

# NADO SELECT SOCCER



# TEAM MANAGERS' MANUAL

June 2010

# Nado Select Soccer Team Managers' Manual

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# Nado Select Soccer Team Managers' Manual

## TEAM MANAGER MANUAL AND "JOB" DESCRIPTION

This manual is provided to assist all Nado Select team managers. Many of you are veterans, some new to the 'job'. Thank you for volunteering for this very important position. We could not operate without you. Whether you are new or experienced, we recommend that you review this manual. While the manual cannot answer all questions, it does answer many of those that typically arise. We have also tried to clarify procedures that, in the past, have led to confusion or problems. Most forms mentioned in this manual are available on the Nado website ([www.nadosoccer.com](http://www.nadosoccer.com)) or the CalSouth website ([www.calsouth.com](http://www.calsouth.com), under Resources / Forms) as Word, Excel or PDF files. If you have difficulty finding any of the forms or websites, please contact the Head Manager.

As team manager, you are the team administrator, communicator and mediator. You act as a liaison between the coach, parents, players, and the Nado club for all team issues. You are the glue that keeps a team together and the oil that keeps it working. In many cases, you will be able to share or delegate responsibilities with other parents. We encourage you to do so. Team Manager Duties (many of which can be delegated) include:

- Be familiar with club policies and procedures
- Assist with recruiting players for the team
- Collect player registration paperwork and initial registration fee payments.
- Collect registration information from parents who will be Asst. Manager, Treasurer, and/or back-up Coaches
- Complete "risk management" and ensure Asst. Manager, Treasurer, Fundraiser, and back up coaches do the same.
- Prepare team roster
- Laminate and maintain player cards
- Open and maintain team bank account
- Communicate team's practice and game schedules
- Register and check-in the team for all tournaments
- Print rosters from Presidio website before each regular season game.
- Ensure refs complete and sign game reports after each game. Retain reports.
- Report game scores weekly (within 48 hours of a game) via the Presidio website, and send copy to Presidio Circuit Director.
- Check the Presidio website for the accuracy of posted game scores
- Review Presidio Game Rules and Tournament Rules of play
- Process injury reports per CYSA-S guidelines
- If needed, manage sideline behavior of parents during games to ensure that the coach does not get red-carded
- Oversee team uniforms, fundraising, snack bar staffing, publicity and end of the season festivities
- Organize team meetings as needed
- Attend monthly manager meetings
- During the Crown City and Holiday Cup Tournaments, assist with checking in the visiting teams during registration, and organize snack bar assignments (if applicable)
- Ensure a parent on the team has the credentials, including an E-license, risk management, and an administrator card, to serve as a back-up coach.

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## CREATING THE TEAM

### Player Registration Requirements

ALL new registrations are done locally by the League Registrar. DO NOT SEND NEW REGISTRATION FORMS TO CALSOUTH EXPECTING THEM TO REGISTER NEW PLAYERS.

- 1) **Player Registration Form** – available on the CalSouth website and the CYSL website.
  - a. needs parent signature.
  - b. Verify all player registration forms are completed and signed.
  - c. Keep the original in your manager's notebook. (There must be an original signature on the form in the manager's notebook.)
  - d. Make 3 copies of each player's form; give two to the Registrar and one copy to the coach.
  - e. When submitting registration paperwork to the Registrar for a whole or even part of a team, forms should be in alphabetical order by the player's last name. Players for whom a signed registration form is not on file with the registrar will not be registered.

Note: For insurance and liability issues, a player may not start practicing without a parent-signed tryout form or a completed registration form with the parent's signature.

- 2) **Birth Certificate.**
  - a. For players who are new to Nado, the Registrar must view the original Birth Certificate, Passport or Military ID. (The original will be returned.) Hospital-issued certificates are **not** acceptable.
  - b. Keep one copy in your Manager's Notebook.
  - c. Verify that the player is the right age for the team, then put a check in the "League Use" box in the lower right corner of the Player Registration Application. A chart to determine the correct ages is available on both the CalSouth and CYSL websites.
  - d. If the birth document is from any country other than the United States, a Translation form (available on the CalSouth website) is required, and must be kept in the Manager's Notebook.
- 3) **Photo** – a recent (within a year) small (approx. 1"x1") snapshot is needed for player ID cards.
- 4) **Code of Conduct** – available on the CYSL website.
  - a. Must be signed by parents and player. Note: player signatures for younger players are not required.
  - b. Place signed document in your Manager's Notebook.
- 5) **Registration Fees.**
  - a. Managers will collect registration fees (full or partial payments) at registration, and fill in the "League Use" box on the Player Registration form to indicate payment information.
  - b. Managers will also collect Payment Agreements from all players who do not pay in full at registration.
  - c. Turn in to the CYSL Bookkeeper all Payment Agreements and registration fees collected. (Registration paperwork goes to the Registrar.)
  - d. If players cannot pay according to the schedule outlined in the parent letter, the Manager should have them adjust the payment schedule, with the total amount being paid by October 31<sup>st</sup>.
  - e. After initial registration, parents will receive email invoices for each payment due. Payments can be given to the Club Bookkeeper or mailed to P.O. Box 180267, Coronado, CA 92118.
- 6) **Players with Foreign Addresses.**

Any player 12 years old or older who is registering with a foreign address must have either:

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- a. A FIFA release form (available on the CalSouth website), or
- b. A statement signed by both parents and player that the player is not playing on a foreign team and/or receiving compensation for playing.

7) The Registrar will obtain player cards from Cal South. (See Player/Coach/ Administrator Cards section below.) Each player must have a player card to participate in any games / tournaments.

## **Coach and Administrator Registration Requirements**

All coaches, assistant coaches, backup coaches, managers, assistant managers, team treasurers, and any other adults, including parents, actively involved in the team must have the proper credentials. These include:

### **1. Program Administrator Registration Form.**

- a. Available on the CalSouth website.
- b. Must be filled out each year, even for returning managers/administrators.
- c. Turn in the original to the Registrar.
- d. Keep a copy in your Manager's Notebook.
- e. The Registrar will obtain Administrator cards from CalSouth. (See Player/Coach/Administrator Cards section below.)
- f. Keep the Administrator Cards on the key ring with your Player Cards, as each coach/administrator must have an Administrator Card to participate in any games / tournaments.

2. **Risk Management.** See below section on "Risk Management Process."

3. **Coaching Licenses.** All coaches, including head coaches, assistant coaches, backup coaches and substitute coaches, must have at least an "E" level license. For more information on obtaining a coaching license, contact the Director of Coaching.

4. **Photo.** A small photo (1" x 1") is needed for coach/administrator ID cards if photo is not printed on the card.

## **Player / Coach / Administrator Cards**

After receiving all the required documentation for each player, coach and administrator (including backup coaches and administrators), the Registrar will obtain from CalSouth the player/coach/administrator card for each individual.

After receiving the cards from the Registrar, the Manager must:

- a. Confirm that the information on the player card (name, date of birth) and Birth certificate is identical. If not, contact the Registrar immediately to get the card corrected.
- b. Ensure the Registrar's signature (stamp) is on each card.
- c. Obtain signatures (where required), attach photos, and then laminate the cards. NOTE: Each Player card will require a small photo in the designated spot before laminating the card. Coach and administrator cards normally have a photo of the individual already printed on the card. If not, a small photo must be attached to the card. The signature of the individual coach / administrator is needed before laminating the cards.
- d. After attaching the photo and obtaining the signature (Administrators only), laminate the cards with self-laminating sheets available at any office supply store. (The luggage tag size lamination works well, and is the easiest to handle.) You can also pay to have the cards laminated at most office supply stores.
- e. Punch a single hole in the corner of each card and arrange the cards on a binder ring.
- f. Take the cards to every game and every tournament. The cards must be brought to each game and tournament check-ins and given to the referees before the game. A game cannot be played without them. A player cannot play without one; a coach cannot coach without

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one. Without the cards, the game will be forfeited. The referees will use these cards to check-in the players before each game/tournament, and will hold the cards during the game.

**VERY IMPORTANT:** Be sure to get the cards back from the referee after the game!!

## **Risk Management Process**

Every coach and manager, as well as their assistants or back-ups, must go through the Risk Management process. The purpose of this process is to ensure the safety of our children. This process requires each adult to present a government-issued photo ID and be fingerprinted (using the LiveScan system). A Dept. of Justice background check is then conducted. This is also required for any other parents actively involved with the team. The Club will arrange specific dates/times for Risk Management to be conducted, and will announce it to the managers. Other dates and times for location throughout Southern California can be found on the CalSouth website.

If you went through the Risk Management process before the 2005-2006 season, but have not gone through the process since then, even if you still have a valid badge issued before the 2005-2006 season, you must go through the process again, as they have incorporated new technology (LiveScan). If you've gone through the process since the 2005-2006 season, you should not have to do it again. All new coaches, managers and other administrators must go through Risk Management this year.

## **Team Roster**

1. Prepare a roster with each player's name, parents' names, home and cell telephone numbers, address and email address. (Include coach's contact info, too.) For older teams, it may be helpful to also include the players' email addresses and cell phone numbers. A template for the roster form is available on the CYSL website.
2. Distribute the roster to your team and coach.
3. E-mail a copy of the roster to the Director of Coaching, Head Manager, Registrar, Bookkeeper and Asst. Registrar.

## **Manager Supplies**

1. Binder (provided to managers of new teams; new managers of existing teams should get the notebook from the previous year's manager)
2. Sheet Protectors for each player, coach and administrator registration form. (An initial supply will be provided in notebooks for new teams.)
3. Tote bag (normally provided by CalSouth)
4. Self-Laminating Materials – wallet or luggage tag size used to laminate each player, coach and administrator card. (If you prefer, you can take your cards to an office supply store to have them laminated.)
5. Binder 'ring' – used to hold all player, coach and administrator cards.

NOTE: Supplies should be purchased from funds in the individual teams' accounts.

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## Creating the 'Manager's Notebook'

1. Prepare a binder with page protectors / sleeves for each player, coach, administrator (team manager), and their backups. This will be your notebook. It and the cards are critical; **please don't lose them!**
2. For each player, the sleeve should include the player registration form (**with an original signature**, not a copy), copy of the birth document, translation form for foreign birth document, and signed Code of Conduct letter for the current season. The front side of each sleeve shows the player registration; the backside of the sleeve contains the copy of the birth document. The translation form, if required, and the signed Code of Conduct Letter should be placed between the above documents.
3. **Verify that the date of birth is the same on the birth certificate, the player registration form, and the player card.**
4. Place the player sleeves in your binder in alphabetical order. This is the order in which the players will be placed on the rosters for all games and tournaments, and the order in which the cards are placed on the key ring.
5. For the coach, team manager, and any assistants, the plastic sleeves should include a copy of the Program Administrator Registration Form. This form is available from the Registrar and/or on the CalSouth website.
6. Include in the notebook (in sleeves) the team roster, schedule of games, field directions, jersey number assignments, Managers' roster, etc., in your notebook.
7. **Take the notebook to all games/tournaments with the player cards.**
8. You may wish to have separate sections in the notebook for tournaments, fundraising, etc.

## Financial Assistance

Partial financial assistance is available (U11 teams and older) for families in need. FA recipients and/or their parents are required to work up to 30 hours in service to the club, depending on the level of FA received. Service may be in the Tideland's snack bar during the season, field marshalling during tournaments, field set up/ clean up, etc. This service requirement is a league requirement, and is above and beyond any team requirements for all parents to work the snack bar and/or perform other volunteer functions or fundraising for your team. If a family fails to meet the service obligation for FA recipients, the Club will withdraw the offer of financial assistance.

Families interested in applying for financial assistance must submit an application to the CYSL Financial Assistance Coordinator no later than two weeks after designated registration dates. The application is available in both Spanish and English on the CYSL website.

## Payment Deadlines

All balances must be paid in accordance with each player's Payment Agreement in order for the players to participate in practices and games. Parents will receive email invoices from the CYSL Bookkeeper before payments are due.

## Team Vacancies

If a team is in need of additional players, the coach or manager should contact the Director of Coaching to request that the openings be posted on the CYSL website.

## New Player Tryouts

If a player new to CYSL tries out for any team, either at spring tryouts or later, or practices with a team, a signed release must be obtained BEFORE the tryout / practice. This form requires the parent's signature.

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This should be obtained by either the coach or Team Manager, and subsequently kept by the manager. The form is available on the CYSL website.

## **Addition of Players after the Initial Sign-Ups**

There will be occasions or reasons for which a team may choose to add a player during the season. The addition of a player(s) may benefit a team, but may also impact existing players. The Club has implemented a policy to ensure that when a player is added, the reasons for the addition are appropriate and the satisfaction of members is met. No player will be added to a team roster without following the process and obtaining the approval of the Director of Coaching and the Director of Select. The forms (Player Registration / Player Release and Transfer forms, if necessary / Club player addition forms) necessary for the addition are available from the Club Registrar, as well as on the CalSouth website.

When you are registering a new player, ask several times and check several more times to see if that player could possibly be registered to another team. This is not so critical when the teams initially form, but during the season, it is critical. The player cannot play until all forms are processed – including the form to drop a player by the other team, then the forms to add a player to the new Nado team, which are then processed by Cal South.

## **Player Transfer**

A player may transfer from one team to another within our club, or from another club to ours, or from the recreational side only between the first Monday after Thanksgiving and July 31st. If a player has already been registered with any team for this season, a "Player Release and Transfer" form (available on the CalSouth website) must be completed. This is not a quick process, as it requires multiple signatures from the player, the parents, the releasing team, the releasing registrar, the gaining club, the gaining team, and the CalSouth District Commissioner. Under no circumstances should any member of the team approach the CalSouth District officers, or the CalSouth office in Fullerton; rather, they should work through the appropriate CYSL Administrators.

For transfer requests between August 1st and the first Monday after Thanksgiving:

Submit a Player Transfer Waiver Form (available on the CalSouth website), along with a check for \$25, to the Registrar. Waivers to allow transfers during this period may be granted in hardship cases.

There are seasonal Presidio roster/transfer freeze dates for player transfers for U14-U19. These dates will be posted once game schedules are posted. There are also State and National Cup roster freeze dates. Please be sure to check the CalSouth website for these dates.

## **Player Release**

If a player discontinues play with the club, a Player Release form must be completed. After the appropriate signatures are obtained, it then is forwarded to the Club Registrar. This form is available on the CalSouth website. If your team has a full roster, this form must be completed before an additional player can be added. The form is also necessary before the player leaving the team can play with another club.

NOTE: Paperwork requiring League and District approvals and signatures shall be processed in the following sequence:

1. The manager(s), with the help of the player's parents, shall prepare the necessary forms and obtain any and all fees due.
2. The manager(s) shall obtain all signatures EXCEPT the Registrar and District signatures.
3. All collected fees (except those required to accompany forms to Cal South [e.g., \$25 transfer fee]) shall be turned in to the League Secretary or Treasurer.
4. The completed forms and Cal South checks shall be delivered to the league Registrar.

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5. The League Registrar will sign the forms and either fax or deliver the forms to the District 1 official. **UNDER NO CIRCUMSTANCES SHALL ANYONE PERSONALLY APPROACH THE DISTRICT 1 OFFICIAL, ANNOUNCED OR UNANNOUNCED, FOR SIGNATURE, NOR FAX ANYTHING TO AN OFFICIAL.**
6. The Registrar and District official will forward the completed packages to Cal South.

Keep in mind that this process takes more than a few days to complete so the night before a deadline is **NOT** the time to begin this process. Allow at least **one full week** to complete these actions.

## Developmental Players

The club may offer developmental training to some players who may not be at the skill level of the other team members, but have the potential to progress and be an equal member of the team within a year. Developmental players train with the Select team at practices in order to improve their skills. However, if the parent desires and if a recreational team is available for the age group, the player will be placed on a recreational team and participate in regular recreational team games and some recreational practices during the season. Additionally, Developmental players may be invited to play with the Select team during tournaments at the coach's discretion. In carefully chosen individual cases, a player may alternatively be invited to join the Select Team on the Presidio roster (if space allows) for the regular Presidio season as a Developmental player, but these players are not guaranteed playing time in the standard manner outlined in the Parent Letter. The coach will get approval from the Director of Coaching prior to making such an arrangement. In recognition of the reduced level of participation, Nado offers a lower fee (1/2 of full fee) for all Developmental players. Our goal is to support as many players as possible who wish to play soccer. Those players who move from Developmental status to full members of a competitive team are then given a revised pro-rated payment plan.

A written contract accepting these terms must be reviewed and signed to assure complete understanding of these terms. The Developmental Program Agreement is available on the CYSL website. Parents of Developmental Players are also required to sign a Payment Agreement for Development Players, unless payment is received in full at registration.

## PRESIDIO LEAGUE

Our teams currently play in the San Diego Presidio League ([www.presidiosoccer.com](http://www.presidiosoccer.com)), which is affiliated with CalSouth. In the youngest age groups, teams are placed in leagues based on location and other factors. At the older ages (U10 and above), teams are grouped on ability. At the conclusion of League play, the top teams in a division are usually moved to the next higher bracket, and the teams at the bottom of the bracket are usually dropped to the next lower level. Brackets may progress up in ability from AA-C, AA-B, AA-A, to AAA. For the older players, the best AAA teams are then moved to the 'Premier' Level. The level of play is dependent on the team's previous year results. Seeding of all teams is done at the league level. Any questions should be referred to our Presidio Representative.

## Access to Presidio Web Site

All managers must obtain a username and password for the Presidio website in order to access team rosters, enter scores, reschedule games, etc. It is strongly recommended that you have an assistant manager with a username and password so he/she can act as your back-up when you are not available.

The Registrar will issue usernames and passwords to all managers and assistant managers. Risk Management must be completed before the username/password will be issued.

## Team Schedule of Games

A schedule of Presidio League team games is normally posted in early-mid August on the Presidio website; click on "Gaming Information," then "Schedules and Scores," then on either "Boys" or "Girls." The website is divided by age, gender, and level of play, with each group listed by number as a circuit.

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There are normally between 11 and 14 league games per team each season; half of the games are normally home games in Coronado and the other half are away games.

**The manager (or another parent on the team) should prepare a game schedule and directions to fields for each team player.** Field/venue directions are found on the Presidio Web site. Please note that the directions to games are sometimes unclear or inaccurate. Another source to confirm directions may be [www.mapquest.com](http://www.mapquest.com), or contact the other team's manager to verify directions. Also, encourage parents to take a map, and allow time for getting lost.

## **Rescheduling Games**

Managers will be notified by the Head Manager when the schedule is available on the Presidio website. Before the final schedules are posted, there will be a period during which games can be rescheduled at no cost. Once notified, Managers must review the schedule of games, including times and locations, with the coach to identify possible coaching or player conflicts. (These may include religious holidays, SAT testing dates for high school age teams, etc.) If there is a valid reason why several players cannot participate in a game, it may be rescheduled if Presidio is notified by the date specified on the Presidio website. See instructions for rescheduling below. (Note: These instructions were as of May 2010, and were valid for the previous season; they are subject to change. If the instructions change, managers will be provided with new instructions via email from the Head Manager.)

**For teams with a coach who has multiple teams:** Obvious coaching conflicts can be seen on the Presidio website (see instructions below), but the manager and the coach need to review it closely; if the coach has a game in Chula Vista at 9:00 and a game in Temecula at 10:15, it won't show up as a conflict, but it clearly is!

## **To view coaching conflicts on the Presidio Website:**

1. Go to the Presidio website.
2. On the right side of the page, it says, "Click here for Administrative Login" with "Enter" underneath it. Click on "Enter."
3. Type in your username and password, and click on "login."
4. On the page that comes up, there is a box labeled "Tournament Applications / Game Scoring." In the far right corner of the box, it says "Schedules / Game Scoring." Click on that. Your team's schedule will appear.
5. Click on "Check for Coaching Conflicts." A list of all your coach's games will appear. Any games where the coach has a conflict will be highlighted in red.
6. Make a note of the games with schedule conflicts, and contact your coach. (If you email him, copy his other team's manager, too.) The coach will need to tell you which of the two games he prefers to reschedule, and when he wants the game to be. If it's the other team, the coach will need to make sure that team's manager knows. If it's your team, request a game reschedule as outlined below.

Requests for rescheduling are submitted by the Manager via the Presidio website. Rescheduling must be done via the online system; it cannot be done by word of mouth. The Director of Coaching will arrange for a substitute coach when a coaching conflict cannot be resolved. (That will happen!) Typically, the substitute coach will attend a team's practice prior to the game.

## **To reschedule a game:**

1. **If it's a home game** at either Tidelands or Cays, contact the Field Scheduler to see when and where there is an available field. You must copy the Referee Coordinator on your request to ensure referees are scheduled accordingly.
2. Go back to the page that displays your team's schedule (not the one that shows the coaching conflicts).
3. Scroll down to the game you want to reschedule.
4. Just below the game listing is a box that says "Reschedule Game." Click on that.

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5. Go to the section of the form that says, "Requested Schedule." Fill out the form to show the reason for the reschedule request, the requested date and time, field (if it's changing), etc. If you request a reschedule time of, for example, 12:00 p.m., but anytime from 12:00 p.m. on would work, you can write a note in the comments box to let them know that a time slot later than 12:00 p.m. would also work.
6. Click on "Send Request." (To verify that the request was sent, look again at the schedule; under the game you're trying to reschedule, it should say in red letters "Reschedule in progress.")
7. The manager and/or coach for the opposing team will get an email with the request. He/she will accept the change, make a counterproposal, or refuse it. You should get an email back informing you of the opposing team's response.
8. If you don't hear anything from the opposing team within a couple days, go back to the schedule to see if the schedule has changed. If not, click on "Reschedule Game" to see if any response from the other team is displayed. If not, call the opposing team's manager, or have your coach call their coach. You can get their numbers by scrolling to the game you want to reschedule, then click on their team's name. It should take you to the page containing all their team points of contact.
9. Once the reschedule is complete, email the Field Scheduler and the Referee Coordinator again to confirm the change and ensure the field and refs are locked in. Also, let them know the date and time of the original game so they can cancel the field and referees, as required.

Games must be rescheduled by the date specified on the Presidio Website, or you'll have to pay a \$50 (or more) fee to reschedule. Don't wait until the last minute, as this process of contacting opposing teams, etc., normally takes several days.

## **Paying Referees**

Managers of U11 and older teams will be responsible for paying referees on the field at all regular season home games. The Club will provide each manager with the money to pay ref fees. Specific details will be provided separately before the start of the season..

## **Presidio League Roster Game Report Forms**

Each manager will need to print out **three copies** of the Presidio League Roster Game Report Forms before each game, and take them to the game. It is recommended that managers print the forms no later than Thursday evening or Friday morning before a Saturday game, as there are occasions when the system goes down on Friday nights or Saturday mornings. (They are normally not available for printing until the Wednesday or Thursday before the game.) The forms are available on the Presidio web site. Specific instructions for printing are available on the Presidio website. Before the game, these forms will be presented to the referee along with the laminated player cards.

After each game, the manager must get a copy of the report, with game information (*scores, penalty cards, refs' names and signatures, and initials of the opposing manager or coach*), from the referee. (Note: Be sure the referee annotates all cards given and the reason for each, as the manager has to enter that information into the system after the game.) Within 48 hours of game completion, the manager must enter the game score and other game information on the Presidio web site. Specific instructions for reporting game scores are available on the Presidio website. In addition, the manager must send a copy of the report to the Circuit Director (name and address are printed on the form) either by fax, scan/email, or mail. Be sure to keep a copy for your records.

In the event of a protest regarding the score, the manager must retain the game reports with signatures, so it is very important to ensure you have the referee's and the opposing team manager's signatures on the form before you leave the game.

Each manager should periodically check the Presidio website to verify the accuracy of the game score postings.

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## Presidio League Game Rules

The Presidio Game Rules are available on their web site. All managers should review these rules.

**Managers and coaches should discuss sideline behavior with team parents before the season begins.**

If, during a game, the Team Manager or Coach has concerns about play, or player safety, the way to terminate a game prematurely is by a Non-Restart. This is an approach where the other team is allowed to score and your team refuses to kick the ball to restart a game. If this occurs, the game is abandoned, and all parties, including the Center Referee must make a report to CalSouth and the Presidio League.

## Interaction with Presidio League and CalSouth

All communication between the Club and Presidio League officials is through our Presidio League Representative (Director of Coaching). If you have any questions not being addressed by our Presidio Rep, contact the Director of Select.

All communication between the Club and CalSouth is accomplished only through officers of the Club. The only persons who are authorized to call CalSouth offices are the following CYSL officials, ***in this order***:

- a. Registrar
- b. Assistant Registrar
- c. CYSL President
- d. Director of Select
- e. CYSL Vice President
- f. CYSL Secretary
- g. CYSL Treasurer

## TOURNAMENT PLAY

### Required Tournaments

CYSL hosts two tournaments (Coronado Crown City Classic in August and Holiday Cup in December) each year. All Nado Select teams are required to participate in both of these tournaments (with the exception of U14 and above in the Holiday Cup). The fees for these tournaments will be discounted for the Nado Select teams; however these fees are not included in the player registration fees and must be paid by each team. (All players are expected to pay their fair share of the registration fee whether or not they participate in a tournament.) These fees can be collected from each family before the season starts, or can be raised through fundraising events.

The team manager is responsible for registering his/her team for these tournaments by the registration date (available on the website), and also at check-in normally the Friday night before the tournament. Tournament registration can be accessed from the CYSL website, or directly on each tournament website ([www.crowncityclassic.com](http://www.crowncityclassic.com) and [www.holidaycup.com](http://www.holidaycup.com)).

### Team Support for CYSL-Hosted Tournaments

All Nado Select teams are required to provide support for the CYSL tournaments as outlined below. Specific information and details will be provided at the monthly manager meetings.

### Tournament Program Advertising

Teams are encouraged to sell tournament program advertising. A form letter is available to send to potential advertisers. Half of the proceeds will be given to the league and the other half will be given to the team that sold the ad. Each individual team may choose how to use their proceeds – either for tournament fees, or for players whose families sold each ad to pay their registration fees.

# Nado Select Soccer Team Managers' Manual

## Checking-in Visiting Teams for Tournaments

Each team must designate a volunteer to assist with checking-in its own team and visiting teams for the CYSL-sponsored tournaments. Check-in is held on Friday nights before the tournaments, normally from 6-9 PM, at a designated location in Coronado.

## Additional Tournaments

Teams (particularly U11 and above) are encouraged to participate in other tournaments as a means of preparing for the season. Work with your parents and the coach in determining which tournaments are appropriate for the team to participate. Many tournaments are ranked based on the degree of competitiveness. In addition, many of the larger tournaments have several brackets in each age group to accommodate different levels of teams. The team manager is responsible for collecting tournament entry fees, plus coaching fees up to \$165 per weekend (does not apply to Crown City Classic, Holiday Cup, Presidio Cup, State or National Cup), and coach's travel expenses -- up to \$150 per day/\$300 per weekend -- for out of county tournaments), registering and checking-in the team for these tournaments (normally the Friday evening before the tournament). Check tournament websites for details.

Managers should estimate the cost of participation in each tournament to create a budget for the season. It is strongly recommended that you overestimate to ensure you collect enough money. The total cost should then be divided by the number of players.

Check the CalSouth website for a complete listing of CalSouth sanctioned tournaments.

Please note that if a team is traveling out of the CalSouth region, to neighboring states or distant tournaments, approval must be obtained from Directors of Coaching and Select, and CalSouth. The necessary forms (Travel Papers and Permission to Play in a Neighboring State) are available on the CalSouth website. Travel Papers are also required for local tournaments that are not CalSouth sanctioned tournaments (e.g., Nomads College Showcase Tournaments).

For younger teams (U10 and below), the coach must be consulted regarding participation in tournaments other than the CYSL-sponsored tournaments. Teams in this age group are considered developmental, and tournament play should be limited to prevent burnout at early ages.

# Nado Select Soccer Team Managers' Manual

## **OTHER TEAM MANAGER RESPONSIBILITIES**

(Note: Delegate when possible!)

### **Practice Rules**

Coaches will normally set the rules for practice. However, all players must wear proper attire (soccer shoes, shin guards, shorts with shirts tucked in) and bring a ball and water. After practice and all games, players should clean up their training area.

### **Uniforms**

Each player will be provided one pair of shorts, two pair of socks (one white, one green), one practice T-shirt, and two team jerseys. Players will keep the jerseys at the end of the season. Warm-ups, equipment bags, extra shorts and socks are optional and available through Soccer Fanatic.

Usually green socks are worn at home games; and white socks are for away games. Players should bring both green and white socks to all games in case there is a color conflict.

### **Team Uniform Coordinator**

Although players will keep the jerseys at the end of each season, younger teams may wish to consider finding a parent volunteer to be responsible for the uniform jerseys during the season. The Uniform parent would distribute the team jerseys before each game and collect them at the end of each game, then launder the jerseys and bring the uniform bag to all games. A list of players with corresponding jersey numbers should be kept in the uniform bag.

It is the responsibility of the home team to change jerseys in the event of a color conflict.

Please note that if individual jerseys are lost, the individual player's family is responsible for paying for replacement. If an entire set of jerseys is lost during the season, the team must pay the cost of replacing the jerseys.

### **Manager / Coach Back-up**

Back-ups need to be designated for the Manager and Coach in the event either of them is unable to attend a game, or if a coach is disqualified or "red-carded" during a game. Back-up managers and coaches must have proper documentation to perform those functions. (For back-up coaches, this includes getting an E License by attending a coaching clinic.) A team will forfeit the game if the players' cards, Manager's card, Coach's card, and back-up coach's/manager's cards are not presented to the referee before the game. The manager must also bring the completed Roster Game Reports and team Notebook.

### **Monthly Manager Meetings**

Monthly manager meetings will be held to keep managers informed of upcoming events, deadlines, and tournament requirements, and manager training will be held as needed. If a manager cannot attend meetings or training, a substitute should be sent. If a substitute is not available, contact the Head Manager to learn what has been presented.

### **League and Team Communication**

All league information will be communicated via e-mail. In addition, managers are encouraged to check the CYSL website for the latest information. It is recommended that Managers use e-mail as the primary form of communication with the team/coach.

You may want to create a team distribution contact in your Email address book, including the coach, parents and, if desired (particularly for older teams), players. This will speed up sending team emails throughout the season. You may want to designate a parent to take on the responsibility of calling or printing out team email messages for those who do not have an email account.

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You may also want to consider using text messaging to players and parents as a means of getting last minute information (e.g., practice cancellation due to weather, time changes, etc.) to the team

## **Team Bank Accounts**

Each team manager should have a bank account at **Pacific Western Bank** (formerly First National Bank and Bank of Coronado) for the team, established under the CYSL umbrella. The bank has historically waived bank charges for local non-profit organizations. If there is an account already established for your team, find out whose name is on the account and contact the Club Bookkeeper to start the paperwork to update the bank signature card. Two people should be authorized to write checks on the account. You'll need to get the check book and statements from the previous Manager/Treasurer. New accounts will need a copy of the latest CYSL board minutes (which can be obtained from the Club Bookkeeper or Board Secretary), along with the CYSL tax identification number 95-3474779. New accounts will need an account name (e.g., Nado Select Boys 1994/95, Coronado Youth Soccer League). Please use the team's birth years rather than the designated age division (BU9) so that the account name will not be obsolete in a year and can exist for future years.

If you need assistance setting up/changing authorized signatures on an account, contact the Club Bookkeeper.

## **Team Financial Reports**

All teams are required to send a Quarterly financial report to the Club Bookkeeper and the Club Treasurer. The reports will be for April 1<sup>st</sup> through June 30<sup>th</sup> (1<sup>st</sup> Quarter), July 1<sup>st</sup> through September 30<sup>th</sup> (2<sup>nd</sup> quarter), October 1<sup>st</sup> through December 31<sup>st</sup> (3<sup>rd</sup> Quarter), and January 1<sup>st</sup> through March 31<sup>st</sup> (4<sup>th</sup> quarter). The Team Checking Account Quarterly Reconciliation Report form is available on the CYSL website.

## **FUNDRAISING**

### **Team Fundraising**

Each team may decide to supplement their team's funds for tournament fees with various fundraising activities. Running snack bars during tournaments is a fundraising option; however, teams with FA players have priority to help those players earn money towards their fees. Teams are encouraged to sell tournament program ads, for which they will receive 50% of the cost of the ads. All other fundraising ideas need to be approved by the Board's Fundraising Director in order to ensure a team's fundraising activity is appropriate for our membership and will not "compete" with other teams. In the past, teams have sold tamales, carwash tickets, Nado logo accessories (sweatshirts, hats, coolers, decals, etc.), etc. Additional ideas are listed on the CYSL website. If a team prefers, they can instead collect all tournament fees and expenses not covered in the registration fees directly from the parents.

### **Club Fundraising**

In addition to team fundraising, the Club will conduct several fundraising activities during the year. All teams (and all families!) are expected to participate. Fundraising helps to keep our fees below the average for San Diego County, and provides opportunities for all children in our community to play soccer. Club fundraisers vary from year to year. The Club Fundraising Coordinator will work with the Fundraising Coordinators from each team regarding their teams' involvement in each Club fundraiser.

## **Team Pictures**

Team pictures are included in the player registration fees. Photos will be taken at Opening Day or during a weekend early in the season, depending on availability of the photographer.

## **Publicity**

A Publicity Coordinator for the Club is needed each year. He/she will work with the *Coronado Eagle & Journal* staff to get brief write-ups of the weekly Presidio soccer games published. Each team should

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designate a publicity coordinator to submit articles to the Coordinator. Individual teams are also encouraged after winning a tournament to submit a team photo with a brief write-up.

## **Nado Club Flag**

The club has several Nado League Flags that can be used by teams. To obtain a flag, a \$75 deposit (made payable to CYSL) is required. If interested, contact the Head Manager. The flag banner does not come with any hardware for displaying the banner. At the end of year, the flags should be returned in order to get back your team's deposit.

## **PLAYER HEALTH, INJURY AND INSURANCE ISSUES**

### **First Aid Supplies**

During training at the Cays Fields, the Director of Coaching is normally at the fields and he normally has a first aid kit in his van. At the Tideland fields on game days, first aid supplies are available in the Snack Bar. Managers should ensure that ice is available at each game, either by bringing it themselves, or having another parent bring it. When funding is available, we will provide each team with a first aid kit – normally kept by the coach to have available at all practices and games.

### **Insurance Claim Questionnaire for Injuries**

CalSouth must be notified of any injuries that occur during Nado activities and require medical attention. They require submission of the appropriate Insurance Claim Questionnaire within 72 hours of an event. This form is available on the CalSouth website. Additional questions regarding insurance claims should be directed to the President of CYSL.

## **TEAM THERAPIST – PROBLEM SOLVER**

### **Code of Conduct**

At the beginning of each year we provide each player and parent our Code of Conduct (available on the CYSL website) which they sign and the manager keeps on file. This outlines the expectations that we should have of each other, and the coaches, and is a good resource in the event of problems.

### **Abuse**

As in any organization, abuse of any type cannot be tolerated in our Club. A good resource is available online through Bollinger Soccer ([http://www.bollingersoccer.com/site/pdf/Risk\\_Management/AbuseSoccer06.pdf](http://www.bollingersoccer.com/site/pdf/Risk_Management/AbuseSoccer06.pdf)). It is *A Guide to Prevention and Awareness of Abuse for Youth Soccer Association*. As leaders, we must ensure our children grow up in an environment that is free of abuse. We ask that you read this handout and notify the Directors of Coaching and Select if you become aware of any problems of this nature.

### **Problem Solving**

From time to time, issues may arise on a team. These issues may be those of a parent or player. It has been our experience that an initial meeting with the involved parties is the first step. If this is unsuccessful, we recommend that the Director of Coaching be involved, followed by the Director of Select.

Additionally, addressing the problem as soon as possible is best. If either you, as the Team Manager, or a parent feels that his/her needs are not being met, have them speak with the Director of Coaching, or the Director of Select. As a club, we may not meet everyone's needs, but we do want to try. Our entire existence is to make this a positive experience for the CHILDREN!

Managers must take care not to become personally involved in disputes within the team. They should refrain from discussing issues involving the coach, a parent or a player, with any others on the team. Instead, they should address the issues through the appropriate channels.

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## CONTACT INFORMATION

**Coronado Youth Soccer League, Inc.**  
P.O. Box 180267  
Coronado, CA 92178-0267

Website: [www.nadosoccer.com](http://www.nadosoccer.com). (Our website has links to Presidio and Cal South Leagues along with Crown City Classic and Holiday Cup Tournament information.)

CYSL Board Meetings are held monthly. Location of meetings varies depending upon the availability of meeting rooms. If a member plans on attending a meeting, it is recommended that the web site be checked for specific dates, and or contact the CYSL President for the schedule.

**Presidio Soccer League**  
[www.presidiosoccer.com](http://www.presidiosoccer.com)

**Cal South**  
[www.calsouth.com](http://www.calsouth.com)

## CYSL / Nado Select 2010-2011 Administrators

Administrator	Phone #	Cell #	Email	Position
Lori Turley	437-8862	347-6711	<a href="mailto:nadoysl@yahoo.com">nadoysl@yahoo.com</a>	CYSL President
Randy Nixon	435-2444	954-7816	<a href="mailto:corbakery@aol.com">corbakery@aol.com</a>	CYSL VP, Director of Select
Manny Neves	223-6741	985-3019	<a href="mailto:mannyneves@cox.net">mannyneves@cox.net</a>	Director of Coaching
Jacelyn Chamlee	437-8799	672-7716	<a href="mailto:jchamlee@sbcglobal.net">jchamlee@sbcglobal.net</a>	Head Manager
Marita Bodkin	435-1465	248-7203	<a href="mailto:mmalskis@aol.com">mmalskis@aol.com</a>	Registrar
Mitch Deshotel	522-0006	602-9166	<a href="mailto:deswork@yahoo.com">deswork@yahoo.com</a>	Treasurer
Kim Quinlan	437-4437	228-5790	<a href="mailto:jkgcquinn@sbcglobal.net">jkgcquinn@sbcglobal.net</a>	Field Scheduling & Permits
Joe Woods	424-7226	980-4021	<a href="mailto:woods@san.rr.com">woods@san.rr.com</a>	Uniforms/Equipment Coordinator
Shannon Nembach	934-1189	887-8696	<a href="mailto:snembach@hotmail.com">snembach@hotmail.com</a>	Fundraising Coordinator
Ruben Berton	522-9034	247-7407	<a href="mailto:rubenberton@aol.com">rubenberton@aol.com</a>	Financial Assistance (FA) Coordinator
Terry Bucklew	435-0987	208-6199	<a href="mailto:tbucklew@san.rr.com">tbucklew@san.rr.com</a>	Referee Coordinator
Sharon Darr	435-0539	985-2101	<a href="mailto:sharondarr@san.rr.com">sharondarr@san.rr.com</a>	Bookkeeper, Asst. Registrar
Beesan Abder-Ruhman		858-220-2416	<a href="mailto:beesanfutbol@gmail.com">beesanfutbol@gmail.com</a>	Webmaster

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## MANAGER'S GAME DAY CHECK LIST

- Don't forget to bring to the game:
  - Laminated player cards
  - Laminated administrator cards for managers and coaches
  - Coaching card (if you have one)
  - Team Jerseys (if the team is maintaining them during the season)
  - Team notebook containing registration forms and birth certificates

You may also want to have programmed into your cell phone for easy access the players' and the coach's phone numbers, the Director of Coaching's cell number (in case your coach does not show up at a home game) and the Referee Coordinator's cell number (in case the referees do not show for a home game).

- **Before the game:**
  - Print out three copies of the Roster Game Report form from the Presidio website ([www.presidiosoccer.com](http://www.presidiosoccer.com))
  - Cross off the roster any player who is not playing in the game.
  - You or your coach must sign each copy of the Report (in the appropriate block at the bottom).
  - Have refs print (legibly) and sign their names in the appropriate blocks on the form.
  - Give two copies of the Roster Game Report to the ref.
  - Give the player / administrator cards to the ref.
  - Refs must check equipment, ensure goals are properly anchored, and ensure there are four corner flags. Lines are not required.
  - Ensure the Center Ref has a patch with the current season embroidered on his breast pocket.
  - U11 and above managers: pay referees at regular season home games. (Specific instructions will be provided separately.)
- **Immediately after the game:**
  - Get the player cards back from the referee.
  - Ref must fill in which players (on both teams) scored goals, which players (on both teams) got yellow or red cards and the reason, and the final score.
  - You or your coach must initial both the home and away scores on every copy.
  - Get a copy of the completed form back from the ref. Ensure the refs and the opposing coach or manager has signed/initialed in the appropriate blocks of your copy, and that the goals and penalty cards are recorded, as you will have to enter this info into the website. **Proper completion of the forms, including signatures, is critical in the event that there is a dispute about the final score.**
- **Once you get home:**
  - Enter the game results (within 48 hours) on the Presidio website, including final scores, players who scored goals, yellow/red cards and the reasons, refs names.
  - Retain your copy of the Roster Game Report for your records.

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## FIRST TEAM MEETING WITH PARENTS

(Sample Agenda)

### Introductions

- Manager
- Coach
- Asst. Manager / Backup Coaches (if any)
- Parents (introduce themselves)

### Communication

- Email is the primary means of communication with parents
- Please respond when asked to!
- Phone calls / text messages for same day changes (weather, etc.)

### Roster

- Pass around one copy
- Have parents make pen and ink changes, and initial if OK

### Payment of Player Registration Fees

- Unless parents paid in full, they should have turned in a Payment Plan at registration. (If not, have them do so at the meeting.)
- They will be notified by email from Sharon Darr when a payment is due.
- Missed payment will result in player not being allowed to play in games and tournaments.

### Volunteers

Ask for parent volunteers for the following. If you don't get volunteers, draw names out of a hat to assign duties. You'll need their help; managers have enough other things to do!!

- **Assistant or Back-up Manager(s)** – To fill in if /when the manager cannot make it to a game, and to assist the manager as needed. This person must get proper credentials from CalSouth (fill out an Administrator form, go through Risk Mgmt / Livescan to get a card)
- **Team Treasurer** – optional but strongly recommended; collects money, handles bank account; writes checks for team expenses, makes quarterly financial reports to Club Bookkeeper and Treasurer. Cal-South credentialing process same as for Asst. Managers.
- **Assistant or Back-up Coach(es)** – Must have an E-license and proper credentials from CalSouth. E-licensing clinics are offered throughout the county (see CalSouth website for opportunities). Cal-South credentialing process same as for Asst. Managers.
- **Team Rep for Opening Day Committee** – need a parent to represent the team on the Opening Day committee.
- **Fundraising Coordinator** (recommend having more than one)
  - Point of contact /team coordinator for club fundraisers
  - Coordinating team fundraisers
    - Selling tournament program ads
    - Snack bar (if available)
    - Others? (Car washes, selling food at practices, selling Nado clothing, Nado night at local restaurants, etc. Suggestions on the website. Club Fundraising Coord. must approve all fundraisers.)
- **Team Photo Coordinator** – hands out order forms to players, coordinates the photos on the day they're taken, distributes photos once they come in.
- **Phone calls** – need a couple volunteers to help make phone calls to team members in the event of a last minute change, e.g., practice canceled. (Note: Texting may alleviate the need for this.)
- **Publicity** – need a parent to write and submit occasional articles about the team to the *Coronado Eagle/Journal* and other publications, including online.
- **Ice** – need a parent designated to bring ice to each game in case of injuries.

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- **Canopy** – need a parent designated to bring a canopy to each game for the players on the sidelines and during half time.
- **End of year party coordinator** (can be decided later)

## Practice Schedule

- Practices begin after the 4<sup>th</sup> of July for U8-U9, and the first week of Jun for U10-U19 – always at the Cays (get specific days/times from your coach). Some older teams may start during May, at the coach's discretion.
- Goalkeeper training – usually one of the practice nights, at start or end of practice (again, your coach should have that schedule)
- Circuit training – one day every other week for 1 ½ hours (check with your coach or Director of Coaching for schedule)
- Friday night shooting clinic for U14 and below at the Cays during May. Continues in June for U8-U9.

## Team Camp

- The entire team practices together with the coach for four consecutive half-days
- The camp is mandatory – although we understand that you may have pre-planned family vacations during that time..
- See parent letter for specific team dates/times (although there has been a change to GU14-GU18; see email)
- Cost of Team Camp is included in your fees

## Tournaments

- Crown City Classic (required tournament)
  - U14 and above: July 31<sup>st</sup> – August 1<sup>st</sup>, 2010
  - U13 and below: August 7<sup>th</sup> – 8<sup>th</sup>, 2010
- Presidio Cup – early Dec
- Holiday Cup (required tournament for U13 and below; optional for U14 depending on number of 9<sup>th</sup> graders on team) – the weekend before Christmas
- State Cup – early Feb for U13 and below, April for U14 and above
- National Cup – April/May for selected older teams
  
- Any others? (Check CalSouth website and talk to coach about any other tournaments he/she may want to enter)
  
- Club policy – if a team decides to play in a tournament, all players on the team (including those who don't play due to vacation, etc.) equally share the cost of the tournament.

(Note to parents: It is recommended that you poll the parents and ensure you have 65-75% concurrence before entering a tournament. It's their money and time that's being committed, so the majority must support it.)

## Tournament Fees

- \$\_\_\_\_\_ per player to put in the team account to pay for tournament entry fees and other team expenses, such as coach's fees/travel expenses for extra tournaments. (Amount should be based on planned tournament schedule, including registration fees, as well as coach's fees for extra tournaments and coach's travel expenses for out of county tournaments. See parent letter for more details.)
- More will be collected later if/when that becomes necessary

## Fundraising

- To reduce tournament fees, teams have the option of fundraising.
- Consider giving those who do not wish to participate the option of writing a check in lieu of fundraising. (For example, if every family is asked to sell ten candy bars which produce a profit of \$5 each, allow families to pay \$50 to the team instead of selling.)

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## **Fall Game Schedule**

- Probably won't be published until early–mid August
- Manager will email it to parents as soon as it is available
- Expect some weekends with games both days
- Directions to away fields will be provided (but take a map with you!)

(Note: directions are provided on the Presidio Web Site, but it's very helpful if the manager pulls directions to all the away games off the website and consolidates them into one or two pages for the parents.)

- First game – 8/28/10 for U14-U19 Premier, AAA, and U14-U15 AA teams
  - 9/11/10 for all younger teams and U16 and above AA teams
- Home games at Tidelands or Cays

## **Uniforms**

- Shorts, socks, practice T-shirts (when available) are for the players to keep
  - Will be distributed as soon as they come in
- Players will keep jerseys at the end of the season
- Socks: (Note: this is the way some teams do it to keep it simple for everyone, but there's no rule that dictates it be done this way)
  - Home games – wear green socks
  - Away games – wear white socks
  - Always bring both pairs

## **Additional Remarks**

- Parents should be reminded that if conflict arises during the season, they should consult the Code of Conduct they signed at registration and/or the Parent Letter (both available on the CYSL website) regarding the process for resolving conflicts.

## **Coach's remarks**

- Philosophy
- Policies regarding practice, playing time, etc.
- Other