

2018-2019

# Team Manager's Guide



CDO Soccer Club  
10645 N Oracle Rd  
Suite 121 - Box 200  
Oro Valley, AZ 85737

Managers Guide Rev. C

CDO Soccer Club

7/2018



## Note to Team Managers

Dear Managers,

I want to thank you for taking on the role of Team Manager at CDO Soccer Club. The job of Team Manager is one of the key volunteer positions within the club. The Team Manager position is also one of the more challenging jobs within the club. As the name of the position implies, you are indeed a “Manager”. You will probably find that your families will count on you to make most decisions and be the main source of knowledge for all events.

As Team Manager, you have a unique opportunity to help facilitate the flow of information from the club to our member families and from our member families to the club. As Club President, I want to make sure we work together to keep lines of communication open in order to best serve our members.

This manual contains the collective knowledge and experience of past and present Team Managers. It is generally organized in the chronological order of events that you’ll need to work as Team Manager. In addition, there is also a “Frequently Asked Questions” section that is intended to answer most of the concerns you may have.

Like any good reference, this document is always adapting with new and improved information. As a member of the CDO Team Managers group, you are encouraged to submit ideas to the manual that you feel will help others better manage their team(s).

Many Thanks,

Casey Rouintree

President CDO Soccer



# CDO Soccer Club 2018-19 Team Manager's Guide

---

## Table of Contents

Team Manager Job Description .....	4
Season Chronology .....	5
Season Planning .....	5
Team Managers' Role in Season Planning .....	5
Team Formation.....	5
Team Manager's Role during Placements .....	6
Team Manager's Role in Allocating Players .....	6
Team Manager's Role in Registering Players .....	6
Other Situations .....	7
Player Transfer to Another Club .....	7
Player Loans Within the Club .....	7
Player Loans Outside the Club .....	7
Team Manager's Role in Registering for Games & Tournaments.....	9
Uniforms .....	11
Team Managers' Role in Ordering Uniforms .....	<b>Error! Bookmark not defined.</b>
Team Accounting Information .....	12
Frequently Asked Questions .....	15
Appendix A – Contacts and References .....	17
Appendix B – Important Information and Relevant Club Policies .....	18
CDO Club Team Names .....	18
CDO Club Player Participation Policy .....	18
APPENDIX C - FIFA International Clearance .....	19
APPENDIX D - Checklist for Team Managers.....	21
APPENDIX E - AYSA Bylaw 812; Section 6 .....	23
Appendix F – Club Documents and Forms .....	<b>Error! Bookmark not defined.</b>
Appendix G – Team Fees.....	<b>Error! Bookmark not defined.</b>



# CDO Soccer Club 2018-19 Team Manager's Guide

---

## Team Manager Job Description

As Team Manager, you'll be the leader of the team in getting registration completed, coordinating uniform orders, collecting money for team expenses, getting the team registered for league play, communicating game schedules, having the game cards ready for league matches, organizing team entry in tournament play, and keeping the team records. The team records include registration information, family contact information, and player cards. While this may appear overwhelming, and you may be asking yourself, "what did I sign up for?", you can be certain that other Team Managers have had the same concerns.

So, rule number one is don't hesitate to ask your fellow managers questions and to seek out a mentor to work with. There are also resources within the club as well as organizations outside the club which have information you'll need to access ([See Appendix A](#)).

## Helpful Hint

Just because you're the Team Manager doesn't mean you're a one man/woman band. As the Team Manager, you're empowered to delegate. Many hands make light work, and while not everyone is willing to go all in and volunteer to be manager, it is often the case that you can find other parents who are willing to take on specific tasks. Below are a few items you may want to consider delegating.

- Team Treasurer – someone who will collect team funds when needed, keep track of money spent, team account balance, and interact with the club Treasurer as required.
- Tournament Coordination – someone who will help with the hotel arrangements and coordination with families if your team decides to attend an out of town tournament.
- Fundraising – a parent who is willing to step up and coordinate fundraising opportunities for the team.
- Practice Witness – a parent (or group of parents) of the same gender as the team who agrees to attend practice.



# CDO Soccer Club 2018-19 Team Manager's Guide

---

## Season Chronology

The list below provides an overview of the season timeline. Note: the Team Manager is not responsible for all events listed below but will generally have a role to play as described in the major sections of this document.

- Jan/Feb – **Season Planning** Session(s) for next season begin
- January thru March – **2<sup>nd</sup> half season league games & tournament play**
- March/April – CDO Soccer Club **Annual General Meeting (AGM)**, is held once a year
- April – **CDO Challenge Cup**
- May/June – **Team Formation**: open sign-up or tryouts.
- June – **Complete roster** and player team assignments; Team meetings held.
- June- **Submit Uniform Template to Uniform Coordinator**/Families order team uniforms and training kits
- June/July – **Complete CDO Registration online; Complete PCJSL/ASL registration.** All forms submitted to Team manager.
- August – Team **practices begin**
- August/September – **Sign up for 1<sup>st</sup> half of season** PCJSL or State League
- October thru December – 1<sup>st</sup> half season **league games & tournament play**
- December – **Sign up for 2<sup>nd</sup> half of PCJSL season**

## Season Planning

Starting in the January/February time frame the CDO board members along with the Director of Coaching will convene a meeting with all of the current Coaches and Team Managers for the purpose of planning the following season. At this meeting, any new club policies or procedures relevant to the following season will be communicated to the teams. The main focus of this meeting, however, is to outline what teams are returning, what new teams we will be trying to form, identifying Coaches and Team Managers to support those new teams, as well as defining the recruiting needs for Coaches and Team Managers.

## Team Managers' Role in Season Planning

The role of the Team Manager in the season planning is to attend the meeting and provide feedback. If you're a brand new manager you can look forward to attending next season's planning session. If you're a veteran Team Manager then all you need to do is renew your volunteer role.

## Team Formation

Although new teams and players can be added to the club at any time during the season, May – July is the time that mainly defines how many teams the club will field for the year. Returning teams, and youth teams which are moving up to play club, form the foundation



## CDO Soccer Club 2018-19 Team Manager's Guide

---

for the new season. CDO uses both placements and open enrollment to fill out rosters of the returning squads as well as to build new teams.

### **Team Manager's Role during Placements**

The role of the Team Manager during player placement sessions is to be an advocate for the parents. During each tryout, the Team Manager should be able to provide club and team information. For example, information regarding registration cost, uniform costs, coaching fees if applicable, key dates, etc., should be made available to the parents while the kids are participating in training sessions. It is important to have the correct contact information.

### **Team Manager's Role in Allocating Players**

Following placements (or open enrollment), team Coaches will work with the club to identify which players should be allocated to their teams. Teams are "built" by allocating players who have signed up on-line and have participated in placements. The role of the Team Manager when players are allocated to a team, is to work with the parents to ensure that they understand the teams fees, registration procedures, uniforms, etc. This is usually accomplished by holding a Team Meeting.

### **Team Manager's Role in Registering Players**

Helping to get the players who have been assigned to the team officially registered is one of the key roles of the Team Manager. It generally falls to the Team Manager to ensure all families get the full set of AYSA forms (AYSA MEMBERSHIP and MEDICAL RELEASE\*) that need to be filled out, that the parents FULLY complete the forms, that registration payments are paid, and uniforms have been ordered.

*\*Notarized ONLY if playing out of state.*

Please remember, although it is the Team Manager's responsibility to coordinate collection of the forms and copy of player's birth certificate, completion is ultimately the responsibility of the PARENTS. Do not run yourself ragged trying to accommodate parents – if they miss a deadline, it is their responsibility to bring the information to you.

**Players cannot practice until they have registered online\* and forms are complete.**



## CDO Soccer Club 2018-19 Team Manager's Guide

---

### Other Situations

#### Player Transfer to Another Club

**This is done by the player-**THEY must initiate the transfer through the Stack Sports link:  
<http://www.arizonasoccerlive.org/PlayerResource>

#### Player Loans Within the Club

Have coaches approve the loan; the team wanting the loan player, needs to arrange to both pick up and return both the player card and medical release to the manager.

#### Player Loans Outside the Club

Please see the "Inter-Club Form" located on the AYSA website, and follow the instructions on the form.

*\*Please note: ASL players cannot loan to teams playing in PCJSL.*

**"So,...Where do I start??!"**

**...One step at a time!**

- 1. After Placements, meet with Coach and Treasurer to determine club, team fees, tournaments, volunteer roles, fundraising, social events, etc.**
- 2. Pre-Team Meeting:** Communicate with the coach to see when they would like to hold their first Team Meeting. Ideally, this should be held shortly after placements. Send a group email to team parents providing contact information and introducing yourself as Team Manager, briefly explaining the registration process, reminding them of any forms\* or fees you'll need from them, birth certificate copies, (if new to CDO) -all of these can be easily collected at the Team Meeting.

*\*Only 2 forms are needed for your binder: AYSA Membership and Medical Release*

*This form ONLY needs to be notarized for teams traveling out of state.*

- 3. Team Meeting:** Being prepared is key! Many teams prepare a Team Information sheet with "the plan" developed in #2. This is also a good time to recruit a Treasurer, Fundraising person, Hotel Coordinator if you travel, etc.

Policies: Most were AGREED to through the online Registration process. Therefore, it's always good to REFRESH everyone about what they agreed to!



## CDO Soccer Club 2018-19 Team Manager's Guide

---

- **Code of Conduct:** EVERYONE is RESPONSIBLE FOR THIS INFORMATION.
- **Social Media Policy**

Sometimes parents have concerns about coaching-please let them now that they need to respect the 24 hour rule before communicating their concerns (especially if they are heated!), either through written or verbal means (preferably to the coach!)

Invite your **Team's Age Group Board Member Advocate** \*to the meeting.

**Girls U13-U19:** Dave Korn      **Girls U9-U14:** Casey Rountree  
**Boys U13-U19:** Lorelei Barrett    **Boys U9-U14:** Bob Kent

*\*This is a Point of Contact for you and/or your families if issues are not being resolved, or if there are concerns.*

4. **Registration fees:** must be paid online\* NO PLAYER WILL BE ROSTERED UNLESS THEY ARE REGISTERED and papers printed and given to the Team Manager-YOU DO NOT NEED TO TURN IN ANY PAPERWORK TO THE REGISTRAR, EXCEPT FOR BIRTH CERTIFICATES FOR PLAYERS NEW TO CDO.

**No player may practice until their Registration process is complete!**

5. **Coaches, Managers and Volunteers that will be working directly with the players MUST have a background check completed.** Please send the Registrar the volunteer's legal name, cell phone number and email address. The information will be submitted through Stack Sports , and they will receive an email that guides them through the process.

**NO ONE may coach or help until they have been cleared through Stack Sports!**

6. **Player Passes:** Once the Registration process has been completed for the team, the player/coaches/manager passes will be generated. Each player needs to upload a photo. Cards MUST be laminated and put on a ring. Keep the cards in a SAFE place and bring them to EVERY game. Put them in Alphabetical Order with the Coaches/Manager last.

**IMPORTANT:** These cards are the property of ASA; Coaches/Managers can give them to the coach or manager of a CDO club if they are lending a player to the team for a game.



## CDO Soccer Club 2018-19 Team Manager's Guide

---

7. **Team Binder:** To make your life easier at any tournament check in, here's how to arrange your Team binder:
- a. A 1" binder will do. Sleeve protectors are a good idea!
  - b. Organize players in alphabetical order by last name.
  - c. In each sleeve protector, put the following back to back:
  - d. ASA Membership Form/Medical Release
  - e. Tip: Highlight Player name and DOB on membership form!
  - f. Keep extra Injury report /Concussion forms in your binder.
  - g. Copies of ALL players' birth certificates must be given to the Registrar to keep.

***Birth certificates ARE NOT required at ASA sanctioned tournaments, but ARE required for President's and State Cup, and out of state travel.***

### **PROTECT the PLAYERS' Personal Information**

#### 8. **Group Form: ASA Bylaw 812, Section 6**

At the first meeting, if possible, the Team Manager must read and explain the Bylaw and have all parents and players sign that they understand it. The Manager should keep this form.

#### **Team Manager's Role in Registering for Games & Tournaments**

Depending on the coach, the Team Manager may have the responsibility for signing the team up for PCJSL play as well as tournaments. ***Discuss your role with your coach.***

- **PCJSL: Pima County Junior Soccer League (Local league)**

In order to play in the PCJSL league teams must be registered by PCJSL deadlines for fall and winter/spring play. Pay attention to the PCJSL website as the deadline varies, though it is typically in September and December. ***Go to [www.pcjssl.com](http://www.pcjssl.com)***

Also, you **MUST** keep up-to-date on the PCJSL process for either requesting bye week(s) and/or rescheduling games for tournaments. The penalty for not following the required process can be a stiff team fine.

- **Game Cards:** You are responsible for bringing the game card-it can be found in your Got Soccer Team account. Although it is the Home team's responsibility, it doesn't hurt to bring one anyway-if they forget, there won't be a game!



## CDO Soccer Club 2018-19 Team Manager's Guide

---

- **Score Reporting:** Coaches are **REQUIRED** to enter game scores if you are the Home team AND they MUST complete the "Rate a Ref". They will be fined if they do not; moreover, it reflects poorly on the team and the club.
- **ASL/APL: Arizona State and Arizona Premier Leagues:** ASL is for those teams that place at the top of their age group in local league. An application must be completed and accepted. APL is by invitation. **Go to [www.azyouthsoccer.org](http://www.azyouthsoccer.org)**

**Tournaments:** These are usually selected by the coach, who may ask for your input. There are a variety of local, AZ, and out of state tournaments to choose from. There is a Got Soccer Tournament Directory that one can filter by state. **Go to [home.gotsoccer.com](http://home.gotsoccer.com).**

- **Deadlines:** to register, pay fee, and submit rosters.
- Teams playing out of state, will need to go to their Got Soccer account\* and request a "Permission to Travel". Once approved, print this and take with you.
- Team Travel Fee:
- You will also be asked about your Team history and flighting preference. ***This is something you should discuss with the coach, as well as WHO will be registering the team for the Tournament.***
- **Costs:** Will vary depending on tournament and age group. Team Manager or Team Treasurer (if one has been selected) will need to collect money from players to pay tournament registration costs. You can request a check to pay for the tournament through the CDO Teams Account Treasurer. Some teams include tournament costs in their Team Fees, making this easier than collecting money for each tournament. It is in Your BEST interests to use this system to when collecting money or paying for tournaments, and not use your own credit card or check.

**GOT SOCCER Accounts\*:** This year, YOU will need to be sure that your Got Soccer Team Account mirrors your Stack Sports account. You WILL be able to add/delete players. Contact Registrar for user name and password if you need yours.



# CDO Soccer Club 2018-19 Team Manager's Guide

---

## Uniforms

**Uniform Coordinator:**      **Ginna Virginillo: 250-7667**  
[ginnavirginillo@gmail.com](mailto:ginnavirginillo@gmail.com)

We are in the second year of a two year contract with Adidas. You DO NOT need to order a new kit this year. Please check with Team Managers to confirm that you do not have number conflicts.

Please note that if you are in The Shop and want to purchase anything Adidas, you will receive 15% off as well as 10% off anything else they carry. This does not apply to the uniforms.

**Team Managers need to provide me with a completed roster with jersey numbers as soon as they can. If your team is participating in a preseason tournament I need rosters by 7/20/2018.** I will send an email to the Team Manager when your team can order if they need to. I highly recommend that players ordering new kits go to The Shop and size it before they order. The Team Manager must also set up a player with a number for the Blood Jersey. This jersey (one of each color) is needed in case someone on the team gets blood on his or her jersey during a game. The Team Manager collects money from the team to pay for these jerseys. Be sure to get a size that will fit most of the players.

Email a completed roster with numbers to [cdoscteammanager@gmail.com](mailto:cdoscteammanager@gmail.com)

Ordering:

- Go to [theshoptucson.com](http://theshoptucson.com)
- Click on CDO Logo
- Choose the appropriate link for player (verify jersey #)
- Choose Required Bundle for full kit or Non-Required Bundle to order individual pieces.
- Choose Select Options on players team
- Choose sizes for uniform
- Select player from the drop down menu
- Pay

Once the order is ready The Shop will contact the parent for pick up.

**Note: It is critical that uniform samples be tried on by players before ordering as the product lines fit differently than other**



## CDO Soccer Club 2018-19 Team Manager's Guide

---

### Team Accounting Information

CDO Soccer Club has a dedicated bank account to manage all team accounting. All funds collected for your team and all reimbursements must be handled through this CDO account. The account is managed by the CDO Teams Account Treasurer. Team Managers provide all deposits and request all reimbursements through the CDO Teams Account Treasurer. Coaches and parents work through each Team Manager so the Team Managers are aware of all team transactions.

Each team, through the Team Manager or Team Treasurer, is responsible for collecting funds from each player to cover the costs for coaching, training, tournament entries, and other miscellaneous team expenses.

It is the responsibility of the individual Team Managers to collect and track collections from their team members and track and document expenses.

All expenses (except coaching fees, see below) must have a receipt. The Team Manager is responsible for collecting the receipts and they must be included in all reimbursement requests.

Prior to making any deposits or requesting payments, all teams must complete and submit a CDO Contact Form including email and physical addresses for coaches, trainers and managers. It is **IMPORTANT** to include the **CORRECT TEAM NAME** on this form.

### Deposits and Reimbursements

Deposits and requests for reimbursement can be made through the process defined below. **ALL TRANSACTIONS** must be accompanied by the **CDO Teams Deposit Request Form**.

Any checks deposited must be listed with check number, name and amount. Each check must also indicate the team name in the memo section.

Please note that the CDO Teams Account Treasurer will **ONLY** process requests 2 days per week and make deposits at the bank one to two times a week. Team managers and treasurers must plan accordingly.

The following methods can be used to make deposits and requests:

1. Deposits, Receipts and Forms can be mailed to:

**CDO Soccer c/o Kristi Meijas  
3927 W. Post Ranch Place  
Marana, AZ 85658**

2. Deposits, Receipts and Forms can be left in the plastic CDO drop box on the porch. Neighborhood Gate Code #5363



## CDO Soccer Club 2018-19 Team Manager's Guide

---

3. Requests for reimbursement that have electronic receipts and include the Request Form can be emailed to the CDO Teams Treasurer at: **kristik4soccer@gmail.com**

**These emails must have the following subject line:**

**\*\*Check Request\*\* ##B/G Name**

4. Some purchases and tournament payments require payment by credit card. Team Managers can choose to have these payments made directly by the CDO Teams Account Treasurer using the CDO card. Requests for direct credit card payments can be sent by email or mail, as specified above, with detailed information about the payment to be made. The credit card number cannot be shared so transactions must be handled directly by the CDO Teams Account Treasurer.

The process may take a few days, so Team Managers must make these requests well in advance of any tournament due deadlines.

Reimbursements can be delivered in the following ways:

1. Provide name and address of the recipient and request online payment/reimbursement and the Treasurer will have the reimbursement check sent directly from the bank.
2. Checks can be left in the CDO drop box for pick-up. An e-mail will be sent when checks are ready.
3. Provide a stamped and addressed envelope for the check to be mailed or a fee will be charged.

**\*\*The goal is to provide 3-4 day turn around on all requests. Providing the proper documentation is essential for this response time.**

### **Coaching and Training Fees**

Some teams have paid coaches or trainers. Coaches and trainers are independent contractors, and teams contract with them regarding fees, number of practices per week, paying for travel expenses, etc.

***Paid coaches and trainers must submit invoices weekly, monthly or otherwise to the Team Manager or Treasurer in order to be paid.*** After review, the Team Manager or Treasurer will then submit the invoice to the Teams Account Treasurer for payment. If a coach or trainer requests being paid on a particular day of the month, the invoice must be submitted to the Teams Account Treasurer with sufficient turnaround time to make a timely payment.

Any travel expenses or other reimbursement requests for coaches or trainers must include receipts unless the coach or trainer requests using per diem amounts instead of receipts for travel costs.



# CDO Soccer Club 2018-19 Team Manager's Guide

---

## **Teams Account Statements**

The CDO Teams Account Treasurer will send out team account statements on a routine basis. Team Managers / Treasurers are asked to verify these statements upon receipt. Please keep copies of all transactions to help verify balance statements.

## **Other Rules and Procedures**

1. No request for payment can be paid if there is insufficient money in an individual team's account. Be sure to make deposits with sufficient time for checks to clear so that payments can be made when necessary.
2. Options for Collection from Families: Suggest that families set up automatic or manual electronic billpay with their banks to send their payments to you. The families can have the bank make the check payable to CDO Soccer Club but mailed to the team manager or treasurer's address. This avoids the manual collection process.
3. CDO does not have an automatic credit card payment option for team fees.
4. Please try to collect most of the checks for each month or collection period and send them in a batch rather than several smaller batches of checks.



# CDO Soccer Club 2018-19 Team Manager's Guide

---

## Frequently Asked Questions

This section of the Team Managers Guide is intended to address specific areas of concern that most new managers have when first taking on this job.

### 1) What is CDO's website?

Our website is [www.cdosoccer.com](http://www.cdosoccer.com)

### 2) Where do I find our team's schedule?

[www.gotsoccer.com](http://www.gotsoccer.com)

Also, you can go to [www.cdosoccer.com](http://www.cdosoccer.com), click on Teams, and find your Team Page for practice information and other updates!

### 3) Who can I call or email if I need help?

If you can't find the answer in this Handbook, or it's not clear, contact us:

Lorelei Barrett, Registrar [cdoregistrar@gmail.com](mailto:cdoregistrar@gmail.com) 520-235-3369.

GINNA VIRGINILLO, Team Manager Representative [cdoscteammanager@gmail.com](mailto:cdoscteammanager@gmail.com)

### 4) How much are the registration fees?

We have different fees for different age groups, see below...

Youth Program – U5-8 Boys/Girls

U9 – U10 Boys/Girls : \$220.00

U11-12 Boys/Girls: \$240.00

U13-14 Boys/Girls: \$240.0

U15-19 Boys/Girls: \$220.00

### 5) CDO CHALLENGE CUP-Each team is to provide a minimum of 10 hours to help during the Tournament. The Challenge Cup is your club's fundraiser!

### 6) What are "League fees"?

This is the cost, per player, of playing in PCJSL. If a team is playing in ASL, they will pay the State League fees.

### 7) Where can I find last minute changes to practice and games due to weather?

As soon as we know, we will post changes to CDO Facebook and Twitter Feeds:

<https://www.facebook.com/CDOSoccer>

<https://twitter.com/CDOSoccerClub>



## CDO Soccer Club 2018-19 Team Manager's Guide

---

### 8) How else can I get involved?

CDO is a nonprofit, primarily volunteer run organization. WE NEED ALL OF OUR MEMBERS TO HELP WHERE THEY CAN! This may be through volunteering as a Team Manager, Treasurer, Coach, etc., but it also means helping the "Club" through donations, sponsorships, website management, or the CDO Challenge Cup Tournament in April.

### 9) What if one of my players gets hurt?

If a player is injured in practice or at a game they should fill out and turn in an Injury Report Form to AYSA within 30 days of the incident (found on ASA website). Then, if the parents of the player are going to file a claim, they must file an **ASA Medical Claims Form**. AYSA **will not** process any claim if the Injury Report Form was not sent first.

Players **CANNOT** return to practices or games until they are released by a medical practitioner. The **ASA Concussion Return to Play** form can be found on the ASA website. ([www.azyouthsoccer.org](http://www.azyouthsoccer.org))

### 10) What about financial help?

**a. The MaxInMotion® Scholarship** - A not for profit foundation that provides financial support directly to youth sports organizations throughout the state of Arizona, to help underwrite inclusion in sports programs of financially challenged boys and girls who would not otherwise be able to participate.

**Player Applications for MaxInMotion® will open on July 6, 2018 using the following link:** <https://www.gotsport.com/forms/open/?FormID=2233>

**b. The CDO Scholarship** - The CDO Scholarship utilizes CDO Challenge Cup tournament proceeds and designated donations to provide need based financial aid to qualified CDO members.

**c. The Pima County Junior Soccer League Scholarship** - The PCJSL scholarship provides reimbursement of league registration costs to qualified families.

For more information and links to these, go to: <https://www.cdosoccer.com/cdo-families-in-need-overview/>



# CDO Soccer Club 2018-19 Team Manager's Guide

---

## Appendix A – Contacts and References

### CDO Soccer Club Address

The UPS store on Oracle and 1<sup>st</sup> is the “official” address of the club.

**CDO Soccer Club**  
10645 N Oracle Rd  
Suite 121 - Box 200  
Oro Valley, AZ 85737

### CDO Soccer Club Contacts

For the most recent list of Board members, volunteers, and contact information, please visit our website at <https://www.cdosoccer.com>.

**ASA** – Arizona Soccer Association, the governing body for Arizona Soccer Clubs  
<http://www.azyouthsoccer.org/>

**ASA Forms** – Arizona Youth Soccer Association specific forms  
<http://www.azyouthsoccer.org/forms/forms.aspx>

**PCJSL** – Pima County Junior Soccer League, the local league for clubs in Pima county  
<http://www.pcjssl.com/>

**PCJSL Forms** – Pima County Junior Soccer League specific forms (see tab on PCJSL website)  
<http://www.pcjssl.com/>



# CDO Soccer Club 2018-19 Team Manager's Guide

---

## Appendix B – Important Information and Relevant Club Policies

### CDO Club Team Names

All teams within the club need to follow the same naming convention. The naming convention has 3 parts and allows the team to be identified by club affiliation, age group, and gender. The name will be consistent no matter what season it is.

**Examples:** CDO 98G Gold and CDO 01G Comets.

The first part of the name identifies our club “CDO”. The second section identifies the age group and gender. The last part is generally left up to the team to decide unless it is a competitive team designated as a “gold” or “premier” team.

### CDO Club Player Participation Policy

Although playing time is determined by the coach, it is important that the Team Manager know and understand what the club policy is. The CDO player participation policy applies to all of the teams in the club including “Gold/Premier” teams.

**Participation Policy: Players who regularly attend training and train properly will play at least 50% of all PCJSL League games and at least 15 minutes in all other games played during the season.**



## CDO Soccer Club 2018-19 Team Manager's Guide

---

### APPENDIX C - FIFA International Clearance UPDATE!

*This was enacted to protect youth soccer players from being taken advantage of by agents and/or large clubs.*

**US Soccer revised the International Clearance Policy in April 2018 effective for the upcoming season. The changes include:**

- **Only youth teams that have a legal, financial or defacto tie to a professional team need to submit for International Clearance for all foreign born players.**
- **Foreign Exchange students and a refugee player in the US without his parents will not be cleared if these players are registering with a youth club that has a legal, financial or defacto tie to a professional team.**
- **Any player under 10 will be automatically cleared once the player registration information is processed through the US Soccer National Data Center(NDC)**



## CDO Soccer Club 2018-19 Team Manager's Guide

---

### APPENDIX D-STACK SPORTS AND GOT SOCCER

As we prepare for the upcoming 2018-2019 season the Arizona Soccer Association(ASA) has continued our partnership with Stack Sports for our registration platform. As we are finalizing the implementation ASA has been reviewing the operational processes for both registration and scheduling of ASA managed leagues. Based on our assessment and feedback from membership, ASA will launch Stack Sports as our platform for all coach and player registration, but we will continue to use Got Soccer as our league scheduling platform.

While using multiple platforms is never ideal we are confident that this solution, currently, is the most beneficial to our members and ASA. At a high level the expectations and benefits of each platform include.:

#### **Stack Sports: CDO Registration System**

- Link to the US Soccer National Data Center
- Simple and integrated International Clearance process
- Integration with Digital Coaching Center

#### **Got Soccer**

- Platform used by a high number of local, regional and national tournaments
- Operational integration for game management (Red Card, Concussions, etc.)
- It is a known platform ultimately reducing the amount of change membership must endure



## CDO Soccer Club 2018-19 Team Manager's Guide

---

### APPENDIX – E Checklist for Team Managers

- Refer to the Team Manager's Manual as your first resort to getting questions answered**
- Create a Spreadsheet with player's email, phone #'s, DOB, jersey #'s, parent's email, phone #'s
- Submit necessary info for Background checks to the Registrar.
- Assist with Online Registration Process: go to [cdosoccer.arizonasoccerlive.org](http://cdosoccer.arizonasoccerlive.org). Parents will need to create an account and enter the parent and player info. Parents should upload a picture of their child.
- ASA Membership and Medical Release forms (printing TBD)
- Submit a copy of birth certificate for ALL NEW to CDO players to the Registrar
- Completed Uniform roster to Uniform Coordinator (Include Blood jerseys)
- Got Soccer team login information from Registrar.(if needed)
  
- Laminate player cards, coaches cards and managers cards. Coaches and Managers should be in the back. Players in alphabetical order on a ring or lanyard.
- For anyone that will be working directly with players, they must have a background check. No one can work with players without one
  
- Creating your Team Binder**
- 1" Binder
- Plastic sleeve protectors (for binder)
- Medical release forms
- ASA Membership forms
- Copy of Official Roster
- Injury report and concussion forms (for binder)
- GroupMe App or Remind App, something to relay information quickly to player's and parent's
- Shutterfly account, has calendar, email, roster, parent info, player info, etc.
- First Aid Kit
- Team Budget which includes break down of everything included in monthly fees, this should include tournaments, coaches fees, coaches travel expenses, field fees, league fees. It's easier to include everything in the budget rather than have to go back to parents and ask for more money
- Team financial contract, this is a form that parents sign and will again break down the fees from the budget. It will also include the team payment schedule, which you set.
- Talk with your coach about who will sign the team up for tournaments. Some coaches do it, some have managers do the sign up. Send a list of planned tournaments out to parents, so they can plan accordingly. If you sign up your team for tournaments, it's done through Gotsoccer and all tournaments have deadline dates for registering. The same for PCJSL or State Leagues.



## CDO Soccer Club 2018-19 Team Manager's Guide

---

- Send weekly emails with game time, location, time players should arrive, and any other important information. If you make a Shutterfly account and set up the calendar, it can send emails for you for games or tournaments. Double check on PCJSL the night before games, I've seen game times and/or locations change at the last minutes.
- Game cards, printed out from Gotsoccer. Home team is supposed to provide these on game day. Print out and take to game whether you're home team or away team. It makes your job easier when the other team forgets.
- Make sure you have someone reliable that can get game cards and players cards to the coach if you cannot be there on game day.
- Ask for volunteers from your team for help with fundraising, hotel coordinator, etc. You don't have to do it all by yourself.



## CDO Soccer Club 2018-19 Team Manager's Guide

---

### APPENDIX F - AYSA Bylaw 812; Section 6

*The undersigned agree they are aware of AYSA Bylaw 812, Section 6:*

**Section 6.** Defines and establishes rules that govern tryouts/evaluation periods and movement of registered players within AYSA membership clubs during the defined seasonal year (August 1-July31)

**Part a) Definition of Tryout/Evaluation Window:** Tryout/Evaluation window is defined as any event held for the purpose of selecting members to a club or team for the forthcoming seasonal year. Events such as camps or clinics are not considered tryout/evaluation events but if a member association hosts a camp or clinic they must adhere to AYSA Policy 5171.

**Part b) Tryout/Evaluation Window Time Frame:** Tryout/Evaluation window is established as May 1- July 1 for ages U7 through U10 (non-president cup or non-state cup age teams and for ages U11 through U18 (presidents cup or state cup teams).

**Part c) Clubs Soliciting Players:** No representative of a member Association within AYSA shall be permitted to initiate contact, in any form or method, for registration to their club or team outside of defined tryout /evaluation window (part a and b above).

Representatives of a member association as defined as board members, coaches, assistant coaches, managers, parents, players' parents, players' guardians, players' siblings, player themselves or a registered member of that club.

**Part d) Players Soliciting Clubs:** If a player is registered to a member Association within AYSA, and is seeking other options outside of defined tryout/evaluation window (part a and part b) to another member Association within AYSA, they have the right to do so.

However, it is the responsibility of that member to receive written permission from their current club prior to seeking these options. Once written permission is received, from their current club, the member may speak to any other AYSA member association. Players are defined as players themselves, players' parents, players' guardians and players' siblings.

**Part e) Recreational Players:** This by-law does not apply to Recreational Players. Recreational players are defined as any player that participates in an in-house recreational program, offered by a member AYSA organization that does not compete against other AYSA organizations. Players registered as recreational players, of any AYSA membership organization have the right to seek other options at any time, to their AYSA membership organizations and its programs without receiving permission from their current member association.





# CDO Soccer Club 2018-19 Team Manager's Guide

## CDO Soccer Club Social Media Policy Policy Number: 004

Policy Number: 004 Approval Date: Revision: Initial Release Page 1 of 1

**Purpose:** *To ensure that all social media\* postings protect member's privacy, maintain clear boundaries, and that bullying and harassment do not occur.*

**Social Media\*:** *All postings, blogs, status updates, and tweets are considered public comment. This includes, but is not limited to texts, email, Facebook, YouTube, Twitter, SnapChat, or Instagram.*

**What we ask of ALL CDO Soccer Club members:**

**All electronic communication:**

- Should be positive –this includes all postings-written, photos, or videos.
- Must not be misleading, false, or likely to injure a person's reputation.
- Must not offend, intimidate, humiliate, or bully another person.
- Should respect and maintain the privacy of our members.
- Must not bring CDO Soccer Club into disrepute.

**Please note:** *Coaches and others who work with youth MUST direct electronic communication through the child's parents. Direct one way flow of information via text messaging through a safe and anonymous form of communication such as the "Remind" app is permissible.*

**Non-Compliance:**

**Members who do not comply with this policy will face disciplinary action as determined by a D&R board in accordance with CDO Bylaws.**

**Please note: Under certain circumstances, cyber bullying is a criminal offense that can be reported to the police.**

**I have read and understood the Social Media policy and will abide by it as a member of the CDO Soccer Club.**

**Player Name/Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Name/Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Name/Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Coach Name/Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Team:** \_\_\_\_\_



# CDO Soccer Club 2018-19 Team Manager's Guide

---