



2023-2024

Team Manager's Guide

Managers Guide

CDO Soccer Alliance

6/21/2023

CDO Soccer
10645 N Oracle Rd
Suite 121 - Box 200
Oro Valley, AZ 85737



Dear Managers,

We want to thank you for taking on the role of team manager at CDO Soccer Alliance. The job of team manager is one of the key volunteer positions within the club. The team manager position is also one of the more challenging jobs within the club. As the name of the position implies, you are indeed a “Manager”. You will probably find that your families will count on you to make most decisions and be the main source of knowledge for all events.

As team manager, you have a unique opportunity to help facilitate the flow of information from the club to our member families and from our member families to the club. It is important for the continued success of our club that we make sure we work together to keep lines of communication open in order to best serve our members.

This manual contains the collective knowledge and experience of past and present team managers. It is generally organized in the chronological order of events that you’ll need to work as team manager. In addition, there is also a “Frequently Asked Questions” section that is intended to answer most of the concerns you may have.

Like any good reference, this document is always adapting with new and improved information. As a member of the CDO Team Managers group, you are encouraged to submit ideas to the manual that you feel will help others better manage their team(s).

Many thanks,

CDO SA Board of Directors

President, Chris Towns cdoscpresident@gmail.com

Vice President, Karen Nesbitt cdosoccerclubvp@gmail.com

Club Treasurer, Brian Stein cdotreasurer@gmail.com

Director of Coaching, Neil Radley radley.cdosoccer@gmail.com

Club Registrar, Sarah Tecco cdoscregistrar@gmail.com

Fields Manager, Matt Marchus cdoalliancefields@gmail.com



CDO Soccer Alliance 2023-2024 Team Manager's Guide

Team Manager Job Description

As team manager, you'll be the leader of the team in getting registration completed, coordinating uniform orders, collecting money for team expenses, getting the team registered for league play, communicating game schedules, having the game cards ready for league matches, organizing team entry in tournament play, and keeping the team records. The team records include registration information, family contact information, and player cards. While this may appear overwhelming, and you may be asking yourself, "what did I sign up for?", you can be certain that other team managers have had the same concerns.

So, rule number one is don't hesitate to ask questions. There are resources within the club as well as organizations outside the club which have information you'll need to access.

Helpful Hint

Just because you're the team manager doesn't mean you're a one-person band. As the team manager, you're empowered to delegate. Many hands make light work, and while not everyone is willing to go all in and volunteer to be manager, it is often the case that you can find other parents who are willing to take on specific tasks. Below are a few items you may want to consider delegating.

- **Team Treasurer** – someone who will collect team funds when needed, keep track of money spent, team account balance, and interact with the club Treasurer as required.
- **Tournament Coordination** – someone who will help with the hotel arrangements and coordination with families if your team decides to attend an out of town tournament.
- **Fundraising** – a parent who is willing to step up and coordinate fundraising opportunities for the team.
- **Practice Witness** – a parent (or group of parents) of the same gender as the team who agrees to attend practice.



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Steps for a Successful and Enjoyable Season

The list below provides an overview of the season timeline. Note: the team manager is not responsible for all events listed below but will generally have a role to play as described in the major sections of this document.

- May - **Team Formation**-open sign-up or tryouts.
- May - **Placements**-coaches assign players to teams for the upcoming season
- June – Coaches will **Allocate Players** and you will be able to **Create a Roster. Team meetings** held. Set up **TeamSnap** for everyone on the roster.
- June- **Submit Uniform Orders**-Families order team uniforms and training kits
- June/July – Complete **CDO Registration**; Complete **PCJSL/NPL registration**. All forms submitted to the team manager.
- July-Complete **Risk Management** training.
- August – Team **practices begin**, assemble the **Team Binders**
- August/September – **Sign up for 1st half of season** PCJSL or State League
- October thru December – 1st half season **league games & tournament play**
- December – **Sign up for 2nd half of PCJSL season**
- January thru March-**2nd half season league games & tournament play**
- March/April- CDO Soccer Alliance **Annual General Meeting** (AGM), is held once a year. A representative from each team should try to attend.
- March /April-**CDO Challenge Cup**

1. Team Formation: Although new teams and players can be added to the club at any time during the season, May – July is the time that mainly defines how many teams the club will field for the year. Returning teams, and youth teams which are moving up to play club, form the foundation for the new season. CDO uses both placements and open enrollment to fill out rosters of the returning squads as well as to build new teams.

2. Placements: The role of the Team Manager during player placement sessions is to be an advocate for the parents. During each tryout, the team manager should be able to provide club and team information. For example, information regarding registration cost, uniform costs, coaching fees if applicable, key dates, etc., should be made available to the parents while the kids are participating in training sessions. It is important to have the correct contact information.



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3. *Allocating Players:* Following placements (or open enrollment), team Coaches will work with the club to identify which players should be allocated to their teams. The role of the team manager when players are allocated to a team is to work with the parents to ensure that they understand the team fees, registration procedures, uniforms, etc. This is usually accomplished by holding a team meeting.

4. *Team Parent Meeting:* This meeting should ideally be held after players are allocated to their team for the year. This meeting provides an opportunity for coaches to introduce themselves, search out volunteers for various team positions and discuss plans for the upcoming season. Details such as the registration process, the completion of forms, uniform ordering, and team fees should be mentioned and discussed. Any additional team information will also be presented at this meeting.

Part of the team meeting discussion should also focus on any club and team policies such as the code of conduct, concussion awareness, and social media. Other policies may be about commitments to the team, tournaments, and payments.

5. *Team Roster:* A roster will need to be created for your team which includes the following information.

- Player's legal name
- Jersey Number
- Parent/Legal Guardian name, email address and phone number

Please note that this information can be exported as a CSV file from your TeamSnap roster, but please double check the export to make sure that all information was included in the export.



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6. Budget: Each team manager should work with the coach to create a team budget. The budget should be shared with all team families as early in the season as possible and should include the following expenses if applicable.

- State League fees (if applicable)
- Blood jersey expenses
- Administrative Fee (\$20 per year for mailings and bank fees)
- Coaching Fees
- Tournament Fees (estimated)
- Tournament Expenses for Coach (estimated)
- Team equipment as agreed upon by team

The budget should be very clear on estimated costs per player for the season so parents are aware of upcoming expenses that they are responsible for. ***See the website for a sample budget agreement/team information sheet.**

7. TeamSnap: TeamSnap is the **exclusive** club-wide communication platform for team player and parent contact information, fee payments, and schedules. One of your main responsibilities is to keep TeamSnap updated. Please ask parents to complete all contact information in TeamSnap so that you always have contact information available for each player at all times. Have parents download the TeamSnap App to receive instant messaging in the Chat.

Please remind parents to reserve the chat function for club and team related discussions. These chats are monitored by the club in accordance with our SafeSport certification and must follow the social media guidelines of ASA and our club.

For any TeamSnap related questions please contact either;

Director of Coaching, Neil Radley - nradley.cdosoccer@gmail.com or
Club Vice President, Karen Nesbitt - cdosoccerclubvp@gmail.com



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8. Uniforms: The club negotiates a new uniform contract with Adidas every two years. If parents are ordering uniforms at the beginning of the uniform cycle, we recommend they size accordingly so uniforms can be used for both years. All players must order new uniform kits at \$210/each. All uniforms/gear will be ordered from The Shop Tucson. Please note that if you are in The Shop and want to purchase anything Adidas, you will receive 15% off as well as 10% off anything else they carry. This does not apply to the uniform kit.

The Team Manager does not directly order uniforms but will help facilitate the process. Communication for this process will come from the CDO Uniform Coordinator.

CDO Uniform Coordinator Robin Sullivan - cdosoccerclubuniforms@gmail.com

Note: There will be no exceptions to the club uniform and training kit. Our teams will only wear the authorized kit items for PCJSL games and SAAZ sanctioned matches/tournaments – no exceptions. In addition to representing our club well, it is part of the agreement we have with our sponsors. Thank you.

BLOOD JERSEYS: You must purchase a set of blood jerseys (one in each color) with the number zero. Be sure to include the cost of this jersey in your team budget. Only the shirts are required, but you may include the shorts and socks if you wish.

AGE GROUPS WITH MULTIPLE TEAMS: For age groups that have multiple teams, please coordinate with the coaches of all teams when assigning jersey numbers. All players within the same age group should have different jersey numbers. This helps to facilitate borrowing players from each team and avoids duplicate numbers on a game roster.



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9. Registering Players: Helping to get the players who have been assigned to the team officially registered is a key role of the team manager. A link will be created by the registrar and each player must complete their registration online through GotSport. A current headshot photo must be uploaded, and registration fees are paid at this time. If you have any questions regarding your online registration process, please contact:

CDO Club Registrar Sarah Tecco - cdoscregistrar@gmail.com

****No player may practice until their registration process is complete! This is for insurance and liability coverage.**

FORMS, FORMS, FORMS: It is the responsibility of the team manager to collect all required forms for the season. Some forms were submitted as part of the online registration and will not need to be collected. Please remember that although it is the team manager's responsibility to coordinate collection of any extra forms, completion is ultimately the responsibility of the parents. Do not run yourself ragged trying to accommodate parents. If they miss a deadline, it is their responsibility to bring the information to you. You should simply need to remind them that their child's participation hinges on the submission of these forms. If parents are uncooperative in any way, please direct them to the coach. You are a volunteer and should never be afraid to ask the coach for help if there is a dispute.

Required forms: <https://www.cdosoccer.com/teammanager>

- [US Club R002](#)
- [Financial Agreement](#)

The below forms were completed as part of Player Registration

- Social Media Policy
- COVID-19 Waiver (Communicable Disease Risk Agreement)
- Copy of Birth Certificates
- Code of Conduct
- Concussion Waiver



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TEAM ROSTER MANAGEMENT: Once players are registered online, they are then assigned to their team by the club registrar. Please ensure all team members are entered into TeamSnap.

PLAYER PASSES: Once the Registration process has been completed for the team, the player/coach/manager passes will be generated. Cards must be laminated and put on a ring. Keep the cards in a safe place and bring them to every game. Player cards need to be put in alphabetical order with the Coaches & Manager cards last. Do not punch through the actual pass. After laminating the pass, leave a border around the left side of the pass and punch through that border for the ring. Do not punch through the paper card itself.

IMPORTANT: These cards are the property of US Club and can be given to the coach or manager of another CDO team if they are lending or borrowing a player from the team for a game or tournament. **PLEASE** protect them as you would any other official form of identification. Please ask the same of players and parents who carry these passes.

10. GotSport Risk Management Training: All coaches, team officials, board members, employees/contractors, chaperones, and volunteers of every US Club sanctioned organization must complete this annual training which includes I **SafeSport**, **Heads Up Concussion** and a **Background Check**. Altogether, it should take less than an hour combined to complete all requirements (unless you are new to CDO, then please allow for an additional hour of training in SafeSport to complete the full introductory module). Please complete all 3 requirements as soon as possible. We are not able to print Coach and Player Cards until it is done. Background Checks can take anywhere from 1 day - up to 2 weeks for approval. You will be notified by the registrar when this online requirement can be completed. This background check may take up to a week to clear so please do not leave this requirement until the last minute.



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11. *Team Binder:* Create 2 copies, one for the Coach and one to be held by the Team Manager. A team “game” binder should be organized as follows:

- a. A 1” binder will do. Sheet protectors are a good idea!
- b. Organize players in alphabetical order by last name.
- c. In each sheet protector, put the US Club R002 Medical Release Form.
- d. Keep any game cards for league games accessible in the front of the binder as well as any team rosters.
- e. Tip: highlight player name and DOB on membership form.
- f. Keep extra injury reports & concussion forms in your binder. These can be found on the CDO & SAAZ websites.

All forms must be complete, but only the US Club R002 form needs to be kept in the team binder. Keep all other forms in alphabetical order in a file at home.

***This binder must travel with the team to every game and tournament in case of injury or questioning of any player passes. Make sure to keep both copies updated.**

12. *Play!!!* Field reservations for all practices are reserved and paid for by the club. If you would like to reserve any field space for games or scrimmages outside of regular practice times, please contact

CDO Fields Director, Matt Marchus - cdoalliancefields@gmail.com

13. *Fundraising:* We encourage teams to fundraise for their team needs as fundraising can be a great way to raise extra money to apply to your team expenses. Please note that CDO Soccer Alliance, Policy 006 covers how fundraising should be organized within the club. Fundraising examples include, but are not limited to, selling items—such as coupon books, wreaths, car magnets. Fundraisers may also include services such as car washes. All donations from outside of the club are considered as fundraising. Please refer to this policy for further explanation.

*CDO Soccer Alliance logo is the property of the club and as outlined in Policy 006, any use of the CDO Soccer Alliance logo must have prior written approval.

13. *Social Media:* Now that your team is up and playing, please share! CDO has social media across 3 platforms, Facebook, Instagram and Twitter. Please encourage your teams to follow us on social media. We would love to see your action photos, tournament photos, etc. Please forward all photos or social media posts to

CDO Social Media Director, Andrea Marchus - cdoscsocialmedia@gmail.com



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Games & Tournaments

Once players have registered and turned in all the necessary paperwork the fun begins! Team Rosters will be created in GotSport by the club registrar and as manager you will be able to add/delete players, register for tournaments & league play, request travel, etc.

Registering for Games & Tournaments

Team Manager and/or coaches may have the responsibility for registering the team for league play as well as any tournaments.

League Game Procedures

Part of the registration process is requesting black-out dates for any possible conflicts. Black-out dates are days your team chooses not to play. This can all be done after registering from within your team's GotSport account. The penalty for missing games can be a stiff team fine. Leagues have a limited number of black-out dates you are allowed to use.

- **Game Cards:** Home teams are required to bring two/three copies of the game cards to every game. Game cards can be found in your GotSport Team account. Regardless of whether you are the home team it is recommended to always have two copies brought to every game. Without them, the kids won't be allowed to play.
- **Score Reporting:** Coaches or Managers are required to enter game scores if you are the Home team and they must complete the "Rate a Ref". Failure to complete these tasks will result in a fine and will reflect poorly on the team and the club.

PCJSL: Pima County Junior Soccer League

To play in the PCJSL league teams must be registered by PCJSL deadlines for the fall, winter, and spring. Be sure to check the PCJSL website pcjssl.com for any deadlines to register. Typically, it is in September and December.

NPL/AZDL: National Premier League and AZ Developmental League

NPL is for those teams that place at the top of their age group in the local league. NPL play in Phoenix & Tucson. An application must be completed and accepted. For more information visit soccerallianceaz.com



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Tournaments

Tournaments are usually selected by the coach and agreed upon by the team. There are a variety of local Arizona and out of state tournaments to choose from. A tournament directory can be located on the GotSport website under their events tab. AZSoccerAssociation and SoccerAllianceAZ website are also a great resource for tournament lists. Be sure to discuss with your coach what your team's traveling preferences will be before completing registration. You may also want to pay particular attention to deadlines to register, submit payment, and complete/submit the team roster. Some tournaments have an early registration discount.

STAY & PLAY TOURNAMENTS: Many tournaments will be classified as Stay & Play tournaments where a minimum number of pre-approved hotel rooms must be booked in order for the team to qualify to participate in that tournament. Please be mindful of this when registering for a tournament as it may affect the total cost to the team to participate. However, some Stay & Play tournaments will negotiate with your team or exempt you from these conditions based on your postal code. It never hurts to reach out to tournament organizers and ask to be excluded from the Stay & Play conditions, but it is advisable to get this special exemption in writing in case there is ever an issue in the days preceding the tournament.

Out-of-State Tournament Play

- With US Club there is no Domestic Travel Permission required to travel within the United States and participate in a soccer event hosted by a US Club Soccer Member or other Federation-affiliated members. Tournament specific travel documents may be required. Please read out of state tournament rules very carefully.



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Player Transfers & Loans

Player Transfer to Another Club or Release (US Club)

When a player is moving from another club to CDO, the player needs to be released from their club and registered with CDO.

Step 1: Parent reaches out to the Club Registrar of their club and requests a release

Step 2: The CDO Registrar (the club trying to register the player) reaches out to the Registrar of the club the player is currently registered to and asks for a release.

Step 3: If the Registrar of the club the player is currently registered does not release the player or does not respond in 3 business days, the CDO Registrar can reach out to US Club Soccer. The CDO Registrar should have proof (i.e., email) that the club has not responded in 3 business days or has denied the release.

Step 4: US Club Soccer will reach out to the Registrar of the club the player is currently registered with and see why the club is not releasing the player. Depending on the reason, US Club Soccer may investigate further or release the player.

Player Loans Within the Club

Coaches must first approve the loan. The team wanting the loan player needs to arrange to pick up and return both the player card and medical release from the manager of the team the player is currently rostered with.

Player Loans Outside the Club

Please see the *Inter-Club Loan Form* located on the US Club website and follow the instructions on the form.

<https://usclubsoccer.org/forms-documents/>



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Team Financial Management

Efficient management of team funds is a critical issue for our club because we are a non-profit 501(c)(3) corporation and must comply with Internal Revenue Service (IRS) regulations for all non-profit organizations to maintain this status.

CDO Soccer has a dedicated bank account to manage all team accounting. All funds collected for your team, reimbursements, and coach invoicing **must** be handled through this CDO account. The account is managed by the CDO Team Treasurer. Team managers provide all deposits, request all reimbursements, and request all coach payments through the CDO Teams Treasurer. Parents should **not** have direct contact with the Team Treasurer regarding their account. All questions from parents need to be directed to the team manager.

Drop Box is available at Naranja or mailing is available;

1. Naranja Fields inside the door of the Conex storage
2. CDO Soccer
10645 N. Oracle Rd
Suite 121-Box 200
Oro Valley, AZ 85737

Teams Account Treasurer, teamtreasurycdo@gmail.com

Collecting Funds From Your Team: Funds may be collected from your team as follows.

- Credit Card Payment - these payments can be made through TeamSnap for a small fee. (\$3.50 per transaction + 3.5% -passed on to payee not team or club)
- Personal Check - any checks (made payable to CDO Soccer Club) along with the club deposit slip can be mailed to Cameron or placed in a drop box at one of the two locations listed above.
- Money Order - any money orders along with the deposit slip can be mailed to Cameron or placed in a drop box at one of the two locations listed above.

A Deposit form is located on the CDO website and should be completed by the team manager. It is important for you to keep a record of all deposits submitted to the team treasurer in case they are lost in transit or deposited to the wrong team in error. This will help to track down any missing funds.

**NO CASH, SQUARE, ZELLE, VENMO, PAYPAL, ETC. PAYMENT WILL BE
ACCEPTED BY THE CLUB!**



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SETTING UP INSTALLMENTS FOR YOUR TEAM: To reduce the number of deposits being processed by the Treasurer, funds should be collected no more than 4 times per year. Money should NOT be collected each month by teams for coaching fees and for individual tournaments. This will not only reduce the number of deposits being made but reduce the time team managers spend chasing down funds for each tournament and each month's coaching fees.

The estimated expenses for the year, as detailed in your team budget should be divided into almost equal installments (possibly collecting more money at the beginning of the season). This will keep all accounts more fluid ensuring there is enough in your team account to cover expenses as they arise. You will be collecting money to be applied to future expenses and details of how these funds are allocated for each player should be itemized in the team financial statement. Any extra money collected from a club member can either be reimbursed at the end of the season or carried over into the next season.

The club supports the decisions made by each coach and team manager with respect to team expenses and how they are divided. However, we strongly suggest that each expense be divided equally among all team members regardless of attendance.

Some examples are:

- tournaments-all expenses should be divided equally even if a team member cannot attend due to schedule conflict
- coaching fees-even if a player misses practice due to an injury coaching fee should still be paid to protect the interest of the coach

This will make things easier for a team manager to calculate individual expenses, not having to wait until 2 days before a tournament to know how many players are participating in a tournament in order to calculate how to divide the expense.

INVOICING WITH TEAMSNAPE: Snap should be used to send invoices to the team. Snap will allow you to create a batch invoice for each installment. Any parents who pay with a credit card on Snap will be shown as paid and an invoice number will be generated. If a parent pays with a cheque, please mark the invoice as paid and enter the cheque number in the notes. One important point to emphasize with your families is that even though they may receive an invoice through TeamSnap they do **NOT** need to pay using a credit card. They can pay that invoice with a cheque or money order. Some families will welcome the opportunity to pay using a credit card and will not mind the additional fees they will pay.



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Reimbursements : All reimbursements will need to be submitted using the Expense Reimbursement Form accompanied with corresponding receipts. Reimbursement payment methods will be either in the form of a mailed check or directly deposited. Money directly deposited will be posted the same or next business day. Receipts and the form may be submitted either electronically, mailed, or placed in a drop box at one of the two locations listed above. Paper receipts for all expenses must be kept and submitted including debit card transactions. These are kept on file in case of audit. Team managers must keep a copy of all expense submissions for the entire soccer season as these receipts are the property of the team and viewing may be requested by any team member during the season.

Coaching Invoices: Coaches will be paid on the first of every month or bi-monthly. Please complete the Coaching Invoice Form and submit it to Cameron prior to the 25th of each month or the 25th of the second month if paid bi-monthly. Invoices submitted after the 25th of the month could result in a delayed payment to your team coach.

Team Account Statements - Live through Google Docs!

Team managers and treasurers will be able to see a live version of their team account statement to track all payments and expenses at any time. This season we will utilize Google Docs and share the link with individual team managers. Individual team links will be sent in early August.

Please note that each team manager should be keeping their own record of accounts to reconcile with the club statement. This statement must be available to any member of your team to view at **ALL** times. Any family can request a review of team finances at any time during the season.

Other Tips:

1. No request for payment can be paid if there is insufficient money in an individual team's account. Be sure to make deposits with sufficient time for checks to clear so that payments can be made when necessary.
2. Options for Collection from Families: Suggest that families set up automatic or manual electronic bill pay with their banks to send their payments to you. The families can have the bank make the check payable to CDO Soccer Club but mailed to the team manager or treasurer's address. This avoids the manual collection process.
3. Please do not let your team members carry outstanding balances on their accounts with the team. If you are having any trouble collecting from parents, please reach out for help to **CDO Soccer Club President, Chris Towns. cdoscpresident@gmail.com**



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Frequently Asked Questions

This section of the Team Managers Guide is intended to address specific areas of concern that most new managers have when first taking on this job.

1. What is CDO's website?

Our website is www.cdosoccer.com

2. Where do I find our team's schedule?

In your team's GotSport account (www.gotsport.com)

3. Who can I contact if I need help?

If you can't find the answer in this Handbook, or if you what you need to know is not clear, please contact:

Steven Fairbanks (Lead Team Manager)- cdosoccerclubleadteammanager@gmail.com

4. How much are the registration fees?

Registration fees are approximately \$270.00 per player per year.

5. What are "League fees"?

This is the cost, per player, of playing in PCJSL (Pima County Junior Soccer League). This fee is not collected by team managers but rather paid for by the club. If playing in a State League, those fees will be paid by each team. NPL team fees are approximately \$1,800 per year.

6. Where can I find last minute changes to practices & games due to weather?

Changes due to weather will be communicated by Neil Radley who is the Director of Coaches. All other reasons for last minute changes can be communicated by your team manager or coach. Notifications will be sent via TeamSnap or communicated by email. Please refer to the weather policy on the CDO website.



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7. How else can I get involved?

CDO is a nonprofit, primarily volunteer run organization. Total member participation is strongly encouraged. This may be through volunteering as a Team Manager, Treasurer, Coach, etc., but it also means helping the “Club” through donations, sponsorships, website management, or the CDO Challenge Cup Tournament in April.

8. What if one of my players gets hurt?

If the injury occurs at practice or a game, an injury report form can be submitted to the club. If the player's insurance doesn't cover all expenses a claim can be filed. There is a high deductible that must be met before club insurance covers any expenses.

Players cannot return to practices or games until they are released by a medical practitioner. A Return to Play form will need to be filled out by the player's physician.

9. What about financial help?

The CDO Scholarship - The CDO Scholarship utilizes CDO Challenge Cup tournament proceeds and designated donations to provide need based financial aid to qualified CDO members.

The Pima County Junior Soccer League Scholarship - The PCJSL scholarship provides reimbursement of league registration costs to qualified families.

For more information visit:

<https://www.cdosoccer.com/scholarship>



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Manager Resources

CDO Soccer Alliance Contacts

For the most recent list of Board members, volunteers, and contact information, please visit our website at <https://www.cdosoccer.com>.

CDO Team Manager Resources

<https://www.cdosoccer.com/teammanager>

SAZZ – Soccer Alliance of Arizona, a governing body for Arizona Soccer Clubs. State League registration and schedules will be posted here.

<http://www.soccerallianceaz.com>

PCJSL – Pima County Junior Soccer League, the local league for clubs in Pima county. Schedules and local league registrations will be posted here.

[http:// www.pcjsl.com/](http://www.pcjsl.com/)

GotSport – Online team management platform. All Tournament registrations and league games are managed here.

<https://system.gotsport.com/>

Team Snap – Our club's communication platform for player and parent contact information, fee payments, and schedules.

<https://www.teamsnap.com/>

The Shop Tucson – All uniform orders will be placed online through The Shop. Test kits will be available for players to try on to determine sizing.

(520) 326-7467

3130 E. Ft. Lowell Rd.

Tucson, AZ 85716

<http://www.theshoptucson.com>



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Checklist for Team Managers

- Make sure that all players have accepted the TeamSnap invitation and that their player profile information has been updated with current contact information.
- Assist with Online Registration Process: Parents will need to **CREATE A NEW ACCOUNT** and enter the parent and player info. Parents should upload a picture of their child.
- US Club Membership/Medical Release form (R002) in the team binder, and all other forms on file.
- Completed Uniform orders (Include Blood jerseys)
- Check that GotSport team login has all players listed.
- Laminate player cards, coach cards and manager cards. Coaches and Managers should be in the back. Players in alphabetical order on a ring or lanyard.
- For anyone that will be working directly with players, they must have a background check and complete Risk Management Requirements. No one can work with players until this has been completed and approved.
- Creating your Team Binders: (one held by the coach and one by the Team Manager)
 - Binder
 - Plastic sheet protectors (for binder)
 - Medical release forms
 - Copy of Official Roster
 - Injury report and concussion forms (for binder)
 - First Aid Kit
- Team Budget which includes a breakdown of expenses for the season. This should include league fees, tournaments, coach fees, coach travel expenses, blood jersey, the annual administrative fee, any equipment as agreed upon by the team. It's easier to include everything in the budget rather than go back to parents and ask for more money.



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- Team Financial Contract, this is a form that parents sign that breaks down the fees from the budget. It will also include the team payment schedule.
- Talk with your coach about tournaments. Send a list of planned tournaments out to parents, so they can plan accordingly. Registering for tournaments are done through GotSport and all tournaments have deadline dates for registering. The same for PCJSL or State Leagues.
- Make sure to update your TeamSnap team account with games schedules and events. Double check on the PCJSL website the night before games. Game times and/or locations can change at the last minute. Send parents updates if this happens.
- Game cards are printed out from GotSport. Print out 2 copies and take to the game. Give one copy to the referee and the other to the opposing team manager/coach.
- Make sure you have someone reliable that can get game cards and players cards to the coach if you cannot be there on game day.
- Ask for volunteers from your team for help with fundraising, hotel coordinator, etc. You don't have to do it all by yourself.