



CERRITOS DIAMOND BAR FULLERTON HUNTINGTON BEACH ORANGE WHITTIER



MANAGERS HANDBOOK





MANAGERS HANDBOOK 2019–2020

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WELCOME TO THE CDA SLAMMERS FC FAMILY

Commitment, accountability, respect, effort, and teamwork are the five principal values that define the spirit of CDA Slammers FC. We promote player development and growth as a human being.

Our organization has created a winning culture that sets the stage for positive attitudes, high expectations, and successful performances.

Thank You

Thank you so much for volunteering for the important role of Team Manager.

Creating a great soccer experience for the kids in our club doesn't begin and end with what happens on the field. Rather, it takes the hard work and dedication of our Executive Directors, Coaching Directors, Administrators, Coordinators, Coaches, and Managers to help make each season a reality.

Just as importantly, it takes the support of all of our Coaches and Managers to make sure that every team and every kid who wears the CDA Slammers FC jersey leaves each season with good memories, great friendships, and a greater grasp of the game.

This manual should help you understand the different tasks you will be taking on. Don't hesitate to ask questions if you don't understand how to do something.

We have several people in our organization assigned to assist you in making your team's season run as smooth as possible and to also make this a wonderful experience for all of the players and their families.

Thank You!

— CDA Slammers FC



OUR LOCATIONS



THE CDA WAY

Academic Excellence

Our expectation of success in the classroom teaches players to manage their time, solve problems, and prioritize. Soccer rewards preparation, and we encourage our players to apply the lessons of preparation from the field to the classroom.

Whole Person Development

CDA Slammers endeavors to develop distinguished athletes, exemplary students, and upstanding young adults. At every level, our directors and coaches emphasize skill, tactical awareness, confidence, determination, sportsmanship, team play, character development, and academic excellence. The lessons learned at CDA Slammers FC serve our athletes their whole lives long.

Complete Training

Our philosophy — the CDA Way — centers on the five components of the game: technical, tactical, physical, social and psychological. Each player is challenged in a dynamic, competitive, and fun environment and is taught to make decisions under the guidance of a qualified coach. Our club takes its cues directly from the best practices established by US Soccer.

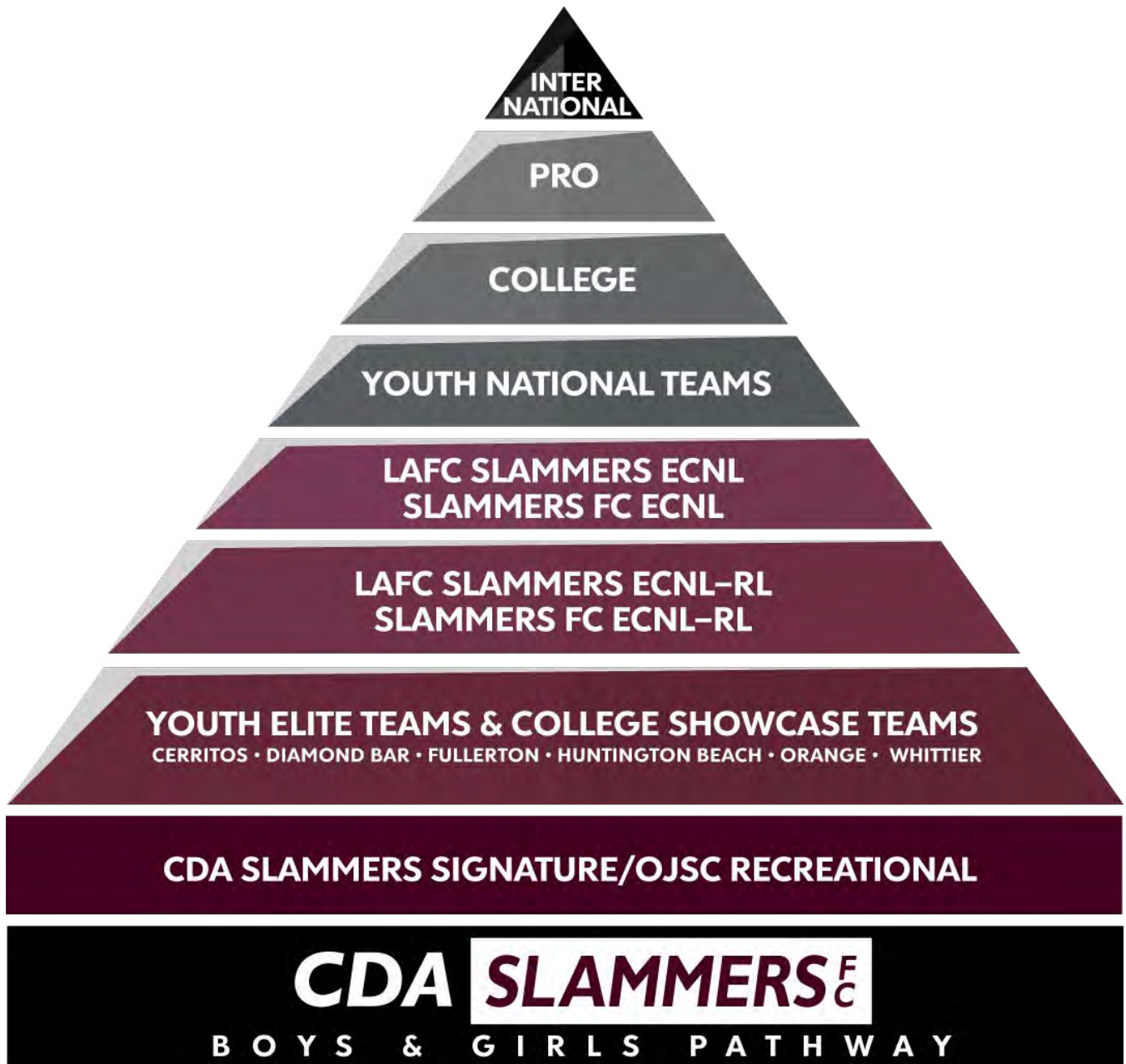
One Club — One Family

We are not a group of independent teams sharing the same name. We are ONE CLUB and each team benefits from all club resources. Our directors and coaches are connected at all levels, operating under an integrated training philosophy and playing style. This creates a consistent learning environment for our players. The consistent use of club colors, logo, and style provides each member with a sense of belonging, and we strive to promote and provide a family environment within the club.

As one of the few youth club soccer organizations that can develop players from four years old through the professional level, CDA Slammers FC offers a complete development experience.



PLAYER DEVELOPMENT PATHWAY





CHARACTERISTICS OF AN EFFECTIVE MANAGER

- **Organization**
- **Communication Skills**
- **Planning Ahead**
- **Enthusiasm**
- **Honesty**
- **Time Management**
- **Good Standards**
- **Responsibility**
- **Delegation**
- **Commitment**

MANAGERS RESPONSIBILITIES

The mission of the Team Manager is to support, promote and coordinate team soccer activities; to promote cooperation and understanding between the club, families and community; to promote a positive environment; communication.

The other very important role the manager plays is to be the liaison between the coach and the parents. Parents usually are very cooperative, especially if they know the expectations, commitments required, and the rules.

Actions Team Managers SHOULD DO...

Refer to the Team Manager's Manual as your first resort to getting questions answered.

- Contact your CDA Slammers FC Branch Director if your Coach doesn't have the answers to any soccer related questions such as practice schedules, game day procedures, parent or coach issues, etc..
- Contact your CDA Slammers FC Branch Coordinator if your Coach doesn't have the answers to and related administrative questions such as club registration, tournament registration, SCDSL Registration, State Cup registration, uniforms, game day procedures, etc..
- Support, listen and work closely with the Club, Coaching Directors, Coordinators and Head Coach
- Communicate with Team Parents via email, text messaging and/or phone.
- Open up a Team Bank Account.
- Set up a Team Budget
- Take the lead for Host Tournament Responsibilities.
- Email items like tournament schedules, league schedules and practice schedules.
- Ensure Team Financial Obligations are met.
- Pay Coaches their Training Fees on time.



MANAGERS RESPONSIBILITIES

- Send the parent directly to the coach for any and all questions and concerns regarding coaching decisions, playing time and/ or parental & player behavior.
- Send the parent directly to the Coaching Directors if they are not satisfied with the answers they are receiving from the Coach.
- Be in charge of Game Day Assignments. Player ID Cards, Match Reports, Canopy, Team Bench, Etc....
- Follow protocol when voicing concerns.
- Go over club expectations for parents.

Actions Team Managers SHOULD NOT DO...

- Openly discuss or perform a performance review of the Head Coach. Coaching Evaluations are solely the responsibility of the Executive Directors and Director of Coaching.
- Openly discuss playing time issues and/or formations.
- Openly discuss or have any say in player selection.
- Ransom team funds in order to control the dismissal of the head coach for any reason.
- Offer up a petition to the parents to hire or dismiss a coach.
- Select team tournaments.
- Plan, organize, or attempt to implement an off-season training program without direction or consent from the Head Coach.
- Organize or plan a Parent Meeting regarding the direction of the team without the Director of Coaching and Head Coach present.



PREPARING FOR THE NEW SEASON

Tryouts

Tryouts occur before State Cup. This allows the coach to get commitments from returning players and strengthen the team with new players.

Communication & Commitments after Tryouts

Coaches are responsible to contact players within 72 hours of the last tryout date to offer spots. Once the player verbally commits, they will need to complete the following required steps to secure their roster spot.

- Register online and complete the Player/Parent Agreement and initial Online Commitment Payment of \$200 toward their Club Membership fee.
- Fill out and upload the CalSouth Registration Form
- Fill out and upload the Concussion Waiver Form
- CalSouth Return to Play Waiver Form
- CDA Slammers FC Return to Play Waiver Form

Dealing with Interested Players

Very often a player misses a tryout or becomes interested in joining the club during a time where tryouts are not in the near future. You may receive calls or emails from interested players (their parents). Please discuss ahead of time with your coach how he/she would like you to handle this. If there are open spots on the roster, some coaches might have a policy that all interested players are welcome to attend any practice to meet the team and coach and be evaluated.

Meeting with your Coach

Once the players for your team have been selected, the next thing to do is meet with your coach. This meeting needs to take place before the new season begins. Here are some topics to discuss:

- **Team Roster.** Have the coach provide you with a list of the players so you can create a roster with contact info.
- **Practice Times.** Make sure your Coach confirms with their Coaching Director the designated practice days, times and location.
- **Tournament List.** The Coaching Directors will select the tournaments your team will participate in and go over the tournament list with the Coach. The tournament schedule is pre-determined to encourage competition and player development.



PREPARING FOR THE NEW SEASON

- **Tournaments Division Status.** Determine the team's tournaments division status for each event (Flight 1, Flight 2 or Flight 3)
- **SCDSL Division Status.** Determine the team's league division status for the SCDSL season. (Flight 1, Flight 2 or Flight 3)
- **Team Equipment.** Check if your coach plans to purchase new equipment for the team (balls, cones, canopy, benches etc). You'll need to know what expenses your team will have when you create the team budget.
- **Training Fees.** This agreement is between the Coach, Team Manager and Team Parents. The Club does not get involved in paying Coaches any Training Fees.
- **Team Budget.** Put the team budget together and get final approval from the Coaching Director before distributing it to the Team Parents.
- **Parent Meeting.** Decide on date, time and location for the Team Parent Meeting after immediately after State Cup is complete.

Team Finances

Each team is responsible for paying its own expenses during the season. These expenses include: club registration fees, tournament entry fees, league entry fee, state cup entry fee, training fees, equipment cost, referee fees, and other miscellaneous fees. It is the Team Manager's responsibility to maintain an accounting for each player on the team and to ensure that each pays his/her share of team expenses.

If a player is behind on payments, it is the responsibility of the Team Manager to notify the Head Coach on this matter to assist in collecting fees. If the player continues to ignore their financial obligations to the team and/or club, the Club has the right to suspend the player from further participating in practices and games until all financial obligations are met.



PREPARING FOR THE NEW SEASON

Team Binder

Team Managers are required to carry at all SCDL games and tournaments a “team binder.” The following outlines what should be included in the binder:

- Official team roster (CalSouth Team Roster).
- Laminated player and staff cards placed in a metal ring (place cards in alphabetical order as they appear on the roster).
- Signed Medical Release Forms (which is also known as CalSouth Player Registration form).
- Copy of Birth Certificates for all Tournament Check-ins and State Cup Check-in.
- Match Reports for league games.
- CalSouth Return to Play Signed Waiver Forms.



PREPARING FOR THE NEW SEASON

Team Parent Meeting

- The coach should discuss objectives and goals for the team and player expectations.
- Review season's practices, tournament dates and SCDSL dates. You will most likely not have your game schedule at this point, however you can review what the season's timeline so parents can plan vacations around these events.
- Review Club Handbook and Club Expectations for Parents.
- Go over the Chain of Command Protocol for Voicing Concerns.
- Collect any necessary paperwork that you need for your team binder.
- Discuss the process of individual uniform orders.
- Recruit team volunteers if needed for various team jobs (treasurer, travel coordinator, uniform coordinator, team photographer, canopy and/or bench holder, first aid person, etc).
- Introduce the itemized budget for the entire season and collect first installment if you haven't already done so.
- Update team on any upcoming club related events (LAFC Night, Golf Tournament, etc..)



CLUB EXPECTATIONS FOR PARENTS

Parent Responsibilities. Parental support and involvement in the Club are essential. If your child is selected and chooses to commit to CDA Slammers FC, your commitment is also necessary. If your child is to make a quality commitment to the Club and the team, you must see it that they attend all team functions (practice, meetings, games, etc.). There will be times where conflicts cannot be avoided and other more important events occur. We need your communication, planning, and understanding so we can minimize the conflicts. It is the Club's responsibility to present a periodic schedule to allow time for your planning. When you and your child have an unavoidable conflict, we expect timely communication to see if the Club or team can make any necessary adjustments. Final decisions on scheduling and adjustments will be made by the Team Coach after careful consideration of your needs and those of the Club or team.

Sideline Coaching. There will be no coaching by parents. No matter how good your intentions are, we insist there be no shouting instructions to your child or other kids on the team. Your kids are watching you. Make them proud, not embarrassed. Your vocal support and positive encouragement are welcome after a good play. "Dribble", "Pass" or "Shoot" are interpreted as instruction and as such are not desirable. It is important that players are not confused and are given only one set of instructions by the coaches before, during, and after practices and games. For this reason, the Club insists that the Team Coach and his Assistant Coaches be the only instructional voices at games and practices.

Coaching Decisions. The Club's first concern is for the long-term development of your child's soccer skills under pressure, and there will be times when players are instructed to do things that parents do not understand. Players and team development will sometimes be given a greater priority than winning.

Soccer is a team sport. There will be times where the Coach will place players in certain positions on the field for the greater good of the team. There will also be times where a Coach will challenge a player to play in a position they are normally not accustomed to. Parents and players must understand this, respect the Coach's decision and conduct themselves in a manner consistent with a healthy team environment.

Parents should never openly discuss playing time issues and/or formations. Playing time and formations are solely the responsibility of the Head Coach.

48 hour Rule. We do not expect our parents to engage with coaches after the game. The Club has a 48-hour rule policy in place that keeps parents away physically and electronically (phone, text or email) from coaches after games whether you win or lose. Parents must understand this club rule and respect it.

Parents should never openly discuss or perform a performance review of the Head Coach. Evaluations are solely the responsibility of the Executive Directors.



CLUB EXPECTATIONS FOR PARENTS

Mental Power. CDA Slammers FC believes in and teaches players the benefit of having Mental Power to guide their intense focus on the game of soccer. We will instruct your child to ignore adverse conditions such as bad referees, name-calling, foul language, rough play, cheating, poor weather, negative behavior by parents or opponents etc...We expect our parents to have this same Mental Power.

Facilities Responsibilities. It's a privilege to rent these facilities. We need to abide by the terms and conditions contained in the agreements, and by all state laws, local ordinances, as well as the rules and regulations of the city, park, school district and/or college. No Vehicles permitted on the fields! Parking is allowed in designated areas only. No Pets Allowed on any of our school facilities.

Only Coaches & Managers are allowed to turn on and off the light towers.



PROTOCOL FOR VOICING CONCERNS

Parents and Managers should never bypass the Coach when voicing concerns. The club has established the following protocol that we all must abide to:

CLUB CONCERNS	PARENT OR MANAGER	COACH	DIRECTOR OF COACHING	EXECUTIVE DIRECTORS	BOARD OF DIRECTORS
TOURNAMENT PROTESTS OR CONCERNS	PARENT OR MANAGER	COACH	DIRECTOR OF COACHING	EXECUTIVE DIRECTORS	TOURNAMENT DIRECTOR
SCDSL PROTESTS OR CONCERNS	PARENT OR MANAGER	COACH	DIRECTOR OF COACHING	EXECUTIVE DIRECTORS	SCDSL TECHNICAL COMMITTEE
STATE CUP PROTESTS OR CONCERNS	PARENT OR MANAGER	COACH	DIRECTOR OF COACHING	EXECUTIVE DIRECTORS	CALSOUTH STATE CUP COMMITTEE



PARTNERSHIP WITH LAFC



TOURNAMENTS WHO USE THE TGS REGISTRATION SYSTEM

How to Create a Team Roster?

1. Create a TGS Account <https://tgs.totalglobalsports.com/public/registration.aspx>
2. Be sure that you have a Head Coach on your team. From the left hand navigation select Staff. If a Head Coach is NOT listed be sure to use the Add button and add the head coach.
3. Select Find Events from the left had navigation. Find the tournament you want to register to and click the arrow to the right of the tournament.
4. Click the Register button and answer the 4 simple questions and then click register.
5. Remember your Login & Password because you will use the TGS System more than once throughout the season.

How to Create a Team Roster?

1. Login to your TGS Account <https://tgs.totalglobalsports.com/public/registration.aspx>
2. Select the arrow to the right of your team
3. Select My Events On the left hand side of the page
4. Select the arrow to the right to the event you are looking for
5. Select Roster on the left hand side of the page
6. Select a game
7. Click the + symbol next to each player you would like to have on the roster OR Select the all players link to move all player to the event roster.

How to Access Game Cards?

1. Log into your team admin account - <https://admin.totalglobalsports.com>
2. Select your team
3. On the left navigation select My Events
4. Select the arrow next to the event
5. On the left navigation select Event Roster
6. Depending on the set up of the event you will see a light blue button that says Game Card or you will have to select your game and then the light blue button will appear.

Print a Match Report

1. Login to TGS - <https://admin.totalglobalsports.com>
2. Select your team
3. Select My Events (the arrow on the right)
4. Select Event Roster on the left-hand navigation
5. Select the light Blue button (Match Report)
6. If you are printing a match report for an individual game you will need to select the game first.



TOURNAMENTS WHO USE THE GOTSOCCKER REGISTRATION SYSTEM

How Do I Set Up a Gotsoccer Team Account?

1. Go to gotsoccer.com
2. Click User Login in the top right hand corner of your screen.
3. Click on Team and Team Officials. You must be on the member accounts tab, NOT universal accounts.
4. Click Create Your Account.
5. Fill out the basic information and click register and you will be logged into your account.

How to register teams to tournaments from your Gotsoccer club account?

1. Login to your club account at gotsoccer.com.
2. On your home tab go to Events in the black menu bar.
3. Once you are in events go to search in the grey menu bar.
4. Once you are in the search you will be able to search for your event. Once you find the correct event click on the event name.
5. Once you have clicked on the event you will be able to select a team to register. You will now automatically log into the application for that individual team.

How to Create a Team Roster?

1. From the team overview, click Roster.
2. Select the event in the roster dropdown.
3. Once all the players are added to the team player list, click the blue Generate Roster button

How to Access Game Cards?

1. Once logged into the team account, you will see the events the team is currently registered with on the home page. For the event you need the game cards for, Click on View in the schedule column to the right.
2. Once viewing the schedule, you each game number will be a pdf link you can click in order to download the game card and print.
3. If the game numbers are not PDF links, this means the event has not granted teams access to print game cards.





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