



Team Manager Information

Thank you for volunteering to become the Team Manager for your South Bay Force team. Many people step up to this role with varying degrees of expectation of just exactly what this responsibility has in store for them. The job of Team Manager is demanding but is also very rewarding. We look forward to a successful and enjoyable season.

In addition to the Team Coach, the Team Manager is responsible for setting the tone for the team. The Team Manager has several roles on the team: administration, liaison, and of course parent. It is important that a Team Manager be organized, calm, collected, and have the ability to always present a positive attitude. Our job as a Club is to provide you with the tools and procedures to help make this happen so that your job as a Team Manager will be a rewarding experience to both you and your team.

When you take on the role of Team Manager, there are some basic items that you will find necessary to efficiently perform this function. First you will need to put together your own Manager's Notebook. This notebook is critical to making your job as Team Manager a successful one. You will need to carry this notebook with you at all times (practices, games, and tournaments). The items that comprise your Team Manager's Notebook include:

- 1- 3-ring binder.
- Player Medical Release Form (Player Registration Application) for each player with an original signature of the parent. This Form must be processed by the Club Registrar and will include her stamp. Store the release forms in 8 ½ X 11 inch plastic protective sleeves.
- Program Administrator Registration Form signed by each adult coach, trainer, or volunteer and processed by the Club Registrar.
- Copies of Birth Certificates for each of your players. Insert each copy behind the matching Player Medical Release Form.
- White Player Cards and Administrator Cards (signed, stamped, with photos and laminated.)
- 1 - 1-Inch metal locking ring to hold the player cards on.
- 1 zippered pouch to hold your player cards.
- Copy of your current team roster with contact phone numbers.
- Copy of your current league game schedule.
- Copy of your current spring and summer tournament schedule.
- Copy of the current Cal South Rules and Regulations.
(http://www.calsouth.com/youthsoccer_bylaws.htm)



LEAGUE INFORMATION:

Coast Soccer League is the gaming league in which we play our seasonal soccer games as well as League Cup. Coast Soccer League has their own website (<http://www.coastsoccer.com>) which contains everything related to the Coast Soccer League: General Information, Policies, Game Schedules, Rules, and during league season the scores for every team in the league. The individual competitive game brackets are all linked from their main web page. They are listed by age group, bracket and area (for instance Girls Under 15 Silver Elite South).

Coast Soccer League Team Access - Each South Bay Force Team Manager will be responsible for establishing their team profile online. To begin the registration process for your team logon to (www.coastsoccer.com.) Click on the link at the top of the list that says CSL 2009 Season Applications now online. The Club will be responsible for paying the team league fees and any performance bond directly to CSL. You are responsible for completing the team application, printing it, and forwarding it to Kris Colin, Club Administrator. Click where it states "*Click Here*" to start the application process and follow the directions. You will need your team number, which is a 4-digit number and is the last 4 numbers listed in the Team Number section of your white Player and Administrator cards. If you are a new team, please contact Kris Colin who will provide you with your team number. Also, note that we have a specific format that we follow in naming our teams. The first team in an age bracket is given the name South Bay Force Black. The second team in that age group is the South Bay Force Blue team. If you are a new team, please confirm with Kris Colin that you are using the correct team name. You will be asked for the bracket you are requesting to participate in next season. Please discuss the requested bracket with your Team Coach prior to submitting the application. You may also wish to discuss the requested bracket with the appropriate Coaching Director for your team. {[See Attached Contact List](#)} After your application has been processed and accepted by Coast Soccer you will be able to enter your team roster information, Coach and Administrator information, and print match reports. You will create a user ID and password to access your team profile. If you ever forget your user ID or password, you may contact Kris Colin and she will provide it to you.

Match Reports and Game Score Reporting – The Team Manager will be responsible for printing three copies of the match report to bring to all Coast Soccer League Games. The player's **COMPLETE** information must be entered on the online match report form prior to the report being printed. In addition to the three copies of the match report, a stamped envelope addressed to Coast Soccer League must also be provided to the referee. CSL Rules and Regulations state that it is the responsibility of the Home Team Manager to provide the match reports and stamped envelope. However, it is a good idea to bring copies of the match reports and an envelope even if you are the visiting team. It is these reports that the Referee uses for recording and submitting game information to Coast Soccer League.



At the completion of every game, the referee will ask you or your coach to sign the completed match report that lists the games final score and any red or yellow cards that were issued. Please ensure that the information on the completed match report is correct before it is signed. The Team Manager will be responsible for reporting the game score and any yellow or red cards that were issued in the game. You will be contacted by your bracket scorekeeper via email prior to the start of the season with specific instructions on how and when to report your game scores.

Coast Soccer League publishes a handbook with their current “Rules and Regulations” as well as contact information for all team Coaches, Managers, Club Presidents and Registrars. It also lists directions to all of the playing fields utilized by CSL. The Team Manager will be handing out to all players on their team this handbook prior to the start of the season. This handbook is an **invaluable** reference tool and you should carry it with you at all times. There is no additional fee for the League Cup Tournament sponsored by CSL. However, the Team Manager must complete an application to participate in the Tournament. The application must be submitted to CSL in **October**.

California Youth Soccer Association (CYSA-South):

CYSA-South (Cal South) is the organization that is the governing body under which our teams participate. Cal South is the organization that issues Player and Administrator Cards. They also administer the Risk Management and Coaches Education Programs as well as provide insurance to its members. They have their own set of Rules and Regulations that may be downloaded from their website at (www.calsouth.com.) Click on “Resources,” then “Bylaws, Rules and Regulations.” (http://www.calsouth.com/youthsoccer_bylaws.htm) We suggest that you print these Rules and Regulations and maintain a copy of them in your Manager’s Notebook for reference purposes. Cal South is also the organization that is responsible for the State and National Cup Tournaments.

Club Annual Fees:

The Club Annual Fees for the 2010-2011 season have been set at the following:

<u>Age Group</u>	<u>Total</u>
Under 9	\$1,425
Under 10	\$1,425
Under 11-Under 14	\$1,625

Please note that the Club Annual Fees does not include the cost for individual team uniforms, team outerwear, and/or team bags.



The South Bay Force offers a limited number of scholarships to its players and their families. The South Bay Force Scholarship Application may be downloaded from our website at www.southbayforce.net. It is in English and Spanish. On the left side of the website click on "Forms and Documents", then click on "Team Manager Forms", then click on "Scholarship Application."

The Club Annual Fees include the following items:

- * Player Registration with Cal South.
- * Participation in the 2010-2011 Coast Soccer League Season
- * Coaching Fees
- * Non-turf Field usage and lighting Fees
- * Partial State, National or California Cup Registration Fee

Player/Parent Agreement:

All players who accept a roster spot on a South Bay Force team will be asked to read and sign the South Bay Force Player/Parent Agreement. A copy of this agreement is included in this Manager's Handbook. The Agreement may also be downloaded from our website at www.southbayforce.net. On the left side of the website click on "Forms and Documents", then click on "Team Manager Forms", then click on "2009 Player/Parents Agreement Form." The signature page from the agreement must be signed and forwarded to our Club Administrator – Kris Colin. The Team Manager should collect the signature page from all of their team players and forward them as a group to the Club Administrator.

Individual Team Considerations:

There are several additional duties that are performed by the Team Manager for their individual team. Some of these duties are listed below. It is suggested that you delegate the duties of Team Manager as much as possible. On many teams, the following duties are performed by different volunteers:

- Team Treasurer
The Team Treasurer is responsible for opening and maintaining the team checking account. The team account will be an individual account (not a corporate account) and will be in the name of your team (for example: South BayForce Black). The Club Administrator will provide you with a letter from the Club authorizing you to open a team account. The Tax ID number to be used in opening the account should be the social security number of the Team Treasurer.



- Team Tournament Coordinator
- Team Photographer
- Team Reporter (liaison with the SBF Webmaster)
The Team Reporter is responsible for providing the Club Webmaster with reports on Tournament successes your team has had as well as pictures to be posted on the South Bay Force website.
- Determining with the Team Coach the Tournaments the Team will participate in during the summer and in the months leading up to State or National Cup Competition. A list of scheduled Tournaments can be found at www.calsouth.com. Click on Tournament and Events and then Sanctioned Tournaments. Each individual team decides which and how many tournaments they will participate in. The tournament fees and any additional costs relating to travel to tournaments is paid for by the individual team. It is suggested that each team determine the amount they will need to collect per family on a quarterly basis and collect from the families at that time. In general, families do not like to be asked for money on a monthly or weekly basis so collecting every 3-4 months is an efficient process to follow. Make sure to coordinate your Tournament schedule with the Team Manager of another team that your Coach may have to ensure there are no conflicts with tournament times/dates. A team should **never** sign up to participate in a Tournament if their Team Coach is not available.
- The Club Annual Fee includes the partial Tournament Fee for one of the following Tournaments: State Cup, National Cup or California Cup. You will be contacted by the Club Administrator, Kris Colin, prior to the application deadline for these Tournaments at which time you can advise which Tournament your team is choosing to participate in.
- The Individual Team is responsible for the payment of Referee Fees for all League Games, League Cup Games and State, National or California Cup Games. Again, it is suggested that you collect these fees in advance instead of weekly. The amount of your Referee Fees can be found in the Rules and Regulations of Coast Soccer League (for the soccer season, League Cup and California Cup) and in the Cal South Rules and Regulations (for State and National Cup.)
- During the season there will be times when your team will be asked to perform the duties of field set up and/or field take down. You will be notified by the Club Administrator or Club Field Coordinator when your team is responsible for these duties.
- In order to help defer Club and individual team expenses, encourage your players and families to solicit Sponsors by utilizing SBF's Sponsorship Form. It is available in both English and Spanish. On the left side of the website click on "Forms and Documents", then click on "Team Manager Forms", then click on "2010 Sponsorship Form." {See Exhibit "F."}



It is imperative that the Team Manager and Team Coach have a clear understanding of the specific process to be followed with respect to disagreements that will arise between team players, parents and coaches. The Team Manager should **never** act as the go-between in these types of situations. The Player/Parent Agreement addresses this issue but the Team Coach is responsible for communicating to the parents and players the specific procedures to be followed for addressing these concerns.

REGISTRATION PROCESS, INFORMATION, DOCUMENTS:

Our Club Registrar, Kris Colin, is responsible for processing all Player and Administrator Registration Forms. She is also responsible for ensuring the accuracy of all Player and Administrator Registrations. Registration of a player is completed online through the CORIS system at the CYSA-South website www.calsouth.com.

All Administrator and Player Registration Forms must be filled out in their entirety with complete and accurate information. This includes the following:

Parent Information

Parent Name.
Parent Relation to player.
Street Address, City, State and Zip Code.
Home Phone, Work Phone, Cell Phone.
Email Address.
Parent Gender.

Player Information

New or Returning Player.
If Returning Player Cal South Player ID Number (from White player card).
Player Name.
Gender.
Date of Birth.
School Name and Grade (School attending in Fall 2009).
Player Level: Competitive.
League: South Bay Force.
Club: South Bay Force.
Age Group: U-
Team ID Number: Located on the White Player Card. For new teams confirm the Team ID Number with Kris Colin.



Emergency Contact #1.

List any medical problems/limitations: If none, write **None**.

Original signature of Parent and Date.

Once the Player Registration or Administrator Registration Forms have been completed and signed, they should be submitted to the Team Manager. The Team Manager will be responsible for submitting a complete Team Player and Administrator Registration Packet to the Club Registrar, Kris Colin, for their entire team. All Players and Administrators must be included in the initial registration package. The items that must be submitted to the Club Registrar for Player and Administrator card processing are:

- 3 copies of the Player Registration or Administrator Form (one with an original signature.)
- Copy of Birth Certificate or Passport for all players new to the Club (these are not kept by the Registrar but she does need to see them for all new players.)
- Copy of Birth Certificate or Passport for **all** players that have not been registered by Kris before. It is suggested you submit copies of birth certificates for all players you are registering just to be sure.
- 2 – 1 ½ inch by 1 ¼ inch pictures for all players. The player's first initial and last name should be printed on the back of all pictures. For Administrators and Coaches the requirement is 1 -1 ½ inch by 1 ¼ inch picture with the Administrator first initial and last name printed on the back of the picture.
- Risk Management (Live Scan) is required for all NEW Administrators and Coaches. For Risk Management Information go to www.calsouth.com. Click on Programs, then Risk Management for complete information.
- Put the Team Registration Applications in alphabetical order with the Team Administrator/Coaches on top.
- Paperclip the player pictures to the appropriate forms. Clip the copy of the birth certificates/passports behind the appropriate Player Registration Form.

Form Resources:

The following Forms are available online at www.calsouth.com. Click on Resources, then Forms and Downloads:

Player Registration Form (also referred to as Player Medical Release Form)

(http://www.calsouth.com/youthsoccer_downloads.htm)

Administrator Registration Form (Used to Register Coaches and Team Managers)

(http://www.calsouth.com/youthsoccer_downloads.htm)



Player Release and Transfer Form

The Player Release and Transfer form is the form that is used to allow a player to be released from the team to which he/she has been rostered for the seasonal soccer year. Cal South imposes a “Roster Freeze” period whereby players rostered to a team cannot be released or transferred to another team. The Roster Freeze Date for the seasonal soccer season is **August 1, 2010** through the first Monday after Thanksgiving. Note there are different Roster Freeze Periods and Roster Freeze Dates for State and National Cup Competition. The Player Release and Transfer Form should be completed for any player that wishes to either transfer to another team or wishes to be released from their current team. The Form requires the following signatures: Player, Parent, Team Official (Coach or Manager), Club Registrar and District Commissioner. These signatures are required from both the team the player is transferring from as well as the team they are transferring to. If they are not transferring to a specific team then the transferring to section is left blank and they are placed in the District Pool. The player’s current CYSA Player Pass and Player Registration Form must be attached to the Player Release and transfer Form when it is submitted. After the Player, Parent and Team Official have signed the Form should be submitted to Kris Colin – Club Registrar. She will forward them onto Cyndi Dempster who can sign the Form as Assistant District Commissioner. (http://www.calsouth.com/youthsoccer_downloads.htm)

We hope you find this Manager’s Handbook to be a useful resource tool during the upcoming season. For your convenience, find enclosed the 2010-2011 Coach and Manager Roster for South Bay Force. Please let the Club Administrator, Kris Colin, know if you have additional suggestions or items that you feel should be added to the Handbook. We encourage your input and look forward to working with you in the upcoming season.

Go South Bay Force!
www.southbayforce.net



Contact List

Board of Directors

Greg Yorke

President

gyorke@southbayforce.net

Kris Colin

Club Administrator & Club Registrar

kcolin@southbayforce.net

Hayley Mullin

Secretary

hmullin@southbayforce.net

Don Young

Treasurer

dyoung@southbayforce.net

Mary Jo Soufl

Chair – Fundraising

mjsoufl@southbayforce.net

Craig Garriott

Chair – Fields

cgarriott@southbayforce.net

Directors of Coaching

Todd Saldana

Director Coaching - Boys

Technical Director

tsaldana@southbayforce.net

Jim Millinder

Director Coaching - Girls

scrjames@aol.com