

Team Manager Handbook



Orange Junior Soccer Club
Fall Recreation

2012

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Welcome to OJSC 2012 Fall Soccer

August 2012

I want to welcome you and thank you for volunteering to be an OJSC Team Manager. The main focus of your role is to support your coach and help coordinate the activities of your team. The Team Manager is the eyes and ears of the coach and is key to the success of the team.

The role of the Team Manager is to be a conduit between the coach and the parents. Key elements to being a successful Team Manager are taking a proactive approach to managing your team and timely, open communication between the parents and the coach.

You will not be alone! The OJSC Executive Board and I are committed to assisting you. Most questions you will have should be answered in the attached pages. If other questions arise, please direct them to the appropriate board member. You will find their email address listed within this handbook. In addition, our website www.ojsc.org, is a valuable resource for Team Managers, so please check it often throughout the season.

Again, thank you for volunteering your time. OJSC is a volunteer-run organization. With committed parents like you, we are able to continue to offer a quality recreational soccer program in our community.

Feel free to contact me directly with any questions you may have.

Have fun. Let's have a great season!!

Ana Klebau
Director of Team Managers
Ana.Klebau@ojsc.org

Communication Via E-Mail

Conveying information to over 100 team managers by phone is ineffective and overwhelming, so I will be relying heavily on e-mail. **Please check your e-mail weekly throughout the season.** I will be sending emails with important information. Please forward the information to your families. If you do not have internet access, please recruit another parent from your team to relay messages to you. Please direct them to e-mail me at Ana.Klebau@ojsc.org identifying the team by the head coach's name and division. Your "e-parent" will begin receiving all Team Manager-related e-mails and newsletters addressed to you.

*****Please be sure to email me tonight FROM the email address you want to receive your Team Manager information—MAKE SURE TO PUT: B/G DIVISION AND COACHES NAME OR TEAM NUMBER****

If you are sharing the team manager role with more than one person – please pick only **ONE** per team that will be the main communication with me. That person can then forward the emails accordingly.

Risk Management Clearance



YOU, YOUR HEAD COACH AND ASSISTANT COACH are all required to go through risk management clearance (a basic ID check and fingerprinting). This is a 2-part process: (1) Complete the Program Administrator Form and submit to the Registrar. The Program Administrator Form can be found on the Downloads page at www.ojsc.org. The Program Administrator Form must contain an original signature. Once this is completed and turned in, you can be assigned to the team. (2)

If you have not done so already, you need to get Live Scan (fingerprinting and a background check). Go to the CalSouth website, click on the "Resources" tab, then click on "Forms and Downloads" to find the "Request for Livescan Service Form". You need to complete and print 3 copies to take with you to your Livescan appointment. You can get the LiveScan done through Michael Hwang at Farmers Insurance (714-532-5964). Please schedule a time to go by his office to have your live scan done. His office is located at 1542 E. Collins, Orange 92867. The cost is \$15. Once this is complete, please leave one copy with to the Livescan agency, you keep a copy, and make sure to quickly mail the third copy to Lisa Wolfs at CalSouth (info is on the form). The process can take 1-2 weeks or more for the approval. *****Please do not send your Live Scan form to any OJSC Board member*****. Once you have completed both part 1 and 2, our Registrar will be notified of your RM status and will print your card. All administrators must now have their photo on file in order to be carded to a CalSouth team. When the Registrar updates your record, she will then contact those who will need to email her a photo in jpg, gif or bmp format. You can use the following free website: <http://webresizer.com/resizer/> to crop the photo. Please send it to OJSC Fall Rec Registrar Heather Lake at Heather.Lake@ojsc.org.

****The completed Program Administrator Form must be received by OJSC BEFORE your Live Scan is done**** Live Scan only needs to be done once! However, your CalSouth coach or administrator cards expire on July 31st of every year. You must complete a new Program Administrator Form for **each** season you are volunteering for.



Important Administrator Requirement & Technical Area & Viewing Area Defined

Carded coaches/administrators will be identified during team check-in PRIOR to each game. Their corresponding ID card is to be placed within a badge and worn around the neck in obvious display during **all** games. **Only team officials who properly display their ID badge will be permitted in the technical area.** No parent coaching, please! If not marked, the technical area shall be located along the touchline (sideline), 1 yd. from the touchline, and bounded by two imaginary lines running from the center circle. Parents and all spectators shall remain in the viewing area, located behind the technical area, bounded by two imaginary lines running from the penalty areas on both sides of the field. There should be no one behind the goal during a game.

****ANY coach that does not have a Cal South Coaching license will be assigned as a "Team Manager". A coach that is assigned as a "Team Manager" will not be allowed to act as the head coach should his/her team advance to the Commissioner's Cup and/or All Stars. This is a Cal South rule and there will be NO exceptions****



Player ID Cards

Divisions U7 and older must have Player ID Cards. Cards will have the photos on the front (same as coaches). No signatures are required on cards for players or administrators. **All** photos from previous seasons (Fall–Lancers) will be deleted and we **will need new** photos. Once you have been assigned to the team, you'll receive your CalSouth user ID and password. If you're a returning Administrator and already have your user ID and password, you need to be assigned to the team for this to work. Each team is responsible for uploading photos to get their player ID cards. The person who is doing the photo uploads needs to be assigned to that team as a Program Administrator (coach, team manager/parent) with an approved live scan status and must have given their completed Program Administrator form for the 2012-2013 fall season to OJSC Fall Rec Registrar Heather Lake at Heather.Lake@ojsc.org.

If the administrator doing the photos already has their CalSouth user ID and password, they may proceed with uploading their pictures (directions are below).

If the administrator needs a CalSouth user ID, they should email OJSC Fall Rec Registrar, Heather Lake to set it up. She will email them the user ID and password and they can proceed (directions below):

General photo Instructions:

Use a cell phone with a camera and take just a headshot. If you use a digital camera, use the lowest setting with the fewest pixels = less cropping. Avoid shadows on their face and only use photos with a good likeness. Photos are NOT required for U5/6 players, just those U7 and older. Coach, team manager/parent photos may be replaced/updated, if desired.

Once your pictures are uploaded and the team is activated, the cards will be mailed to the head coach for each team. Cards will not be sent to any teams having even one player that has not turned in their proof of residency. **(Cards are NOT required for U5 and U6 players).**

Once you have received your cards: laminate, hole punch and secure cards with a ring to keep them together. Give parents the copy without the photo. Referees will need Player ID cards at the start of each game when checking in the team. Cards are not needed for U5 or U6 but those administrators must still complete the Live Scan process & have their administrator card for all OJSC functions. Your picture can be uploaded by OJSC Fall Rec Registrar Heather Lake and she will mail your card to you. Give U5 and U6 players their cards - no photos required.

At the end of the season, please give each player their player card!



Proof of Residency

Players do NOT have to live in the city of Orange to play at OJSC. However, every player residing in the city of Orange is required to submit a proof of residency with their registration **EACH** season. The City of Orange requires OJSC to provide proof of residency for our players so they may determine the field allocations to various soccer leagues. If a team has even one player that has not complied, the entire team will not receive their player cards until the POR is received. No cards=no play. Please check our website at www.ojsc.org for any further questions.



Player Safety & First Aid

All players are required to wear shin guards (worn under their socks) and molded soccer cleats. No chewing gum will be allowed on the field. No earrings (or any body piercing) will be allowed on the field. Tape or Band-Aids over the earrings will not suffice; no exceptions. This is a United States Youth Soccer Association rule that OJSC must comply with. Hair ribbons and/or scrunchies need to be soft with no bobby pins, hair clips, barrettes, marbles, balls, beads, etc. A child who wears braces is encouraged to wear a mouthpiece or wax to protect their mouths. Players with hard casts cannot play.

This goes for both games and practices!! Be aware of items players may have in their pockets and or shorts that have zippers and belts. Any items that could potentially harm another player should NOT be worn during practices or games.

A first aid kit should be available at all practices and games, along with ice and an ice pack in case of injury. First aid kits should include hydrogen peroxide, (a players uniform cannot have any blood on it and hydrogen peroxide can help remove a stain) plastic bags for ice, band-aids, athletic tape, scissors, one-time use icepacks, antiseptic (like Bactine), and gloves. **Medical releases (white registration forms) for each player must be at all OJSC sanctioned events (games, practices, parties, etc.)**

Tip-
Photocopy the white sheets, have parents initial their signature and give a copy to your coach. This way you both have legal copies.

Adult Supervision

All OJSC activities must be attended and supervised by at least one adult with risk management clearance. At least one female adult must attend all OJSC activities involving girls, including games and practices. Minor members must never be left without adult supervision. An adult must accompany the children to the restroom facilities at games and practices.



All coaches, assistant coaches and team managers must have copies of the white registration forms for emergencies.

Team Sponsorship

Every Fall, OJSC provides soccer, fun, sportsmanship training and physical fitness for over 1200 participants. OJSC is able to provide this program thanks to the generous and civic-minded sponsors that help us each year. Each team is required to find a sponsor for their team. If you do not find a sponsor, your team must divide the fee among each family.

- ❖ U-5, U6, U7 and U-8 \$150
- ❖ U-9 and U-10 \$250
- ❖ U-11 and U-12 \$350
- ❖ U13 and up \$450

The sponsorship levels were calculated to cover costs by divisions, which include fees for referees, fields, and lights. In return for their tax-deductible sponsorship, sponsors will receive a plaque with the team picture and the satisfaction of helping the youth in our community. Teams may secure more than one sponsor. Sponsorship money above the sponsorship fee amount will not be returned to the team. OJSC is not permitted, by IRS rules, to pass the surplus funds through our accounts. Should you be fortunate enough to have sponsors in excess of your sponsorship fees, it is recommended that you have these funds go directly to your team. (For example: sponsors could fund pizza parties, purchase bags or shirts

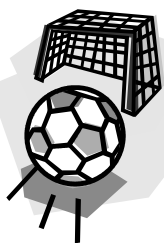
for the players, etc.) Excess sponsorship funds cannot be run through OJSC. Any excess funds will be considered a donation to the league. Your team can purchase a sponsor plaque on their own to thank any additional sponsors. OJSC will not provide one.

Any team that is unable to fulfill their sponsorship requirement will not receive their team's trophies. Sponsor money is due by **September 8th**. Any team that does not fulfill their sponsorship requirements by this date, may have future games recorded as forfeits until the sponsor money is received. Forfeited games cannot be protested or rescheduled. Forms can be found at www.ojsc.org under downloads/team managers.

Bathrooms

OJSC tries to secure bathroom facilities at all of our game sites (either having facilities open or renting portable facilities). OJSC is a permitted user of these fields, we don't own them, and so we can only do what the owner (typically the City or school) will allow us to do. And while we work hard on this issue, sometimes the resolution does not happen as fast as we'd like. The folks working on this have children and fans out at these sites too and are sensitive to the needs. Thank you for your patience!

Game & Practice Fields



By now your teams have already begun practicing. Please adhere to the time slot your team is scheduled for.

First games will be on Saturday, September 8, 2012. The game schedule will be published approximately three days before the first game. For scheduling purposes, plan on your first game being scheduled somewhere from 9am – 4pm. **The game schedule will be posted to the website and emailed once it is available.**

Game fields are “to be determined”. This information will be posted on the website when available, as will the game field layouts. Check back often. Please note that the game field maps differ from practice field maps.

Please keep in mind that the game field locations are subject to administrative changes, so it is possible that there might be some minor changes when the final schedule is published. Any changes to the game locations will be available at www.ojsc.org

Note---Intercity and Signature games are not scheduled by OJSC. An outside scheduler handles the game schedules for these teams.

Orange Unified School District rules include the following:

- No smoking on or around the fields
- **NO PETS/ANIMALS.** No matter how “cute” they are or how well you clean up after them. Having any dogs/animals on the field may jeopardize our field permits.
- Trash needs to be placed in appropriate bins

Please discuss these rules with your team families.

**Note: If a soccer ball or any other item goes over a homeowner's fence or wall at a practice or game, OJSC prohibits players, parents or team officials from climbing over the fence or wall to retrieve the item. Anyone who goes onto private property does so at their own risk! OJSC will not be held accountable for damage or injury incurred by climbing onto private property. Intercity Team Managers are encouraged to speak to the visiting team prior to the start of the game to explain this “rule”.



Team Manager's Responsibilities

- **RISK MANAGEMENT**-Obtain the required Risk Management clearance for yourself.
- **WORK WITH YOUR COACH**-**Meet** with your Head Coach to discuss plans. Find out how much or how little your coach would like you to do. Obtain player information for roster and schedules. Discuss any other expectations or preferences from either party.
- **MEET WITH PARENTS**-**Delegate!!! Recruit volunteers** to help with the uniforms, picture day, and anything else you feel you will need. You do not have to do everything yourself!! Explain rules on adult supervision, player safety and game conduct/spectator seating area. Discuss game schedule and snack schedule, and team budget.
- **UNIFORMS** - Your team will receive uniforms for the players as well as a goalie jersey. Each player is provided with a jersey, shorts and socks. You should size up your team at your earliest opportunity in order to allow sufficient time for lettering.**It is very important to assign your uniforms starting with your largest player first and working down to your smallest.** You have been provided with a variety of sizes to best fit your team based upon age and division. For your convenience, you will find Team Jersey and Banner Log forms, on our website. Have the players keep the socks and shorts and give the team parent in charge of lettering all the jerseys and the completed log. Shorts are provided with every uniform, if what the team was given does not meet a particular players' needs, please contact Cynthia Hanna @ Cynthia.Hanna@ojsc.org.
- **ROSTER/SCHEDULE**-Prepare & distribute a team roster, game/snack schedule (there are sample forms on our website under Team Manager Resources)
- **PLAYER ID CARDS**-**For U7 and up**, assist your coach with obtaining digital pictures, uploading and cropping and laminating Player ID cards. Use the following link to crop the photo: <http://webresizer.com/resizer/>.
- **BUDGET**-Determine a team budget. Typically teams collect additional money from the parents to cover the cost of lettering jerseys, purchasing a team banner, team parties, coach's gifts, etc.. Please **communicate** with your team and include them in the decisions.**
- **GOAL CAN**-Decide as a team if you want to have a "Goal Can". A goal can is used to collect quarters from parents after a goal is scored. This is a fun, motivating way to raise money for your end of season party. **This is optional!**
- **TEAM SPONSOR**-Turn in Team Sponsorship Application and fees by due date of Saturday, September 8, 2012. You can find the sponsor form on our website. Your sponsor will receive an engraved team picture plaque at the end of the season to thank them for their support.
- **TEAM PICTURES**- Organize your team for picture day (TBD). Distribute the picture packets to the players and notify parents of the scheduled date and location. Basic picture packet included in your registration fees: (1) 3x5 individual, (1) 5x7 team, 4 wallets and a button. **Players will need to bring their form filled out on picture day.**
- **COMMUNICATION**-Communicate news of events and activities throughout the season. Please forward the appropriate emails to your families!! We will be using Facebook more and more in 2012 so please LIKE us today to get all the news! Visit Orange Junior Soccer Club

on Facebook at: <http://www.facebook.com/#!/pages/Orange-Junior-Soccer-Club/128466137228376>

- **TEAM PARTIES**-Organize team parties. You have been provided with a coupon for a complimentary team pizza party (Lamppost Pizza). Trophies and sponsor plaques will be available at the end of the season, usually **at the AGM**. (Note: **Make reservations early in the season for your end-of-year party; most teams have them on the same weekend**)

DELEGATE ~ DELEGATE ~ DELEGATE! You don't have to do it all yourself! Recruit team families to assist with the following tasks-parents are nervous about taking on a major role, but are eager to help out with tasks such as these. The more families that get involved in helping the team, the greater "ownership" of the team there is. Ask for volunteers for:

- ❑ Goal Can Family-circulates the Goal Can (should your team decide to have one) after your team scores and keeps track of the Goal Can funds until the end of the season. At season end the team can vote on how to spend the \$ in the can!
- ❑ Uniform lettering/Roster/Snack Schedule-you may wish to recruit parents to assist with these tasks.
- ❑ Team Reporter—this is a fun job!! This needs to be someone who will be present at most games and is able to write a weekly game highlight and then post them to FACEBOOK!!

IMPORTANT DATES • 2012 FALL SEASON

AUGUST (Team should have been contacted!)

- 1 Fall Season practices may begin
- 16 Team Manager Meeting @ River47 6:30 pm –uniforms distributed
- 23 Deadline for selecting team names
- 25 Ice Cream Cup

SEPTEMBER

- 8 Team Sponsorships Due
- 8 Fall Season games begin
- TBD Pictures: Signature and U14-U19 – location TBD
- TBD Pictures: U6-U12 – location TBD

NOVEMBER

- 8 Annual General Meeting (trophy distribution)
- TBD Team Ranking Forms due from all teams

DECEMBER

- TBA OJSC League Cup Tournament (U9 and above)

JANUARY

- TBA Commissioner's Cup & All Stars-Dates

2012 FALL - KEY CONTACTS

**ORANGE JUNIOR SOCCER CLUB
P.O. BOX 5791
ORANGE, CA 92863**

**HOT LINE (714) 771-OJSC
EMAIL: CONTACT @OJSC.ORG**

Director of Team Managers	Ana Klebau	Ana.Klebau@ojsc.org
Director of Coaches	Darin Whitney	Darin.Whitney@ojsc.org
Uniforms/Awards	Cynthia Hanna	Cynthia.Hanna@ojsc.org
Fields	Victor Esparza	Victor.Esparza@ojsc.org
Registrar (ID Cards, Risk Management)	Heather Lake	Heather.Lake@ojsc.org
Vice President Signature	Eddie Alviso	Eddie.Alviso@ojsc.org
Commissioner of Inter League	Oscar Cruz	Oscar.Cruz@ojsc.org
Director of Ice Cream Cup	Tom Rollins	Tom.Rollins@ojsc.org
Director of Team Formation	Jim Lake	Jim.Lake@ojsc.org
Director of Fall Registration	Mike Flynn	Mike.Flynn@ojsc.org
Director of Referees	Joe Beauchesne	Joe.Beauchesne@ojsc.org
Vice President of Fall Recreation	Rich Gartman	Rich.Gartman@ojsc.org
President	Steve Flanagan	Steve.Flanagan@ojsc.org