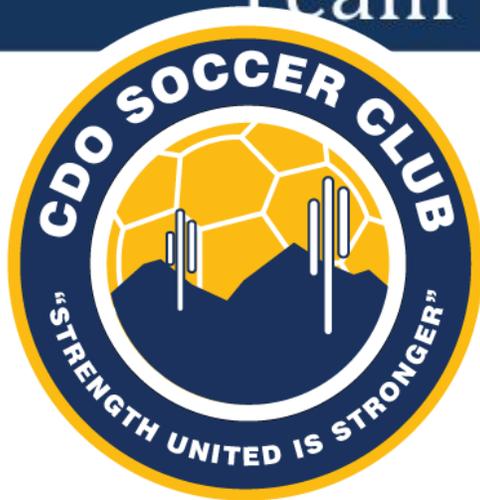


2019-2020

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

7/2019



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,

CDO SC Board Of Directors



CDO Soccer Club 2019-2020 Team Manager's Guide

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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 2019-2020 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 – **2nd 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 1st half of season** PCJSL or State League
- October thru December – 1st half season **league games & tournament play**
- December – **Sign up for 2nd 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



CDO Soccer Club 2019-2020 Team Manager's Guide

for the year. Returning teams, and youth teams which are moving up to play club, form the foundation 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 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.



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Team Manager Uniform Guide

This is a new year with Adidas. All players MUST order new uniform kits. All uniforms/gear will be ordered from The Shop. Price of kit is \$155. 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 uniform kit.

The Shop

(520) 326-7467

3050 N. Campbell Ave. #760

Note: There will be no exceptions to the club uniform and training kit. Our teams will only wear the authorized match kit items for PCJSL matches and ASA sanctioned matches/tournaments – no exceptions. In addition to representing our club well, it is part of the agreement we have with our sponsors.

Team Managers' Role in Ordering Uniforms

The Team Manager DOES NOT directly order uniforms but will help facilitate the process.

If you have multiple teams in an age group, each player must have a different number. Please work with the other Team Managers in the age group to make sure this happens. You must include a blood jersey in your team's roster. This jersey is needed in case someone on the team gets blood on their jersey during a game. Be sure to collect money from your players to pay for this jersey. It is important to get a size that will fit most of the players.

If needed: Once the team is established, it is helpful to have a team and parent meeting to allow the players to try on sample uniforms prior to ordering. The Team Manager should obtain sample uniforms from The Shop and bring them to the team meeting. Please call ahead to make sure the sample kit available. The Team Manager can check out the kit for 24 hours.

At the meeting, the players will try on the uniforms and parents need to take note of the sizes. Make it clear to the parents that THEY will be doing the ordering, NOT the Team Manager. However, just to be safe, the Team Manager may also want to keep a list of sizes.



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Each team will have an order deadline date. Remind your families to place their orders quickly so that the uniforms will be available in time for games in August (for some teams).

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 Maria DeSousa at the email address cdosocceruniforms@gmail.com. She will enter names and numbers into the Shops website. Once she notifies you that it is entered, you can notify your team and they can start ordering. There is an order deadline date for each team. This date depends on each team start date. Each player must order before that date to ensure they get a uniform before the first game.

01-11 Boys/Girls uniform order deadline: July 21 2019

PDP/Youth Program uniform order deadline: August 25 2019

Ordering:

- Go to theshoptucson.com
- Click on CDO Logo
- Choose the appropriate link for player (verify jersey #)
- Choose Required Bundle
- 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 and let them know. **Each player is responsible to pick up their order from The Shop unless other arrangements have been made through Uniform Coordinator, Maria DeSousa.** This ensures that each parent can check the order to make sure it is correct.

Note: It is critical that uniform samples be tried on by players before ordering as the product lines fit differently than other product lines. Once ordered, apparel items are final and there will be no refund.



CDO Soccer Club 2019-2020 Team Manager's Guide

Other Team Situations

Player Transfer to Another Club or Release:

This is done by the player/player-THEY must go into the player's Got Soccer account and request the transfer. Instructions and forms can be found on Arizona Soccer Association (ASA) website [here](#). The transfer will occur in 6 days even if it is not approved by our club.

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 "ASA Inter-Club Loan Form" located on the ASA website [here](#), and follow the instructions on the form.

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



CDO Soccer Club 2019-2020 Team Manager's Guide

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*

Also, you **MUST** keep up-to-date on the PCJSL process for either requesting by 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!
- **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*

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.

- **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:



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- You will also be asked about your Team history and fighting 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, registration and team rosters will be managed through Got Soccer accounts. As manager you WILL be able to add/delete players. Contact Registrar for user name and password if you need yours.



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Step - By - Step Guide

- 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!

- **Code of Conduct:** EVERYONE is RESPONSIBLE FOR THIS INFORMATION.
- **Concussion Awareness**
- **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!)



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

Girls U13-U19: Derek Merchant **Girls U9-U12:** Erin Lawson
Boys U13-U19: Kellie Edmunds **Boys U9-U12:** Jim Phillips

**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 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.



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- 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. AYA 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 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.



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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 Cameron Petty
8735 Saguaro Moon Rd.
Marana, AZ 85653**

2. **Deposits, Receipts, and Forms can be left in the lock box located on the backside of a column in the front entry.**
3. Requests for reimbursement that have electronic receipts and include the Request Form can be emailed to the CDO Teams Treasurer at:
teamtreasurycdo@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.



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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.

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.



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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 2019-2020 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

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

www.gotsoccer.com

Also, you can go to www.cdosoccer.com, click on Teams, and find your Team Page for practice information and other updates!

3) Who can I contact if I need help?

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

Erin Lawson, Registrar cdosregistrar@gmail.com

Kellie Edmunds, Team Manager Representative cdoteammanager@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 : \$230.00

U11-12 Boys/Girls: \$245.00

U13-14 Boys/Girls: \$245.0

U15-19 Boys/Girls: \$230.00

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! Teams will be billed \$100 if they do not meet the 10hour volunteer requirement

6) What are "League fees"?

This is the cost, per player, of playing in PCJSL. If a team is not playing in PCJSL, they will pay the State League fees.

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



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

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

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 gets 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)

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.

UPDATE: Max In Motion Scholarships are not available for the 2019-20 season

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/>



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Appendix A – Contacts and References

CDO Soccer Club Address

The UPS store on Oracle and 1st 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/>



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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: 1st Team - CDO 10B, 2nd Team - CDO 10B Blue, 3rd Team - CDO 10B White, etc..

The first part of the name identifies our club “CDO”. The second section identifies the age group and gender. The last part will be left blank if yea, is considered the top skill level in age group. The next team would be blue, then white, then yellow.

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.



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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)**



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Appendix – D 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
- Assist with Online Registration Process: Parents will need to CREATE A NEW ACCOUNT and enter the parent and player info. Parents should upload a picture of their child.
- ASA Membership and Medical Release forms
- 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 and complete Safe Sports. No one can work with players without!
- Creating your Team Binder:**
- DO NOT KEEP BIRTH CERTIFICATES IN THE BINDER.***
- 1" Binder
- Plastic sleeve protectors (for binder)
- Medical release forms
- AYSA 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.



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- 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. Print out 2 copies and take to game- give one copy to the referee and the other to the opposing team manager/coach.
- 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.



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Appendix E - 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.

