

Churchland Soccer League Travel/Select Team Manager Information Guide

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 Team Manager (formerly Team Mom/Parent) handles the administrative aspects of the team, allowing the coach to focus on coaching the children. But remember that both jobs are co-dependent and one is not more important than the other. 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.

Key elements to being a successful Team Manager include but are not limited to:

- 1) Taking a proactive approach to managing your team and timely open communication between the parents and the coach.
- 2) Processing and maintaining your team roster and players cards through the VSLI required system and closely following the VSLI/VYSA guidelines.
- 3) The VYSA On-Line Travel Registration System including the on-line Kidsafe Application for 2008-2009 will be available shortly and when it is ALL Managers and Coaches will be notified. Or you can check the VYSA website.

The system needs to be completed in steps:

1. On-Line Kidsafe MUST be completed by every team official, club and league official.
2. **Clubs MUST** complete the Club On-Line Application - This is **NOT** for Teams to complete
3. **Each travel team MUST** complete the On-Line Travel Team Registration

When a team starts their on-line registration process, if your club is not listed contact your club as they have not completed step 2. If a team officials name is not in the drop down box, they have not completed step 1.

On the left hand-side of the VYSA page (after you enter the 'registration tab") are all the links to get started.

- 4) Once the schedules are posted on the VSLI website obtain the contact information (from the VSLI website under the member directory tab) for the teams in your schedule bracket so you may communicate with the teams in your bracket.
- 5) Checking the schedule on the VSLI website frequently for any changes and most importantly the morning of your game for verification.
- 6) All managers have an obligation to contact the manager of their upcoming opponent regardless of home or away team affiliation. If you can not find a contact number within our directory contact the opponent's club for contact information. Do not contact us first please. We are your agent of last resort in this context!
- 7) Review as often as possible the VSLI website and the VYSA website for any updates and information.
- 8) Provide resources for the parents to better educate themselves about the game. One place to start is the VYSA webpage and look for the heading:

US Youth Soccer Interactive Online Tool for Parents

Want to provide info to parents on how to better assist their child's involvement in sport?

US Youth Soccer recently announced the launch of an interactive online tool to assist parents as they support their youth athlete. Designed for parents in the game of soccer to aid their efforts in growing the spirit without limiting the child, The Parent's Guide - An Introduction to Youth Soccer is an online self-exploratory exercise in enhancing the experiences of players and their families.

- 9) Check in with your CSL Travel Commissioner for updates frequently. Most of the way we communicate is via email. If you have an emergency please contact your CSL Travel Commissioner via phone right away.

- 10) Remember that Coaches Coach and Managers manage. Both jobs (and yes it is s job) are vitally important to the team.
- 11) Print out game day rosters (available from the 'leaguelineup' site where you did your original roster) 3 copies should print out. Have them ready at each match with one copy for yourself, one copy for the opposing team manager, and one copy MUST be given to the ref (even if he says he doesn't want it).
- 12) Teams are obligated to do the following at each official match according to the rules on the VSLI website: a) A team official must have a current Official Roster and USYSA Player Passes at every match. B) Provide a Game Day Roster as described above. A copy of you Official VYSA roster may be substituted. C) A team official MUST keep a record of Penalty points accumulated by each player on his team. D) The HOME TEAM must submit the Official Match Report CARD to the referee at the beginning of the match and collect the completed card at the end of the match. The card must be mailed within 24 hours of completion of the match. Failure to follow this requirement may result in a fine of \$15.00 per match. Match scores are to also be reported by the HOME team via the toll free call-in number provided on the GotSports program.
- 13) Apply for any outside tournaments and register per the requirements of the Tournament and VSLI/VYSA. Follow steps carefully and ask for help when needed.
- 14) Remember that you, all team officials, the players and parents represent CSL at all times and are expected to conduct yourselves in a professional, civil and sportsmanlike way.
- 15) KIDSAFE FORM and VOLUNTEER FORM-Obtain the required VYSA Kidsafe Form and CSL Volunteer Form for yourself from the CSL website Make sure all team officials have completed the forms also (available on the CSL website under handouts) and turned in BEFORE the beginning of EACH season.
- 16) Complete the VYSA required kidsafe form ON-LINE at the VYSA website under the 'registration' tab. (And yes, you must do the ones for CSL and VYSA).
- 17) WORK WITH YOUR COACH-Meet with the Head Coach to discuss plans for managing the team over the seasonal year; including any tournaments and activities.
- 18) UNIFORMS/BANNER—All Team Managers are responsible for ordering of uniforms. The uniforms take about 3 weeks to arrive, so plan accordingly. The order form is available on the CSL website. Collect the form and fee for each player and then process the order at one time. If you have any uniform questions please direct them to tniblo@cox.net.
- 19) ROSTER/SCHEDULE-Prepare & distribute a team contact sheet and separate game 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 to your Travel Commissioner and/or requirements discussed with Travel Commissioner.
- 20) BUDGET-With the help of the Coach you should have determined a team budget for tournaments, banner (optional), uniforms, patches to share at tournaments (available through CSL), end-of-season party, and coaches' gifts. Communicate costs to your team and collect funds accordingly.
- 21) TEAM PICTURES- Organize your team for picture day. Distribute picture packets to players; notify parents of the scheduled date and location.
- 22) FUNDRAISER-Obtain and distribute fundraising.
- 23) 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 from the league and most importantly your TRAVEL Commissioner.
- 24) 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.
- 25) Notify the Travel Commissioner of all your team activities.

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 1100 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 Travel Commissioner to be turned in to the CSL President and 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 and you MUST also complete the VYSA Kidsafe requirement on the VYSA page. Coaches and Managers 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. Parents must not enter the field unless directed to do so by the Referee. Parents may NOT be in the same area as the players during the match (including warm-up). This means that if your child forgot his water bottle you may NOT carry it across the field to them. A team official (Coach, Asst., and Manager) who is a carded member of the team may do so.

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 icepacks, antiseptic (like Bactine), and gloves. Medical releases for each player must be completed by each player and may be obtained from the VYSA website. Even adult (18+) players MUST have the form signed by a parent as well.

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:

- 1)No smoking on or around the fields
- 2)No pets.
- 3)Trash should be placed in appropriate bins.
- 4)No foul or abusive language or behavior

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-fill out and turn in prior to each season for CSL and also go to the VYSA website and complete the required Kid-Safe form there.

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 the coming season.
- ✓ Player ID Cards: As described on the VYSA website and explained earlier in this guidebook. This is vitally important and your team may not play if you have not completed all requirements.
- ✓ 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. Keeper gloves can be purchased by the team, the league will reimburse up to \$20, keep that receipt! 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.
- ✓ Game Schedule/Team Contact Sheet: Prepare and distribute to team families: a Team Contact Sheet and Game Schedule.
- ✓ Team Budget/Finances: Determine a team budget for uniforms, tournaments, end-of-season party, and coaches' gifts. Communicate costs to your team and collect funds accordingly.

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

<p>IMPORTANT CONTACTS CSL Board of Directors 2009 - 2010</p>	<p>President: Cindy Scheidemantel Registrar: Jackie Gasparini Secretary: Dave Buchy Treasurer: Jenn Hall City Liaison: Andrea Lirette Technical Director: Kevin Foley Operations Director: Barbara Kester Recreational Commissioner: Cathy HoSang Advanced Commissioner: Mike Davis Select Commissioner: Dorothy Morgan</p>
-----------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Inclement Weather Procedure

Because Mother Nature is sometimes fickle and inclement weather does not always arrive properly announced we all have to be willing to work together for the safety of the players. During practices NO ONE should be on the field if there is lightening and/or thunder. If it is only raining then the coach may make the decision to practice or not. The CSL Operations Director may also close fields. If it is a game day the Manager must check the CSL hotline (for home games) and contact the Manager of the opposing team. If you have an away game you MUST check the hotline # and call the manager of the opposing team. After all it may be raining here but not in Richmond. Once you have confirmed the game is, or is not, going to be played you MUST notify your team. This

is where it is helpful to have someone split the job of calling with you. If a game is cancelled you MUST notify the Travel commissioner right away so that I may contact VSLI for any possible re-scheduling of the games. 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 the opposing team is awarded a win for the match.