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FREEDOM  
FUTBOL  
CLUB

## TEAM MANAGER MANUAL

## Welcome to Freedom Futbol Club

Freedom is committed to providing all of our players with quality coaching, quality gaming, quality training and positive support. As a community, based, non-profit organization, we are fortunate to have dedicated parental and community involvement at all levels.

The Team Manager role is one of the most vital positions in our organization. Your activities provide organization, support, and communication between players, parents, coaches, and the Club. We appreciate your commitment and dedication in accepting the responsibility for your team for the new season.

If you have any questions, please don't hesitate to contact me. My e-mail and phone numbers are listed below. The job requires time and organization, but primarily requires a positive attitude and a desire to help give our kids a good experience in competitive soccer.

Welcome to the exciting world of Club team management!

Thanks for all your help!

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# Team Manager Reference Manual

## Introduction

This manual provides information for new Team Managers and a reference for experienced Team Managers. The purpose is to reduce the effort of operating a club team and improve the quality and consistency of the teams.

The first part provides an overview of the Team Manager role and team planning. The second part provides information on administrative procedures, tips, examples, etc. to help with the day-to-day operation of the club team. The last part provides frequently used references to get help, further information required forms, etc.

## What is a Team Manager?

The Team Manager is a volunteer position that is key in creating and maintaining competitive club teams. In turn, the teams are a key element of the Club's mission to provide for the physical, mental, and social development of boys and girls of all ages, all skill levels, and all athletic abilities through the game of soccer.

Before we get into some of the details, it is important that all Team managers understand that they are encouraged to **Delegate** as many duties as possible to other parents on the team. Don't be shy about asking for help. Everyone should be involved in creating a successful team.

The list of Team Manager duties can appear quite extensive, particularly if this is your first time as manager. However, you can get help from other parents! Also, you can contact the Director for help.

Being a Team Manager is a lot like playing soccer. It takes some perseverance, a "can-do" attitude, some practice and effort. Organizational skills and help from your teammates to be successful.

The Team Manager generally provides:

- Team leadership (with Coach)
- Liaison between FFC and the team (Parents & Players)
- Team administration
- Team Treasurer

Team Managers help define team objectives and soccer programs that challenge players (and often parents) in order to maximize player development and growth. Team Managers do not select players, run practices, or make game decisions – that is the role of the coach. By focusing on communications and administration, the coach is free to focus on team and player development and growth. Liaison includes attending Manager Meetings to represent the team and parents, and communicating philosophies, policies, benefits, events, etc. to the parents.

Administration includes registration (team, league, and tournaments), team communications (phone trees, e-mails, web sites, letters, etc.) and team records. Since managing a club team requires significant effort, responsibilities are often distributed to several team parents and coordinated by the Team Manager. FFC recognizes the Team Manager position as both a challenging responsibility and a vital element of the club and competitive soccer.

### **Team Meeting:**

The purpose of having an initial team meeting is to enable the parents, players and coaches to understand the following:

- Objectives and goals of the program
- Meet the coach and learn of their experience and coaching background
- Financial obligations and commitments during registration fees, coaching fees, tournament fees and team expenses
- Distribute handouts such as team roster, schedule of practices, team goals and rules, etc.
- Have coach present coaching philosophy and methods
- Specifics of the program, including required equipment, Club Tournaments participation, practice locations, and general team policies
- Recruit team volunteer positions such as treasurer, tournament manager, uniform coordinator, etc.
- Facilitate paperwork for player and administrator registration
- Collect documentation needed for the team binder (e.g. birth certificate, photo, etc.)
- Complete uniform orders and collect required payment
- Inform parents of team camps, academy, and other programs
- Address questions and concerns from parents

### **Topics of discussion:**

What can you promise the players and their families?

- You can mention the team entitlement (bronze, silver, etc..) for the coming year and not much else.
- You cannot promise a position, scholarship, fee waiver or exemption from required volunteer work to the player or his/her family.
- When will practices begin and where will they be held?
- This is an important piece of information because each player on the team will have conflicting weekly schedules.
- The sooner you can let the parents know, the sooner they can make needed adjustments.
- Try not to make changes in the middle of the year since many parents will have already made schedule adjustments.

Which tournaments is the coach interested in playing prior to the start of the fall season?

- Work with the coach to prepare a list of tournaments that he/she feels the team must attend.
  - Prepare a list of optional tournaments for the parents so they can determine how each fit into their schedule.
  - Make sure the tournaments that the coach feels are “required” are clearly noted.
  - Several of your families will take vacations during the summer months, so it doesn’t make sense to register for a tournament that only half your players can attend.
  - New coaches may not have firm idea of tournaments they would like to participate.
  - to rely on the Director of Coaching, the VP of Competitive, or some more knowledgeable parents to help guide through this process.
  - CYSA-South ([www.calsouth.com](http://www.calsouth.com)) keeps an updated list of approved tournaments on its website.

What is the coaching philosophy for the season?

- It may sound like an over simplification, but coaches often have specific strategies that they will pursue with teams in certain age groups.

## History and Philosophy:

### Club History

Freedom Futbol Club was created in March 2008 after the Stampede Soccer Club of Chino Hills dissolved. Our founder, Curt Jensen, saw a need for a soccer club created with the youth players, and their development in mind.

The club started with 4 new (original) teams and 5 teams that transferred from other local clubs. With 9 teams the club registered for competition in Coast Soccer League and found immediate success. In our first year, those 9 teams achieved an over 50% win percentage.

From these humble beginnings, our club has grown each year of its existence and we are proud of our achievements so far.

### Our Philosophy

Freedom Futbol Club is dedicated to instilling the love of soccer through the education and development of youth players, committed to creating winners on and off the field.

### The goals of Freedom Futbol Club are:

- To tap into the spirit in each player, extending it well beyond the sport
- To have players perform at their highest ability
- To compete with dignity, respect, integrity and sportsmanship
- To create an athletic experience, within a fun, healthy and positive environment
- To demonstrate the rewards of playing the game of soccer and being part of a team

- To encourage creativity and imagination within the game.

The realization of these goals will produce meaningful and lasting memories, not just for the players, but for family and friends as well, demonstrating that soccer is more than just a sport.

## What is CYSA/Cal-South?

California Youth Soccer Association-South is a branch of USYSA that governs the Southern California Leagues. Through CYSA, now referred to as Cal-South, we are provided with rules and standards. Cal-South is also the State Affiliation of which the players are assigned to USYSA and have insurance coverage. [www.calsouth.com](http://www.calsouth.com)

### What are CSL and SCDSL?

So Cal Dev Soccer League and Coast Soccer League is comprised of many youth teams in Southern California. They provide services such as team information, brackets, and tournaments. Also, provided information for players, parents, coaches, and referees. Sometimes referred to as Coast League. [www.coastsoccer.com](http://www.coastsoccer.com) , [www.scdsl.com](http://www.scdsl.com)

### What is Presidio League?

The Presidio League is comprised of teams primarily from San Diego County. They provide services such as team information, brackets and tournaments. They also provide information for players, parents, coaches and referees. [www.presidiosoccerleague.com](http://www.presidiosoccerleague.com)

## Team Manager Administration

### Team Binder

**Each team is required to carry at all games and tournaments a “team binder”. The following outlines what should be included in the binder:**

- Official team roster
- Phone list of all players and coaches
- Pencil/pen bag
- 2” metal ring for player/coach/administrator cards
- Protector sheets
- Medical Release Forms
- Player birth certificate copy
- Administrator forms
- League and any other soccer Rulebooks
- Laminated player/coach/administrator cards
- Schedules and forms
- Financial information sheet
- Game day rosters

### **Card Ring**

- Punch a hole in each laminated card and thread them in alphabetical order on the metal ring.

#### Player Information

- In a protector sheet (one per player) place the Medical Release Form in front and player birth certificate in the back. These should be placed in alphabetical order in the binder. It is recommended to highlight the player name and date of birth for easier referencing on Medical Release Form and birth certificate.

### **Administrator Information**

- In a protector sheet place the Program Administrator forms for each individual.

### **Risk Management Card:**

Each person working directly with the players is required to have a Risk Management Card. This is the process of being fingerprinted and processed through the Department of Justice. To coach a team, you must have a coaching license and a blue Risk Management card that identifies you. If you do not have a license, you will be issued a white card. This indicates you can be with the players, but are not licensed to coach.

Risk Management is an important part of the Kid Safe Program, which Cal South has adopted. It is the policy of Cal South that every reasonable effort will be taken under the Kid Safe program to exclude from program responsibilities (not to be confused with parental responsibilities affecting their own children) any adult or minor with a documented history of child molestation, e. g., a criminal record, that would bring unnecessary risk to the health and safety of Cal South's soccer program participants.

All Program Administrators shall agree to be subject to a legally sensitive criminal history check (which may require fingerprinting) before or during their participation in the Cal South soccer program. Any individual having direct contact with the players, as well as any individual having direct access to the player's personal data must comply with the above rule and must apply to receive a Risk Management Card by completing a Level "A" Risk Management Disclosure Form. For more on this issue please visit [www.calsouth.com](http://www.calsouth.com)

**To register for Administrator and registered manager, please fill out the form [here](#) and submit to the Club Registrar.**

## League Games, League Cup, Tournaments and State Cup

- Be responsible for all team documentation.
- Conduct weekly documentation process related to rosters, Match Reports for home games, referee money, game schedules and map/directions for parents & Team Coach.
- SCDSL conducts all activity ON LINE at [www.scdsl.com](http://www.scdsl.com). You must have access to or delegate a team parent with Internet access, which includes all communication, scorekeeping and correspondence.
- Presidio League conducts all activity ONLINE at [www.presidiosoccerleague.com](http://www.presidiosoccerleague.com)



- Collect Ref \$ (Refer to SCDSL website for Ref fee breakdown) Must pay Ref's in cash for each game.
- Give referee the player cards along with Match Report and ref fee before games and then collect the player cards and copy of Match Report from referee after games. Match reports are downloaded from the SCDSL website.
- If unable to attend a game, ensure that Coach or Asst. Coach has the player cards and Match report and ref fee for each game
- Keep Track of Win/Loss Record and team stats for all games

#### **Tournaments:**

- Be responsible for all team documentation regarding registration & applications (and petitions if any.) Submit completed applications to the Club Director.
- If you are attending tournaments in addition to what is covered in your club fees your team must have funds available. Check with Club Director to see if any other teams in club are attending so club can benefit from multi-team discount if available.
- Responsible to get before the tournament check-in, all Loan Player documentation (Player registration Form & Player card) for each loan player you borrow for tournaments. Place in manager's notebook alphabetically as with the player card.
- Responsible for handout of tournament schedule and map/directions for parents & Team Coach, hotel accommodations for team if out of the area and travel permits if required (Most tournament schedules/info are available through CYSA at [www.calsouth.com/tournaments.htm](http://www.calsouth.com/tournaments.htm))
- Coordinate with Team Coach on getting team signed-in before each tournament.
- Give referee the player cards along with game scorecard before each game and then collect the player cards and scorecard (if applicable) from referee after each game.
- If unable to attend a game, ensure that Team Coach or Asst. Coach has the player cards and scorecard for each game.
- Keep a thorough record of game Win/Loss Records, level of play (Premier, Gold, Silver, Bronze), any Championships earned and team stats for all tournaments
- You will be responsible for applications (and petitions if any). Submit completed applications CYSA via Internet.

#### **State Cup:**

- Be responsible for all team documentation regarding registration & applications.
- Responsible for handout of tournament schedule and map/directions for parents & Team Coach, hotel accommodations for team if out of the area (and travel permits if required.) State Cup information available through [www.calsouth.com](http://www.calsouth.com)
- If unable to attend a game, ensure that Team Coach or Asst. Coach has the player cards.
- Coordinate with Team Coach on getting team signed-in
- Keep Track of Win/Loss Record, level of play (Premier, Gold, Silver, Bronze), any Championships earned and team stats.

# Registering /Releasing/Transfer/Loaning of Players and Team for FFC and Cal South

## Three-part registration process:

1. Individual Player Club Registration is Located at [www.freedomfc.org](http://www.freedomfc.org) – ownership of the Parent and we highly encourage them to start immediately.

### Player registration with the Club and registration with Cal South.

The 2018/19 season will be \$1,225 (U11 and under) and \$1,425 (U12 and older) per the financial agreement. This includes the majority of the costs but you also need to be prepared for additional costs such as: uniform, tournaments, ref fees & travel costs.

Initial monthly payment is due during registration, with remaining payments each month. Payment(s) may be made online via **credit or debt card only**. Checks are special requests only. Current options are **paid in full** or **first down and x subsequent payments**. If you require an exception to the options available, please work with your manager and the club bookkeeper, Scott Schneider, at [sschneider@freomdfc.org](mailto:sschneider@freomdfc.org); we will work with you.

**We offer a \$50 discount per player at checkout.**

2. **Cal South Registration** is located [here](#): - Ownership of both Parent (registration forms) and submission to Team Manager
3. **Team Registration**

Attached a check list for registering an individual player or an entire team, including directions of how to access your current players that will be continue to play into the new season, so that the managers can update their information (school, grade, emergency contact information and upload a current picture). New players will need to be added into the system by only the Club Registrar. If any of the information on the check list seems unclear, please do not hesitate to the Club Registrar and we can schedule an appointment time during which you will need to bring a laptop.

What is needed:

- 3 copies of player registration and administrator registration forms with original signatures (blue ink is preferred). Link for the registration forms located in the Team Admin website or Cal South under forms.
- Copy of birth certificate for all players.
- Certified copy of birth certificate will need to be verified for any new player at time of your registration appointment and be immediately returned.
- All new current pictures for ALL players, coaches, and managers in JPEG format sized at 100 x 120 pixels.

Once you have gathered all your completed documentation, please call for an appointment with the Club Registrar. She can be reached @ [registrar@freedom.org](mailto:registrar@freedom.org).

## Finance Information

To centralize billing and ongoing management of the standard club and coaching funds, Freedom FC is organized as a centralized model.

### Club and coaching fees:

Parents are responsible for a standard fee that will include all clubs and coaching fees centrally via charge or check directly to club; the club will standardize accounts payables directly to the coaches. This is done via the Freedom Registration Process.

In addition, the team manager will also collect a separate fee for team specific needs such as registration, tournament and ref fees

Below are what the player / team payments cover:

Included with player fees	Not Included in player fees (team/player responsibility)
Cal South Annual Player Card	League Registration Fee - This is for the team to play in the Fall League in Sept
Camps & Clinics (Summer and Winter Camp) / Technical and Agility Training	Team Bond – Fee for new team fee
Keeper Trainer Fees	Ref Bond – Fee for to train their refs
Operations	Ref Fees – Fees paid directly to refs every game in cash
Field Rental	Tournaments
Yearly coaching fees	Uniform and training kit

### Register Release Transfer for Cal South

<http://www.calsouth.com/en/release-transfer/>

### Registering a Player:

To register a player, the player or their parent/guardian must fill out a **Player Registration Form** and submit the form along with the applicable registration fee to the Club registrar. As part of the registration process, each player must present 2 copies of the appropriate proof of age documentation such as a Birth Certificate, 2 photos, Player Agreement and a signed Code of Conduct. A Cal South temporary identification card will be issued for players to use until they receive the permanent card.

Temporary identification cards are valid for only a 30-day period and expire thereafter. Please be sure to keep track of these and contact the Club Registrar before it expires to inquire about the permanent card.

#### **Releasing a Player:**

A player is released from a team by completing a **Player Release Form**. The completed Release Form (with all signatures) along with the Player Registration Form and Player card are then given to the Club Registrar. The District Commissioner grants final approval of the release.

Note that a player cannot be unilaterally released from a team except for three reasons: the player has violated a Cal South rule or regulation, the player has moved a sufficient distance so as to make attending practice impractical, or the player sustains a season-ending injury.

#### **Transferring a Player:**

A player is transferred to a team by completing a **Player Transfer Form**. The completed Transfer Form (with all signatures) along with the Player Registration Form, Cal South temporary player identification card issued by a District Commissioner (if one has been issued), and a \$25 processing fee are given to the Club Registrar. Upon receipt of approval from the District Commissioner, the player can request the preparation of a temporary player identification card for the new team from the new league registrar. The player must also prepare a new Player Registration Form for the new team.

#### **Transfer Waiver Form:**

Cal South rules prohibit the transfer of players between teams during the period of August 15 to October 15 for competitive players. However, a player may transfer during these time periods under very limited conditions including relocation of a player's family a significant distance from the team's activities and development of an adversarial relationship between the coach, player and/or parents. To request a transfer waiver, a **Transfer Waiver Form** must be fully completed and provided to the appropriate Registrar for consideration along with a non-refundable \$35 processing fee. If the waiver is approved, then the \$25 is applied to the player transfer and a new temporary identification card and Player Registration Form are prepared for the new team. Additional club fees will be charged in addition to the \$25 processing fee. This amount will be set by a Club Director.

#### **Player Loan Form:**

A **player loan form** is only required when attending non-CYSA-South sanctioned tournaments such as those sanctioned by USYSA, US Club Soccer, and AYSO.

## Uniforms

- Each player/parent will be responsible for his/her Club uniforms.
- Please go to the Team Admin section of the website and locate our [Club store @ Azteca Soccer](#)
- Communicate with the Store directly to get replacement items.
- Special gear order forms will be distributed periodically (if/when there are any). Track all items ordered, distribute and collect fees.
- Ask Team Coach at practice, which uniform is to worn to the upcoming game; or designate one based on home and away kits.
- Uniforms takes up to 2 months to arrive so get them in order fast.

## Communication

The Team Manager is responsible for communicating with the team and parents. The following methods are typically used:

- E-Mail
- SMS / Groupme / Teamchat / Facebook
- Team Meetings

E-mail and social media tools is emerging as the most common, efficient, and effective means for communication. FFC extensively uses e-mail communications to avoid postage costs, time-consuming phone calls, and reduce communication errors. A phone tree is strongly recommended. This provides the fastest means to reach parents with urgent or time-dependent information. Generally, the team is divided into four groups with a group leader to call the members in their group. An alternative is to call sequentially through the group and if a person is not contacted, leave them a message, call the next person in sequence until a contact is made (who then continues down the phone tree branch).

Team Meetings are also strongly recommended:

- Work with the Team Coach to communicate to players/parents on practice schedules, games and tournaments, fund-raising activities, Club events, etc.
- If possible, help Team Coach with any issues that might arise with parents.
- Prepare list of player names, parent names, phone numbers, cell numbers, etc., for each player and coach. Follow the coach's direction in amending rosters. This includes dealing directly with club registrar in registering and releasing of players.
- After the Coast Soccer League and Presidio League provide game schedules and CSL handbooks with field locations/directions, prepare a packet to give to each player. Schedules will be available at [www.coastsoccer.com](http://www.coastsoccer.com) or [www.presidiosoccerleague.com](http://www.presidiosoccerleague.com)
- Articles and photos of team accomplishments are always encouraged to be submitted to the local newspapers and the club website

## Finances/Fundraising

- Any money collected from parents for payment is deposited into the Team's bank account.
- Where appropriate, track fund-raising to the individual player
- Take charge of cash involved in the fund-raising activity and account for inputs/outputs.
- Communicate with the Treasurer any money issues.

### **Sponsorships:**

- Team or individual sponsorships are to use the Sponsor Form.
- Make copy of the Sponsorship Form for team records.
- Upon receipt of sponsorships, give 2 copies of Sponsor Form and check to Club Treasurer.

### **Delegating:**

### **Dividing Team Manager Responsibilities**

Several team management functions can be divided among parents. This improves involvement and is vital to ensure the Team Manager is not overburdened and to retain Team Managers.

These functions must be clearly defined to prevent gaps or overlapping responsibilities and to maintain continuity of critical records that are required to play in leagues and tournaments.

Some of these functions include:

- Team Fundraiser & Sponsorships
- Tournament Coordinator
- Hotel Coordinator
- Team Statistician
- Team Website
- Social Director

## Manager Meetings

It is mandatory for managers to attend the meetings. At these meetings the Club VP or representative will go over many agenda items pertaining to Freedom Football Club, CYSA, Coast Soccer League and SCDSL. This is a time where managers can get information to take back to their team parents and let them know what is happening. If you, as manager cannot attend the managers meeting, please send a representative from your team.

## Website Management and Updates

The Manager is responsible for updating and maintaining both the Freedom and SCDSL websites. This includes updated roster information, coach and contact info. This is the only way SCDSL and other teams contact you in case of any league updates.

### **SCDSL Website:**

- [SCDSL Website](#)
- login information for the team homepage when the season is initiated and all roster and contacts needs to be updated

### **Freedom FC Website:**

- FFC website and each team has their own homepage that highlights their team and roster. [Example of one of the boys teams.](#)
- For you to get started, you will have to login as the team manager on your own homepage. You will find your team's page by navigating the [following link](#) and choosing your team.
- After that choose your team page and click the TEAM LOG IN at the top right section. From there enter in your email and pin number to start the process of creating your roster and team.

- If you do not have either information or need help, contact the webmaster @ [webmaster@freedomfc.org](mailto:webmaster@freedomfc.org).

We want everyone in the Freedom Family to share in each teams accomplishments so please upload pics and videos and email the webmaster for all team/player updates. Please pass along any team accomplishments as well as player achievements with pictures of the team and/or player.

## Field Allocation and Status

<https://freedomfc.demosphere-secure.com/team-administrators/logistics>

### Practices

Fields are allocated and planned by the Director of Operations, your Director of Coaching, and Coaches every quarter, Spring, Summer, Fall, Winter. This is because that is when we get our field allocations from City of Pomona, Chino, Chino Hills and Cal Poly.

### Seasonal Games

Freedom FC will provide home fields for only the regular season games for SCDSL. To date, Freedom does not provide home fields for any other leagues or seasons.

### Fields for Scrimmages, Friendlies, Games

On Freedom Website under Team Admin, Logistics, there is a link to **request for fields**.  
<http://freedomfc.org/team-administrators/logistics/request-for-a-field>

Freedom FC has the following fields for friendlies and scrimmages. Every request requires at least a one week lead time.

- Fairfield and Grand - First come first serve (Grand North we have every week)
- Butterfield - First come first serve (goals already present)
- Ayala Park – fee based
- Veterans Park – fee based

To properly request for a field, please email the following information to [fields@freedomfc.org](mailto:fields@freedomfc.org)

- Age group and Team playing
- Date of friendly
- Time of friendly
- Duration (30m halves, 35 mins, etc..)
- Size of field, SS or Regular

Club has the paint striper but you are responsible for materials and striping the field if it is not striped. Fairfield also has nets; please request for the lock code during your request process.

## Rain Outs

Field closure are at the description of the City so field status is often updated that day. Ayala Park (not stadium), Grand Ave Park, are often closed due to rain. Veterans Park and Ayala Stadium vary depending on severity.

We highly suggest everyone sign in and leverage the automated RainedOut tool that our website offers. Under the **Field Status** of [www.freedomfc.org](http://www.freedomfc.org), click on **Text Message Alerts** and agree to the Terms of Service.

Once everyone has signed up, they will receive notice for ANY field closures on their mobile phone.

In addition, leadership will try their best to notify managers and coaches in advance via email distribution group. However, we highly suggest all parents to leverage the RainedOut tool so you do not have to notify teams individually one at a time.

## Referees for request

<http://freedomfc.org/team-administrators/logistics/request-for-a-referee>

**request for referee**, they are automatically notified and will return with you with information needed to secure referees.

Freedom has an agreement with Referees around the area. If you require a Referee for friendlies, please email [referees@freedomfc.org](mailto:referees@freedomfc.org) with the following info:

- Age group (i.e. Freedom GU13, BU12)
- Number of refs (one Center or more than one)
- Location of field, date, time of game, and duration

He will respond directly with you on arrangements. Please make sure you secure the field prior to requesting for the ref.