



# Team Manager Handbook

Thank you for volunteering to be a Team Manager! As a team manager, you play a vital role for City SC and your team. A good team manager will strongly enhance the soccer experience for both players and parents as the person with whom everyone communicates. The job requires time and organization, but primarily requires a positive attitude and a desire to help give our kids a good experience in competitive soccer. You will play a vital role in helping the club carry out our mission:

## Our Why:

- To ignite a lifelong passion for the game of soccer.
- Bring joy and fun to our community
- Leave a legacy that lasts forever

## Our How:

- Create passion in an environment where players want to play
- To unite a connection between our families and the community in creating an unforgettable experience
- Developing better people, through teaching life lessons, through the means of soccer

## Our Pillars:

- **COMMUNITY-** We are one club. There is a place for everyone in our City.
- **INNOVATION-** We embrace creativity and new ideas. We think big, take risks and create solutions.
- **TEAM FIRST-** We do what's best for the team. We create connections with each other.
- **YOU-** We believe in you, we want the best for you, we expect the best from you.

# The Role of the Manager

As a Team Manager, your primary role is to function as the team administrator and communicator. You act as a liaison between the coach, parents, players and the Club on NON-COACHING related issues. It is important that you are a positive advocate for your coach, your team and the club. Others will look to you as an example of how to behave on the sidelines and represent our club in the community. The example you set will influence the team dynamic for the season. Below is a summary of the primary team manager tasks and responsibilities:

## **1) Compliance Requirements/Team Administration:**

- Complete league mandated compliance items. Requirements vary yearly and by league, but may include background checks, online courses like SafeSport, Heads Up Concussion, etc.
- Manage roster in Sports Connect, GotSport (or similar program used by your respective league)
- Collect Paperwork for Team Binder and bring to all games (player participation form, signed medical release, code of conduct forms)
- Bring player cards to all games

## **2) Communication:**

- Maintain your team schedule on Ollie including details on locations, arrival times, what to wear, etc.
- Send communication to the team as directed by the coach

## **3) Team Budget:**

- Build and manage team budget (tournaments, coach travel costs, socials, etc.)
- Collect funds from team members and document payments and expenses for all players

## **4) Register for Tournaments**

- Register and pay for tournaments (after funds are collected from team members)
- Monitor communication from tournament directors, rules and schedules
- Communicate schedules and relevant details to team

## **5) League Play/Game Day Responsibilities**

- Print game day rosters as directed by the league on game day
- Bring Referee Fees as directed by the league on game day
- Report scores as directed by the league after games
- Check websites regularly for schedule updates
- Stay informed on league rules and communication from your respective league

## **6) Miscellaneous**

- Coordinate team travel logistics for out of town tournaments
- Help manage sideline behavior and set a positive example for other parents

- Attend all scheduled managers meetings
- Be familiar with club policies and procedures and league rules
- Delegate team volunteer roles and tasks at your discretion!

### **Engaging Others in Volunteering: Suggestions for Delegation**

We strongly encourage team managers to engage other parents in helping run their teams by delegating administrative responsibilities. As a manager, it's up to you which responsibilities you wish to delegate.

The following are commonly delegated tasks:

- **Team Treasurer-** Manages team bank account and team budget, collects team fees
- **Social Media Liaison/Photographer** - Submit team content for City SC Social Media outlets
- **Social Coordinator-** Coordinates team social events and get-togethers
- **Team Snap Coordinator-** Keeps TeamSnap up to date
- **Team Canopy-** Brings team canopy to all games
- **Team Bench-** Brings team bench to all games
- **Hotel Coordinator-** Coordinates hotel room blocks, transportation, etc. for out of town tournaments
- **First Aid Kit-** Bring to all games

### **City SC Volunteer Requirement:**

All City SC Utah Families are required to complete 5 hours minimum volunteer time. (A field marshal shift at the Utah Premier Cup in August can clear up 3 hours) Upon registering for the season, all families sign off agreeing to complete these hours OR have the option to “opt out” for a \$100 fee. The club will provide instructions on signing up for shifts, tracking hours and volunteer responsibilities. **Team Managers and Team Treasurers are EXEMPT from field marshaling as they go far above and beyond as volunteers.**

## **Best Practices for Team Finance**

### **1. Preparing the Team Budget:**

At the beginning of the season, arrange a time to meet with the coach to determine which tournaments the team will participate in for the upcoming season. This will be the base for your team budget. **Base your initial budget off the number of players that are on your official roster at the start of the season.** Your budget should also project monies needed from each team member for the season to cover the cost of things like:

### **Compulsory Budget Line Items:**

- Tournaments
- Projected Coach Travel Fees (may include mileage, per diem, lodging, food, parking etc.)
- Any extra leagues not covered by club fees (tournaments, Futsal, etc.)
- Ref Fees for State Cup and any additional league outside of your regular fall league if applicable

Optional/Recommended:

- “Blood Jersey” (emergency back up uniform purchased by team)
- Team Socials

## 2. Collecting Monies from Team Members

Communicate projected team fees to team members and establish a payment schedule. You can collect all at once or you can collect in increments (i.e. April, June, September).

**UNDER NO CIRCUMSTANCES SHOULD TEAM MANAGERS EVER FRONT MONEY FOR THE TEAM!**

**All team members are responsible for paying the full tournament fees for the season, regardless of if the player is able to attend. This includes any players who receive financial assistance from the club for registration fees.**

**Player cards should be held by the coach or team manager, and players should not be permitted to participate in tournaments if they are not current on club and/or fees- meaning they have not, at a minimum, paid their share of the cost to register the team for that event or are current on their club fees.**

**It is the responsibility of the coach/manager/treasurer to make sure that players are held accountable for their team fees. The Club is not responsible for accounting for, collecting, managing or reimbursement of team fees.**

Note that “Guest Players” are not typically charged to play in tournaments with other City SC teams.

### **Roster Movement and Team Fees**

If players move teams within the club after fees are collected, tournament fees stay with the TEAM. The player should be refunded for any misc. funds that were collected for team socials, etc. that they will not participate in with their initial team. They’ll only pay for tournaments with their new team in excess of the number of tournaments they paid for with their initial team. They will pay their share for any socials, misc. funds, etc. that they will participate in with the new team moving forward. The one exception to the above recommendations is post season– if a team budgets for post season tournaments and collects at the beginning of the year, players who move teams prior to the fall league season should be refunded for any post season tournaments they paid for with their initial team, and instead factored into the budget for post season play with their new team.

### **Notes:**

- 1) If players quit the team or leave the club after team fees are paid, they are not entitled to a refund of team fees.
- 2) If there are any discrepancies on how to handle team fees and roster movement, contact the office for assistance mediating the issue and devising a solution that benefits all parties:  
admin@cityscutah.com , 801-906-3161.

### 3. Tracking Expenses and Payments

All payments and expenses should be tracked and recorded. Some teams use programs such as Quickbooks, Quicken or Ollie. A simple Excel sheet can also be used as long as the records are kept up to date.

Maintain an “account” for each player where you record player deposits, fundraising deposits and player expenses. You can also create a “team” account where general team funds can be recorded.

### 4. Managing Team Funds

It is up to the team manager/treasurer how to manage/hold team funds. The following are acceptable options:

- 1) Set up a sub account or separate team account at their bank
- 2) Use their personal account
- 3) Manage team funds via Venmo, PayPal, etc.

In all cases where payments are made to the Treasurer/Manager be sure to keep detailed records:

- Make a note in the memo on checks (i.e. G2009 Premier Team Fees for Sally Soccerplayer)
- Use Quickbooks, an Excel spreadsheet, Ollie, to track all payments and expenses
- Balance the account on a monthly basis
- Keep all receipts/records from programs like VenMo and Paypal
- Make Venmo/Paypal transactions are tagged as “sending to a friend” or “payments between friends” NOT “paying for items/services” to avoid tax issues.

#### **Best Practices for Using Club Bank Accounts:**

- The account comes with a debit card and checks.
- The account should be used to pay for tournaments, coach travel fee reimbursements and any other ad hoc expenses related to the team.
- All checks deposited into a club team account should be made payable to City SC Utah.
- Statements will be sent to the home address of the signer on the account and the account should be reconciled on a monthly basis.

If there is a change in team manager and/or treasurer for the next season, arrange a time to turnover any unused checks and previous account reconciliations to the new manager/treasurer. It is the responsibility of the new manager/treasurer to change the signatures on the account.

## **Club Fundraisers**

As a 501c3 the club relies heavily on a handful of fundraisers and volunteer support to keep our programs running and keep registration fees down and to boost our financial aid fund to ensure that finances are not a barrier to participation in the program. Below are ways that we ask our members to support these fundraising events:

- 1) **Utah Premier Cup Tournament:** Field Marshall shifts and other tasks are available to complete families required volunteer time.

## Team Fundraising

Teams are encouraged to plan and participate in team fundraising events throughout the season to help offset tournament and team fees. Teams are welcome to coordinate their own creative ideas such as garage sales, car washes, etc. as long as the following guidelines are met:

### Promotion:

- Team specific fundraisers are not club sponsored events, therefore the club cannot send emails or any other correspondence about the fundraiser to members on the team's behalf
- If requested, a one time announcement of the team fundraiser can be posted on the club social media channels

### Branding:

- Use of the City SC club logo/branding on promotional materials such as flyers and emails must be approved by the Board of Directors ([admin@cithscutah.com](mailto:admin@cithscutah.com))
- All promotional materials must make it clear that the fundraiser benefits an individual team, not the Club
- The City SC club logo/branding cannot be used on any merchandise or items which are to be sold, auctioned, raffled off, etc. as part of the team fundraiser.

### General Guidelines for Dividing Funds Raised

Some fundraisers are done on an individual basis in which case funds raised go directly towards the individual who raised them.

For TEAM fundraisers such as Garage Sales, Dine Out Nights, funds are generally split evenly among all families who PARTICIPATED in the fundraiser unless otherwise agreed on by the team.

## Registering for Tournaments

The DOC will work with your coach to determine which tournaments are the best fit for your team. After the tournament schedule has been finalized and communicated by the coach, the manager should take the following steps:

1. Check the tournament website immediately for the registration deadline and cost to play. The cost for each tournament is divided among all players. **(Players are responsible for their portion of the fees regardless of attendance. The Coach is advised to hold the player's card if they are not current on team fees.)**
2. Ask your coach which bracket/level the team should be entered in (i.e. bronze, silver, gold)
3. When registering tournaments, enter your team name using the following formula:

**City SC UT, Birth Year, Team Gender, Coach Initials**

**a. Example: City SC UT Premier 09G- JK or City SC UT ECNL RL 09G (PR)**

4. Check for details regarding roster/player card requirements, check-in procedures, rules
5. If the tournament is out of town, confirm if it is a “stay and play” requiring you to book hotels through the tournament hotel coordinator.

**Tournament Check-In:**

Most tournaments require you to check in online or at the field one hour before your first game. Read each tournament’s rules to confirm when/where to check in and what kind of documentation they require.

**Coach Reimbursement for out of Town Tournaments:**

If your team is traveling to a tournament more than 120 miles from City SC Utah offices or requires an overnight stay, the team will need to reimburse the coach for any travel expenses such as mileage, hotels and per diem, so please budget accordingly.

Use the [Coach Travel Form](#) to calculate expenses and reimburse the coach via cash, check or VenMo. This form is updated regularly based on standard IRS rates so rates are subject to change.

**Guesting with other teams:**

Guest play must always be approved by your coach. Before releasing player cards to families on your team, first confirm that the coach has approved for the player to be loaned out.

## **Coach Travel Reimbursement Policies**

### **1. Out of State Coach Travel Reimbursements**

Teams are responsible for reimbursing their coach for travel expenses when traveling 120 miles from City SC Utah offices. **This includes round trip mileage and parking if your team is just driving up and back for one game.** If the distance traveled or format of the event necessitates an overnight stay, the team is also responsible for reimbursing the coach for necessary air-fare, hotel accommodations, etc.

**Per Diem (When to pay the Full Day vs. When to Pay the Half Day):**

- a) Team has 2 games in one day, but is driving up and back the same day = **Half Day Per Diem**  
NOTE: Per Diem includes parking.
- b) Distance traveled for game(s) necessitates an overnight stay= **Full Day Per Diem** for each day on the field field, regardless of number of games per day. NOTE: Per Diem includes parking.
- c) Any day that the coach travels but does not coach (i.e. drive to Vegas Friday Night for Saturday Game), Friday Travel Day= **Half Day Per Diem.**

### **2. Calculating Coach Travel Reimbursements:**

- [Use the Coach Travel Form](#) to calculate coach travel reimbursements. Mileage and Per Diem Rates are updated annually based on IRS Standard reimbursement rates.
- If a coach has multiple teams competing in an out of town tournament, showcase or league event the same weekend, travel costs are split between the participating teams.
- If the team is not traveling/making reservations as a group, rates for coach accommodations, airfare, rental cars, etc. should be competitive rates that are comparable to rates secured by the team.
- **Round Trip Mileage is calculated starting and ending at the following locations:** 12432 S Meadow Springs Lane, Riverton UT 84065

#### **What's included in per diem?**

Per Diem covers meals & incidental expenses. This includes parking. You do not need to reimburse the coach separately for parking if they are being paid per diem.

#### **4. Coach Travel Reimbursement Procedures:**

- 1) Manager/Treasurer reimburse Coach from team account

## **The Team Binder**

As team manager, you are responsible for assembling the team binder, keeping it updated and ensuring that the binder is brought to all games.

#### **Contents:**

- Signed Medical Release form for each player
- Signed "Code of Conduct" for each player

#### **Preparing the Binder:**

- For each player place Medical Release Form and Code of Conduct in a page protector
- Arrange the sleeves in alphabetical order by last name

**Birth Certificate collection** is no longer necessary unless required by a tournament check in.

## **Player Cards/Administrator Cards**

(Coach & Team Manager) All players are required to have a league sanctioned player card unless otherwise communicated by the league. Player cards should be kept on a ring with the team binder and must be brought to every game.

- The team manager is also required to have an administrator card on the ring
- The head coach and any assistant coaches are required to have a coaches card on the ring
- Cards must be laminated and include a recent player photo.
- Player Cards for the new season are typically available after July 1
- Last season's player cards will suffice until that time

\*\*Always remember to get your player cards from the ref after each game. Your team will be charged \$5.00 per card replacement.

## League Play

### **Regular Season Leagues:**

All City SC teams play in one of the following leagues for the regular season:

- UYSA League: <https://www.utahyouthsoccer.net/state-competition-league/>
- ECNL RL: [https://theecnrl.com/sports/2023/8/8/ECNLRLG\\_0808235356.aspx](https://theecnrl.com/sports/2023/8/8/ECNLRLG_0808235356.aspx)
- MLS Next : <https://www.mlssoccer.com/mlsnext/>
- Developmental Player League (DPL): <https://dpleague.org/>
- Elite Academy League (EA): <https://eliteacademyleague.com/>

### **Game Day Procedures:**

Game Day procedures, requirements and paperwork vary by league. Each respective league will communicate game day procedures as we approach the start of the season. General Game Day Checklist will include:

#### **Game Day Checklist:**

- 1) Digital player cards, administrator cards and coaching cards
- 2) Team Binder including signed medical release form and code of conduct for each player
- 3) Printed roster/game cards
- 4) Referee fees if required

### **Referee Fees:**

#### *UYSA League*

- The UYSA League requires each team to pay referee fees online prior to the start of the season
- UYSA will send an email with a link to pay for ref fees for the league season. You will need to collect the fees from your teams.

#### *ECNL RL/MLS Next/DPL/EA*

- The ECNL RL, MLS Next, EA, and DPL leagues require the HOME team to pay ref fees in full on the field.
- You will need to collect these fees from your teams prior to the matches

## Uniforms

The club changes uniform kits every TWO years. All players are required to have a full uniform kit and are responsible for ordering and payment.

**The complete uniform kit includes:**

- Home and Away Jersey
- Home and Away Shorts
- Home and Away Socks
- Training Jersey
- Warm Up Jacket
- Backpack

**What to wear when:**

Training: Training Jersey, Dark Shorts, Socks

Home games: Light Jersey (unless otherwise specified by your league)

Away games: Dark Jersey (unless otherwise specified by your league)

**Goalkeepers** are required to have an official City SC keeper jersey, but are not required to order field player jerseys if they do not play on the field. If you are unsure if your keeper needs to order a full kit, please ask your coach.

**Uniforms for Late Roster Additions**

If you add a new player to your roster later in the season contact [ktillmann@cityscutah.com](mailto:ktillmann@cityscutah.com) for uniform order instructions.

**Extra Gear Orders:**

Extra training gear, backpacks, warm-ups etc. can be ordered year round through [www.soccer.com](http://www.soccer.com).

**Uniforms for Borrowed Players:**

It is the team's responsibility to find uniform kits for loan players. We recommend reaching out to siblings or friends on other teams in similar age groups to coordinate kits for borrowed players if needed. Your team may also purchase a "loan player kit". Contact [ktillmann@cityscutah.com](mailto:ktillmann@cityscutah.com) for instructions

## City SC Social Media

City SC Utah has three official social media accounts: instagram, facebook, X. Handle for all accounts is @ourcitysc and @cityscutah. Teams are prohibited from setting up their own social media accounts using the club logo/branding and referencing the club name in their title/handle.

The quickest and easiest way to get media promoted is to post it to your Instagram "story" and tag "cityscutah" or "ourcitysc". We will then share your media on the official OurcitySC story feed.

Images/Videos of team bonding events, pre/postgame team pics, "buddy"/teammate poses, goal/game highlights, skills, and tricks should be posted to Instagram.

Images/Videos of more notable moments such as community engagement, tournament championships, etc should be sent to [scasallo@cityscutah.com](mailto:scasallo@cityscutah.com) - with a blurb or description.

Please send tournament accomplishments within 24hrs of completion of the tournament. Championships are preferred, but "Finalists" can receive promotion if it's a notable accomplishment for a particular team.

Larger files can be uploaded to our google drive. Please contact Sebastain at [scasallo@cityscutah.com](mailto:scasallo@cityscutah.com) for access.

Notes for Instagram posts/shares:

Player name and Year (example: 'Ashley 2010' or 'Ashley Smith 2010') is most beneficial in terms of individual player promotion.

Team Name and Year (example: 'MacKeller 2012') are most beneficial in terms of team promotion.

Any questions, please contact City SC social media coordinator Sebastain [scasallo@cityscutah.com](mailto:scasallo@cityscutah.com)

## Useful Websites

### **Club:**

City SC Utah: [www.cityscutah.com](http://www.cityscutah.com)

City SC: [www.ourcitysc.com](http://www.ourcitysc.com)

### **Governing Organizations:**

UYSA: <https://www.utahyouthsoccer.net/>

US Club Soccer: <https://usclubsoccer.org/>

US Youth Soccer: [www.usyouthsoccer.org](http://www.usyouthsoccer.org)

USSSA: <https://www.ussa.com/soccer>

### **Leagues:**

Utah Youth Soccer (UYSA): <https://www.utahyouthsoccer.net/>

Elite Clubs National League (ECNL RL): <https://theecn.com/index.aspx>

MLS Next : <https://www.mlssoccer.com/mlsnext/>

Developmental Player League (DPL): <https://dpleague.org/>

Elite Academy League (EA): <https://eliteacademyleague.com/>

## Useful Forms

The following forms can all be found on the Club website at:

<https://cityscutah.com/forms-and-downloads/>

[Parent/Player Code of Conduct](#)

[UYSA Player Participation Form](#)

[US Club Soccer Player Registration/Medical Release Form](#)

## Team Manager FAQs

<https://www.utahyouthsoccer.net/resource-center/>

<https://cityscutah.com/forms-and-downloads/>

## Key Contacts

### Age Group Coordinators

Pre-Academy, U9, U10: Stacey Korth [skorth@cityscutah.com](mailto:skorth@cityscutah.com) 801.599.5976

U11, U12: Kellie Glodowski [kglodowski@cityscutah.com](mailto:kglodowski@cityscutah.com) 775.250.4217

U13, U14: Jessica Burrows [jburrows@cityscutah.com](mailto:jburrows@cityscutah.com) 801.913.8617

U15, U16, U17: Amanda Tuckett [atuckett@cityscutah.com](mailto:atuckett@cityscutah.com) 801.201.7139

U18, U19: Ashley Perry [aperry@cityscutah.com](mailto:aperry@cityscutah.com) 801.819.4199

### Administrative Issues and General Inquiries:

[admin@cityscutah.com](mailto:admin@cityscutah.com)

901.906.3161

### Player Cards, Registration Issues, Roster Changes:

Kristine Tillmann, Certified Registrar

[ktillmann@cityscutah.com](mailto:ktillmann@cityscutah.com)

801.618.7479

### Club Events and Volunteers:

Kristine Tillmann, Director of Operations

[ktillmann@cityscutah.com](mailto:ktillmann@cityscutah.com)

801.618.7479

### Team Bank Accounts:

Shane Siddoway, Finance Manager

[damao@comcast.net](mailto:damao@comcast.net)

801.661.8581

Social Media Posts: [scasallo@cityscutah.com](mailto:scasallo@cityscutah.com)

**Office Address:**

City SC Utah  
12432 S Meadow Springs Lane  
Riverton, UT 84065  
Phone: 901-906-3161  
Office Hours: Varies seasonally

**MLS Next Academy Director:** Patrick Rennie, [prennie@cityscutah.com](mailto:prennie@cityscutah.com)

**ECNL RL Director:** Dennis Burrows, [dburrows@cityscutah.com](mailto:dburrows@cityscutah.com)

**Development Player League Director (DPL):** Dennis Burrows, [dburrows@cityscutah.com](mailto:dburrows@cityscutah.com)

**Elite Academy Director (EA):** Patrick Rennie, [prennie@cityscutah.com](mailto:prennie@cityscutah.com)

**UYSA Coordinator:** Kristine Tillmann, [ktillmann@cityscutah.com](mailto:ktillmann@cityscutah.com)

**Director of Operations:** Kristine Tillmann: [ktillmann@cityscutah.com](mailto:ktillmann@cityscutah.com), 801-618-7479

**Directors of Coaching:**

Executive Director of Coaching: Dennis Burrows: [dburrows@cityscutah.com](mailto:dburrows@cityscutah.com), 801-867-0587

Executive Technical Director: Patrick Rennie: [prennie@cityscutah.com](mailto:prennie@cityscutah.com), 801-688-6537

Director of Coaching Salt Lake Program: Fred Velez, [fvelez@cityscutah.com](mailto:fvelez@cityscutah.com), 310-489-0400

Director of Pre-Academy: Samir Uvezovic, [suvezovic@cityscutah.com](mailto:suvezovic@cityscutah.com), 385-539-9154

Director of Academy: Sebastian Casallo, [scasallo@cityscutah.com](mailto:scasallo@cityscutah.com) 801-891-6321

## Insurance Claims

As an organization member of UYSA players that are registered as members qualify for secondary insurance coverage

<https://app.playershealthclaims.com/landing/utah-youth-soccer-association>

The respective governing associations for all leagues in which City SC teams participate offer secondary insurance coverage for players who sustain injuries on the field. If a player is injured on the field, they may be eligible to file a claim for additional coverage for medical expenses not covered by their primary insurance. The process for submitting a claim varies by association. If you plan to submit a claim, review the claim process via your respective league/association website immediately to ensure you do not miss the claim window.

[US Club Claim Form and Instructions \(SOCAL League Teams\)](#)

[USSSA Claim Form and Instructions \(GA, DPL, EA\)](#)

[MLS Next Claim Form and Instructions](#)

Players may also choose to opt in for Sports Refund Insurance <https://www.sportsrefund.com/>