



## 2026 Team Manager's Handbook

[www.riverflowsoccer.org](http://www.riverflowsoccer.org)

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*Using Soccer for Positive Change for 24 Years!*



**FIFA**



# RiverFlow Soccer Club, Inc.

A 501(C)(3) non-profit, all-volunteer organization using soccer as a vehicle for positive change.  
P.O. Box 10061, Rochester, NY 14610 • [www.riverflowsoccer.org](http://www.riverflowsoccer.org)

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Dear Team Manager,

While this Handbook contains information that we *need* you to read, the first thing we *want* you to read is “Thank You!”

Thank you for volunteering to be a Team Manager for this season. The Team Manager plays a pivotal role in the success of the RiverFlow Soccer Club, in general, and your team, in particular. You are a direct link between the players and families of your team and our Club.

Thank you for sharing your time and talents with our community. We are proud to have you as part of the RiverFlow family. RiverFlow is a unique non-profit, all-volunteer club dedicated to using soccer as a vehicle for positive change and to bridge racial, cultural and socio-economic divides.

This handbook provides a general guide to being a Team Manager. If you have any questions about this information, or about something not covered in this handbook, please don't hesitate to contact us. We are happy to help you!

Sincerely,

*The RiverFlow Board of Directors*



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## RiverFlow Contact Information

RiverFlow is a 501(C)(3) non-profit, all-volunteer organization.

**Website:** [www.riverflowsoccer.org/](http://www.riverflowsoccer.org/)

**Mailing address:** P.O. Box 10061, Rochester, NY 14610

**Official RiverFlow social media:**

**Instagram:** [@riverflowsoccer](https://www.instagram.com/riverflowsoccer)

**Facebook:** [www.facebook.com/RiverflowSoccerClub/](https://www.facebook.com/RiverflowSoccerClub/)

## Board of Directors

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## Team Manager Duties

The following is just a suggested list of Team Manager responsibilities. Use them as a guide. Your most important responsibilities are to lead by example and to set the correct expectations for the players and families on your team.

### Responsibilities

### Team Organization

- Obtain your team's roster from your team's Head Coach.
- Communicate with players and families. Decide on a form (or forms) of communications. In the past teams have used email and text messaging with parents/guardians.
- Visit the [league website](#) for the information needed for player registration. There you will see that proof of age and a picture are required. Make a decision to either have parents/guardians bring a photo (size and quality indicated on [RDYSL website](#)) or to use a camera at practice to take pictures of players. Contact the parents/guardians to bring a copy of their player's proof of age (acceptable types are [listed here](#)). For returning teams your club may choose to use last year's league certified roster as proof of age.

Recommendation: During winter practices you may want to have sign-up sheets for parents/guardians to sign-up for the upcoming season activities such as: fund raising; half-time and/or post-game Snack Coordinator; Club Events; End-Of-The Year Party Coordinator; etc.

### Team Roster Size

The table below shows roster sizes, as designated in [Laws of the Game](#).

Age Group	Minimum Team Roster Size <sup>[1]</sup>	Maximum Team Roster Size	Maximum Game Day Roster Size
U9 – U10	7 <sup>[1]</sup>	14 <sup>[2]</sup>	14
U11 – U12	9 <sup>[1]</sup>	18 <sup>[2]</sup>	18
U13 – U19	11 <sup>[1]</sup>	22	18

[1] The minimum team roster size is a requirement to complete team registration.

[2] Roster variances for U9 - U12 age groups may be requested using the form and process available on the website. No roster variances are allowed for U13 - U19 age groups.

For all age groups with a team whose Team Roster exceeds the Maximum Game Day Roster Size, the players who will play in a match must be clearly identified on the RDYSL Game Day Roster, and not exceed Maximum Game Day Roster Size. The Game Day Roster Size includes secondary, call up and variance players.

## Certified League Rosters

You must enter your team's staff and player information into the RDYSL team area before the season begins. The Club will provide you with log-in information and instructions for this. After you have received your laminated player cards, verify that you have correct names, player ID numbers, and player date of birth from the certified rosters. Contact the Club for additional information about League Roster entry.

## Tournament Rosters

We try to have each team play in at least one tournament each season. Typically, Coaches or Team Managers will go to the tournament headquarters the day before the tournament begins to officially check-in their team by delivering all documents required by the tournament's rules.

## Calendar

Your Team's Calendar Page at [riverflowsoccer.org](http://riverflowsoccer.org) provides players & families an overview of all the games, practices and events related to your team. When logged in to your SportsEngine account you can add, edit or delete events related to your team. To learn how to use the calendar, and create and edit events use this link: <https://help.sportsengine.com/en/articles/7832954-season-management-scheduling-recurring-events>.

RDYSL designates certain days of the week as game days for each age group. That information is listed on the [RDYSL website](#). Coaches and clubs may move the games to other days when there are scheduling conflicts.

## Communications

Work with your team's coach to communicate practice & game schedules (and any cancellations) to players and their families. Be sure to encourage players and families to use the calendar on our website

([riverflowsoccer.org](http://riverflowsoccer.org)) and the **SportsEngine** mobile app (see information below) to stay current with any changes in scheduling.

## Uniforms

Coordinate to ensure the team obtains uniforms from the club and they are distributed to the players. You will get each player's uniform size and number, send that information to the Club, and then hand out uniforms when they are ready. Each player should have two jerseys (home & away) with their official uniform number on the back. Both jerseys should be brought to EVERY game. They also must have one pair of game shorts and game socks.

Riverflow purchases uniforms on a 2-year cycle. Each new player joining the club will receive a uniform kit. Any returning player needing a new uniform before the end of the 2-year uniform cycle will have to purchase a new uniform from the Club. Each year players receive a new training kit and game day socks.

## First Aid Kit

A First Aid kit **must** be at every practice, game, etc. The kit will be supplied by the club. Periodically check the kit for any supplies that need to be replaced or refilled. Contact the club for anything that is needed. This is a good job for the Team Manager.

## Game Day Needs

- Always wear your club issued RiverFlow coaching shirt at every game, to allow yourself to be recognized as an official member of the team's staff. You're a volunteer, but should look like a pro!
- Discuss with your team's coach how best to handle the following game day responsibilities:
  - Game Day Rosters. **Two** Game Day Rosters **MUST** be printed and brought to every game and be given to the referee. *Failure to do so will result in a forfeit of the game.*
  - League issued player & staff passes must be at *every* game. *No passes = no game!*
  - **For home games:**
    - Two game-quality balls. The balls must be the required size for your age group. The balls are to be given to the referee before the start of the game. These will be supplied to you by the club.

- Money to pay referee fees. This money is supplied by the club.

## Team Volunteers

Need extra help? *Ask!* Family members from your team may volunteer for positions such as:

- **Snacks** If your team wants after game healthy snacks, such as orange slices, you may ask a parent or guardian to set up a snack schedule. Some coaches want their team to have a half-time snack, such as orange slices, some don't. The Head Coach has the final say!
- **Social coordinator** This person handles extracurricular activities planned by the team: volunteer activities, a pizza party, birthday parties, etc.

## Volunteer Activities

Teams are expected to commit to at least one community service activity project each season. You can discuss volunteer activity options with your team, or contact the RiverFlow Board of Directors for suggestions.

## Busy times during the season

Fall and Winter team formation is a busy time. Registration information needs to be collected, email lists need to be formed, uniform sizes collected from the players, and vacation schedules for the season need to be collected. Pre-season game changes are a busy time for the coaches, considering vacation schedules from the players. Tournament applications, if you handle them, are done mostly prior to season start. Once the season starts, your organization will pay off and make the season enjoyable for all.

## Need help?

You don't have to do this all yourself! The RiverFlow Board of Directors is here to support you. So are your team's coaches. Need help? *Ask!*

## Parent & Guardian's Frequently Asked Questions

### **How are teams formed?**

Players tryout for RiverFlow teams each August. Roster placement is determined by the coaches and is based upon a number of factors, including athletic ability, knowledge of the game, sportsmanship and how coachable a player is. Those who tryout are not guaranteed a position on a team.

### **What age team will my child be on?**

Our league, the Rochester District Youth Soccer League ([www.rdysl.com](http://www.rdysl.com)), uses an age matrix to determine placement of players. Please refer to the [RDYSL age matrix: www.rdysl.com/agematrix.htm](http://www.rdysl.com/agematrix.htm) to determine what age division players will be playing in.

### **Where are the game results and standings?**

For U11 - U19 teams, RDYSL posts game results and standings on the Current Season section of their website: [www.rdysl.com/season-current.htm](http://www.rdysl.com/season-current.htm)

Our parent organizations (US Youth Soccer and New York State West Youth Soccer Association) have identified the U9 and U10 age groups as non-competitive. They prohibit the posting of game results or standings for non-competitive ages.

### **Where do RiverFlow teams play and/or practice?**

**U9 - U12 Teams** practice twice each week during the winter, one practice is held in a school gym and one practice is on the indoor turf at TSE East Rochester (435 W Commercial St, East Rochester, NY 14445). Regular season games begin in May and typically conclude in late July. Games and practices are held at School 46 (250 Newcastle Rd, Rochester, NY 14610). Schedules will be posted at [www.riverflowsoccer.org](http://www.riverflowsoccer.org)

**U13 - U18 Teams** practice twice each week during the winter, one practice is held in a school gym and one practice is on the turf at TSE East Rochester (435 W Commercial St, East Rochester, NY 14445). Regular season games begin in May and typically conclude in late July. Games and practices are held at East High School (1801 E Main St, Rochester, NY 14609). Schedules will be posted [on riverflowsoccer.org](http://on.riverflowsoccer.org)

### **Is there a calendar?**

Your team's calendar page at [riverflowsoccer.org](http://riverflowsoccer.org) provides players & families an overview of all the events related to your team. You may also download the SportsEngine App to receive notices of scheduling changes and calendar updates. Information about installing the SportsEngine App is below.

### **Are there league requirements?**

As part of the registration process, each player must provide proof of age and a recent photograph of the player. Photos must be clear, have no sunglasses, no hats, and the face needs to be clearly viewable and minimally the size of a dime. Each player is issued an official league player pass. These are retained by each team's coach or manager and must be presented to the referee prior to each game. Returning RiverFlow players may use their previous season's player pass as proof of age for the upcoming season, but will need to supply a new photograph. **RDYSL league rules** are posted:

<https://www.rdysl.com/data/Rules.pdf>

All RiverFlow volunteers (Coaches, Team Managers and Board Members) are required to complete a Risk Management background check every two years, and complete Abuse Prevention Training. When these are complete, and the volunteer is approved, they are issued an official Risk Management Pass ID card. This card must be brought to every game and presented to the head referee. The ID card is valid for two years. You may learn more about the NYSW Risk Management process here:

[www.nyswysa.org/risk-management](http://www.nyswysa.org/risk-management).

### **Do players receive a uniform?**

Riverflow purchases uniforms on a 2-year cycle, when each player receives a full uniform kit:

- Two game jerseys (home & away) with their official uniform number on the back.
- One pair of game shorts
- One pair of game socks
- One training shirt

If lost or damaged, replacement uniform items may be purchased from the Club. Each new player joining the club will receive a full uniform kit Any returning player needing a new uniform before the end of the 2-year uniform cycle will have to purchase a new uniform from the Club.

### **What equipment must players provide?**

Each player **MUST** wear soccer shin guards and soccer shoes to every game and/or practice. These are not provided by the Club. Each player must also bring a water bottle to every game & practice. It is suggested that every player bring their own ball to each practice.



## RiverFlow Code of Conduct for Adults

Being part of RiverFlow Soccer Club (RFSC) is a privilege. RFSC members represent our Club in the community, and must lead by example.

### **Adult / Parent / Legal Guardian Pledge**

ALL adult members of RFSC, including coaches, managers, board members, parents and legal guardians, must read and sign the following rules and code of conduct.

1. I understand that the RFSC games, practices and events are for the children, not the adults.
2. I will encourage good sportsmanship. I will set an example by demonstrating good sportsmanship and positive support for all players, coaches, officials, board members, and other adults at all RFSC functions. This includes all practices, games, and other events.
3. I will provide support for coaches and RFSC staff working with my child.
4. I will demand a drug, alcohol, and tobacco free environment for my child and agree to refrain from their use at all RFSC events.
5. I will require that my child treat other players, coaches, officials, and adults with respect.
6. I will treat other players, coaches, officials, and adults with respect.
7. I will require and assume responsibility for my child treating assigned equipment with care. I will assume the financial responsibility for all lost or damaged equipment.
8. I will abide by RFSC, RDYSL and NYSWYSA rules, including the [Referee Abuse Prevention Policy](#).
9. No persons other than players, coaches, medics, or officials are allowed on the field. There are **no exceptions** to this rule.
10. I will refrain from coaching my child from the spectators area, as I understand that there will be no non-certified coaching allowed.

I understand that by signing below that if I violate this Pledge I may be placed on probation or suspended for a period of time. Serious infractions may result in suspension from all RFSC activities for the remainder of the season.

*I agree to follow the RiverFlow Code of Conduct:*

Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **Zero Tolerance Policy: *Prevent physical assault & verbal abuse in the game***

To help prevent physical assault and verbal abuse in the leagues and clubs within the New York State West Youth Soccer Association (NYSWYSA, or Association); the Association has adopted a [Referee Abuse Prevention Policy](#). *This policy applies to all coaches, players, parents, spectators and other supporters and referees effective immediately.* Abusive and obscene language, violent play/conduct, fighting and other behavior (including, but not limited to sarcasm, taunting, etc.) deemed detrimental to the game between the above mentioned groups will not be tolerated.

It is the responsibility of the coaches to provide referee support and spectator control, and it is the responsibility of the member clubs to provide instructions to their coaches on how they are expected to carry this out. This policy applies before, during and after the game at the soccer field and its immediate surrounding areas.

### Parents & Spectators

No parent, guardian or spectator shall persistently address the referee or assistant referees at any time. This includes, but is not limited to:

- Parents and spectators shall not dispute calls during or after the game.
- Parents and spectators shall not make remarks to the referee(s) or advise the referee(s) to watch certain players or attend to rough play.
- Parents and spectators shall never yell at the referee(s), including criticism, sarcasm, harassment, intimidation or feedback of any kind before, during or after the game.

The only allowable exceptions to the above are:

- Parents and spectators may respond to a referee who has initiated a conversation, until such time as the referee terminates the conversation.
- Parents and spectators may point out an emergency or safety issues, such as a player apparently injured on the field or observed fighting.
- Additionally, parents and spectators shall not make derogatory comments to players of any team.

# My Game is Fair Play



The general concept of fair play is a fundamental part of the game of soccer. It represents the positive benefits of playing by the rules, using common sense and respecting fellow players, referees, opponents and fans. The Fair Play rules not only serve as a credo for FIFA as world soccer's governing body, but they also reinforce the sense of fraternity and cooperation among the members of the worldwide soccer family.

## **1. Play fair**

Winning is pointless unless played fairly. Cheating is easy, but brings no joy. Playing fair requires courage and character. Fair play always has its reward, even if a game is lost. Playing fair earns respect, while cheating only brings shame.

## **2. Play to win, but accept defeat with dignity**

Winning is the object of playing any game. Never set out to lose. Play to win, until the final whistle. But remember nobody wins all the time. Learn to lose graciously. Do not seek excuses for defeat. Congratulate the winners with good grace. Do not blame the referee or anyone else. Be determined to do better next time.

## **3. Observe the Laws of the Game**

All games need rules to guide them. Without rules, there would be chaos. The rules of soccer are simple and easy to learn. Make sure you learn them; it will make you a better player.

## **4. Play clean**

Playing "dirty," such as trying to trip, elbow or injure an opponent, will cause you to lose the respect of both teammates and opponents. Play with pride by playing clean.

## **5. Respect opponents, teammates, referees, officials and spectators**

Fair Play means respect. Respect is part of our game. Everyone has the same rights, including the right to be respected

## **6. Reject drugs, racism, and violence**

Drugs have no place in soccer, in any other sport or in society as a whole. Say no to drugs. Help to kick racism and bigotry out of soccer by treating ALL players equally. Show that soccer does not want violence, even from your own fans. Soccer is sport, and sport is peace.

## **7. Help others to be strong**

You may hear that teammates or other people you know are being tempted to cheat in some way. They need your help. Do not hesitate to stand by them. Give them the strength to resist.

## League Websites:

### RDYSL

Rochester District Youth Soccer League [rdysl.com](http://rdysl.com)

Our club is a member of RDYSL. Here you will find extensive league information, including:

- [Team schedules: www.rdysl.com/season-current.htm](http://www.rdysl.com/season-current.htm)
- <https://www.rdysl.com/data/Rules.pdf> (pdf)
- [Field directions: www.rdysl.com/fields](http://www.rdysl.com/fields)
- [Answers to Frequently Asked Questions: www.rdysl.com/faq.htm](http://www.rdysl.com/faq.htm)
- [Player age matrix: www.rdysl.com/agematrix.htm](http://www.rdysl.com/agematrix.htm) (used to determine player's age division)

### NYSWYSA

New York State West Youth Soccer Association [nyswysa.org](http://nyswysa.org)

NYSWYSA is the parent organization for over two hundred affiliated clubs and leagues in Western New York State, including RDYSL. NYSWYSA is affiliated with [US Youth Soccer: www.usyouthsoccer.org](http://www.usyouthsoccer.org), the United States Soccer Federation ([USSF: www.ussoccer.com](http://www.ussoccer.com)), and FIFA ([FIFA: www.fifa.com](http://www.fifa.com)).

In addition to their organization of soccer in Western New York, NY Soccer West also processes all official player registrations, Risk Management background checks for our volunteers, and issues official player and coach passes.

### FIFA

Fédération Internationale de Football Association [fifa.com](http://fifa.com)

FIFA (International Federation of Association Football) is the world governing body for soccer/football.

## Safety Information & Resources:

### U.S. Center for SafeSport

The U.S. Center for SafeSport, [uscenterforsafesport.org](https://www.uscenterforsafesport.org) is America's federally authorized independent safe sport organization. They created the Minor Athlete Abuse Prevention Policies (MAAPP) and training to help young athletes be safe, supported, and strengthened.

### Concussion Information

US Soccer Federation: <https://www.recognizetorecover.org/head-and-brain#head-brain-conditions> information on concussion awareness. Includes videos and fact sheets for parents and athletes.

### Injury Prevention

**US Soccer's "Recognize to Recover":** [www.recognizetorecover.org](http://www.recognizetorecover.org) US Soccer's injury prevention program.

### Weather Safety

- **Heat & Hydration:** [www.recognizetorecover.org/environmental#heat-hydration](http://www.recognizetorecover.org/environmental#heat-hydration)

Extreme heat can impact players' health and safe play. Proper hydration and knowing when you need to drink are critical, to help prevent many injuries and illnesses, from muscle cramps to heat stroke.

- **Heat Guidelines:** [www.recognizetorecover.org/environmental#heat-guidelines](http://www.recognizetorecover.org/environmental#heat-guidelines)

Guidelines for coaches, referees and players when training or playing in hot weather.

- **Lightning & Severe Weather:**

[www.recognizetorecover.org/environmental#lightning-severe-weather](http://www.recognizetorecover.org/environmental#lightning-severe-weather) Lightning is one of the top ten causes of sudden death in sport. As the majority of soccer is played outdoors, lightning and severe weather pose a threat to player health and safety. *Hearing thunder is the same as seeing lightning!*

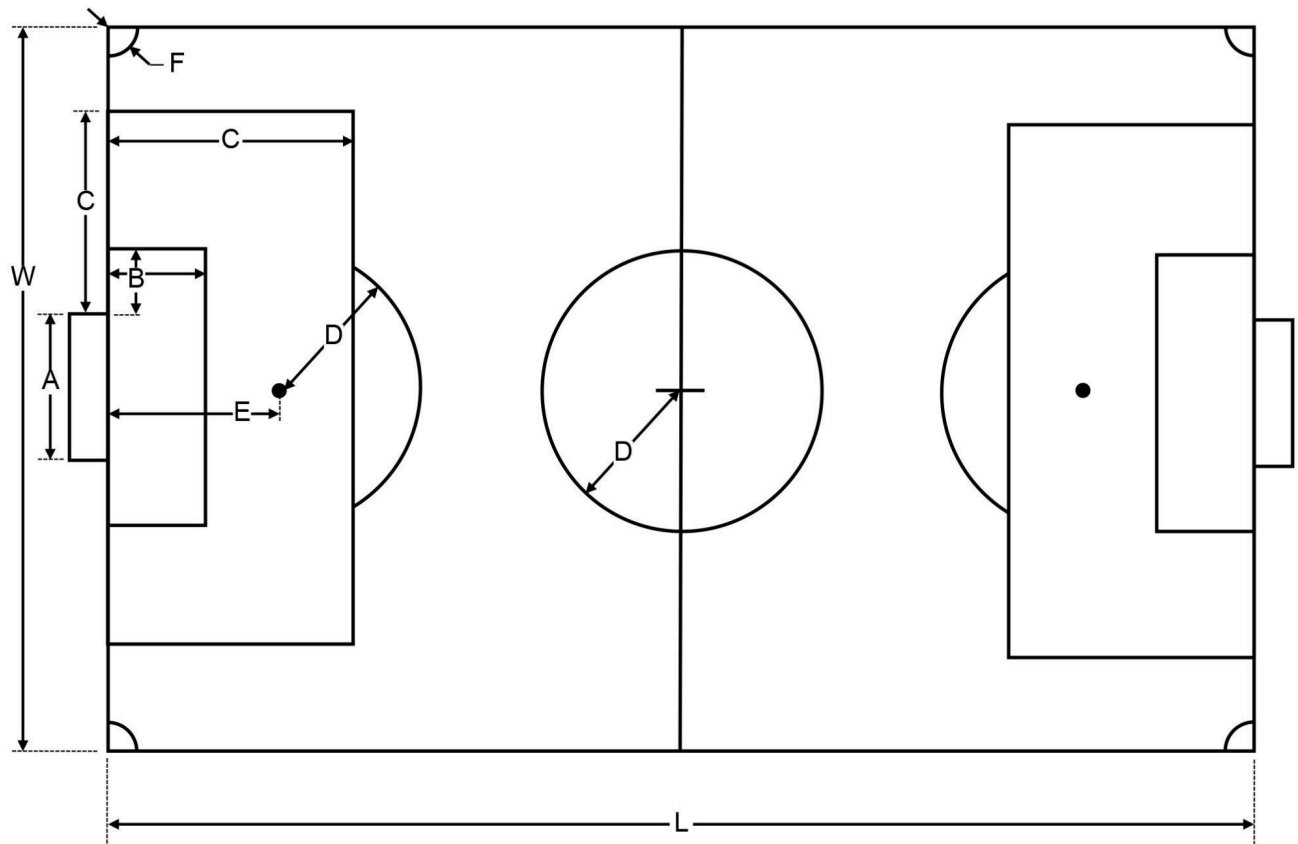
### Field Safety

**Field Conditions:** [www.recognizetorecover.org/environmental#field-conditions](http://www.recognizetorecover.org/environmental#field-conditions) Field conditions vary from location to location, but safety practices are the same. Before EVERY game or practice, survey the field and goals for any hazards that need to be removed or repaired.

## Quick Reference:

Please note: Official, updated league rules are posted at <https://www.rdysl.com/data/Rules.pdf>

## Field Diagram and Dimensions



Age Group	W (yards)			L (yards)			A (feet)	B (yards)	C (yards)	D (yards)	E (yards)	F (yards)
	Min.	Ideal	Max.	Min.	Ideal	Max.	Goal size					
U9-U10	35	40	45	55	60	65	6.5 x 12* 6.5 x 18.5	5	10	8	8	1
U11-U12	45	50	55	70	75	80	6.5 x 18.5* 7 x 21	6	14	8	10	1
U13-U14	60	60	90	95	100	130	8 x 24	6	18	10	12	1
U15-U16	60	70	90	95	110	130	8 x 24	6	18	10	12	1
U17-U19	60	80	90	95	129	130	8 x 24	6	18	10	12	1

\* The goal size for U9-U10 will be no larger than 6.5ft x 18.5ft, recommended 6.5ft x 12ft.

\* The goal size for U11-U12 will be no larger than 7ft x 21ft, recommended 6.5ft x 18.5ft.

### Length of Games, Halftime and Overtime

Age Group	Game Length (minutes)	Halftime (minutes)	Overtime (minutes)
U9-U10	Two <b>25 minute</b> halves	10	0
U11-U12	Two <b>30 minute</b> halves	10	0
U13-U14	Two <b>35 minute</b> halves	10	0
U15-U16	Two <b>40 minute</b> halves	10	0
U17-U19	Two <b>45 minute</b> halves	10	0

### Ball Size

Age Group	Size
U9-U10	4
U11-U12	4
U13-U14	5
U15-U16	5
U17-U19	5

### Number of Players on the Field

Age Group	Maximum Number of Players on the Field	Minimum Number of Players on the Field
U9-U10	7	5
U11-U12	9	6
U13-U14	11	7
U15-U16	11	7
U17-U19	11	7

## SportsEngine Mobile App

The SportsEngine mobile app is FREE and available for both iOS and Android devices and is available on the Apple App Store and on Google Play. The App offers a wide range of tools, including access to team & club calendars, which are instantly updated when a team's calendar is updated.

### Download the App:

For Your **iOS Device** (iPhone, iPad, or other Apple device)

To install the SportsEngine app on your iPhone, do the following:

Step 1: On your device, open the App Store.

Step 2: Search for SportsEngine.

Step 3: Tap the Get button to begin installing the app.

Step 4: Open the app on your device.

Step 5: On the Settings tab, tap Account and tap the Sign In button to sign into your SportsEngine account.

For Your **Android Device**

To install the SportsEngine app on your Android, do the following:

Step 1: On your device, open Google Play.

Step 2: Search for SportsEngine.

Step 3: Tap the Install button to begin installing the app.

Step 4: Open the app on your device.

Step 5: On the Settings tab, tap Account and tap the Sign In button to sign into your SportsEngine account.

### SportsEngine mobile app set-up guide:

<https://help.sportsengine.com/en/articles/6662746-sportsengine-mobile-start-up-guide>

