



San Diego Soccer Club

# Team Manager Manual and Guide

April 2011



## **San Diego Soccer Club Team Manager Manual and Guide**

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### **Overview**

Thank you for volunteering to be the Team Manager of your child's San Diego Soccer Club Competitive Team. Managing a competitive club soccer team requires some work and effort that can be quite rewarding if organized properly. Please consider this manual as a guide that will require modification according to your team's specific circumstances.

Any changes or corrections to this document should be directed to the Manager Liason so they can be considered for incorporation into the next version of this document.

The following will be referred to herein as stated in parenthesis:

- California Youth Soccer Association or CalSouth ("CYSA-South")
- San Diego Soccer Club ("Club")
- Presidio League ("League")



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### **Team Manager Responsibilities**

The Team Manager is the liaison between the coach, parents, players and the Club. In addition, the Team Manager will perform the following duties or may delegate some of the duties to another parent on the team.

- It is important that the Team Manager support the coach by directing all questions concerning player selection, player positions and playing time to the coach.
- Keep the team organized and running smoothly by communicating practice information and game schedules.
- Keep the “pulse” on the team and parents by listening and passing concerns on to the coach.
- Maintain all records and information relevant to game play (e.g. player cards laminated, recording game scores, etc.)
- Work closely with Club Registrar to register players
- Handle all aspects of regular season games and playoffs
- Complete Presidio League game reports – printing score sheets and reporting scores
- Attend Club Manager meetings
- Duties that can be delegated:
  - Team Treasurer – who will handle financial duties for the team; collecting money from families to cover team expenses (e.g. tournament registration fees, coach per diem, etc.)
  - Uniform Coordinator – collect/wash and distribute jerseys to the players at all of the games
  - Tournament Registration – check-in team for tournaments

The Club will filter information through the Team Managers to disseminate to their teams.

It is very important Team Managers communicate regularly with the players and their parents. Communications can be handled via meetings, phone calls and regular emails. For U16 teams and older, it's a good idea to email the players as well. Older players generally drive themselves to practices, therefore, less face-to-face interaction between Team Managers and the parents.

Provided in this manual is a checklist to help you through the Team Manager responsibilities and guide you through the process of managing a team effectively. Forms mentioned throughout this document can be referenced on the San Diego Soccer Club website (<http://www.sandiegosoccerclub.org/forms.htm>).

### ***Team Selection***

Players will attend tryouts on the dates as designated by the Club. Once the players for the team have been selected, the next thing to do is meet with the coach. Have the coach provide you with a list of the players so you can compile a team roster. A roster template is available on the San Diego Soccer Club website ([www.sandiegosoccerclub.org](http://www.sandiegosoccerclub.org)).

The next process will be to schedule a team meeting with parents and/or players to prepare and discuss the expectations for the season. Refer to Team Meeting section for what to prepare for.



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### ***Team Meeting***

The purpose of having an initial team meeting is to enable the parents, players and coaches to understand the following:

- Objectives and goals of the program
- Meet the coach and learn of their experience and coaching background
- Financial obligations and commitments during registration fees, coaching fees, tournament fees and team expenses
- Distribute handouts such as team roster, schedule of practices, team goals and rules, etc.
- Have coach present coaching philosophy and methods
- Specifics of the program, including required equipment, San Diego Soccer Club Tournaments participation, practice locations, and general team policies
- Recruit team volunteer positions such as treasurer, tournament manager, uniform coordinator, etc.
- Facilitate paperwork for player and administrator registration
- Collect documentation needed for the team binder (e.g. birth certificate, photo, etc.)
- Complete uniform orders and collect required payment
- Inform parents of team camps, academy, and other programs
- Address questions and concerns from parents

### **Topics of discussion**

- What can you promise the players and their families?
  - You can mention the team entitlement (AA, AAA, Premier) for the coming year and not much else.
  - You cannot promise a position, scholarship, fee waiver or exemption from required volunteer work to the player or his/her family.
- When will practices begin and where will they be held?
  - This is an important piece of information because each player on the team will have conflicting weekly schedules.
  - The sooner you can let the parents know, the sooner they can make needed adjustments.
  - Try not to make changes in the middle of the year since many parents will have already made schedule adjustments.
- Which tournaments is the coach interested in playing prior to the start of the fall season?
  - Work with the coach to prepare a list of tournaments that he/she feels the team must attend.
  - Prepare a list of optional tournaments for the parents so they can determine how each fits into their schedule.
  - Make sure the tournaments that the coach feels are “required” are clearly noted.
  - Several of your families will take vacations during the summer months, so it doesn’t make sense to register for a tournament that only half your players can attend.
  - New coaches may not have firm idea of tournaments they would like to participate in so you may need to rely on the Director of Coaching, the VP of Competitive, or some more knowledgeable parents to help guide through this process.
  - CYSA-South ([www.calsouth.com](http://www.calsouth.com)) keeps an updated list of approved tournaments on its website.
- What is the coaching philosophy for the season?
  - It may sound like an over simplification, but coaches often have specific strategies that they will pursue with teams in certain age groups.



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- For example, with a younger, inexperienced team, the coach may wish to focus primarily on skill building and leave lessons on game strategy for the following season.
- Parents need to know this up front because it helps to prevent some inevitable dissatisfaction if the team suffers a string of losses.

What else can you do to prepare for the Team Manager responsibility?

- Be willing to listen to parent's complaints and concerns.
- Keep private information provided to you in confidence.
- Encourage parents to become active participants in the San Diego Soccer Club organization. Don't be afraid to ask them to help out!
- Know the policies of San Diego Soccer Club and be ready to explain them to interested parents. This includes the Bylaws and Standing Rules (available on the website).
- Handle confrontations one-on-one, not in a public setting. Be willing to listen – often that will be all that is truly needed.
- Allow the coach to make all the coaching decisions. Don't make promises for which you have no authority.
- Be consistent and fair in your dealings with parents and players.

There is a meeting checklist to help assist you in planning your meeting and collecting the documents you will need to complete the team binder. Go to the San Diego Soccer Club website to select the referenced forms (<http://www.sandigosoccerclub.org/forms.htm>).



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### **Player Requirements**

#### **Player Registration**

Player Registration will be held by the Club soon after tryouts and team selections have been completed. The Team Manager will notify all players of the date/time of player registration, location and required documents to complete and bring with them.

1. Player Registration Application Form – 1 original, 2 copies
2. Player Registration Agreement – 1 original
3. Scholarship Application (optional) – 1 original
4. Payment of Registration Fees – check payable to your team account or cash (minimum of \$450/\$500 non-refundable deposit is required)

#### **Registration Fee Payment Deadlines**

The Registration Fee is due at the time of Registration. As you are registering your players you will need to collect a check from each player for either \$450 (U8-U10) or \$500 (U11 and up). If you currently have a Team checking account please deposit all the players checks and submit one check for the total amount anytime before April 1, 2011 (U7-U14), or before May 15 (U15-U19). Coaching Fees will be collected in a three month payment schedule this year. ALL FEES must be paid (ALL PLAYERS) before August 1, 2011, or player cards will be withheld until full payment is received. Please note the payment schedule of coaching fees for each age group and the adjusted time frame for each.

**Team Checking Accounts** - ALL teams will need to open an SDSC Team Checking Account. If you currently have an SDSC Team account you should be good to go for the 2011 season. The procedure for opening an SDSC account is first find a banking institution that you would like to do your banking. You can pick any Bank or Credit Union, but we suggest you find one that will offer free checking under the Clubs Non Profit 501 C (3) status. The Club has a working agreement with Wells Fargo (4S Ranch branch, please speak with Janice Griffing (858) 676-6980) which will make the process simpler. **Once you decide on a bank please send the Treasurer the Name, address, phone number and Bank Managers name; along with who will be the signors for the team account (yourself, team treasurer, coach, etc.) so that a letter can be prepared addressed to the bank that identifies our Non Profit Status and authorizes you to open the Team Account.** Please remember to send the treasurer your address as well so that a letter can be sent directly to your home for your convenience.

Please note that payments are due each month on the 1st or at the Team Managers Meeting which will be held in the first week of each month throughout the season. In addition, please note that teams must be up to date with all financial matters for coaches to be paid on time, no exceptions.

The payment worksheet will be how you, as a Team Manager, and I will keep track of your individual team and players finances throughout the season. Every time your team makes a payment to the Club you will need to update the team worksheet and give me a copy along with a check for the total "Amount Due" at the bottom. The spreadsheet will automatically add up the amount due and will subtract from the amount due any payments inserted into the payment box in the bottom right corner. This will help you and I keep track of payments for each player. Please do not submit any payments without an updated team worksheet. **Add payment worksheet**



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If you have any questions or need anything clarified please feel free to email or call the Treasurer at the number below. Please send all payments directly to me at the address below, with checks made payable to San Diego Soccer Club or SDSC.

Nathan Thernes  
San Diego Soccer Club Treasurer  
14846 Heather Glen Way  
San Diego, CA 92128  
(858) 673-0590 Home  
(858) 354-0279 Cell

### ***Scholarship Program***

- As a Club we welcome all players regardless of economic status.
- There are a limited number of scholarships available to help defray expenses for qualified players.
- Players allotted a scholarship are expected to have a higher level of commitment and participation.
- The Scholarship Committee has the discretion to consider any changes to this policy.
- Families on scholarship are expected to volunteer their time to the Club in proportion to the amount of the scholarship, and must be willing to sign an additional Volunteer Pledge Form that obligates them to additional hours of volunteer work.
- Scholarship amounts will be credited against the player's financial obligation to the Club (no money will change hands).
- To be considered for financial assistance, a scholarship application and \$150 deposit required and must be completed and submitted to the coach.

### ***Refunds of Fees***

Request for refunds may be granted for, but not limited to, the following:

- Medical emergency (e.g. injury to player) – Board reserves the right to request a written letter from the physician
- Relocation from area

### ***Club Refund Policy***

Initial deposit of \$450/\$500 is non-refundable.

Registration & Coaching fee reimbursement will occur under the following circumstances:

- Player drops from team and fills out required CYSA-S forms.
- Official drop from team occurs when CYSA-S accepts the player release.
- Team manager fills out SDSC drop form and obtains required release signatures.

Registration refund is 50% if before start of Presidio League season and no refund after Presidio League begins (first game). There will be a minimum \$50 administration fee for all Registration refunds.

Coaching fee refund will consist of a prorated amount based on each full month remaining of the period defined by team age group.



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### ***Player Cards***

- Upon completion of all required documentation for players, the Club Registrar will obtain from CYSA-South a player card for each player.
- Once the Team Manager receives the player cards, a small photo must be attached. After this is completed, the cards are to be laminated.
- Hole punch the top left-hand corner of each card and place on a ring.
- The Player cards must be brought to each game and given to the referee prior to the game.
- The cards must also be presented at the time of check-in for any tournaments your team will participate in. Without the cards, the game will be forfeited.
- Cards are verified by the referees prior to the game start.

### ***Player Changes***

#### **Team Vacancies**

If your team is in need of additional players, email the webmaster of the Club to request a posting on the website for your team. Your email address will be posted and inquiries will be directed to the Team Manager and/or Coach.

#### **New Player Tryouts**

- If a player is trying out or practices with your team, a signed release must be obtained BEFORE the player can tryout or practice with the team. This form requires a parent signature.

#### **Adding a Player**

- A new player is one that is not currently registered with CYSA-South as a member of any recreational or competitive club team.
- A new player can be added at any time during the season as long as the team roster has not reached its limit.
- If the coach decides to add a new player, the forms required at player registration need to be completed and submitted to the Club Registrar and Player documents collected for the team binder. Payment of registration fees is due at this time. There may be a pro-rate fee adjustment made for registrations that occur after the start of the Presidio League season. You will need to contact the Treasurer for these amounts.

#### **Player Release**

- Players may leave a club for a variety of reasons. When this occurs, you must notify the Club Registrar and complete a "CYSA-South Player Release and Transfer Form".
- Only the "Release" portion of this form needs to be completed.
- These forms are available from the Club Registrar.
- The form requires signatures from the player, parent, team official (coach, manager or Club Registrar), Club Registrar and CYSA-South District I Commissioner.
- When the form is complete, it must be accompanied by the player card issued by CYSA-South and submitted to the Club Registrar.
- Release can be processed at any time during the seasonal year.

#### **Player Transfer**

- Players that transfer from a competitive or recreational team to a San Diego Soccer Club competitive team must complete a Player Release and Transfer form.
- Both the Release and Transfer portion must be completed.



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- The Release portion is to be completed by the player/club for the team the player is currently rostered to.
- The Transfer portion is to be completed by the Player and San Diego Soccer Club.
- A \$25 transfer fee must be paid by the team or player to SDSC.
- Required signatures include the player, parent, team official (coach, manager or Club Registrar), Club Registrar and CYSA-South District I Commissioner on both Release and Transfer portions.
- When form has been completed, submit to Club Registrar with player card issued by CYSA-South.
- Transfers can occur between June 1 through July 31 and the Monday after Thanksgiving.
- Transfers between August 1 and Thanksgiving can require additional time.

### **Loaned / Borrowed Players**

- If you are using a loaned or borrowed player for a tournament, you will need his/her player card, Medical Release Form (white CYSA-South registration form), birth certificate and player card from the Team Manager.
- If you have a player who is borrowed by another team, the same information is to be provided to the other Team Manager.
- It is your responsibility to ensure that the information is returned to the other team.

## **Player / Administrator Management**

### ***Player and Administrator Cards***

The United States Youth Soccer Association (USYSA) is the governing board for youth soccer in the United States. CYSA-South assumes responsibility for player organization and control on behalf of the USYSA in the Southern California region. To manage such a large group of players, coaches and administrators, it uses a set of registration forms for players, coaches, League officials and Team Managers (or administrators).

Each player must have a current permanent USYSA player pass (player card) issued by CYSA-South. These cards are checked prior to each game by the referees. Without them, your players cannot participate.

All coaches, assistant coaches, backup coaches, managers, assistant managers, and any other adult including parents, actively involved with the team must have proper credentials as required by CYSA-South.

These documents include:

1. Program Administrator Registration Form
2. Risk Management
3. Coaching License

### ***Coach / Administrator Cards***

Upon completion of all required documentation for all coaches, assistant coaches, backup coaches, managers, assistant managers, and any other adult, the Club Registrar will obtain from CYSA-South a coach/administrator card for each individual.

Once the Team Manager receives these cards signatures must be obtained. Typically, they will already have a photo printed on them. If not, you will need to get a small photo to attach. After signature and photo are completed, the cards must then be laminated. Cards are then placed on the ring with the player cards.



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### ***Risk Management and CYSA-South Licensing Requirements***

CYSA-South has adopted the USYSA KidSafe program as the foundation for its Risk Management Program. The policy of CYSA-South is that every reasonable effort will be taken to exclude from program responsibilities any adult or minor with a documented history of child molestation (e.g. criminal record). All program administrators must submit to a legally sensitive criminal history check before or during their full participation in the CYSA-South soccer program.

All Program Administrators must complete a Risk Management Disclosure Form. Only persons who comply with this condition will be eligible to be registers as a Program Administrator by CYSA-South. Program Administrators are defined as: State, district, league, club officials and program directors, team managers, registered team parents, athletic trainers, coaches, assistant coaches, substitute coaches, scouts, Coaches Education staff, and anyone else with an official capacity in the soccer program.

This process requires the individual to provide a photo ID and be fingerprinted. A Request for Live Scan Service is to be completed and a small fee required.

This is required of all NEW Program Administrators. If you have not gone through the Risk Management process since the 2005-2006 season you will need to go through as a NEW Program Administrator. This is a one time process with your Risk Management valid until 2099.



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### **Team Finances**

#### ***Financial Responsibilities***

Each team is responsible for paying its own expenses during the season. These expenses include tournament entry fees and extraneous coaching expenses such as per diem and hotel charges. It is the Team Treasurer's responsibilities to maintain an accounting for each player on the team and to ensure that each pays his/her share of team expenses. Players who fail to keep current their financial obligations should be brought to the attention of the Team Manager and Coach.

#### ***Tournament Fees***

- These fees are covered by the team.
- Each player is required to pay for all tournaments the team has decided to participate during the season, even if the player may miss a tournament.

#### ***Per Diem***

Coaching expenses for tournaments are additional and payable by the team. These expenses will be paid at the rate specified by the Executive Board.

We pay our coaches a per diem for tournament play dates. This amount is equal to \$5 per player per day. This covers gas, food and parking expenses that the Coach incurs while at the tournament. If a team is traveling away from the San Diego area, the team is also responsible for paying the Coach's hotel and airfare expenses. Prior to collecting fees provide the team a full breakdown of all costs showing what they are paying for and that it is being divided equally among all players including scholarship players. Scholarship players are responsible for covering their tournament costs. Collect the tournament funds from your players early in the season and keep track of each player's payments

Some parents may feel that they should not have to pay for tournaments or events when their child is not able to attend. You will need to explain to them that the fees for such events are fixed and not subject to individual selection and participation. Therefore, all families are expected to pay their portion whether or not their child participates. There may be circumstances in which this rule is waived, such as long-term illness or injury, but that should be a rare exception.



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### **Team Binder**

Each team is required to carry at all games and tournaments a “team binder”. The following outlines what should be included in the binder:

- Official team roster
- Phone list of all players and coaches
- Pencil/pen bag
- 2” metal ring for player/coach/administrator cards
- Protector sheets
- Medical Release Forms
- Player birth certificate copy
- Administrator forms
- League and any other soccer Rulebooks
- Laminated player/coach/administrator cards
- Schedules and forms
- Financial information sheet
- Game day rosters (printed from Presidio League website)

### ***Card Ring***

- Punch a hole in each laminated card and thread them in alphabetical order on the metal ring.

### ***Player Information***

- In a protector sheet (one per player) place the Medical Release Form in front and player birth certificate in the back. These should be placed in alphabetical order in the binder. It is recommended to highlight the player name and date of birth for easier referencing on Medical Release Form and birth certificate.

### ***Administrator Information***

- In a protector sheet place the Program Administrator forms for each individual.



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### **Presidio League Play**

Our teams currently play in the San Diego Presidio League, which is affiliated with CYSA-South. The younger teams U9 and below are placed in the League based on location and several other factors. Older teams, U10 and above are grouped based on the prior season outcome and level of play.

At the conclusion of League play, teams are adjusted for the next season dependent on the outcome of how the team finished in the current level of play. The level of play beginning with U10 teams starts with AA-C, AA-B, AA-A, AAA. Premier level of play will begin with U12 teams. Seeding of the teams is done by the Presidio League at the conclusion of each season.

### ***Presidio Website***

All managers must obtain a username and password for the Presidio website in order to access team rosters, enter scores, reschedule games, etc. It is strongly recommended you have a team assistant or another adult who also has access to this information as a back-up in the event you are unable to fulfill the team manager duties.

Contact the Club Registrar to obtain a username and password.

### **Game Schedules**

- Presidio will post team schedules early/mid August on their website ([www.presidiosoccer.com](http://www.presidiosoccer.com)).

To view your schedule:

- Go to [www.Presidiosoccer.com](http://www.Presidiosoccer.com)
- Enter "Administrative Logon"
- Enter username and password

### **Rescheduling Games**

- The Club will notify you when the game schedules are available.
- Team Managers will be given a short period of time to review the schedule of games to identify any possible coaching or player conflicts. These may include religious holidays, SAT testing, games at same time for coach, etc.
- When reviewing your schedule, there is a tab to outline all your coaches games for the season and any conflicts will be noted in red.
- Work closely with your coach and coach's other Team Managers to resolve any conflict of schedules.
- Review all game times and locations and take into consideration the travel time and pre-game warm up for all games if coach has multiple teams.
- If you need to reschedule a game you will need to click on the "reschedule" button to begin the process.
  - If the game is a home game, contact the Club Scheduler to check on date/field/referee availability options. Suggest getting 2 or 3 dates to offer the other team. Notify the Club Scheduler as soon as possible so the date/field/time can be confirmed.
  - If the game is an away game, put in a proposed date and time. The other Club will handle contacting their club scheduler. They will either accept the proposed reschedule date or propose another day.



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- In some cases, it is recommended to contact the Team Manager for the other team directly, via phone call or email, to propose some suggested dates and come to agreement before completing the process on-line.

To view coaching conflicts:

- Go to [www.presidiosoccer.com](http://www.presidiosoccer.com)
- Click on “Administrative Login”
- Enter username and password
- When page comes up

### **Official Match / Game Roster Report**

- The Game Roster is to be printed out the week before the game and is accessed through the Presidio website.
- Print out two (2) copies and bring to game to give to referees prior to start of game. Sign the bottom of both rosters.

### **Presidio League Rules**

The rules for Presidio League are available on their website ([www.presidiosoccer.com](http://www.presidiosoccer.com)). A copy of the rules should be carried in the team binder at all times.

### ***Referees***

- Referees are paid prior to the start of the game.
- A Referee Form will be provided prior to League Season play outlining all the home games.
- On the back will be a list of the referee fees for each age group based on the number of referees.
- The league will provide you with the referee money at the beginning of the season. It is the Team Managers responsibility to manage this money and pay the referees.
- Referees are to sign the form and the amount paid for each game.
- Money left over is to be returned to the Club at the end of the season along with the completed Referee Form.
- Please remind your coach, players and parents to let the referees do their job. Any complaints or issues with the referees should be logged on the Presidio Website when entering the score.



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### **Game Day Check List**

Bring to all games:

- Team binder/bag (player cards and required forms)
- Game balls (2 minimum)
- Ice packs in a small ice chest, mandatory
- First Aid Kit, mandatory
- Canopy, optional
- Extra water, optional

Recommendation: Program all player and coach contact information in your cell phone and key Club officials. You may need these numbers quickly in the event a situation should arise where you need to contact your coach, players or a Club official.

### **Week of Game**

- Notify your team of the upcoming game date/time, location and uniform requirements.
  - EXAMPLE:
    - Sat 11/11
    - 2:00p Game v. Del Mar Sharks @ Torrey Hills Elementary
    - Players be at field by 1:00p for warm-ups
    - Wear red warm-up t-shirt/red socks (bring white & red jersey)
    - Directions to Field (provide the directions)

### **Before The Game**

- Print out two (2) copies of the Official Match / Game Roster Report from Presidio website.
- Cross off any player who will not be participating in the game.
- You or your coach must sign the bottom of each form.
- Give the Game Roster forms and player cards to the referees about 30-45 minutes prior to game time start.
- If home team, pay the Referees and have them sign the Referee Form.
- Verify the Center Ref has current patch on the breast pocket of shirt. You can ask to see a Referee's card to verify they are licensed and current.
- Referees will check-in the players and verify player names with player cards, check equipment (e.g. cleats, shin guards, etc.) and check field equipment (e.g. flags, goals, etc.).
- If you are home team, you are required to provide the game ball. It is also suggested a ball is placed next to each goal during the game. Make sure to retrieve the balls following the game.

### **During the Game**

- Team Manager assists the Coach with control of the sidelines.
- If a dispute should arise, ONLY the Coach, Team Manager and Team Captains may respectfully talk with the referees.
- It is a good idea to keep track of goals scored for both teams and penalty cards given for both teams (yellow or red) and the jersey number of the person receiving the penalty card. Verify this against what is noted by the referee on the Game Roster form.



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### ***Immediately After the Game***

- Get player cards from referee.
- Referee will fill out all forms with final score, players who scored goals, player or coach who received a penalty card, if applicable and enter their name. Make sure they print clearly.
- Verify all information is completed. If something is missing confirm with Referee and/or other Team Manager.
- Initial in the appropriate box (Home or Away) on all forms.
- Keep one copy for your records.
- NOTE: Proper completion of forms, including signatures, is critical in the event a dispute should arise about the game.

### ***Returning Home***

- Enter game results (within 48 hours) on the Presidio website ([www.presidiosoccerleague.com](http://www.presidiosoccerleague.com)), including each team's final score, players who scored goals, persons receiving penalty cards and reason, and referee names.
- Send a copy of the Game Roster to the Presidio League Official for your region via mail, facsimile or email.
- Keep the original in your team binder for future reference.

## **Western College Development Association (WCDA) and Far West Regional League (FWRL)**

WCDA and FWRL are in addition to Presidio League competition. Teams participating in the WCDA will also pay the US Club Soccer registration fee and the WCDA League fee which total about \$190. Teams participating in the FWRL will pay a team fee of approximately \$450. These teams will have additional tournament and travel expenses.



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### **Tournaments**

Teams will choose to play in a variety of tournaments throughout the season. There are many tournaments to select from locally, in Southern California and throughout the country.

Tournaments in California can be found on the CYSA-South website ([www.calsouth.com](http://www.calsouth.com)). When selecting a specific tournament, you will be direct to the Hosting Clubs website with all relevant information for that particular tournament (e.g. application form, tournament dates, registration fees, etc.).

Tournaments are ranked based on their level of competitiveness. The larger tournaments will typically have different levels of play for each age bracket (e.g. Gold, Silver, Bronze)

The team is responsible for covering all tournament related fees (e.g. registration, coach's per diem). Each family is responsible for their own expenses if required to travel or stay in a hotel. Team fundraising can help offset these costs.

If a team elects to travel outside of California to participate in a tournament, travel papers and approval by Club and CYSA-South must be obtained first.

The following forms must be completed:

- [www.calsouth.com/youthsoccer.travelpapers.htm](http://www.calsouth.com/youthsoccer.travelpapers.htm)
- [www.calsouth.com/downloads/neighborstatepermission.pdf](http://www.calsouth.com/downloads/neighborstatepermission.pdf)

### ***Guidelines for Tournament Selections***

#### **Beginning of Season at Team Meeting**

- Discuss the number of tournaments your team will play during the summer, during season (Labor Day, Thanksgiving) and post-season (League Cup, December and January tournaments, State Cup).
- It is a good idea to discuss with your Coach prior to the team meeting of tournaments to participate in and then present at the meeting, at which team some can be added or excluded. Ultimately the team as a whole should agree on the tournaments the team plays in.
- Provide an estimated cost per player for each tournament. This typically ranges between \$40-\$50 per player per tournament. Team registration fees per tournament range from \$450 to \$750 depending on age group, location and level of play.
- Once the tournament selections are confirmed for the season you can begin registering your team prior to the tournament registration deadline.

#### **45 Days Prior to Tournament Dates**

- Register team – this is done through hosting clubs website; confirm the last day to register and make payment. If your team is not registered by the deadline you may be placed on a waiting list.
- Make hotel arrangements (or have designated person handle) for team, including coach. Provide this information to team.
- Complete travel papers if tournament is outside of California.



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### **Three Weeks Prior to Tournament**

- Tournament representative will contact you with confirmation of acceptance and additional information about the tournament.
- Review this information carefully, as it will have detailed instructions on what you will need to bring to the tournament check-in, game schedules, tournament rules and other pertinent information.

### **One Week Prior to Tournament**

- Confirm hotel arrangements (or have designated person do this).
- Confirm game schedules (if available) and notify team

### **Before Leaving for Tournament**

Team Manager should have the following:

- Team binder/bag
- Maps to hotels, fields, check-in location
- Ice packs in small ice chest (can be delegated)
- First Aid Kit (can be delegated)
- Hotel list
- Know who each player is with – especially if carpooling
- If parents are staying with relatives or friends make sure you have their phone numbers in case you need to get hold of them for game changes or emergencies.
- Loaned or borrowed players information - player card, medical release form and birth certificate.

### **At the Tournament**

- Team Check-in
  - These are usually held the night before, on occasion they will be one-hour prior to game time start, and will require validation of player cards, medical release forms and birth certificates
  - Verify game schedule for any changes
  - Understand the game card and where to pick up or bring to game with you
  - Understand the tournament rules
  - Know the point system (e.g. 3-point system or 10-point system) – this will determine if you advance depending on how many points your team accumulates and how points tied are handled

### **After the Tournament**

- If your team advances to the finals, prepare or have someone on your team prepare a write-up about the team and results and provide a team photo to the Club webmaster so it can be posted on the website.



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### **Safety and First Aid**

#### ***First Aid Kits***

- All team managers must assemble a first aid kit and carry it with them to all games and tournaments. The purchase of a first aid kit is a Team expense.
- It is also a good idea to have the Coach carry a first kit for practices. The coach should carry at all times a copy of the Player's Medical Release forms in case of an injury at practice.

If a player is bleeding, and blood and the open wound is visible, referees will not allow the player to return to the field.

It is extremely important that players get plenty of water before, during and after a game. This is especially important in hot weather. Among other things, it helps to prevent cramping. Be sure there is plenty of water at games.

If you are attending a tournament in extremely hot weather, it is a good idea to have an ice chest filled with ice water and several hand towels. When players come off the field and at half-time give them a wet towel to place on the back of their neck to cool them down.

- Know where the near minor emergency center or hospital is located
- Know how to get an ambulance to the field

#### ***Player Injury***

- If a player is injured such that they need to be transported by ambulance, have a parent wait by the street to direct the ambulance to the injured player.
- The Team Manager should have a responsible adult follow the ambulance to the hospital (preferably the parents, of course, unless the player is unescorted).
- The adult should carry with them the player's medical release form.
- Find out where the ambulance is transporting the player.
- The Team Manager should stay at the field with the rest of the team and finish the normal managerial duties.
- If the Team Manager's child is injured and the Team Manager must leave, the medical release forms for the remainder of the players must stay with the team.

If a major injury occurs during a game, the Team Manager must note this on the game card. Normally, if a player is in a cast (either hard cast or soft cast) they are not allowed to play.



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### **Private Coaching**

- Many coaches conduct soccer instruction beyond their responsibilities as a San Diego Soccer Club coach.
- No coach may be compensated for individual instruction to members of the coach's team, in addition to their stipend from SDSC. They may, however, be compensated for individual instruction to members of other San Diego Soccer Club teams.



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### **Contact Information**

#### Website Links

[www.sandigosoccerclub.org](http://www.sandigosoccerclub.org)  
[www.presidiosoccerleague.com](http://www.presidiosoccerleague.com)  
[www.calsouth.com](http://www.calsouth.com)

### ***Board Meetings***

The Club board meetings are held the first Tuesday of every month and include both Executive and Administrative board members. For information on these meetings, please contact the Club president via email address found on the Club website. Board member name and contact information is available on the website.



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ATTACHMENTS