

Team Manager Guide

CASA PRIDE

(CLEMSON ANDERSON SOCCER ALLIANCE)



Welcome to Clemson Anderson Soccer Alliance

We're so glad to have you join the team! This guide is meant to provide team-specific information to help you get off to a great start.

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CASA PRIDE (CLEMSON ANDERSON SOCCER ALLIANCE)

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Welcome to CASA Pride

We would like to express our deep appreciation for your commitment to serve as a team manager for your CASA Pride team. Your role is crucial and integral in supporting the players, families, and coaches. Your efforts will ensure team success both on and off the field. This guide has been created to facilitate your transition to the role of a team manager and serve as a reference throughout the season. We want to ensure you have the necessary tools and resources to aid you as a CASA PRIDE team manager. We advise that any questions or concerns about the team should first be directed to the team coach. We encourage you to communicate with the coach whenever necessary to ensure that all information is updated and accurate. If you experience difficulties obtaining the essential guidance from the coach, kindly direct your queries to the Executive Director. We hope that you find this guide helpful and informative. If you have any suggestions on how we can improve it, please do not hesitate to let us know. We are here to support you throughout the season and ensure your success.

Key Contacts

Your coach should provide you with his/her contact information.

Executive Director- Jimmy George (864-844-2259) Email: jgeorge@casapride.club

CASA Registrar- Email: Registrar@casapride.club

Fan Wear Store

CASA Pride has partnered with Sports Connect to offer Fan Wear products to our CASA Pride families. The Fan Wear store can be located on the CASA home page under the “Store” tab. We encourage everyone to order from the CASA Pride store as a portion of the sales will go back to our club.

Please note: CASA Pride is not responsible for damaged items, missing items, order errors, payment issues, returns, etc. All order concerns are handled directly by our affiliation partner Sports Connect. Please go to our Fan Wear Store for concerns and returns and contact information.

CASA Logo

The logo is intended to represent CASA Pride and is the property of the Clemson Anderson Soccer Alliance (CASA Pride) Soccer Club. It may not be used without express written approval from the CASA Pride Executive Director and CASA Pride President. All logo use requests must be in writing to the Executive Director and the President.

Season Schedule

For tryout details, dates, and locations, please visit our website at www.casapride.club

Fall Season

All teams begin late July / early August with team camp. Training typically begins a week later and league games typically begin at the end of August. Teams may compete in multiple tournaments. Early-season tournaments are typical, along with end-of-season tournaments after league play. These events will be assigned and approved by the Executive Director.

Spring Season

Spring teams begin training in mid-January and conclude in late April. These are for all Jr. Academy, 13U, and 14U teams. Teams typically compete in two tournaments that are assigned and approved by the Executive Director.

Camps / Additional Training

Additional skills programs and camps are offered throughout the year, including summer, winter, and spring break. Please go to www.casapride.club for more details.

Training Schedule Practices are typically 2-3 times a week at one of the locations:

Michelin Athletic Field 711 Boscobel Rd. Anderson, SC 29625

Nettles Park Clemson 102 Nettles Park Rd Clemson, SC 29670

Anderson Civic 3027 Martin Luther King Jr Blvd, Anderson, SC 29625

The team's coach will provide specific team times and locations. In the event of inclement weather and field closures, coaches are expected to make up training sessions. Sometimes these sessions may be offered outside the team's normal training time and location.

Tournaments

All players rostered on a Select level team are expected to participate in all sanctioned team tournaments and will be responsible for all player fees associated with registering and participating in those events. This includes, but is not limited to; registration fees, coach's lodging, coaching per diem, and travel expenses associated with the team's participation. The fees will be equally divided between tournament-rostered players.

There are only two exceptions to this policy:

- Players injured before the team commits and registers for a tournament can be removed from the competition. Injured players must notify the team coach/manager by the commitment date to be exempted from paying the fees.
- Teams have blackout dates set before the start of the season, and tournaments are selected based on those dates. When extenuating circumstances arise, those will be addressed on a case-by-case basis. All other exemptions from a tournament require players/parents/guardians to provide the coach with good reason before the season starts. Player's work schedules, family vacations, etc., do not qualify as "good" reasons. Depending on the nature of the reason, the exemption request may be referred to the Executive Director.

Note: Select players cannot opt out of the State Cup competitions.

Travel Expectations

CASA recognizes the value and special significance of participating in tournaments outside of our immediate area. There are many benefits to this type of travel, including:

- Gaining experience in playing at a higher level of competition
- Playing in a high-pressure atmosphere
- Building team camaraderie
- Seeing and playing against different styles of play
- Participating in a professional soccer environment
- Showcasing our teams and players to the outside soccer community

To present ourselves in the best possible light as players, teams, and CASA, we have adopted the following guidelines that all players and teams are required to follow:

Team Behavior Rules

At the coach's discretion, players may be sent home at the parent's expense if they violate serious behavior rules related to drugs, drinking, illegal activities, tobacco products, or having members of the opposite sex in rooms at any time.

Player Responsibilities

- Participate in every event unless one of the exceptions apply
- Act like young ladies and gentlemen at all times in any public place
- Be on time to designated locations as assigned by the coach
- Adhere to mandated curfews, etc. assigned by the coach
- Do not go anywhere alone or leave the hotel without the expressed permission of the head coach or with parental supervision
- Maintain a neat and respectable hotel room
- Abide by hotel rules and regulations including wearing appropriate footwear and attire in all public areas
- Report any issues or problems to the Coach immediately.
- **REMEMBER THAT YOU ARE CASA PRIDE!!**

Team Activities

- The Coach will determine all soccer and non-soccer activities during the event.
- Parents and players should remember that team activities take priority over any personal agendas you may have.
- Soccer events are not vacations; although having fun is a part of the event, we must remember that soccer must remain the top priority.

Guest Players

- Guest players are invited to play at the discretion of the Executive Director.
- Guest players are expected to pay their share of team expenses unless other arrangements have been mandated by the Executive Director.

Uniforms

CASA Pride issued uniforms (jerseys, shorts, and socks) will be purchased by each player and must be worn for all league and tournament games. All players (except keepers) are expected to wear the “standard issue” white and/or blue uniforms while representing CASA during the regulation game. The head coach of each team may specify what color combinations of jersey, shorts, and socks will be worn for a particular game. Failure of the team to wear the club's official uniform during games will result in the head coach being fined.

Practice

Players who cannot attend regularly scheduled CASA Pride practice sessions are asked not to accept a position on the team. Players who miss practice without good reason may be dropped from the roster.

- Players may be allowed to practice with another team within the club at the discretion of the Executive Director. Being allowed to train on multiple teams must benefit the team and the player.

Playing Time

Players on travel teams are not guaranteed any amount of playing time. Substitutions during games are at the sole discretion of the coach.

League Travel

Games will be played within and outside South Carolina as scheduled by the coach and Executive Director. The coach is responsible for ensuring the team travels with the proper forms as approved and required by SCYS.

Tryouts / Team Selection

- All players will try out with their year of birth age group.
- At the discretion of the Executive Director players may be invited to try out for an older age group and/or higher age team.
- Player placement on the older/higher level team is at the sole discretion of the Executive Director.
- If a player registers for a tryout after the official tryout dates and the year of birth age group has two teams, the player will try out with the higher-level team first.
- NO player may choose the team they play on.

Dress Code

- No player will practice shirtless or only in sports bras.
- Only proper player uniforms and practice gear will be accepted.
- Coaches are to wear CASA gear.

Problem Solving Procedure

Every effort will be made to fairly and consistently address the problems or concerns of our members. In the event of a disagreement, the following problem-solving procedure is to be taken. Please respect the 24-hour rule while initiating the process.

24-HOUR RULE

Recognizing that games can evoke strong emotions in players, parents, and coaches alike is essential. Therefore, it is recommended that parents and coaches refrain from discussing individual player issues for 24 hours following a game or training session. This pause allows for emotions to settle and provides an opportunity to address the matter without the influence of the intense emotions associated with the game or training session, thereby helping to prevent any regrettable public confrontations. After 24 hours, the following steps are to be taken to address problems or concerns.

Step 1 – Discussion with Team Coach: The member first discusses his/her issues or concerns with the coach.

Step 2 – Discussion with the Executive Director: If the discussion with the coach does not resolve the issue, or when the member believes it would be inappropriate to contact this person, he/she can present the issue to the Executive Director.

Step 3– Discussion with the President of the Board of Directors: If the issue is not resolved after discussion with the Executive Director, the final step to fix the problem will be a meeting with the CASA President.

Serious Infractions of the Code of Conduct

The Infractions Committee will take any disciplinary action against any coach, player, or parent after an investigation of all facts and evidence surrounding an incident has been completed. The committee will include the club President, the Executive Director, and one currently active coach. The committee will conduct any hearings, interviews, and/or investigations and will recommend to the Board of Directors any disciplinary actions to be handed out. The Board will meet and vote on the committee's recommendation. The following list of punishments describes the minimum punishments to be imposed based on violations of the code of conduct:

1. Ejection from the game	Minimum one-game suspension.
2. Unsportsmanlike Conduct	Minimum one-game suspension.
3. Profanity	Minimum one-game suspension.
4. Threatening of an official	Season suspension.
5. Striking of an official, player, or parent	Indefinite suspension.
6. Damaging property - CASA or official's	Indefinite suspension plus a police report.
7. Bringing alcohol or drugs into a complex	Season suspension.
8. Fighting (players)	Minimum two-game suspension.
9. Fighting (coaches and fans)	Season suspension.
10. Repeat offender of minor violations	Minimum three-game Suspension.

TEAM MANAGER EXPECTATIONS DUTIES AND RESPONSIBILITY

Team Manager Tasks and Duties

Compliance Requirements

Complete USYS compliance items as directed each year (requirements vary yearly, but items include background checks, SafeSport online courses, Health and Safe Playing Environments, concussion online course, sudden cardiac arrest online course)

- All team managers are required to have a Google account to access their team's Google Drive. If you do not have a Gmail account, please create one to fulfill your team manager duties.

Team Administration

- Keep team schedules up to date. Communicate with the coach and team parents about match locations, arrival times, what to wear, etc.
- Send communication to the team as directed by the coach. Note: Coaches are required to send weekly informational emails to the team. Those emails need to come directly from the coach.
- Collect Paperwork for the team binder and bring it to every match
- Maintain the official roster and player cards and bring them to every match
- You are to “assist” the coach but not assume the coach’s duties.

Team Binder

The team manager must keep a binder with all the requirements forms on hand for games and tournaments. The binder must have the following form listed below:

- Signed the Medical Release Forms (MRF)
- Signed the Medical Release Forms (SCYSA)
- Hard copy of player’s cards for all players
- The official team roster
- An unofficial team roster contact sheet

In addition to the required forms, managers should keep all tournament and event registration documentation in the binder. Also, any additional information that the team manager may deem essential for the maintenance and punctuality of running the team.

NOTE: Managers will return all binders to the CASA registrar at the end of the season. Please remember that the binder contains personal information about your team’s families. The team manager is responsible for maintaining the security of the binder and the information contained therein.

Official Roster Changes

The **CASA Pride Roster Change/Travel Roster Request Form** is required for all roster change requests such as player club passes, travel rosters, etc. All forms must be submitted to the CASA Pride Registrar by no later than Wednesday at 6 pm before the weekend play date to ensure timely submission to SCYS. This is the SCYA deadline for weekend rosters and they do not guarantee any roster approvals for requests submitted after Wednesday.

Any changes to an official roster **REQUIRE** approval by the Executive Director. **NO** changes to an official roster will be made without approval. Please communicate with your coach to verify roster change approval before submitting the request form. Only the official CASA Pride Roster Change/Travel Roster Request form will be accepted for roster changes to reduce errors and expedite roster requests. This form can be found in your team's Google Drive.

Tournaments & Travel Guide for Team Manager

Tournament Registration

- Team Managers are responsible for working with the coach to register for tournaments. Please communicate with your coach as soon as possible regarding the exact dates and events your team is expected to participate in.
- Confirm the tournament registration details, such as level of play and other team-specific information, with your coach.
- Encourage your coach to finalize tournament rosters well in advance. Late changes to rosters could create difficulties in checking in to tournaments by their assigned deadlines.

Tournament Fees & Payments

- A draft of the tournament costs and travel needs for the team should be estimated. Communicate this information with your parents for planning purposes.
- Coach stipends are to be included in the tournament fees. All stipends are at the direct discretion of the CASA Pride Executive Director, and all teams are required

to include the coach stipend and hotel room (when applicable) for the coach for every sanctioned tournament. **Please refer to the Coach Stipend Document.**

- Creating a method to track payments for each player is at your discretion, but it has become a safe practice to register and pay for events only after collecting fees from all players.
- It is not your responsibility to be a “bill collector.” Encourage your coach to address the players holding up the registration process.
- Collect payment from each player to cover tournament costs. All players are responsible for the tournament and travel fees, regardless of attendance.

Tournament Form and Check-In Procedure

- Team managers are required to collect all necessary forms for each tournament. The requirements and the tournament-specific forms will be outlined on the tournament’s website.
- Team managers are required to perform the tournament check-in process. Please go to the tournament website for the requirements.

Note: Each tournament may require different documents and processes specific to its event. Please contact the tournament’s director for clarification if you have any questions regarding tournament requirements.

Team Travel

- Team managers are responsible for hotel arrangements (room blocks, etc.) for the team and coach. Please work with your coach on travel arrangements. Remember that some tournaments have specific hotel requirements for the attending team. Please refer to the tournament’s website for each event.
- If your team is traveling out-of-state, borrows a player from another team, or is a pool team, you must fill out and submit the **Roster Change/Travel Request Form (found in your team's Google Drive)**.
- State-approved permission to travel paperwork will be placed on your team’s Google Drive.

Background Check Instructions SC Youth Soccer

Must be completed before you can be added to the Official team roster.

1. **scysa-bgc.sportsaffinity.com**
 2. Click on Registration below
 3. Login and enter your USERNAME AND PASSWORD
 4. Click on the CONTINUE button below
 5. Click Register as a coach or admin
 6. Select background check from the drop-down as shown below
 7. Complete the required information as shown below
 8. Accept the information below and continue
 9. Click on the No Payment due, Continue below
 10. Continue to Background Check
 11. Enter your social and submit
-

SC Youth Soccer Abuse Training – SafeSport Certification Instructions

Must be completed every year before you can be added to the Official team roster.

Create an account with the Learning Center by going to **<https://learning.ussoccer.com>**.

If you already have an account, follow these steps:

1. Log in
2. Go to coaching education
3. Click on courses (at the top of the page)
4. Click on Supplemental Courses
5. Click SafeSport.

If you have previously received the abuse certificate, you can go to your My Account page and click to renew it. Once training is complete, the certificate will be automatically uploaded if you have used the same email address and name as you are registered in U.S. Soccer Connect (Affinity). You must email me your USSF ID #, which can be found at the Learning Center.

How To Get a Digital Player Card

Club-passed digital player cards only appear 48 hours before scheduled games.

1. **<https://scyouthsoccer.sportsaffinity.com/m/pass/index.aspx>**
2. Log in using your Sports Connect email and password.
3. Players on the official roster will be visible.
4. Club-passed player digital cards will show for specific league games 48 hours before scheduled games.

How To Print Game Day Roster

The "Print Roster" button only appears 48 hours before scheduled games.

1. Click on the TEAMS tab
2. Click on the Tournament & Schedule APPS. Tab
3. Click on the SCHEDULES/GAME SCORING link, Redirecting you to your league game schedule.
4. Scroll down to the game that you will be club passing players for and click on the Print Roster button located under the GAME#
5. Print your game day roster- Head Coach or Team Manager must sign the roster.

CASA PRIDE



2024

On behalf of CASA Pride, I would like to thank you for your commitment and dedication as one of our team managers. Your tireless efforts and unwavering support are instrumental in making your team and our club stronger.

Your willingness to take on the role of team manager and your continued dedication to our success, both on and off the field, have not gone unnoticed. Your hard work and enthusiasm are invaluable in ensuring the smooth operation of your team and our club.

Please note: as we approach the end of each season, please return the team guide and folder to the CASA office. Your attention to this matter will significantly assist us in maintaining the organization and success of your team from season to season.

Once again, thank you for being such a crucial part of the CASA Pride. Your passion for the sport and the team is truly appreciated.

Warm regards,

Mimi Latsch

CASA Pride, Registrar

