



TEAM MANAGER HANDBOOK

Updated August 2026

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 players and parents as the person everyone communicates with. The job requires time and organization, but it 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:

- 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, and 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-field issues to the coach. As a team manager and a parent volunteer, it is not your responsibility to answer these questions. You must be 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.

Primary Team Manager Responsibilities

1) Compliance Requirements/Team Administration

- Complete league-mandated compliance items. Requirements vary yearly and by league but may include background checks, online courses like SafeSport, concussion, sudden cardiac arrest, mandated reporter training, etc.
- Manage roster in GotSport (or a similar program used by your respective league)
- Collect Paperwork for the Team Binder and bring to all games (signed medical release, code of conduct forms)
- Bring player cards to all games.

2) Communication

- Maintain team schedule on TeamSnap, including details on locations, arrival times, what to wear, etc.
- Send communication to the team as directed by the coach.

3) Team Budget

- Build and manage team budget (tournaments, coach travel costs, socials, etc.)
- Collect funds from team members and document payments and expenses for all players.

4) Register for Tournaments

- Register and pay for tournaments (after funds are collected from team members)
- Monitor communication from tournament directors, rules, and schedules
- Communicate schedules and relevant details to the team

5) League Play/Game Day Responsibilities

- Print game day rosters as directed by the league on game day
- Bring Referee Fees as directed by the league on game day (ref fees provided by the club)
- Report scores as directed by the league after games
- Complete and submit the Referee Payment Reconciliation Form at the end of the season
- Check websites regularly for schedule updates
- Stay informed on league rules and communication from your respective league.

6) Miscellaneous

- 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
- Be familiar with club policies and procedures and league rules
- Delegate team volunteer roles and tasks at your discretion!

How to Set Up For Success

1) 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 for club 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

2) Team Communication & Club Communication: TeamSnap

TeamSnap is the primary platform used to disseminate both team and club-wide communication. It is the only communication tool to be used by City SC teams. The club will set up a TeamSnap account for all teams at the beginning of the season. As Team Manager, you and your coach will partner to manage the account and ensure the timely dissemination of information to your team.

The club will also set up a Team Manager TeamSnap group at the beginning of the season, which the administrative staff will use to communicate important information directly to Team Managers.

TeamSnap accounts are to be used strictly for communicating important information. They are not to be used as a social platform for parents to air grievances and complaints!

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; ensure 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, Tournaments, etc.
- To reach out to other Team Managers in their age group to help find players to borrow to help in a match or tournament

3) Build Your Budget: Best Practices for Team Finance:

Team Treasurers

Each competitive team is responsible for maintaining their own team budget. The team manager may also act as the team treasurer, however the team treasurer CAN NOT be a family member of the coach.

The Team Treasurer is responsible for oversight of the team budget, collecting and accounting for team fees from all team members. The treasurer must keep detailed records of all income and expenses and provide team members with quarterly financial recaps for transparency.

Preparing the Team Budget

At the beginning of the season, arrange a time to meet with the coach to confirm which tournaments the team will participate in for the upcoming season. This will be the base for your team budget. Base your

initial budget on the number of players that are on your official roster at the start of the season. Your budget should project monies needed from each team member for the season to cover the cost of things like:

Compulsory Budget Items:

- Tournaments
- Ref fees for State Cup and any additional leagues outside of your regular fall league, if applicable
- Coach Travel Expenses for teams traveling outside of Riverside County for league play, tournaments, and showcases

Recommended Budget Items:

- Team Socials
- Extra “Blood Jersey”
- Pink Socks for October
- Purchase of a Team Bench or Canopy
- Coaches Gift
- First Aid Kit
- Misc. Supplies

Coach Travel Reimbursements

Out of State Travel (Overnight)

Teams are responsible for reimbursing their coach for travel expenses when traveling out of state for games, tournaments and showcase events that require an overnight stay. This includes any necessary hotel accommodations, mileage/rental car or airfare, parking fees if applicable and daily per diem.

In State Travel (No Overnight Stay)

Teams are responsible for reimbursing their coach for **mileage and parking only** when traveling in excess of 90 miles for in-state games, tournaments and showcase events. Mileage is calculated from the City SC Office to the respective field. Coach is to be reimbursed only for miles driven in EXCESS of 90 miles each way.

*****Special In State Travel Provision for Elite Platform Teams***

When participating in mandatory showcases, events and Surf Cup where teams play 3 days or more, teams are responsible for reimbursing their coaches for mileage when traveling in excess of 45 miles. Mileage is calculated from the City SC Office to the respective field. Coach is to be reimbursed only for miles driven in EXCESS of 45 miles each way.

Parking Reimbursements for Local Events

Teams are responsible for reimbursing their coach for parking fees for any events that charge for parking, regardless of distance traveled.

City SC Office: 27576 Commerce Center Drive, Ste. 106, Temecula, CA 92590

EXAMPLE: One way trip to the field = 100 miles. Coach should be reimbursed for 10 miles driven to the field, and 10 miles for the trip home (20 miles total).

Coach travel reimbursement costs are split evenly among all members of the team regardless of participation.

- Use the Coach Travel Reimbursement Form to calculate coach travel reimbursements. Mileage and Per Diem Rates are updated annually based on IRS Standard reimbursement rates.
- If a coach has multiple teams traveling to the same event, travel costs are split between the participating teams.
- If the team is not traveling/making reservations as a group, rates for coach accommodations, airfare, rental cars, etc. should be competitive rates that are comparable to rates secured by the team.

What's included in per diem?

Per Diem covers meals & incidental expenses.

Coach Travel Reimbursement Procedures:

- Coach or Manager complete Coach Travel Reimbursement Form
- Manager/Treasurer reimburse Coach from team funds
- Coach Sign Completed Travel Reimbursement Form
- Manager Keep signed Travel Reimbursement Form for team records

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).

UNDER NO CIRCUMSTANCES SHOULD TEAM MANAGERS EVER FRONT MONEY FOR THE TEAM!

All team members are responsible for paying the full tournament fees for the season, regardless of whether the player can attend. This includes coaches' children, if applicable, and any players who receive financial assistance from the club for registration fees.

Player cards should be held by the coach, and players should not be permitted to participate in tournaments if they are not current on fees, meaning they have not, at a minimum, paid their share of the cost to register the team for that event.

It is the responsibility of the coach/manager/treasurer to make sure that players are held accountable for their team fees. The Club is not responsible for accounting for, collecting, managing, or reimbursing team fees.

Roster Movement and Team Fees

If players move teams within the club after fees are collected, tournament fees stay with the TEAM. The player should be refunded for any misc. funds that were collected for team socials, etc. that they will not participate in with their initial team. They'll pay for tournaments with their new team in excess of the number of tournaments they paid for with their initial team as well as future socials, misc. funds, etc. If a team budgets for post season tournaments and collects at the beginning of the year, players who move teams prior to the fall league season should be refunded for any post season tournaments they paid for with their initial team, and instead factored into the budget for postseason play with their new team. If players quit the team or leave the club after team fees are paid, they are not entitled to a refund of team fees.

Tracking Expenses and Payments

All payments and expenses should be tracked and recorded. A simple Excel sheet can be used to track what has been collected from each player, what is owed by each player, and how all funds collected have been spent.

Maintain an "account" for each player where you record player deposits, fundraising deposits, and player expenses. You can also create a "team" account where general team funds can be recorded.

The club has sample budget templates and tools that can be customized for your team. Please don't hesitate to reach out if you need help getting started with this.

Managing Team Funds

It is up to the team manager/treasurer how you prefer to manage your team funds. Options include:

- 1) Set up a sub account or separate team account at your bank
- 2) Use a personal account
- 3) Manage team funds via Venmo, PayPal, etc.

In all cases where payments are made to the Treasurer/Manager, be sure to keep detailed records:

- Make a note in the memo on checks (i.e, G2006 Premier Team Fees for Sally Soccerplayer)
- Use QuickBooks, an Excel spreadsheet, or TeamSnap to track all payments and expenses
- Balance the account every month
- Keep all receipts/records from programs like Venmo and PayPal
- Make sure Venmo/PayPal transactions are tagged as "sending to a friend" or "payments between friends," NOT "paying for items/services."

Elite Level Teams (DPL/EA/GA/MLS NEXT) who are collecting large sums of money for travel and showcase events have the OPTION to open an account through the club at Chase. Using a team account allows managers/treasurers to keep funds separate from their accounts as the account is under the club name, with any checks/deposits made payable to City SC Southwest.

If you wish to set up a Chase account through the club, Email Karen Weebe (karen@cityscsouthwest.com). Karen will connect you with a club representative and a Chase representative to schedule an appointment to set up the account.

The treasurer and manager can both be signers on the account if that is preferable. Your team account will stay with your team each year.

Best Practices for Using Club Bank Accounts:

- The account comes with a debit card and checks.
- The account should be used to pay for tournaments, coach travel fee reimbursements, and any other ad hoc expenses related to the team.
- All checks deposited into a club team account should be made payable to City SC Southwest
- Statements will be sent to the home address of the signer on the account, and the account should be reconciled every month.

If there is a change in team manager and/or treasurer for the next season, arrange a time to turnover any unused checks and previous account reconciliations to the new manager/treasurer. It is the responsibility of the new manager/treasurer to change the signatures on the account. You will need to arrange a meeting with a club representative at Chase to add the new signer to the account.

DO NOT CLOSE THE ACCOUNT UNDER ANY CIRCUMSTANCES!

If you do not intend to use your account next season, do not close the account. Disperse any remaining funds to team members and contact Karen Weebe (karen@cityscsouthwest.com). Karen will advise on any further steps and will work with Chase to re-purpose the account for a new team.

4) 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. Teams are 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 one-time announcement of the team fundraiser can be posted on the club's 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 that 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. The protocol for submitting these collected funds is as follows:

- City SC Sponsorship Form will be provided to the company/individual donor for tax purposes
- A copy of that form will be attached to the sponsorship check
- All checks are made out to City SC Southwest
- The completed form and check will be submitted to the office
- Team Managers will communicate with the office on 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.

Funds generated through any form of fundraising should be held in the team account and used to pay for the participating player's respective team fees, NOT distributed to team members for personal use.

5) Registering for Tournaments: Plan of Action

The club will assign tournaments to each team. If your coach wishes to enter any additional tournaments, participation must be approved by a Director of Coaching.

After the tournament schedule has been finalized and communicated by the coach, the manager should take the following steps:

- Check the tournament websites 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 Southwest, B or G for Gender, Age Division, Team Name, Regional Abbreviation
 - **Example: City SC Southwest GU10 Premier- LE**
- Check for details regarding roster/player card requirements, check-in procedures, and 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 the 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 club does not allow any guest play with outside clubs.**

6) 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.

Team Binder Contents

- Medical Release Form for each player
- Signed Player/Parent Code of Conduct
- 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.
 - 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

7) League Play: Let's Go!

All City SC teams play in one of the following leagues for the regular season:

- SoCal League: <http://socalsoccerleague.org/>
- Development Player League (DPL): <https://dpleague.org/>
- Elite Academy League (EA): <https://eliteacademyleague.com/>
- MLS NEXT League (MLS NEXT): <https://www.mlssoccer.com/mlsnext/>
- Girls Academy League (GA): <https://girlsacademyleague.com/>

The Club covers all registration fees and ref fees associated with these leagues.

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.

The General Game Day Checklist will include:

- Digital or 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 card (Manager prints for SOCAL league games; Coaches print for EA/DPL/GA/MLS NEXT)
- Referee fees if required

Referee Fees:

SoCal League

- The SoCal League requires each team to pay HALF the referee fees on the field for each game.

- The club will issue a check to all teams to cover referee 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 provided by the club to confirm that you received the correct amount of ref fees and that there is no balance due back to the club.

EA/DPL/GA

- The EA, DPL and GA leagues require the HOME team to pay ref fees in full on the field.
- The club will issue a check to all EA/DPL/GA 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.

MLS NEXT (Homegrown/Academy)

- The club pays MLS NEXT Ref fees directly to the league. No payments are made on the field.

8) Season Timelines

The following are examples of the typical season timelines for each league. Keep in mind that schedules may vary slightly depending on the age and level of the team and any special events they may qualify for.

SOCAL League	GA/DPL/EA	MLS NEXT
U7-U9 Jan/Feb: State Cup March-April: practice 2 x week, team bonding May-Aug: Practice 2 x week, Tournaments Sept-Nov: League play Dece: tryouts, registration	Aug: Training 3x week, tournaments Sept-Nov: Training 3x week, league games, showcase events Dec-Feb: U13/U14 train 3x week & league games, U15-U18 break for high school Mar-May: U15-U18 resume training, all age groups train 3x week, league games, showcases	Aug: Pre-Season Training Camp Sept-June: Training 3-4 x week, league games, showcase events June: National Championship July: Time Off
U10-U15 Jan/Feb: State Cup, Tryouts/Registration Mar/Apr: Practice 2x week May-Aug: Training 2x week, summer tournaments Sept-Nov: League play Dec: Post-season tournaments, State Cup	June: Playoffs July: Time Off	
U16-U19 Apr: Tryouts/Registration May-Aug: Training 2x week, summer tournaments Sept-Nov: League play Dec- Feb: High School Season (no training for high school players) Mar: High School Ends, resume club training Apr: Postseason tournaments, State Cup		

9) **Uniforms: What Do You Get, ARETYN 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 ARETYN as our third-party vendor. To initiate uniform orders, please contact Jenn: jenn@cityscsouthwest.com.

The complete uniform kit includes:

- Home Game Jersey
- Home Game Shorts
- Home Socks
- Away Game Jersey
- Away Game Shorts
- Away Socks
- Training Jersey
- Training Shorts
- Warm-up Jacket
- Backpack

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 their TeamSnap profile
- Email Jenn to request a uniform order invitation for the player
- The 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 ARETYN customer service. If there is still a problem, please contact Claudia (info@cityscsouthwest.com) for assistance.

What to wear when:

Training: Orange Training Jersey, Navy Training Shorts, Navy 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 Jenn.

Extra Gear Orders:

Extra uniform items, training gear, backpacks, warm-ups, etc., can be ordered year-round through the ARETYN team store.

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.

10) **To Whom Do I Reach Out to? Key Contacts**

- General Inquiries (Claudia Nunez): info@cityscsouthwest.com
- Administrative Issues, Player Cards, Registration Issues, Roster Changes, Gotsport, TeamSnap, Team Managers, Game Day Help, Uniform Ordering: Jenn Bundy, jenn@cityscsouthwest.com

- Social Media Submissions, Zach Loczi, media@cityscsouthwest.com
- Soccer-Specific Questions/Escalated Issues: [HOPDs → Directors of Coaching](#)

Office Address:

City SC Temecula

27576 Commerce Center Dr, Suite 106

Temecula, CA 92590

Office Hours: Varies seasonally; [Click Here](#) for current office hours.

Office Phone: 951-695-2489

Useful Websites:

Club: www.cityscsouthwest.com

Governing Organizations:

US Club Soccer: <https://usclubsoccer.org/>

US Youth Soccer: www.usyouthsoccer.org

Leagues:

SoCal League: <http://socalsoccerleague.org/>

Girls Academy League (GA): <https://girlsacademyleague.com/>

MLS Next: <https://www.mlssoccer.com/mlsnext/>

Developmental Player League (DPL): <https://dpleague.org/>

Elite Academy League (EA): <https://eliteacademyleague.com/>

11) Social Media Policies: Share your success stories!

At City SC Southwest, our social media platforms showcase the excellence, growth, and community spirit that define our club. To help us share the best moments from our players and families, please follow these guidelines when submitting content.

What We're Looking For: We want to highlight content that reflects excellence, growth, and the unique experiences of our players across all levels. Examples include:

- **Exceptional Moments:**
 - Scored goals, goalkeeper saves, defensive tackles, or other standout plays during matches.
 - Team photos after winning tournaments, championships, or other milestones.
 - Special experiences like attending professional games with teammates.
 - Participation in strength training, nutrition classes, or other developmental activities.
- **Foundational Development:**
 - Early learners are enjoying their first soccer experiences.
 - Players are practicing fundamental skills and demonstrating hard work.
 - Examples of teamwork, sportsmanship, and effort on or off the field.
- **Community Building:**
 - Team parties or outings

- o Team fundraisers
- o School accomplishments and/or awards received

Submission Guidelines: To ensure we can feature your content effectively, please follow these guidelines:

1. **Content Requirements:**
 - o **High-Quality Media:** Submit clear, high-resolution photos or videos. Avoid blurry or poorly lit content.
 - o **NO Explicit song lyrics attached to the media:** All tagged content should be able to be consumed by all ages and suited for Instagram Stories, Reels, or main feed posts without any explicit content.
 - o **Relevant and Positive:** Content should focus on the positive aspects of soccer and the player's journey.
2. **Permission:**
 - o Ensure you have permission to share the content from all individuals (and their guardians if minors) appearing in the submission.
3. **Details to Include:**
 - o Player(s) name(s), team, and age group.
 - o A brief description of what's happening in the content.
 - o Any significant context (e.g., tournament name, opponent, score, or personal achievements).
4. **Submission Process:**
 - o Email your submissions to media@cityscsouthwest.com
 - o Use the subject line: "Social Media Submission – [Player Name/Team Name]."
 - o Submissions can also be sent via direct message on our official social media Instagram account (@cityscsouthwest)

Guiding Principles for Submissions: Our goal is to create a social media presence that reflects the diversity, excellence, and passion of the City SC Southwest community. We value content that:

- Celebrates achievements at all levels of play.
- Reflects the joy of the game and the bonds between players, families, and coaches.
- Demonstrates our commitment to player development, both on and off the field.

By submitting content, you permit City SC Southwest to use it across our official platforms, including but not limited to social media, newsletters, and marketing materials.

Please do not create an individual IG/FB account page for your team. This goes against City SC's branding guidelines and is not permitted. CONTENT POSTED TO TEAM IG ACCOUNTS WILL NOT BE SHARED.

12. Insurance Claims

The respective governing associations for all leagues in which City SC teams participate offer 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.

The process for submitting a claim varies by association. If you plan to submit a claim, review the claim process via your respective league/association website immediately to ensure you do not miss the claim window.

[US Club Claim Form and Instructions \(SOCAL League Teams\)](#)

[USSSA Claim Form and Instructions \(GA, DPL, EA\)](#)

[MLS Next Claim Form and Instructions](#)