premier- Basso
- Check for details regarding roster/player card requirements, check-in procedures, rules
 - If the tournament is out of town, confirm if it is a "stay and play" requiring you to book hotels through the tournament hotel coordinator.
- Tournament Check-In:
 - Most tournaments require you to check in at the field one hour before your first game. Read each tournament's rules to confirm when and where to check in, and what kind of documentation they require.
- Guesting with other teams:
 - Guest play must always be approved by your coach. Do not release cards to families on your team, unless approved by the Registrar and you have confirmation that the coach has approved for the player to be loaned out.

The Team Binder: Your Constant Companion on the Field

As team manager, you are responsible for assembling the team binder, keeping it updated and ensuring that the binder is brought to all games.

Contents

- Medical Release Form for each player
- Player/Admin cards
- All players are required to have a league sanctioned player card.
 - Player cards should be kept on a ring with the team binder and must be brought to every game. This is provided by the office only.
 - The team manager is also required to have an administrator card on the ring
 - The head coach and any assistant coaches are required to have a coach's card on the ring
 - Cards must be laminated and include a recent player photo provided by the office only
 - Player Cards for the new season are typically available after July 1
 - Last season's player cards will suffice until that time
 - Please collect the cards from the Referee after each match

League Play: Let's Go!

Regular Season Leagues:

- All City SC teams play in one of the following leagues for the regular season:
 - Development Player League: <https://dpleague.org/>
 - SoCal League: <http://socalsoccerleague.org/>
 - Elite Academy League (EA): <https://eliteacademyleague.com/>

Game Day Procedures:

- Game Day procedures, requirements and paperwork vary by league.
- Each respective league will communicate game day procedures as we approach the start of the season.

General Game Day Checklist will include:

- Laminated player cards, administrator cards and coaching cards
- Team Binder including signed medical release form and code of conduct for each player
- Printed roster/game cards
- Referee fees if required

Referee Fees:

- SoCal League
 - The SoCal League requires each team to pay HALF the ref fees on the field for each game.
 - The club will issue a check to all teams to cover ref fees for the fall league season.
 - Please cash this check and create an envelope for each match with the predesignated fees.
 - At the end of the season submit the Referee Payment Reconciliation Form to confirm that you received the correct amount of ref fees and that there is no balance due back to the club.
- EA/DPL
 - The EA and DPL leagues require the HOME team to pay ref fees in full on the field.
 - The club will issue a check to all EA/DPL teams to cover ref fees for the league season.
 - Please cash this check and create an envelope for each match with the predesignated fees.
 - At the end of the season submit the Referee Payment Reconciliation Form to confirm that you received the correct amount of ref fees and that there is no balance due back to the club.

Season Timelines

The following are examples of the typical season timeline for SoCal League teams. Please keep in mind that schedules may vary slightly depending on the age and level of the team and the leagues in which they participate.

U7-U9

- January/February: State Cup if applicable
- March-April: practice 2 x week, team bonding
- May-August: Practice 2 x week, Tournaments
- September-November: League play
- December: tryouts, registration

U10-U15

- January-February: State Cup if applicable; Tryouts/Registration
- March/April: Practice 2x week
- May-August: Training 2x week, summer tournaments, September-November: League play
- December: Post-season tournaments, State Cup

U16-U19

- April/May: Tryouts/Registration
- May-August: Training 2x week, summer tournaments September-November: League play
- December-March: High School Season (no training for high school players) April- Postseason tournaments, State Cup

Uniforms: What Do You Get, Soccer.com, Ordering Protocol

The club changes uniform kits every TWO years. All players are required to have a full uniform kit and are responsible for ordering and payment. We use soccer.com as our third party vendor. Please contact Michelle at michelle@cityscstemecula.com

The current complete uniform kit includes:

- White Game Jersey
- White Game Shorts
- White Socks
- Navy Game Jersey
- Navy Game Shorts
- Navy Socks
- Black Training Jersey
- Warm up Jacket
- Warm up Pants

How to place an order:

- After the player has registered and is ready to be added to TeamSnap, have the new player select a jersey number
- Please add the jersey number to his TeamSnap profile
- Send Michelle at the office an email or text letting her know the player needs an invitation to the Team Store on soccer.com
- This new player will be added to the Team Store and will receive a special link that takes them directly to their team ordering portal.
- All kits will be shipped directly to the player's home address
- Any issues with kits should be addressed by soccer.com customer service. If there is still a problem, please contact Michelle at the office for assistance.

What to wear when:

- Training: Black Training Jersey/Black training top, Black Shorts, Black Socks
- Home games: Wear Full White kit (pack navy jersey if change is required)
- Away games: Wear Full Navy kit (pack white jersey if change is required)

Goalkeepers are required to have an official City SC keeper jersey, but are not required to order field player jerseys if they do not play on the field. If you are unsure if your keeper needs to order a full kit, please ask your coach, and then contact Michelle at the office.

Extra Gear Orders:

- Extra training gear, backpacks, warm-ups etc. can be ordered year-round through www.soccer.com. Please reach out to Michelle at the office for assistance.

Uniforms for Borrowed Players:

- It is the team's responsibility to find uniform kits for loan players. We recommend reaching out to siblings or friends on other teams in similar age groups to coordinate kits for borrowed players if needed.

Who Do I Reach Out to? Key Contacts:

Club Leadership:

- Executive Director: Terry Olsen: terry@citysctemecula.com
- Director of Operations: Aaron Kiely: aaron@citysctemecula.com
- Technical Director: Joe Smith: joe@citysctemecula.com
- Director of Coaching: Liam Meghen: liam@citysctemecula.com
- Director of Coaching: Alejandro Moreno: alejandro@citysctemecula.com

General Inquiries:

- admin@citysctemecula.com

Administrative Issues, Uniform Ordering, Player Cards, Registration Issues, Roster Changes, Gotsport, TeamSnap, Team Managers, Game Day Help:

- Office Manager, Competitive Registrar: Michelle Wells: michelle@citysctemecula.com
909-855-5418

Social Media Posts:

- media@citysctemecula.com

Office Address:

City SC Temecula
27574 Commerce Center Dr, Suite 237
Temecula, CA 92590

Office Hours: Varies seasonally, please text or email Michelle for current hours

Useful Websites:

- City SC Lake Elsinore: <https://citysclakeelsinore.com/>
- City SC Menifee Valley: <https://cityscmenifeevalley.com/>
- City SC Temecula: <https://citysctemecula.com/>
- Governing Organizations:
 - US Club Soccer: <https://usclubsoccer.org>
- Leagues:
 - Development Player League: <https://dpleague.org/>
 - SoCal League: <http://socalsoccerleague.org/>
 - Elite Academy League (EA): <https://eliteacademyleague.com/>

Insurance Claim

US Club Soccer offers secondary insurance coverage for players who sustain injuries on the field. If a player is injured on the field, they may be eligible to file a claim for additional coverage for medical expenses not covered by their primary insurance. Claim forms must be submitted within 30 days of the first treatment expense.

- For form instructions and claim forms, visit: <https://usclubsoccer.org/claim>