

Churchland Soccer League Advanced Team Manager Information Guide

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Welcome to CSL Soccer

CSL wants to welcome you and thank you for volunteering to be a CSL Team Manager. The main focus of your role is to support your coach and help coordinate the activities of your team. The Team Manager is the eyes and ears of the coach and is key to the success of the team.

The role of the Team Manager is to be a conduit between the coach and the parents. Key elements to being a successful Team Manager are taking a proactive approach to managing your team and timely, open communication between the parents and the coach. You will not be alone! The CSL Executive Board is committed to assisting you. We have put together a comprehensive packet with all the information you will need to remain organized and make this season the best and easiest ever. This guidebook is intended to assist new Team Managers in setting up the management of their team. It also serves as a source of information for all Team Managers. This is not the work of one person, but a compilation of many people who have been and/or are currently serving as Team Managers. Some information may seem simple and “old hat”, but to new Team Managers it can be rather overwhelming and confusing to get started. Most questions you will have should be answered in the attached pages. If other questions arise, please direct them to the appropriate board member. You will find their email address listed within this packet. In addition, our website www.churchlandsoccer.org is a valuable resource for Team Managers, so please check it often throughout the season.

Again, thank you for volunteering your time. CSL is a fully volunteer organization. With committed parents like you, we are able to continue to offer a quality recreational soccer program in our community. Feel free to contact me directly with any questions you may have.

CSL Board

Communication Via E-Mail

Conveying information to over 11,00 players by phone is ineffective and overwhelming, so I will be relying heavily on e-mail. Please check your e-mail weekly throughout the season. Emails will be sent with important information each week. Please print, copy and distribute the news to your team. If you do not have internet access, please recruit another parent from your team to relay messages to you. Keep in mind that the personal email addresses of others should be kept confidential. They are sent via privileged communication. They are not to be used for mass email marketing purposes. Abuse could jeopardize our ability to obtain email addresses from volunteers in the future. Please be respectful.

Risk Management Clearance

You, your head coach and assistant coach(es) are all required, to go through risk management clearance, which is a basic ID check. This is a 2-part process: (1) complete the Volunteer Form (2) and VYSA Kidsafe Form, submit to the Administrator. Form must contain an original signature (no email or fax copies) (3) forms must be legible which include official name (no nicknames), birthdate and (4) all three questions concerning your behavior must be answered. You can download each from the CSL website under handouts on the menu bar. You must complete a new VYSA Kidsafe Form for each season you are volunteering for. Coaches will not receive their team packages or participate in CSL without the 2 required forms.

Technical Area and Viewing Area Defined

Only team officials who are listed on the team roster will be permitted in the technical area. No parent coaching, please! If not marked, the technical area shall be located along the touch line (sideline), 1 yd. from the touchline, and bounded by two imaginary lines running from the center circle. Parents and all spectators shall remain in the viewing area, located behind the technical area, bounded by two imaginary lines running from the penalty areas on both sides of the field. There should be no one behind the goal during a game or beside the team bench and coach.

Player ID Cards

All Advanced teams U9 and older must have Player ID Cards. Our Administrator will print cards for team, once the coach/coordinator has given authorization to activate your team. You can help your coach by collecting the photos ahead of time. The photo will be cut to approx 1" x 1", so you need to be careful not to accept photos larger than that. (If you want to save some time, bring your digital camera to practice one day and take your own photos!) Once the photo is attached the card is then signed by the player or coach or manager and then stamped by the CSL President. Both cards are signed on the back and signed according to how the name is printed on the front of card. Referees will need Player ID cards at the start of each game if they check in the team.

Player Safety & First Aid

All players are required to wear shin guards (worn under their socks) and molded soccer cleats. No chewing gum will be allowed on the field. No earrings (or any body piercing) will be allowed on the field. Tape or Band-Aids over the earrings will not suffice; no exceptions. This is a USYSA rule, not CSL. Hair ribbons and/or scrunchies need to be soft with no bobby pins, hair clips, barrettes, marbles, balls, beads, etc. A child who wears braces is encouraged to wear a mouthpiece or wax to protect their mouths. A first aid kit should be available at all practices and games, along with ice and an ice pack in case of injury. First aid kits should include hydrogen peroxide, (a player's uniform cannot have any blood on it and hydrogen peroxide can help remove a stain) plastic bags for ice, band-aids, athletic tape, scissors, one-time use ice packs, antiseptic (like Bactine), and gloves. Medical releases for each player must be completed if attending sanctioned tournament outside of TASL.

Team Sponsorship

Every Fall and Spring, CSL provides soccer, fun, sportsmanship training and physical fitness for over 1100 participants. CSL is able to provide this program thanks to the generous and civic minded sponsors that help us each year. Each team is required to participate in the league fundraiser. Teams may find a sponsor for their team to help fund tournaments, banners, bags, warm-ups, etc. Teams may secure more than one sponsor. Teams cannot have their personal names or sponsors labeled on their uniforms.

Fundraisers

CSL derives its revenues entirely from registration fees, donations and fundraisers. The team manager's job is to disperse the fundraiser packages to your players, collect the packages or have players turn the packages in directly. Fill out the form that was given to you and return on the due date. Regardless of personal preferences, positive support should be employed for each fundraiser.

Adult Supervision

All CSL activities must be attended and supervised by at least one adult with risk management clearance. A least one female adult must attend all CSL activities involving girls, including games and practices. Minor members must never be left without adult supervision. An adult must accompany the children to the restroom facilities at games and practices. All coaches, assistant coaches and team managers should have copies of the registration forms for emergencies or player info list with them at all events.

Game & Practice Fields

Coaches will be contacted for their preferred practice dates, times and field usage. A practice grid will be sent out to the teams as to avoid confusion. Any questions about where you are to practice should be directed to the Advanced Commissioner. The game schedules will be published on the website. For scheduling purposes, plan on your first game being scheduled somewhere from 8am – 4pm. on a Saturday. Remember, your team is responsible for flags for the field if first game and returning flags to the building, if the last game. Please keep in mind that the game field locations are subject to administrative changes, so it is possible that there might be some minor changes when the final schedule is published. Any changes to the game locations will be available on the web site at www.churchlandsoccer.org with a link to TASL.

CSL rules include the following:

- No smoking on or around the fields
- No pets.
- Trash should be placed in appropriate bins.

Head and Assistant Coach

The coach is responsible for everything having to do with the players, the game and the fields. You are there to support the coach and the team.

Coach's Responsibilities

- Communicate with your Team Manager regularly
- Attend the appropriate clinic to obtain a Coach Certification (license)
- Complete and return all necessary forms
- Recruit a Team Manager immediately
- Recruit an "e-parent" if you don't have regular access to email
- Provide a safe environment and mature oversight for the kids
- Develop a positive, encouraging style of coaching
- Know the Laws of the Game and the Rules of Competition
- Offer consistent, instructive practices; be prepared
- Encourage positive behavior by both players and parents at games and practices.
- Supervise your sideline
- KIDSAFE FORM and VOLUNTEER FORM-Obtain the required VYSA Kidsafe Form and CSL Volunteer Form for yourself.

Team Manager

The Team Manager (formerly Team Mom/Parent) handles the administrative aspects of the team, allowing the coach to focus on coaching the children. A successful Team Manager has good communication skills, is organized and most importantly, can delegate responsibilities. The Team Manager is THE KEY to helping your team's season run smoothly.

Team Manager's Responsibilities

- KIDSAFE FORM and VOLUNTEER FORM-Obtain the required VYSA Kidsafe Form and CSL Volunteer Form for yourself.
- WORK WITH YOUR COACH-Meet with the Head Coach to discuss his/her plan for managing the team over the seasonal year.
- UNIFORMS/BANNER Ordering of uniforms and banner (optional).
- ROSTER/SCHEDULE-Prepare & distribute a team roster, game/snack schedule. CSL official roster info is for team officials only. This info is not to be given out to the team or anyone else. Rosters and player cards are to be turned in at the end of the seasonal year.
- PLAYER ID CARDS-For all Advanced teams, obtain 1" x 1" pictures and signatures.
- BUDGET-Determine a team budget for banner, uniforms, end-of-season party, and coaches' gifts. Communicate costs to your team and collect funds accordingly.
- TEAM PICTURES- Organize your team for picture day. Distribute picture packets to players; notify parents of the scheduled date and location.
- FUNDRAISER-Obtain and distribute fundraising.
- COMMUNICATION-Communicate news of events and activities throughout the season. Copy and distribute league or team information to your parents. You will receive them via email
- TEAM PARTIES-Organize team parties. You may have parties whenever your team wishes. (Note: Make reservations early in the season for your end-of-year party; most teams have them on the same weekend and at the same location.) Trophies are the responsibility of the teams; order them for the season or whole year.

Team Manager Pre-Season Checklist & Tips

HANDY-DANDY CHECKLIST

Get these items done and the rest is a breeze!!

The following is a checklist to work through prior to the first game. Once you have made it through the list below, your team should be in good shape to start the season. Give yourself a pat on the back – the majority of your job is done!

_ Meet with your Head Coach: Discuss plans for managing the team over the season. Find out how much or how little you coach would like you to do. Obtain player information for rosters and cards. Discuss any other expectations or preferences from either party.

_ Meet with the parents: Delegate!!! Recruit volunteers to help with the uniforms, picture day, and anything else you feel you will need. You do not have to do everything yourself!! Explain rules on adult supervision, player safety and game conduct/spectator seating area. Discuss game schedule and snack schedule, and team budget.

_ Size Up Your Team: Your coach will receive a goalie jersey Coaches will receive a coach's shirt from the league. Each player will purchase two jerseys, short and sock. You should size up your team at your very earliest opportunity in order to allow sufficient time for ordering/received before the 1st game.

_ Banner or Flag? Another team decision that you will need to coordinate is the team banner vs. flag. Banners/flags can be homemade or professionally made. Most team banners include the Team Name and Sponsor. Don't forget the posts and stakes to set up your banner/flag at your games. Banners and flags are optional.

_ Goal Can: Decide as a team if you want to have a "Goal Can". A goal can is used to collect quarters from parents after a goal is scored. This is a fun, motivating way to raise money for your end of season party.

_ Game Schedule/Snack Schedule/Team Roster: Prepare and distribute to team families: a Team Roster, Game Schedule and Snack Schedule. It is helpful to combine this information into one Team Information Sheet as the sample attached illustrates, however as long as you provide your team with the information they will need...do it however you wish-you are in charge!

_ Team Budget/Finances: Determine a team budget for the banner, end-of-season party, and coaches' gifts. Communicate costs to your team and collect funds accordingly.

_ Player ID Cards: Each player/coach/manager must have a card. The league administrator will provide you with typed cards for each person to have a 1x1 picture and signature placed on the back of the card. Do not lose these, as they need to be at every game.

DELEGATE ~ DELEGATE ~ DELEGATE!

You don't have to do it all yourself! Recruit team families to assist with the following tasks-parents are nervous about taking on a major role, but are eager to help out with tasks such as these. The more families that get involved in helping the team, the greater "ownership" of the team there is.

Ask for volunteers for:

_ Banner Family-banner transport/set-up/take-down. The Banner Family is basically in charge of getting the banner to each game and setting it up and taking it down. This is a huge help to both you and the coach.

_ Goal Can Family-circulates the Goal Can (should your team decide to have one) after your team scores and keeps track of the Goal Can funds until the end of the season. At season end the team can vote on how to spend the \$ in the can!

_ Roster/Snack Schedule-you may wish to recruit parents to assist with these tasks, although most Team Managers prefer to do it themselves.

IMPORTANT CONTACTS

CSL Board of Directors

President: Robert Anderson
Administrator/V.P.: Jackie Gasparini
Secretary: Jennifer Perrault
Treasurer: Jenn Hall
City Liaison: Todd Niblo
Technical Director: Gene Gasparini
Operations Director: Mike Firnstahl
Recreational Commissioner: Peter James
Advanced Commissioner: Don Leverone
Select Commissioner: Dorothy Morgan

Player/Coach/Team Manager Cards and Team Rosters

Each team manager receives a player/coach/manager card with their name, date of birth, team name, and age group. These cards require photos (1x1) and the coaches/managers/player will sign the back of their cards and return all the cards to the league administrator for league signature. At regular scheduled games the cards/roster may be asked for and if not with the team the game could be forfeited. These cards are used for players when asked to be a guest player for another team for tournaments. (guest players must return the card to the team manager) Have each player/coach/manager sign the back of both cards. Attach photos to the back of the cards. Photos may be applied with a glue stick or clear tape. Cards with the league President's stamp may then be stored in a clear plastic type sheet. Do not laminate. The team manager will keep a league President's stamped copy of the roster. If the team decides to participate in a tournament, the league administrator will provide that team their original roster for the check in of the tournament and return after the tournament to the league administrator. The card info should be verified by each manager for accuracy to speed up the process of the official league signature. If this process is done in a timely manner then you will have your team cards/roster back to you prior to the first season game.

Inclement Weather Procedure

Because Mother Nature is sometimes fickle and inclement weather does not always arrive properly announced, we usually have a choice of either 1) cancel the match first thing in the morning so everyone who needs to be notified in time can be, or 2) wait and let the referee decide once everyone has arrived at the field.

If early notification of cancellation cannot be accomplished and after checking the venue's hotline number, then both teams are obligated to report to the pitch as scheduled, ready to play. If the visiting team just assumes that the match is cancelled and does not show, then it is subject to forfeit. If both teams report to the pitch as scheduled and then the referee calls the match due to inclement playing conditions, then neither team is subject to forfeit. If one team forfeits and the opposing team is awarded a win for the match.