

Bonita Matrix

Team Manager Manual

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**ADMINISTRATIVE**

Thank you for taking on the task of Team Manager. Having an efficient Team Manager is very important to a successful season. You will need to be a good communicator with the Coach and Assistant Coach of your team, and with the parents of your players. You will need to set aside the time to be available to do the tasks associated with being a Manager. This manual should help you understand those tasks. Don’t hesitate to ask questions if you don’t understand how to do something. The Matrix Board is available to help you be successful.

 ***Mission Statement***

The Bonita Matrix Soccer Club (hereinafter referred to as the Club) is committed to serving youth soccer players and their families by striving to reach and adhere to the following goals:

Provide the opportunity for soccer players to play at a competitive level best suited to his/her individual ability and desire.

Provide a Professional Coach/trainer for every team in each age group. In addition, to provide the opportunity for clinics and instruction designed to permit each player to achieve the highest degree of improvement and success possible.

Provide a positive learning environment and player/parent relationships designed to transfer success on the soccer field to success in school and beyond.

Continually provide quality equipment and playing fields for our players.

***Club Organization***

The organizational chart for the Club is included in this manual. The Club is governed by an all volunteer Executive Board. The voting positions include the President, Vice President, Registrar, Treasurer and Secretary, Uniforms Coordinator, and Club Manager. The Board is responsible for all aspects of the Club organization. They ensure that the Club’s mission is adhered to and that the Club is operating in a financially responsible manner. The Board selects and supports the Director of Coaching and ensures that programs are developed that enhance the Club. The Board is responsible for seeing that the Director of Coaching, the Coaches, Team Managers and the teams and players abide by all Club rules and regulations. The Board members are responsible for setting the example for the importance of cooperation, honesty, growth, commitment, organization, team playing, vision, sportsmanship, and ethics within the Club.

In the event that a Team Manager has an issue or a problem that needs to be addressed, they should be sure to follow the chain of command in the Club. If the issue involves their own team they should make every effort to work with their Coach and Asst. Coach to resolve the issue. If that is not possible, the issue should be brought to the attention of the Director of Coaching. If necessary, The Director of Coaching will then follow the chain of command to the Board. The Club organizational chart is a good reference for identifying the chain of command.

***Club Website***

The Club’s website can be found at [www.bonitamatrix.com](http://www.bonitamatrix.com). It is a good source of information for happenings within the Club. If a Manager has news about their team, for example if the team has won a

tournament or has an event such as a fundraiser coming up, the news and/or pictures can be emailed to the website coordinator who will put the information on the website. Please refer to the organizational chart for contact information.

***Basic Responsibilities of a Team Manager***

Team Manager responsibilities may vary from team to team. Typical responsibilities include, but are not limited to, the following:

Preparation of the Team Master Roster

Player registration

Administrator registration

Team communication

Compliance with Presidio and Cal South rules and regulations

Game roster preparation and score reporting

Tournament entry and paperwork completion

Collect outstanding registration fees

Collection of tournament and referee fees

Maintenance of team checking account

The team manager’s most important tool is the team notebook, which will contain player registration forms (AYSO medical release forms), birth certificates, administrator forms and player identification forms. The internet is another important tool to be used in doing your job as a Team Manager. The internet can be used to register your team for a tournament as well as a source of additional information from Cal South and Presidio Soccer League.

***Team Notebook***

All player registration forms and administrator registration forms should be kept in a team notebook. This is a 3-ring binder with plastic sleeves. A sleeve (sheet protector) for each player should be established with the AYSO medical release form showing in the front and a copy of the player’s birth certificate on the reverse. A ring with all laminated player and administrator cards should also be kept in this notebook and attached to one of the binder rings. Team Managers usually also include their team’s Master Roster and the team schedule for practices and tournaments and when available, the schedule for their Presidio Soccer League games.

***Manager’s Team bag***

It is a good idea for the manager to carry a team bag that contains all the items that they will typically need. This is a good place to keep your **Team Notebook** and **Player Cards**. Other items that are useful

to keep in the bag are pens, a couple of instant laminating sheets, scissors, a hole punch, sunscreen and a small first aid kit.

**REGISTRATION**

***Player Registration***

All players and administrators must be properly registered in the Cal South On-line Registration System (CORIS). Teams in ages U11 through U16 it is a maximum of 15 players (16 upon approval); and U17 and above can have up to 18 players per team.

All players are registered using the Cal South Player registration and AYSO Medical Release form. The Cal South form is included in the Club website. AYSO Medical Release form can be completed at [www.eayso.org](www.EASYO.org%20) upload info on the website and print 3 AYSO Forms. Registration is required each year and commits the player to the team for the year unless a transfer and/or release is requested. Original birth documentation must be presented at the time of registration to the Registrar if the player is new to the Matrix Soccer Club with 3 copies.

Any of the following are acceptable as birth documentation:

Birth certificate

United States Passport

Uniformed Services Identification and Privilege Card

Alien Registration Card issued by the U.S. Government

Certificate issued by the Immigration and Naturalization Service attesting to age

Current U.S. Driver’s License

Certificate of a U.S. citizen born abroad issued by the appropriate government agency. Hospital, baptismal, or religious certificates are not allowed.

Registration fees are collected with the registration paperwork. The original player registration form is returned to the Team Manager to use during tournament and league play.

***Player ID Cards***

Player cards will not be given to a player who has not paid their registration fees in full. Player identification cards are used to identify the players on a team during all tournament games and regular season league games. The new season cards can begin to be used on July 15th of each year. Once a team’s roster is finalized, the Club Registrar will print all of the cards for the team. These cards must have a current photo of the player (1x1 size) attached and laminated in order to use them to play in all tournament and regular season games. Cards no longer require player signatures.

Laminating can be done at most copy shops or you can buy instant laminating sheets at any office supply store for emergency laminating. These cards are very important and a Team Manager must

always keep track of his/her team’s cards. **Players cannot participate in a game without a player card.** If you don’t have the cards with you, the game cannot be played. Most referees keep the cards during the game and then the Team Manager must get them back from the referee after the game.

***Player Transfer/Release***

Players may transfer from the team of original registration to another team from June 1 until July 31. From August 1 until the Monday after Thanksgiving, a player is bound to their team. This is called the

roster freeze period. Outside of the roster freeze period, when transfers are allowed, a transfer must be requested by the player and an administrator cannot refuse a player’s ability to transfer if all financial obligations to the Club have been met. **Transfer fees are $25.00**.

Players that are transferring should request their medical release forms and player ID card from their coach or manager. New registrations after the original period do not count as transfers. A player release and transfer form is included in this manual, but can also be downloaded from the Club website. The form is located in the Administrator section under Admin Forms. The form must be fully completed and signed before the transfer can be processed.

***Administrator Registration & Risk Management***

Administrators for a team, including the Team Manager, Coach, Assistant Coach, and any other team parents that will be assisting the team in any way, need to complete an Administrator’s registration form and go through Cal South Risk Management. Cal South’s KIDSAFE Risk Management program uses Live Scan fingerprint technology which provides them with the quickest way to submit and process background checks through the Department of Justice. They also provide for seamless integration into the California DOJ subsequent arrest notification program, providing the following benefits:

Administrators only have to be fingerprinted once for the lifetime of their involvement in Cal South Soccer.

Through the California DOJ subsequent arrest notification program, Cal South retains the ability to screen subsequent arrest activity & make decisions towards keeping KIDSAFE & protecting the best interest of their Member Leagues.

An administrator can be live scanned through any Applicant Live Scan Site they choose throughout Southern California. When you go to do the Live Scan, you must complete and take a Request for Live Scan Form. This form and the instructions for going through the Live Scan process may be downloaded at: http://www.calsouth.com/downloads/RequestforLiveScanForm10-11-06.pdf. To find a Live Scan site and a listing of fees, go to: http://ag.ca.gov/fingerprints/publications/contact.htm. This will link you to the California Department of Justice website.

Make sure to call any site BEFOREHAND to ensure that you will only be charged the rolling fee that is listed on their website (have the ORI number from the top of the Request for Live Scan Form ready). Retain your receipt from getting your Live Scan done and the Club will reimburse you for the cost.

**TEAM FINANCES**

***Team Account***

Mangers will set up an account with the Club and manage expenditure thru the treasure.

The Bonita Matrix Club is a non-profit organization and fees for setting up and maintaining a team account should not be charged. You will use your team account to write checks for your team’s fees and you should use this account to do any payments for your team such as tournament registration fees, team purchases such as a flag, etc.

***Authorized Signers on Team Account***

Each team should have two signers for their account - the Manager and an additional person, preferably an Asst. Team Manager. Having more than one signer on the account is important for your protection. This will also be important in the event that you are unavailable.

***Team Finances***

Your team will need money throughout the year for many things. The most important and the most regular expense for a team to pay for tournament registration fees and possibly tournament referee fees. Other expenses for a team might include the purchase of a team flag, equipment, a team first aid kit, etc. It is critical that the Manager keeps track of all the payments into and out of the team account to ensure that there is always enough money to pay registration, and any tournaments that are coming up.

***Receiving Player Payments***

One of the most difficult tasks that a manager has to do is the collection of fees for tournaments and in some cases, for any remaining registration payments. To help make this job easier, it is a good idea to give the parent(s) of each player on your team an accounting statement that lets them know the status of their account at the beginning of each month. If you should need help setting up an invoice, pleased don’t hesitate to call the Club Manager.

It’s also a good idea to purchase a small receipt book so that as a parent or player turns in money to you, you can write them a receipt and have a record of that payment yourself.

***Reconciling Your Team Checking Account***

When you receive the statement from the bank for your team checking account, be sure and reconcile the account. As the Team Manager, you must keep a good accounting of all checks and cash coming in and going out and ensure that the team account is kept balanced. At any time, the Club Manager can ask to do an audit of any team’s account. Each month you will also receive an accounting of your team’s current registration status from the Club Manager by e-mail or phone call. This will let you know if you need to collect any further registration payments from players. These registration payments can be turned in at the Team Manager Meetings or they may be given to the Club Manager or Registrar at any time or at a planned meeting time and location.

***Team Fundraising***

**Teams are encouraged to think of creative ways to raise funds to help reduce the cost to players for team expenses. Bonita Matrix Club logo is not copyright protected and is allowed to be used for any team fundraising. This includes sweatshirts, t-shirts or any other memorabilia that might include the Club logo. If in doubt when determining whether or not to have a team fundraiser, contact the Club Manager or the Team Manager Coordinator for clarification. Not only will you be protecting your team, but the Club as a whole. Teams are not allowed to fundraise for a particular player.**

***Registration Fees & Refund Policy***

Registration fees for the 2014/2015 season are $350 for new players and returning players. All registration fees must be paid according to the fee schedule. You must stress to your players and their parents/guardians that the player ID card for the new season will **not** be issued if the Club registration has not been paid in full. A player will not be able to play in any tournaments or league games without a player ID card. If a family is having a financial hardship and cannot make the payments on time, they must contact the Club Manager to set up a payment plan or fill out a financial hardship application (which can be found on the Club website). Players can also try to obtain a sponsorship to pay for their registration fees. The sponsorship program information and all the necessary forms are included on the Club website.

***Confidentiality***

As a Team Manager you will have access to confidential information about the players on your team and in some cases about their family. Remember to keep this information in confidence and to be vigilant about respecting the privacy of the players and parents/guardians on your team.

***Financial Aid***

Bonita Matrix does **not** offer financial aid.

***Referee Fees***

The Presidio League season is from August through November. A schedule of referee fees for the Presidio League season games will be provided just prior to the start of the gaming season. Fees will vary depending on the number of referees in a game. Team Managers are responsible for paying the fees during the season for HOME games only. You should have exact change for the referees. A copy of the referee payment form is included in this manual. Team Managers must have the referees sign the form when payment is made. After each game, this form should be submitted to the Club Manager for reimbursement of those fees. Referee fees for non-Presidio League games are the responsibility of the team and are **not** reimbursable by the Club. This includes scrimmage games within the Club.

**PLAYER SAFETY**

One vital concern of the Matrix organization is the safety of its players. There are several components to ensuring that a player and the team he or she is playing on are safe. These components include the playing environment, the physical and mental well-being of the player, and making sure that the player

is safe from any strangers/child predators. As a Team Manager, you need to be aware of the factors that will keep your players safe.

***The Player’s Environment***

Be sure to check the playing field that your players will be using for practice or games. Make sure there aren’t any big holes or other tripping hazards such as sprinkler heads or utility page covers. Also, look for objects on the field that may cause injury such as big rocks, pieces of glass, etc. Goal safety is very important. Make sure that any goals that are being used for games or practices are properly anchored. They should always be checked before use. Never let players hang or climb on the goals.

***The Player’s Physical and Mental Well-being***

A manager should always make sure that they or the Coach has a first aid kit on hand for any minor injuries during practices or games. It’s also a good idea to have ice or an ice pack that you can use. Just make sure and bring a little extra in your portable cooler.

The player registration/medical release form doesn’t always have the most recent information. If there is any question of whether an injury is serious or not, don’t hesitate to call 911. It is very important that the Head Coach, Assistant Coach and Team Manager always have a copy of the player registration/medical release form on hand at all times during any team event. Medical personnel will not be allowed to treat any injuries without this documentation.

As a manager, also be aware of any situations that might be affecting the mental well-being of a player. For example, you might see a player being harassed or bullied by other players, or players that are overly aggressive to his/her fellow teammates. In these cases, the team manager can bring it to the attention of the coach, in confidence, so that it can be dealt with.

***Keeping Our Players Safe from Strangers/Predators***

Unfortunately, we live in a world that is not always safe for our children. During practices and games, be aware of any people that you don’t know who are loitering around the area. Never leave a child

alone. Always make sure they go in pairs or with an adult if they have to go to the bathroom. Never leave a player alone to wait for a parent/guardian to pick them up from practices or games. If a parent is habitually late in picking up their child from practice or games, you need to let them know that it is unacceptable and if it continues, the child may not be able to play on the team. You should also let the Coach know about the problem.

There should always be one other adult at a practice besides the coach. **If it is a girl’s team, one of the adults should be a female.** Team Managers, Coaches and Assistant Coaches should be aware of a player’s personal space. Touches such as hugs or pats on the back can be appropriate in some instances, but you need to be aware of a player’s response and be sure that any touching of a player is appropriate and doesn’t make the player uncomfortable. The Risk Management program is an important aspect of ensuring that all Coaches, Assistant Coaches and Administrator’s for a team are safe.

**PRESIDIO LEAGUE PLAY**

***Presidio Gaming League***

The Bonita Matrix Soccer Club is a part of the Presidio Gaming League. Our teams are put into brackets in this league and play a series of games during the regular season. The season starts in late August and continues until just before Thanksgiving. Teams will play a game every Saturday during the season and may sometimes play on Sunday. Half the games are played on the Matrix home fields and half are played on the opponent’s fields. There are different levels of play in the league. U11 through U19 teams are seeded accordingly. Premier is the top Flight I and Flight II level, followed by AAA, AA-A, AA-B and some age levels have AA-C. A team is seeded according to their results of the previous year. New teams are usually placed in the AA-B level and sometimes in AA-C. The schedule for the games usually comes out in early August and can be found on the Presidio Soccer League website, [www.presidiosoccer.com.](www.presidiosoccer.com.%20)

A team manager has several responsibilities before and after each game**. In accordance with Presidio League policy, the manager must print three copies of the game roster to take to the game. The Club Manager will provide the paper for printing the roster.** These copies are given to the referee along with the player cards before the game and are used by the referee to record the score and any yellow and/or red cards that are given out. **After the game, the team manager signs the three copies of the game roster, one for the opponent, one for the referee, and one for their own team.** The referee keeps one copy and each team that played gets a copy.

The game roster is then used to record the score of the game on the Presidio Soccer League website. Instructions that describe the steps to follow to print out the game roster and to enter in the game scores

is included on the Presidio Soccer League website. A manager may also have to reschedule a game during the season, usually due to a coaching conflict or games cancelled due to rain. Reschedules are also done on-line and the instructions are included on the website.

The most important thing to remember is that you must clear any reschedules with the Field Scheduler so that they can tell you if and when a field is available and also so that they can schedule referees for the game.

***Team Manager Access to the CORIS System***

Both Cal South and the Presidio League use the CORIS on-line registration system for team rosters and administration. Team Managers need to apply to get access to their team information. This can only be done after they have gone through risk management and are officially assigned to a team.

Contact the Matrix Registrar to set up an account for the Team Manager.

**TEAM GEAR**

***Ordering Team Uniforms***

It is the responsibility of the Team Manager to provide the Uniform Coordinator with the jersey/short sizes as well as the jersey numbers. Returning players keep their numbers from the previous year. Uniforms will not be ordered for teams whose players have not all registered and paid the minimum required registration fees. In addition, uniforms will not be given to players who have not paid their registration in full by the due date.

***Ordering Matrix Merchandise***

**Matrix merchandise will be ordered through the team manager or designated coordinator.**

[**Prime Sport**](https://primesports.tuosystems.com/stores/bonita-matrix) **is the official Bonita Matrix team gear provider**

**TEAM PRACTICES & SCRIMMAGES**

***Practice Fields***

Each team will be assigned a practice field and practice time by the Director of Coaching. Bonita Matrix is assigned a number of fields to use through the City of Chula Vista Youth Sports Council. There are many different groups vying for the use of fields in Chula Vista. The Club can only use our designated fields on the days and times that they are assigned to us.

Teams are not allowed to practice on a different field unless it has been approved through their Director of Coaching. A team may also be sharing a practice field with other teams and must be reasonable about the amount of space they use during a practice. **It is important to keep the practice fields in good condition. Make sure your players don’t leave trash on the field after practices or games. They**

**need to pick up any water bottles, trash, etc. that are lying around after a practice or game. If the Matrix teams do not take care of the fields that we are assigned, we will lose those fields.**

As the Club grows in number of teams, we need as many practice fields as we can get. Coaches will often arrange scrimmages for the weekend in addition to the practices during the week. Again, please be sure that your players leave the scrimmage fields in good condition before leaving.

***Walk-on Tryouts***

Sometimes a parent or prospective player will notice a team practicing and come by the practice and ask if they can try-out for the team. This type of walk-on tryout should be cleared with the coach and if he/she would like to evaluate the player, a tryout release form must be filled out and signed by a parent before the player can tryout with the team.

**TOURNAMENTS**

After a team has formed and has been practicing, the coach will decide on a number of tournaments that he/she wants the team to participate in. A full list of all the Cal South sanctioned tournaments is available on the Cal South website at <http://www.calsouth.com/en/tournaments/>

Most tournaments are in the summer but there are also tournaments during Thanksgiving and Christmas and during the winter that are used as preparation for the Cal South State and National Cup tournaments.

***Applying to Tournaments***

After the coach has decided on the tournaments that the team will play in, the team manager must apply to each of the tournaments. Each tournament will have a website that has all of the information that is needed to apply and in most cases, these websites allow you to apply to the tournament online. All tournaments are paid for by the team and not the Club. The team manager needs to collect the money for each tournament from the players. The Club policy is that the tournament fee should be evenly divided by the number of players on the team, even if a player will not be able to attend the tournament, as part of the team, they are obligated to pay their share of the fee.

Most tournaments have an application deadline that is 3 to 4 weeks before the tournament date so you need to make sure that you collect the necessary fees in order to be able to pay for the tournament on time.

Club policy dictated that all teams submit travel request and team roster for participation of **any tournaments** no exceptions to Region Commissioner.

***Playing in Tournaments***

Tournaments can be a lot of fun for the players and the parents, but they require some planning on the part of the team manager in order to make sure that everything goes smoothly.

**Check-in**: A team manager will usually have to go on Friday night to check-in the team before the tournament. This means you go to the Tournament check-in site were your ID cards, medical releases, travel request form, roster and birth certificates will be checked. This is where you also get any last minute information, tournament pins and programs.

**Lodging**: You may need to book a group of hotel rooms for your team if the tournament is a long distance away. Most tournament websites have hotel accommodation links that will direct you to affordable hotel rooms in the tournament area. Be sure to book the rooms well in advance when you know you will need them and make sure they have a good cancellation policy.

**Game Schedule & Directions**: It is very frustrating to a coach when their players are not on time before a tournament and frustrating to a parent when they can’t find the tournament fields. Be sure to give a copy of the game schedule and directions to the fields to all of the players/parents several days before the tournament. Schedules are usually available about a week before the tournament on the tournament website. That is also where you will find directions to the fields.

***End of the Season Tournaments (Presidio Cup and League Cup, State and National Cup)***

**Presidio Tournaments**

The Presidio League has two end of the season tournaments - Presidio Cup and League Cup (also known as Premier Qualifying Tournament, PQT).

League Cup is only for Premier teams and AAA teams that have a chance of playing Premier the next season. Doing well in this tournament can secure a spot in the premier bracket for a team that was on the on the bubble for becoming premier or that was in danger of losing their premier status. League Cup is usually played in early November.

Presidio Cup is for any Presidio league team. This is also a way that a team can change their seeding for the next year. A team that is a finalist in a Presidio Cup tournament has a better chance of moving up a level the next year if they were not originally supposed to move based on their place in the standings. For example, an AA-B team that finished 4th in their bracket, but wins Presidio Cup in the AA bracket has a good chance of playing AA-A the next year.

Presidio Cup is usually played in early to mid-December. Information about the Presidio Cup and League Cup is usually available on the Presidio website in October of each year.

**Cal South State Open Cup and National Cup**

Both competitions are part of the Cal South State Competition. The principal difference between the two competitions is that the age group winners of the State Cup do not advance beyond the state level whereas the age group winners of the USYS National Cup advance to the USYS Regional and National championships.

AA teams and most AAA should only apply to Open Cup while strong AAA and Premier Teams generally apply to National Cup. These tournaments are played in January and February for the U-9 through U-13 age groups and in March through May for the U-14 through U-19 age groups.

Teams from every part of the Cal South area play in these tournaments so the competition can be very tough. The locations for the State Cup games are generally the large soccer complexes in San Bernardino, Lancaster, Bakersfield and Temecula so your team must be prepared to travel. The first weekend of State Cup is a regular tournament format. Your team is placed in a bracket with other teams through a random draw of all teams entered in their age group. The winner and sometimes 2nd place team in each bracket go on after the first weekend to the next rounds of games which are single elimination. A team’s coach will generally decide if a team will participate in these State level tournaments. The Cal South website is a valuable resource for information about these tournaments. Referee fees for State Cup games are paid on the field at the time of the game and are shared equally by all players.