

Team Manager Handbook

This **handbook** was created designed to provide you with important information to help you properly organize and support your competitive team.

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THANK YOU

Thank you for volunteering to serve as a team manager for your team. We have put together this guide to acquaint and assist you with the responsibilities of your position. Most parents are very cooperative in assisting with these jobs, so do not be afraid to enlist help.

Whether you have many years of experience with competitive soccer, or whether you are brand new to the league, we want to provide as much information as possible to assist you with your role as a team manager. The team manager serves as a vital link between the coach and the parents. The team manager role may differ by team, depending on what functions the coach undertakes. Good communication with the coach is essential to help things run smoothly.

In the younger divisions, many of the parents will be new to competitive soccer. There are many questions regarding the cost of participation, the time commitment involved, as well as how the individual teams operate. With good organization and support from the league, you will be able to provide information, and obtain additional assistance as situations arise. There are many administrative functions that need to be timely performed, and by working with the coach and parents it can be done smoothly.

This handbook should provide you with a general understanding of what administrative tasks need to be accomplished, and what the deadlines are. There is a dedicated board of hard working volunteers trying to make Jaws and Sharks soccer a positive experience for all involved. The coaches dedicate so much time and energy to our kids on the field, they deserve help with the administrative necessities involved in competitive soccer. Your contribution is greatly appreciated.

SUMMARY OF RESPONSIBILITIES

The Team Manager is the liaison between the coach, parents, players and the Club. The Team Manager will perform the following duties:

- Support the coach by directing all questions concerning player selection, player positions and playing time to the coach.
- Communicate parent concerns and questions to the Club.
- 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 with Club Registrar to register players
- Handle all aspects of regular season games and playoffs
- Printing Game Cards and reporting scores for all home games
- Attend Club Manager meetings
- Tournament Registration – check-in team for tournaments plus set up travel accommodations
- Team Treasurer – handle financial duties for the team; collecting money from families to cover team expenses (e.g. tournament registration fees, equipment costs, coach per diem, etc.

*Note: Some responsibilities can be delegated to other parents in the team.

REGISTRATION

After tryouts are held and a team is selected, the first step as a team manager is to ensure that your team gets properly registered. Janet Doutre is the registrar for the club, and can assist you with any questions that arise during the registration process. There are essentially two steps to the registration process.

Step 1 - Register Players Through TeamSnap

Player Registration

All players must register through TeamSnap. This is the same online registration service that is used for the recreational league. After the competitive teams are selected, the club will provide a unique registration link for each team. It will be provided to the coach for distribution to players. Players must register using the link for their team and must use the name on their birth certificate to register, no nicknames. The number following the Jaws or Sharks designation is birth year associated with the oldest players that are eligible for an individual team. The fee for each upcoming year will be provided prior to each season.

Team Manager Registration

You are also required to register. This is free. You will need to participate in LiveScan later. Each adult working with a team is required to be fingerprinted by LiveScan. You will need to register online at CalNorth.Org as a team manager.

Step 2 - Completing the Cal North - CCSL Registration or NorCal Premier US Club Soccer Registration

Our club teams have the option of registering either with Cal North or NorCal Premier. These are both leagues which provide excellent competition and governance. Most of our teams initially play in Cal North, but teams can begin in NorCal if they choose, both leagues offer many divisions of play.

Cal North Registration

Once the registration with Sportability is complete, there are additional items to collect from each player. You need the following items:

1. A completed California Youth Soccer Association Registration Form;
2. A copy of each player's Birth Certificate, or Passport;
3. A photograph of each player (jpeg format)

NorCal Premier Registration

Once the registration with Sportability is complete, there are additional items to collect from each player. You need the following items:

1. A completed US Club Soccer Youth Player Registration Form;
2. A copy of each player's Birth Certificate, or Passport;
3. A photograph of each player (jpeg format)

Out of a courtesy to Janet, these items should be collected from the entire team and submitted to Janet at one time. The deadline for completing registration will be available on the league website and reminders sent to team officials. There are many volunteers who facilitate the registration process, we are striving as a club to make sure all our teams comply with the deadlines.

Player Cards

After you submit the completed registration packet to Janet Doutre at jdoutre@att.net, she will process the information and submit it to the appropriate league registrar. Each player will be assigned an identification number once registered. The coach will also be issued player cards for each player. The player cards have the player identification number and the photograph of each player. ***Player Cards need to be present at each game and are required when checking teams in during tournaments.*** When you or your coach get the cards, they need to have medical information printed on the back (you can have parents do this at practice). After the back of the card is filled out, they need to be laminated. This can be done at a Fed Ex Store or Kinko's. They have self-serve laminating presses that work quite well. Once they are done, return them to the coach.

Golden Rods

When registration is complete, Janet Doutre will provide a GoldenRod. This is your official roster and is printed on a gold piece of paper. Players need to be on the GoldenRod before they can play. ***It should be kept by the coach with the Player Cards.***

GotSoccer.com

The administration for all Cal North and NorCal events take place in GotSoccer.com. Once you have completed the registration process, the Registrar will provide you with log-in information for a GotSoccer.com account for your team. Team accounts are accessed here to manage rosters, schedules, and communicate with other teams in your league.

Roster Entry

When you are provided your log-in information by the registrar, you are responsible for inputting contact information for your team's coaches and managers, as well as entering the roster information and i.d. numbers for your players. This should be done as soon as possible.

Communicate with Opponents

You will need to communicate with opponents throughout the year. GotSoccer.com provides you with the avenue to do that. Common communications include confirming games, communicating about field closures due to weather, rescheduling games if necessary, and communicating any specific instructions as to parking, field policies, etc. Please keep all communications professional as these communications can be viewed by district officials. Communication with an opponent is the responsibility of the team manager.

Follow these steps to communicate with opponents in GotSoccer (Chat):

Step 1: Log into your team page and you will see a list of events for which you are registered.

Step 2: In the 'Schedule' column, click on 'View.'

Step 3: Click on the blue 'Chat' button on the far right of the screen.

Step 4: Type your message into the dialog box (e.g. We have a conflict on 4/17 in the morning. Please schedule a kick-off after 1pm).

Step 5: Click the blue 'Send Message' button **AND** the red 'Notify Team' button (it will appear after you click 'Send Message'). The 'Notify Team' button sends the message, via email, to the opponent.

Game Cards

When your games are scheduled, Game Cards will be available from the "Schedule" page on GotSoccer.com. For all home games, you will need to bring 3 copies of the Game Card for that event. The referee uses this to keep the official score, report any misconduct, and they contain the official notes for the game. After the game, the cards are signed by a team representative from each team and the referee. **You must provide Game**

Cards for each Home Game, or you will not be allowed to play. There are no exceptions to this requirement.

Follow these steps to download and print a game card in GotSoccer:

Step 1: Log into your team page and you will see a list of events for which you are registered.

Step 2: In the 'Schedule' column for the event, click on 'View' and you will see upcoming games listed.

Step 3: In the gray box on the left side of the screen, click on the underlined game number, and the game card PDF will download to your computer.

Step 4: Print the card* and take it with you to your game.

* It is only a requirement for the HOME team to print and bring the game card.

Report Game Scores

You are responsible for reporting the scores of your home games. You have 24 hours to post the score of the game after it concludes. This is again accomplished through GotSoccer.com. the GotSoccer mobile app is especially helpful. Only use the score written on the game card and signed off on by the referee and coaches. It is essential that accurate scores are entered.

Report game scores in GotSoccer (all require that you have the game card handy):

Method 1: Phone the score in using the game card. The card provides a phone number to call and prompts you for each step.

Method 2: Visit this link <https://www.gotsport.com/events/scoring/Default.aspx> and log in with the Event ID# and Event PIN# from the game card.

Method 3: Each game card has a QR Code at the top - use a smartphone app to read the code and enter the score.

REFEREE CONFIRMATION FOR HOME GAMES – ARBITER

Arbiter is a computer site that referees use to sign up for games. You are responsible for checking Arbiter to confirm that your Home games are properly listed and have referees signed up to cover. This is true for all games, but especially for games that have been rescheduled close to the date of the game.

To gain access to Arbiter, email our Referee Assignor, Catherine Morales, at morales.referee2014@gmail.com. Please include your name, the coaches name, team (i.e. Sharks or Jaws 04 Blue), and the age group (i.e. U9, U13, etc.). As your team gets older, Arbiter does not automatically renew your access, so make sure that you email Catherine at the beginning of every Fall Season to ensure your access. If your team is new for the Spring Season, you also need to email Catherine to gain access.

Please do not forget to check Arbiter for each Home game. Other teams travel here to play and it is our responsibility to make sure we have referees signed up for each game.

TEAM FEES

In addition to the league registration fee, there will be a Team Fee associated with competitive soccer. Team fees typically cover tournament entry fees, team party cost, coaches gift, end of the year scrapbook or trophy. These costs can vary significantly from team to team, depending on how many tournaments you play and what you determine to contribute towards end of the year party and coaches gift.

For younger teams, the Cal North District Cup costs from \$375.00-\$600.00 per team, depending on the age group and if you take advantage of early-bird registration. Other tournaments are similar in cost, so if you are playing two tournaments for the year, plan accordingly.

The key to the team fee is to have good communication with the other parents regarding what the fee will be used for. It is strongly recommended to get the fee up front, or split the fee into two payments if necessary. If you need to make exceptions, you can certainly work that out with a family as needed.

Items to address in the Team Fee:

1. Tournament Fees;
2. Hotel Room for Coaches for Tournaments;
3. End of Year Party/coaches gift/player gifts;
4. Equipment Fee (for any special training equipment a coach may want);
5. Training Fee (For paid coached or trainers, submit a check for the training fee to the Club, and the Club will pay the trainer/coach);

These fees can vary significantly between each team, resulting from increased tournament fees and training costs for those teams that choose to incur them. It's not a bad idea to add in an extra \$10-\$15 a player for miscellaneous expenses that arise during the year. For example, if you choose to play a Halloween Tournament that requires costumes, you would have money available to purchase materials for the costumes.

Sponsors and Fundraisers

You can have sponsors and conduct fundraisers as a competitive team. Sponsors will not be provided by the club, but you are certainly allowed to find them for your team. There is a Sponsor Form available on the league website. This form must be completed and submitted to our Registrar, Janet Doutre, along with the money from your sponsor. This is essential to stay in compliance with our non-profit status. The club will deposit the check from your sponsor and then issue your team a check to be deposited in your team bank account. Do not deposit the money from your sponsor directly into your team account.

Your team is welcome to hold fundraising events. The club will be happy to put out announcements about your fund raiser. The more notice we have, the more promotional support we can provide.

BANK ACCOUNTS

Lighthouse Bank in Santa Cruz is the bank to use to open your team account. They offer no cost checking accounts to club teams. You can open the account once you have collected a minimum of \$500.00. The tellers are very familiar with the competitive team accounts and will assist you in opening one.

Please keep in mind that you are a fiduciary of the team, and as such need to handle team money with the utmost care. Do not co-mingle the team money with your personal accounts! Open a team account and use it exclusively for team expenses. Lighthouse Bank will provide you with a debit card for the account, as well as a checkbook. Many tournaments require a credit/debit card, so make sure you request one.

When handling money on behalf of the team, you should keep receipts to reflect the expenditures. It is also a good idea to scan/copy the checks you receive from the parents before you deposit them to help you keep track of who has paid.

Open the account as soon as you have collected enough money to stop by the bank and do it. Lighthouse Bank is located at 111 Mission St, Santa Cruz, CA 95060. (831) 600-4000

Please review the Team Treasurer Handbook for requirements on how team funds must be handled and accounted for.

Uniform Orders

All Adidas uniforms and accessories (backpacks, sweatshirts etc.) are ordered online through SOCCER.COM by the families. The families order it online, pay for it online and have it shipped directly to their house. All uniform pieces and accessories (jackets, sweatshirts, t-shirts, backpacks) can be ordered year around.

The required uniforms are:

- 1 Home jersey (navy)
- 1 Away jersey (light blue)
- 1 Pair of uniform shorts (navy)
- 2 Pairs socks (navy) (The extra socks really come in handy at tournament time, when you can play 4 games in a weekend)

To start a new team/new uniform order:

1. Contact Emili Willet at emijmc@gmail.com to get a PlayerPass spreadsheet.
2. On the PlayerPass spreadsheet, you'll need to enter each player's name, jersey number and email address.
3. Send the PlayerPass spreadsheet back to Emili.
4. Emili will upload it in the online ordering system.
5. Within 24 hours, each player/family will receive an email from Soccer.com with the personalized link (PlayerPass) to order the uniforms. In addition, Emili will send instructions to the families about how to order online.

To add a new player to an existing team (that already has uniforms):

1. Email Emili Willet at emijmc@gmail.com with the player's name, jersey number and email address.
2. Emili will add it to your team's PlayerPass online ordering system.
3. Within 24 hours, the new player/family will receive an email from Soccer.com with the personalized link (PlayerPass) to order the uniforms.

On the PlayerPass spreadsheet, a player can have more than one email address (i.e. players will two households). All email addresses that are listed on the spreadsheet will receive the online ordering link.

JAWS & SHARKS LOGOS:

The club has two logos: Jaws logo (with the ponytail) and Sharks logo (without the ponytail). It's important for players/families to ensure they are ordering the right team's logos. If they order directly from the PlayerPass email (the online link that is personally sent to them), it will be automatically personalized with the team's correct logo and player's assigned jersey number. No names are printed on the uniforms, just the number.

YOUTH SIZES:

Youth Girls and Youth Boys are the same cut. All Youth sizes can be found under Men's Jerseys and Men's Shorts. All Youth sizes ordered from the Jaws ordering system will have the Jaws logo. All Youth sizes from the Sharks ordering system will have the Sharks logo.

EXTRA or REORDER UNIFORMS:

If a player wishes to order another piece of their uniform (shorts got lost, jersey got too small, want to order another pair of socks etc.), they can reorder online anytime throughout the year.

If a team wishes to order an extra set of uniforms for the team (guest players) – the team can order online with their team fee budget, or ask the guest player to order a uniform kit.

FAQ's:

What are the required items?

- 1 Adidas Regista 16 Jersey Navy Blue**
- 1 Adidas Regista 16 Jersey Light Blue**
- 1 Adidas Regista 16 Shorts Navy**
- 2 Adidas Copa Zone Cushion II Socks Navy**

What are the popular optional items? *(there are many online...these are the popular ones):*

- Adidas Stadium Team Backpack
- Adidas Condivo 16 Training Jacket
- Adidas Ultimate T-Shirt (Dri-Fit)
- Adidas Core 15 Hoody Sweatshirt

I need Youth sizes - where are they?

If you are ordering Youth sizes, they are listed under Men's Adidas (i.e. Adidas Men's Regista 16 Jersey, Adidas Regista Shorts.....)

Is there a shipping code that I can use for cheaper shipping?

Yes! Look for the code on the top of the Soccer.com website save on shipping (on any orders over \$99).

Why do we have to order so early?

Due to the customization of all uniforms with the player's numbers and team logos, it can take up to 4 weeks for delivery. In addition, summer months are the peak months for ordering (nationwide), it can take up to 6-8 weeks during summer.

I don't know what size to order, are there any samples to try on?

Yes, Emili has samples. Please contact her at emijmc@gmail.com to set up a time to try on the samples. She lives on the Westside and has all uniform sizes at her house.

What are the shoe sizes for Adidas socks?

Sock Size	XS	S	M	L
Men's Shoe Size	N/A	N/A	5-8.5	9-13
Women's Shoe Size	N/A	N/A	5-9.5	10-12
Youth Shoe Size	9C-1Y	13C-4Y	4Y-6	N/A

I have a question, who should I contact?

Emili Willet at emijmc@gmail.com

LEAGUE SCHEDULES - TRAVEL

Prior to the season, you will receive a schedule with the times and locations of your games. Generally, these schedules can be accessed at gotsoccer.com. You may find that your schedule conflicts with tournaments you wish to participate in, or you may have a conflict with a coach's schedule if they are coaching more than one team.

If you need to move a game, or are asked by another team to move a game, don't panic. First look at the Field Setter Schedule to determine what dates and times a field is available (you will receive a link to the Field Setter Schedule prior to the season). Next, verify with the opposing team that they can make the new date and time. Once the other team has confirmed, contact Heather Gerwin at soccer4kic@comcast.net. Provide Heather with the date, time, and location of the original game, as well as the date, time, and location you wish to move the game to.

Depending on the teams that register for your league, some travel will be required. In theory, we try to have as many games in Santa Cruz County as possible. Some years there are more local clubs registered in a particular league, and some years there are less. It is not uncommon to have teams in the South Bay and Monterey/Salinas in a league. The league schedule involved playing each team at home and away. Older club teams may travel increased distances based on their level of play.

TOURNAMENTS

Every team should register to play in a couple of tournaments per year. Coordinate these with your coach. In addition to the tournaments sponsored by the Santa Cruz City Youth Soccer League, there are several tournaments to consider. The District Cup is held each year in Morgan Hill, and is one tournament teams should strongly consider. At District Cup, the district seeds the brackets so that teams that have easily won most all their league games find challenging opponents, and teams who haven't had much success find comparable teams to play. There are also various Halloween Tournaments, involving teams playing in costumes, that are a lot of fun to participate in.

As team manager, you will receive several e-mails regarding tournaments to play in. Pay attention to the early registration dates, the tournaments are cheaper if you register early, and you assure your team a place in the tournament. If you delay registering your team, you run a chance that the tournament will be full and you will not be able to play.

Once you register for the tournament, you will receive information regarding your tournament schedule and details regarding the tournament facility. Tournaments generally guarantee every team three games, two on Saturday and one on Sunday morning. Sunday afternoon is reserved for teams playing in the final or consolation game. Make sure everyone is aware that there can be Sunday afternoon games.

Consider reserving hotels for the tournaments depending on distance and time you are playing. Often you can obtain discounts for group rates for reserving rooms for the teams. Obviously, the decision to stay overnight will be made by each family. If you are considering getting hotel rooms, reserve them early, as they can fill up. Between the different age groups and divisions, there can be hundreds of teams at a tournament.

TEAMSNAPE

TeamSnap is being provided to every team in the club. TeamSnap will allow you to organize your team online, including:

1. Have your entire team roster with contact information for each player;
2. Enter your schedule of games and practices;
3. If you enter the address of your games, a Google Map will automatically link to it;
4. The "Availability" feature allows each parent to check a box indicating if their child will miss a practice or game. This is valuable for the coach to have access to;
5. Create a snack schedule that people can sign up for;
6. Message Board allows you to post updates and have them emailed or texted to everyone on the associate contact list list;
7. Text messages may be sent to all members in the event of last minute event changes;
8. Automatic reminders are sent out prior to each event.

Spend some time working with TeamSnap. You can add anybody you want to add to the sites. It is great for grandparents who want to follow the team, child care providers who need to know about practice changes or special events, and ensures that all households are equally notified of all scheduled events.

As your players complete the registration process they will be added to your team TeamSnap page.

In addition to the Team Management page, your team will have a page on our league website for public viewing. This is a great place to indicate what league and level you are playing at, photos from tournaments, and basically present your team to the public in the best light. This can be very helpful to drawing new players to your team. Please note – we do not use players names or have any contact information on the public website page.

END OF THE YEAR PARTY

Every team is responsible for their own end of the year party/awards. These should be coordinated with your coach, and generally scheduling them on the day of the last game is effective. There is no policy about giving out trophies/medals /or other team awards at the end of the year. You should determine it as a team. Other ideas include scrapbooks, photo books, team signed soccer balls or posters.

Schedule your location early. The comp season ends after the rec soccer season, but there will be several teams looking to have parties on the same day

COMPETITIVE TEAM CHECKLIST

The following list are the events/items you'll need to take care of as Team Manager:

- _____ **Register** with Sportability.com

- _____ **Compile** Info for Cal North - CCSL Registration and/or NorCal Registration
Collect from each parent:
 - _____ Signed California Youth Soccer Association Registration form
 - _____ Copy of each player's Birth Certificate, or Passport,
 - _____ Photograph of each player (jpeg format)
- Note: Birth certificate may not be necessary if player was in a previous comp team.

- _____ **Deliver** that information to Club Registrar, Janet Doutre at jdoutre@att.net

- _____ **GotSoccer.com** fill in team roster and coach contact information

- _____ **Calculate** team fee, request from each family

- _____ **Open** team account at Lighthouse Bank, 111 Mission St., Santa Cruz (request debit card with account)

- _____ **Complete** Player Cards with medical info

- _____ **Laminate** Player Cards

- _____ **Review** team's Goldenrod to ensure all players on it; bring to every game with Player Cards

- _____ **Order** Uniforms from Soccer.com

- _____ **Order** Jaws/Sharks sweatshirts, jackets, t-shirts from Soccer.com

- _____ **Sign up team**, all interested parents in online organizational/sharing site (if desired)

- _____ **Tournament sign ups** – as desired by team

