



Castro Valley Soccer Club Team Manager Handbook 2018 Season

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PREFACE

The Castro Valley Soccer Club Manager Handbook contains information to aid team managers in successfully assisting the head coach in team administration. If you have any questions not answered in this handbook, please ask your coach. If you need additional help, contact the Age Group Coordinator (AGC) from which you need assistance. The AGC's are as follows:

Coordinator Name	Age Group	Email	Phone
Simon Rawnsley	U8	simonrawnsley@hotmail.co.uk	812-430-3739
Brendan McManus	U9-U12	brendymcmanus@hotmail.com	510-690-5661
David Barrett	U13-U15	barrettsoccer@icloud.com	510-861-8875
Garry Agnew	U16-U19	garrya@24-7uksocceracademy.com	510-861-3919

If you need further assistance, please feel free to contact Director of Coaching, Andy Hulbert, Competitive Program Director, Christof Sommerhalter or one of our Board Members.

Updated contact information can be found on the CVSC website.

CVSC BOARD OF DIRECTORS, SUPPORT STAFF and COMMITTEE MEMBERS

Position	Name	Email	Phone
President	Kristy Willits	president@castrovalleysoccer.com	510-427-8337
Vice President	Rachel Lunt	vicepresident@castrovalleysoccer.com	408-605-9497
Treasurer	Desire Andjou	treasurer@castrovalleysoccer.com	
Secretary	Sue Smith	secretary@castrovalleysoccer.com	510-772-2488
Competitive Director	Christof Sommerhalter	compdirector@castrovalleysoccer.com	510-538-7845
Director of Coaching	Andy Hulbert	andyh@24-7uksocceracademy.com	510-861-3917
Registrar	Diana Gulart	registrar@castrovalleysoccer.com	510-537-2902
Events Coordinator	Lourdes Navarrete	events@castrovalleysoccer.com	510-432-8116
Communications Director	Kyle Frautnick	communications@castrovalleysoccer.com	510-432-8115
Bumblebee /Grasshopper Program	Amy Ramos	grasshoppers@castrovalleysoccer.com	
TOP Soccer Program	Lori McNally	topsoccer@castrovalleysoccer.com	510-914-0753
Rec U9-12 Program	David Rogers	U9-12@castrovalleysoccer.com	510-460-0544
Referee Program	Ken Couche	referees@castrovalleysoccer.com	510-909-3369
Rec U7-U8 Academy	Carlos Castillo	U7-8academy@castrovalleysoccer.com	650-346-5806

Rec U14-U19 Program	Michael Fox	U14-19@castrovalleysoccer.com	650-341-2900
Fields	Mark Yin	fields@castrovalleysoccer.com	510-862-1669
Operations	Anna Padgett	operations@castrovalleysoccer.com	510-329-7314
Volunteer Coordinator	Jen Benson	volunteers@castrovalleysoccer.com	510-220-2095

1.0 TEAM ADMINISTRATION

A team manager is the liaison between the coach, club, and the parents on all administrative matters. The coach is responsible for handling issues related to player and team, technical and tactical development, tournament selection, league selection, play time, practice time and locations, player attendance, discipline policies, parent complaints, and other issues. The team manager assists the coach in running the team administratively.

1.1 TEAM MANAGER DUTIES (at coach's discretion)

- ✓ Communicate with team on all matters, including games, training, tournaments, events, etc.
- ✓ Create team binder (US soccer medical forms, player passes, and US Soccer team roster)
- ✓ Schedule team meetings and parties as required
- ✓ Work closely with team treasurer and tournament coordinator (if applicable)
- ✓ Prepare and distribute team roster and contact information
- ✓ Ensure team is checked in for tournaments according to tournament check-in policy
- ✓ Print game card for all league games and bring to the game
- ✓ Provide tournament information (maps, schedules, hotels) to families
- ✓ Create and maintain team website

This is a lot of work; doesn't anyone else have to volunteer? Yes! There are a lot of volunteer positions that CV United teams must fulfill. These roles are generally signed up for at the initial team meeting and shared between parents on the team.

In addition to team manager, there are other jobs that are helpful on teams including: equipment manager, team journalist, event coordinator, tournament coordinator, photographer, snack coordinator (if you want snacks), treasurer, fundraising coordinator, and more!

1.2 TEAM MANAGER CHECKLIST

The following checklist is a guideline to help keep track of the necessary documents and events. See the appropriate section for additional details.

Once per year

- Create team binder (make duplicate copy for Head Coach)
- Help input State Cup roster
- Create team contact list (email and phone)
- Enter all team contacts into your phone and email
- Create team website (e.g. TeamSnap) and invite families to join
- Schedule uniform fitting appointment for whole team, if new, or individual players
- Check with other team managers within your age group to keep from duplicating jersey numbers

- Follow up on team gatherings (team building, away tournament gatherings, end of season)
- Coordinate coach and player gifts

Monthly

- Check team account balance and review with team treasurer
- Check Norcal for league and State Cup schedules, more frequently if necessary.

Weekly

- Update team calendar if needed
- Notify families of scheduled events and details (uniforms, arrival time, address, etc.)

2.0 TEAM COMMUNICATION

In addition to email, most teams use a website to keep the team organized, such as Teamsnap or Shutterfly. Teamsnap costs roughly \$55/year which can be paid in full or monthly. Shutterfly is a free alternative to Teamsnap. Through these systems you can post all games and other events and email notices to the whole team at once. Also people can post their availability for games. Discuss with your coach if he/she has a preference of sites.

Hint: Early every season, both spring and fall, game scheduling is hectic and games may be rescheduled. Check Norcal or GotSoccer regularly and make sure your team calendar is updated to reflect changes. Notify parents when changes occur.

Team communication is extremely important. Make sure parents have provided updated email addresses and phone numbers in the event there is a last minute change and families need to be notified. Some teams use text updates. As team manager, find what is most helpful for families on your team.

2.1 CONFLICT RESOLUTION POLICY – CHAIN OF COMMAND

As the team manager, it is your responsibility to inform parents about the following policy should they encounter a problem or issue within their team or coach:

- Parents and the player should discuss the matter with the head coach and allow him/her the opportunity to address the issue.
- If the issue is not resolved they may contact the Director of Coaching (see preface for contact information).
- If parents believe the issue still needs attention they are directed to the Competitive Program Director (see preface for contact information).
- The Competitive Program Director will bring issues relating to the competitive program to the Board of Directors.

Parents should adhere to the 24-hour rule: wait 24 hours after an issue before addressing it with the coach.

2.2 COACH EVALUATIONS

Coach evaluations are sent to parents electronically. It is very important to fill out these evaluations so coaches have feedback to learn from. These can be left anonymous. Encourage your parents to fill them out by sending reminders to do so.

2.3 TEAM EVENTS

Throughout the season, the team may have variety of events to build team morale and to get to know one another. It may be useful to have an event coordinator to coordinate a pre-season gathering, mid-season gathering and post-season party.

Ideas include pizza and bowling, Boomers, Roller Skating, Mini-golf, Rockin Jump, barbecue, team potluck, and CVSC events like SJ Earthquake games. An end of season party will include gifts for coaches and players.

3.0 TEAM BUDGET

A proposed team budget will be presented at your team's first meeting with your coach. This budget will include any tournaments, coach's travel expense or anticipated team expenses. The team budget may be adjusted based on tournament selection and actual coach and team expenses. There is a fee for any player that attends the week long Goalkeeper Camp in the summer and other Goalkeeping Sessions. Coach's expenses are taken out of team accounts quarterly (Jan-**March**, Apr-**June**, July-**Sep**, Oct-**Dec**). Typically, September and December are the months with the highest costs due to travel. Please make sure to anticipate expenses so your account has enough funds to cover costs even after your season is complete.

How do we get equipment? Teams may purchase a bench, canopy, and goalkeeping gloves. These are ordered and paid for by each team if desired.

3.1 SPONSORSHIPS

Sponsorships may be used to offset some of the player's cost to participate or to support your entire team (team sponsorship). See sponsorship form on CVSC webpage.

3.2 FUNDRAISING

Teams may choose to conduct fundraisers to offset the additional costs (e.g., tournaments, team apparel, travel/out-of-town costs, additional trainer/practice sessions, etc.). Fundraisers can be done at the discretion of the team. Such fundraisers need to be organized and supervised by the team parents.

The following is a list of potential fundraisers that have been done by competitive teams in the past. If you need additional ideas, perhaps speak with parents on your team, your coach or another team manager.

- Opening Night/Footie Fest – competitive teams host a booth selling something to raise funds.
- World's Finest Chocolate – sell chocolate bars.
- Raffles – teams raffle various items of their choosing.
- Restaurant.com – online fundraiser to buy restaurant gift certificates.
- Car Wash – teams hold a car wash at a local venue.
- Oakland A's/Raiders Tickets – sell discounted tickets to a pre-selected game.
- Sponsorships – teams may solicit sponsorships for the entire team.

Parents have the option of paying a set amount which is non-refundable donation or participating in team fundraisers. This amount is generally set at the first team meeting; however it may change due to additional tournaments, equipment and/or coach expenses.

3.4 FINANCIAL RESPONSIBILITY

Each family is responsible to share in the team costs equally. In order to meet the fundraising goal, the Fundraising Coordinator should set a minimum family contribution for each fundraiser. For example, when selling raffle tickets each family would be responsible for selling \$50 worth of tickets. If tickets are priced at

\$5 and they sell 10, there is no out of pocket expense. If they sell 5, they would need to cover the balance of \$25. Families may always exceed the minimum.

Some parents may feel they should not have to pay for tournaments or events when their child is unable to attend. Please explain that the fees for such events are fixed and not subject to individual participation. 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.

3.5.1 UNIFORMS

Uniforms are paid for by the families, not covered by registration costs.

Uniforms are redesigned approximately every two years. We are currently in year 1 of the Adidas uniform contract.

Team managers must contact Soccer Pro in Dublin to schedule a team fitting appointment. Soccer Pro is located at 6635 Suite F, Dublin, CA 94568, (925) 803-4435. **Please set this up as soon as possible.** CVSC competitive players will need to purchase home and away uniforms (green jersey, shorts and socks as well as yellow jersey, shorts and socks) and the 2 grey training shirt. Team orders will not be placed until **ALL players** on the team have paid for their order. Contact Soccer Pro to ensure your team order is complete and follow up with families that have not placed and paid for their order.

Additional training gear is available but not required, including a ADIDAS backpack with the CVSC logo, warm up jacket and pants. This can all be found at Soccer Pro. Additional CVSC merchandise can be purchased online within your SoccerPro account as well (Spirit Wear). All players should wear the grey CV United training shirt to practice.

3.3 FINANCIAL AID

There are a limited number of financial aid opportunities for those families and players demonstrating financial need and a commitment to soccer and CVSC. Those families awarded financial aid will be required to volunteer a specific number of hours to support various CVSC events and/or activities. Financial aid form can be found on our webpage: About Us > Docs & Forms. Note: Two different forms for CVSC competitive and AFC.

3.6 EXPENSES AND REIMBURSEMENT

Team expenses may be paid in advance and reimbursed. You may also make check requests in advance to cover team related expenses, such as tournament fees. Tournament checks are generally delivered to the selected tournament within two weeks. Please consult with the tournament director to make sure payment is received. Expenses should have prior coach approval.

3.6.1 REIMBURSEMENT

Complete the Reimbursement Form and have it signed by the Head Coach. Attach receipts and email to secretary@castrovalleysoccer.com or mail to the club office (emailing is quicker), attention Sue Smith. Please cc the coach and team treasurer when you email. Please allow at least 10 business days to process reimbursement requests.

3.6.2 CHECK REQUESTS - Please allow adequate time for processing of check requests.

To request a check for payment of team expenses, please submit the following information to Sue Smith via email:

- Payee
- Amount
- Mailing Address
- Due Date (if applicable)
- Confirmation Number (for tournaments)
- Team, Coach, and Age Group (for tournaments)

4.0 WHAT IS NORCAL?

Norcal is the Northern California Premier Soccer league. Norcal organizes playdates for U8-U11, fall, winter, and spring league games for U9-U23 and its own State Cup Tournament. Norcal does not distinguish between Class 1 and Class 3 teams. Instead, Norcal uses a flight system – Premier, Gold, Silver, Bronze, and Copper. When necessary, flights will extend to Bronze 2, Bronze 3, etc. When a team registers for league or State Cup play, it flights itself, indicating at what level that team wants to play. Check it out at www.norcalpremier.com.

For each season and state cup, the rules are listed on the Norcal website. It is useful for managers as well as coaches to read these rules in case questions come up.

4.1 NORCAL MANAGEMENT

To play in Norcal, each team must be registered. Registration is completed by the Director of Coaching (DOC). Registration will be completed using GotSoccer. The specifics for league and State Cup registration are discussed below. For a more thorough understanding of NorCal you can find the NorCal Team Admin Handbook at <http://norcalpremier.com/help/team-admin-handbook/>

The general Norcal handbook you can find at <http://norcalpremier.com/resources/handbook/>

4.2 FALL AND SPRING LEAGUE

The DOC will register teams for league play in spring and fall. The DOC will consult with each team’s head coach to determine the appropriate flight of play. For Fall league registration, the DOC will talk to the coach after the completion of tryouts. For Spring league registration, the DOC will talk to the coach at the end of fall play (typically in Nov/Dec).

Once flights have been agreed to, the DOC will register the teams accordingly.

For all teams, spring and fall league registration will be completed through www.gotsoccer.com.

4.3 STATE CUP

Norcal State Cup is open to all age groups and levels. It is a tournament that is played over several months. While the timing varies depending on age group and level of competition, play generally starts during the Fall and ends in Winter or Spring. State Cup operates totally separately from League play.

All teams are guaranteed 7 matches; 6 qualifying games and a quarter final match. The format is normally as follows:

- 3 preliminary games after which teams are re-seeded
- 3 seeding games, again followed by re-seeding
- Quarterfinal
- Coach will inform you of the tentative timeline for your age and flight

Beginning with quarter-finals, teams play elimination rounds. Only the winner of the quarterfinal match moves on to the semi-finals, and the winner of that to the finals.

Every level and age group has their own series (so there is U13 Bronze State Cup, Silver State Cup, etc).

Teams playing in State Cup should have a number of 2-game weekends throughout the Fall season when they have both a league and a State Cup game in the same weekend.

The DOC will register individual teams for the Norcal State Cup tournament. Each team is responsible for payment of State Cup registration fees which should be included in your team budget. Please ensure your team has funds to cover this tournament so the DOC can send in payment. Teams need to have the funds available by **June 15th**.

State cup involves a wide range of teams in each age group. Norcal works with coaches and DOCs to “seed” these teams properly so that competition is at the appropriate level for each team. After the first few games, teams are re-seeded based on the results of the first round.

To make sure that your team is seeded properly, watch for emails from Norcal for comment on rankings. Before state cup scheduling begins an initial ranking list is emailed to all entered teams. Managers and coaches respond to the initial seeding with information about why a team is ranked too high or low based on past scores. For example, in a recent season one initial team was ranked 59 out of 100. This team should neither have been a lot higher nor a lot lower, but was ranked below 6 other teams they had beaten in the previous season. This information was sent to Norcal for consideration and rankings were adjusted. With information from managers and coaches, Norcal works to make the rankings better reflect past competition. Because of the number of teams this is never perfect but teams are re-seeded after the first round. Questions about seeding should be directed to the head coach or DOC.

4.4 NORCAL NATIONAL PREMIER LEAGUE (NPL)

The Norcal NPL is the organizing body for U14-U19 Premier teams within CVSC. GotSoccer.com is used for team management of NPL events. Gold, silver and bronze teams will play Norcal Fall/Spring leagues.

NPL WEBSITE

The NorCal NPL has its own website <http://norcalpremier.com/competition/national-premier-league/news/>

NorCal NPL HANDBOOK

It is highly recommended that all managers, coaches, and club directors take some time to read and become familiar with the information in the NPL Handbook

<http://norcalpremier.com/resources/handbook/>

Most of the relevant information in this email is straight from the handbook.

PLEASE NOTE: U16-U19 substitution rule (no re-entry first half, one re-entry second half)

5.0 WHAT IS CYSA?

Some other competitive club teams play in CYSA. Currently no CVSC competitive teams play under CYSA. Our recreational program is registered under CYSA.

6.0 WHAT IS US CLUB SOCCER?

US Club Soccer (US Club) is the organization that supplies player, coach, and manager cards for teams playing in Norcal. US Club is a non-profit organization whose mission is to develop competitive club soccer in the United States. US Club registers players and staff and sanctions leagues, tournaments and other soccer programs for its members. US Club also insures players. If you have a player with a serious injury they can go on the US Club Website and fill out an online claim form.

US Club Soccer annually conducts the National Cup and the National Collegiate Showcase and directs its own player identification and development program. Check it out at www.usclubsoccer.org

7.0 TEAM AND STAFF REGISTRATION IN US CLUB

To play in Norcal, teams must first be registered with US Club. This is completed by obtaining a player pass for all staff (coaches and managers) and all players. In CVSC US Club registration is handled by the DOC to ensure that all staff and players are properly registered in a timely manner. The specifics for registration and obtaining player passes are discussed below.

7.1 TEAM REGISTRATION IN US CLUB

The DOC will enter your team into US Club. For US Club and Norcal, CVSC uses “standardized” team names. They will be “CVSC United Green YEAR” or “Castro Valley United Yellow YEARS”. “Green” designates the first team in the age group (flighted highest), “Yellow” designates the next team in the age group. If a third team is formed, it will be designated “White.” The year is birthyear of the team’s oldest player. For the boys’ teams, we put the letter “B” after the year. For the girls’ teams, we put the letter “G” after the year. Example team names are shown below. Two teams cannot have the same name.

CVSC United Green 2005 B
CVSC United Yellow 2005 B
CVSC United White 2005 B

CVSC United Green 2003 G
CVSC United Yellow 2003 G

7.2 STAFF REGISTRATION IN US CLUB

All adults working with the team, coaches and managers, must have a US Club player pass. These passes are valid for two years. The DOC will process the US Club passes for each coach and manager.

Only coaches, assistant coaches, and managers with US Club cards are allowed to be on the player sideline during games provided they have the coach’s permission. If an adult without a card is on the player’s sideline, the referee can call the game for the other team.

Only three staff can be specifically affiliated with the team. Cards can be obtained for additional staff upon request.

7.2.1 STAFF BACKGROUND CHECK FOR US CLUB

Each adult who will get a passcard must also complete a US Club background check (online). The DOC will contact team managers and assistant coaches as required to get this completed.

7.3 PLAYER REGISTRATION IN US CLUB

Each player on the team must be entered into US Club under his/her team. The roster will be created by the DOC and provided to each team manager via email. Only the DOC can add players to the US Club roster.

It is helpful to print a couple of US Club rosters to keep with you at games. These are very rarely needed but can be helpful if something has gone wrong with the printing of match reports. These are often required for tournament check in. The DOC will send each staff member/team manager login instruction and password to access their team's US Club account.

7.3.1 PLAYER US CLUB REGISTRATION/MEDICAL RELEASE FORM

Each player must have a completed US Club Registration/Medical Release form on file with CVSC. These forms are now completed online during the new competitive player registration system (SportsEngine) and are available from the players SportsEngine account.

The form must be signed at the top by both the parent and player and at the bottom by the parent. The player is NOT allowed to play if this form has not been completed. AN ORIGINAL SIGNED FORM (real or Electronic Signature) MUST BE AT THE FIELD WITH THE COACH AND PLAYER AT ALL TIMES. These are normally kept in a binder with the coach and/or manager.

7.3.2 PLAYER PASSES

Player passes will be provided to each team and are good for 1 year, from August 1 through July 31. Managers may be asked to laminate the player passes. All lamination materials are available at the club office. Immediately notify your coach and DOC in the event that one or more player passes are misplaced.

8.0 GOTSOCCKER.COM (add roster, rankings, tournament application)

GotSoccer.com is one system used for league and tournament registration, though not all tournaments use this system. U9 and above use GotSoccer.com for league scheduling. Additional features of GotSoccer.com include rankings and player profiles.

Accounts will be created for newly formed teams. If you are taking over an existing team, username and password will be provided to you by Andy Hulbert at the start of the season or upon request.

This information will be emailed to coach and manager. Be careful not to duplicate accounts. If you are unsure, please ask the DOC, Andy Hulbert.

8.1 LOGIN

To access your team account, from the <http://home.gotsoccer.com/> home page, go to "User Login"
Select "Team and Team Officials"

8.2 RANKINGS

GotSoccer.com uses a ranking system beginning August 1st of the U12 age group. The rankings in this system are based on a team's league and tournament play. Teams are given points based on league and tournament performance through GotSoccer.

8.3 ROSTER INFORMATION

Managers or Coaches will need to update their rosters for each event by the applicable deadline. Please make sure all rosters are updated by the deadline specified for each event. Your primary player list will automatically be used if you don't have any roster changes. Team rosters must be listed on the Game Card for all matches.

Make sure not to duplicate players as this will cause confusion during league play and tournament check-in.

Please make sure to add jersey numbers. NorCal will be providing the information in GotSoccer for the College Coaches so they can easily identify the players.

To add jersey numbers to your roster:

- 1) Log in to GotSoccer
- 2) Click on the "Roster" link in the grey bar at the top of your page
- 3) You will now see your Primary Player list, click on the last name of the player
- 4) Under "Additional Information" you will see a box to add a Jersey Number
 - Add the number and click UPDATE

8.4 Master Roster (Primary Player List)

To update your team roster in your GotSoccer team account, login and click on the Roster link in the grey bar at the top of your page.

- Click on 'Register New Player' and enter the minimum required information - Name (**exact name as it appears on US Club Player Pass**), gender, birthdate AND email address.
- Click on Save and the player is added to the team roster. Make sure the birth dates you enter are correct since GotSoccer software determines the team age based on the age of the oldest player on the roster.
- This roster will be used for each NorCal event. To add or remove players for specific events read further.

8.5 How To Add or Remove a Player for a Specific NorCal Events

- Within the NorCal Leagues and State Cups teams may use players from other teams **within the Club**.
- Use the **Add Club Pass Player** function from within the Roster management section of your Team Account.

Pre-conditions

- 1) Players must be on the roster of a team that is **part of your Club. Guest Players from other clubs are not allowed in ANY NorCal events.**
- 2) Make sure to understand all specific NorCal State Cup roster rules. For example, for NorCal State Cup players may be rostered on a team in multiple age groups but may NOT be rostered with two different teams in the same age group.

Information you need to have:

Player's name (identical to the name used on the Roster of his/her team) and the real age group (not the age of the team (s)he is playing on).

Steps

- To update your team roster in your GotSoccer team account, login and click on the "Roster" link in the top grey bar.
- From "View by Event" drop down list, select the event you want this player to be registered for - i.e. NorCal NPL or NorCal Premier or NorCal State Cup.

- **Click on "Generate Roster"** - if you don't click on Generate Roster for State Cup when the rosters are frozen only your Primary Player List will generate.
- Notice you can release or deactivate players from game to game - instead of crossing out names at the field once your roster is generated.
- The Add Club Pass Player button will appear above your roster for this event - Click on it
- A Search for Club Pass Player window will open
- Enter the correct First and Last name (or GotSoccer ID#) and click on Search
- The Player's name will be displayed with the "Add" button - click "Add" to put the player in your player pool
- You will now notice the player shows up below your roster in "Inactive or Club Pass Players." Click on activate to add the player to your roster.
- Please remember that State Cup rosters will be frozen so all Club Pass added players must be added prior to Roster deadlines.

Adding a Player Mid-Season to a Generated Roster

- To update your team roster in your GotSoccer team account, login and click on the Roster link in the top grey bar.
- Click on 'Register New Player' and complete the minimum required information - Name (**exact name as it appears on US Club Player Pass**), gender, birthdate AND email address.
- Click on Save and the player is added to the team roster. Make sure the birth dates you enter are correct since GotSoccer software determines the team age based on the age of the oldest player on the roster.
- Next in the "View by Event" click on the Event you would like to add the player. Under your "Generated Event Roster" find the player in your "Full Team Player List." Click the "Add" button to add them to your Event Roster.
- Understand that during State Cup roster freezes you will be unable to "Add" new players to your roster.

8.6 PLAYER PROFILES

Each of your players have a player profile in GotSoccer. Please encourage your players to update their profile as this information is made available for college coaches. Here are some links to help with Player Accounts:

Player Account Lookup:

<https://www.gotsport.com/asp/players/passwordlookup.asp>

Player Account Login:

https://www.gotsport.com/asp/users/login_menu.asp

8.7 Website Help

GotSoccer has online help available. In addition the Norcal webpage provides help and description of various team managers tasks at:

<http://norcalpremier.com/help/team-admin-handbook/> and <http://norcalpremier.com/help/quick-links/>

9.0 REQUESTING FIELDS FOR HOME GAMES, SCRIMMAGES OR ADDITIONAL TRAINING

Field assignments for home games will be handled by the DOC. Should you need a home field for a scrimmage or due to game change, please contact the DOC, Andy Hulbert by email making sure to provide a few dates and time options.

Requests should be made as early as possible to allow for adequate processing and assigning referees, if necessary.

10.0 GAME DAY

Recommendation: Program all player, coach and key Club officials contact information into your cell phone. 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.

10.1 WHAT TO BRING TO A GAME

Player passes and adult/coaching passes. (Give these to the referee.) Note that you cannot play a game without an adult with a valid pass. Referees are asked to enforce NO PASS. NO PLAY. NO EXCEPTIONS.

Game Card. (Bring a match report even if you are the away team; the Home Team might not have one.) The manager must bring a game card to each home game. Print out the game card within 48 hours of your game time, and not earlier. This is to ensure that all disciplinary resolutions are reflected and rosters are up to date.

To print a game card:

- Log in to your GotSoccer account
- Select the event from your Event Registration History
- Click the Schedule tab from the options near the top of the page
- Click on the game number to download a printable game card.
- Print the game card after download is complete

Team Binder - Please include:

- Official U.S. Club (NorCal) roster.
- Official Medical form (NorCal: Form R002) for each player. The original (wet/electronic) signed US Club Release/Medical form must be with the coach on the field during the game. In the event of a medical emergency, this form provides the release necessary for the player to be treated if a parent is not present.

First aid kit (including instant ice packs or ice) and cell phone. Program in the direct (7 digit) phone number of your local fire and police department.

FIFA Rules of the Game. (It won't do you much good to argue with the referee, but you'll be able to look something up and get the moral victory.)

Copy of league rules and game durations as posted on the CVSC website.

10.2 WHAT TO DO BEFORE A GAME

- Remind your team about the game, time, place, directions, and time to get there if away.

- Traditionally, teams wear green jerseys for home games and yellow jerseys for away games, **but** have your players bring BOTH jerseys to EVERY game.
- If the weather is doubtful, check the field conditions the day before or early that morning to assess the likelihood your game will be cancelled. For home games, check the field status posted on the CVSC website and communicate with your coach. Turf fields (CVHS football field, Pepsi and Stonebrae) are not affected. For away games, you can check hosting club's website and communicate with other team. Have phone numbers of opponents to notify them if game is cancelled, which can be found on GotSoccer using the chat feature.

10.3 WHAT TO DO DURING A GAME

- Within our club, players and parents/spectators are on different sides of the field. Other clubs may vary. Only credentialed adults (coaches/managers) can be on the same side as players.
- Games must be stopped when lightning or thunder is detected and cannot resume till 30 minutes after the last evidence of lightning or thunder (at referee's discretion).
- Encourage your parents to NOT coach and to make only POSITIVE comments. Also stop any negative comments made towards the referees.
- Know your playing league (or State Cup) rules for required number of referees. If referee(s) no show or there is an issue with a game, contact Steve Manos (510) 695-3741 or Andy Hulbert (510) 861-3917 and provide game number, age and location .

10.4 WHAT TO DO AFTER A GAME

- DON'T FORGET to retrieve your passes and maybe the game card from the referee.
- Clean up the sidelines and field.
- Coach or team manager needs to promptly report the score on the website. Game results are to be reported no later than 24 hours after the game has concluded. To report the game score:

Managers can also report scores for Away games, should the opposing team fail to enter the scores.

GotSoccer score reporting:

Phone-in instructions

- Dial the phone number listed at the top of the game card (Phone-In Scores)
- Enter the Event ID and PIN listed on the game card
- Follow the prompts to enter the score

Online instructions

- From the GotSoccer.com home page,
- Go to "User Login"
- Select "Score Input"
- Enter the Event ID and PIN listed on the game card
- Follow the prompts to enter the score

11.0 TOURNAMENTS

Teams will choose to play in a variety of tournaments throughout the season. There are many tournaments to select from locally, in Northern California and throughout the country. Some tournaments are considered "**Stay & Play**" tournaments, which means that teams requiring hotel accommodations are **required** to stay in hotels that are approved by the Tournament as a **condition of participation**.

Tournaments can be found through a variety of sources. Most often, coaches select the tournaments for their team prior to the start of the season and consider feedback from parents when eliminating a tournament or tournaments. Selecting and applying to a tournament does not guarantee entry acceptance. To apply or locate the tournament application, find the hosting clubs website and complete the application as directed.

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. Premier, Gold, Silver, Bronze). Make sure to discuss appropriate level of tournament play with your coach.

The team is responsible for covering all tournament related fees. Each family is responsible for their own expenses if required to travel or stay in a hotel. Team fundraising can help offset these costs.

11.1 TOURNAMENT ADMINISTRATION

Use the following as a guideline to ensure that all duties are complete. It may be helpful to have a tournament director in place to handle these responsibilities.

11.1.1 45-60 DAYS PRIOR TO TOURNAMENT START

- **Register team early** – this is done through hosting clubs website and may be done as soon as registration opens; 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. Most tournament websites provide a list of hotels.

11.1.2 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, parking rates, tournament rules and other pertinent information.
- Notify the DOC of any players that need to be added to the US Club Roster (guest players) and print updated roster.

11.1.3 ONE WEEK PRIOR TO TOURNAMENT

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

11.1.4 BEFORE LEAVING FOR THE 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, loan form, uniform and birth certificate.

11.1.5 AT THE TOURNAMENT

Team Check-in

- These are held the night before or 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

11.1.6 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 so it can be posted on the club's website and social media pages. Send information to communications@castrovalleysoccer.com and compdirector@castrovalleysoccer.com. Include the following information in the email: *Team name, coach's name, age group or birth year, Tournament name, opponent, final score and any other important game details.*

11.2 TOURNAMENT FEE PAYMENT

There are a number of ways to pay for the tournament. You can request a tournament registration check via email (secretary@castrovalleysoccer.com). Checks will only be processed if there are sufficient funds in the account. Another, faster option is to have the team manager or team treasurer pay for the tournament online using a credit card or mail in a check and be reimbursed from team account. The reimbursement form can be found on the CVSC website. Reimbursement forms must be signed off by the coach before submission for reimbursement. (See expenses and reimbursement section)

12.0 GUEST PLAYERS

Note to managers: Make sure to communicate with your coach about any guest players. This will ensure that coaches are aware of any players from their team playing for other teams.

Guest players are allowed and procedures vary between league games, tournaments, and State Cup (see below). For all instances, please make sure guest players are notified and kept updated of times, locations, etc. Guest players are arranged by the head coach.

Guest players from CV may need alternate jerseys to avoid having duplicate numbers on the team. Guest players from outside of the club will need to borrow a complete uniform. Check with your coach to make arrangements. You can also check with families from your team with multiple children playing competitive soccer in CVSC.

To add guest players in GotSoccer, see the instructions in section 9.0 GotSoccer.

12.1 LEAGUE

If you are short players for a game (travel, injuries, etc.), you can borrow players from two places.

1. If there are multiple teams in your age group, green can borrow from yellow. Yellow borrowing from green can only be done with permission from the **head coach AND the DOC** and only when used with caution. For example, it is not fair play to bring in a “ringer” from the gold team to play for the bronze team.
2. You can borrow from the age group below. For example, the U12 girls can borrow from the U11 girls. This cannot be done vice-versa (players can play up in age but not down).

To do this, you or the coach need to add the player to your Norcal roster before the game. This can only be done with permission from the **head coach** and only when used with caution. In addition, you must get their US Club player pass from their coach (and return it right after the game). The borrowed player must also have an original medical release form at the game.

12.2 STATE CUP

For State Cup, rosters are frozen before play starts (typically early September). For U11 and above, there are Roster Open Windows to allow adjustments to team rosters. Please check the Norcal State Cup calendar for Open Window dates. You should add any eligible players you may wish to use in advance (and then if you don't use them it's fine). Please consult with your head coach for clarification.

12.3 TOURNAMENTS

You can use players (same age or younger) from other clubs too. You must obtain a US Club player loan form document. The borrowed player must have a US Club player pass (from his/her club) and original medical release form at tournament check-in.

13.0 DISCIPLINARY PROCEDURES

Parents and players should adhere to their respective code of conduct and coach's guidelines. By not doing so, each parent and/or player is subject to possible disciplinary. Violations will be penalized in accordance with CVSC guidelines and may be determined by the head coach, age group coordinator, Competitive Director and/or disciplinary committee. Refer to the CVSC Rules and Regulations for further information. Team managers should encourage all players and parents to sign and uphold their code of conduct.

13.1 RED CARD PROCEDURES

(This is dealt with by the coach, but helpful to know and educate the sideline.)

It is the team's responsibility to ensure their Red Carded player(s)/coach(s) serve the game suspensions. The referee report must be sent in within 48 hours of red being issued. The teams must send in the verification form confirming that suspensions have been served. Teams must have signed verification form by the Center Referee and coaches of both teams, verifying that Player or Coach did not participate in game.