

## Laguna Beach Football Club

### Requirements for Team Managers

All Team Administrators (head coach, assistant coach, and team manager) must complete the following list of screening and educational requirements for Cal South, our regional club soccer governing body. After the requirements are met, the certificates must be uploaded onto your personal account on Cal South's website. A Cal South ID card will then be issued by your LBFC registrar. All ID cards for players and team administrators are kept by the team manager and shown to referees along with the player cards at the beginning of each match. ID cards for players and admin are required to participate in tournaments and league matches.

1. Livescan is a background check. After completion, you will be given a form to be kept in the team manager binder. It can be scheduled through Cal South or completed at the North Laguna UPS store (print form below and bring).

<https://calsouth.com/wp-content/uploads/2019/06/Request-for-Live-Scan-Service-Livescan-2019.pdf>

2. The Concussion and Head Injury education requirement is a 2-hour online free class offered by the National Federation of State High School Associations. This course only needs to be completed once. You will receive a certificate at the completion that must be uploaded onto the Cal South website.

<https://nfhslearn.com/courses?searchText=Concussion>

3. The SafeSport abuse education course is a 2-hour free online course. You will receive a certificate at the completion that must be uploaded onto the Cal South website. The full course is only done once (contact LBFC admin for access code) but there is a refresher required every 11 months (no access code required for the refresher).

<https://safesport.org/>

4. Sudden Cardiac Arrest requirement is a 30 minute online free class offered by the National Federation of State High School Associations. This course only needs to be completed once. You will receive a certificate at the completion that must be uploaded onto the Cal South website.

<https://nfhslearn.com/courses/sudden-cardiac-arrest>

5. The Cal South program administrator form is on the LBFC website under Resources/ Manager forms.

6. Don't forget to upload the certificates from the concussion, SCA and SafeSport courses onto your account on the Cal South website.

## **Registration**

1. Notify LBFC administration that you will be managing a team for the LBFC. You will be added to the team manager email and text threads.
2. Invite the team to register. Send an email with instructions and provide a link to the LBFC website registration page.
3. 2020 Player Registration Steps
  - Register for Tryouts on the LBFC Website
  - After acceptance and invitation to the team, register and sign-up for a payment plan.
  - Fill out Cal South player registration form, Concussion, SCA and Opioids information sheet and COVID-19 waiver.
  - Pay for uniform (every other year)
  - Receive free practice kit
4. Provide whatever assistance is necessary to help parents finish the registration process promptly.
5. Notify the LBFC registrar that the team has completed registration. He/she will make your team player cards. The player cards should be placed in a binder with all other game day items. The referee will ask to see the cards prior to each match.
6. Pick up the player cards from the registrar. You can pick-up your team's corner flags (4) from LBFC administration. The player cards should be given to you in an envelope with the printed Cal South forms for each player. This form includes a medical release and needs a wet signature by a parent before the team's first match. It should be placed in the binder, along with the cards and brought to each game.
7. The roster must be entered into the League website before the fall season and the Cal South website before tournament play.

## **Team Manager Binder**

1. Player Cards -punch holes in the upper right corner of the card and put them on a key ring.
2. Cal South player form with a wet signature (one for each player).
3. Cards for a team manager, assistant coach (if relevant) and head coach – punch holes in the upper right corner and add to the player card key ring.
4. Cash for referees (send request to LBFC admin prior to the fall season start)
5. Three copies of your game roster. Print from the SCDSL website, bring to each game regardless of home or away.

## Games

- Meet the referees 30 minutes before the game to give them the cards, cash and the match report. After the game, meet the referees to sign the match report with the score.
- Make sure to get your cards back from the referees at the end of the game.
- First aid kit
- Home games-bring 4 corner flags
- Team bench and pop-up tent (this responsibility can be given to another team family)
- After each game report the score on the league website. Directions will be given with an access code in August.

## Uniforms and Practice Gear

Instructions will be provided after registration is complete for your team. All jersey numbers must be approved by the coach.

One practice gear kit will be provided for all registered players.

## Referee Fees

Team managers will be notified by LBFC once all league fees are set. Prior to the fall season (mid-August) you should submit a request for your total season referee fees. You will be sent a check for the total expected amount. Cash the check and bring the appropriate amount to each game.

**Note:** The game day cash must be divisible by 3 for the 3 refs. For example, last year the 9 v. 9 games paid \$48 per game. This meant that I brought 3 10's, 5's and 1's to each game to give the three referees \$16.

## Sideline Behavior

Spectators are expected to exemplify good sportsmanship during a match. With the coach on the other side of the field, sideline behavior falls on the team manager to monitor.

Cheering is welcome but coaching, disputing calls and negative displays are not allowed.

Spectators can be ejected from a game by the referee. In most cases, a referee will issue a warning before an ejection.

## **Tournaments**

Teams usually play in two tournaments per year. LBFC will provide funds for two tournaments, including State Cup.

Most tournaments are listed on GotSport.com and will guarantee three games over a set weekend. You will receive a list of popular local options from LBFC admin.

## **Accounting**

Keep a record of team expenses (tournaments, spring league, fall ref fees) and income (any donations). This can be shared publicly with team parents on TeamSnap or, at a minimum, reviewed with the coach and made available to parents upon request.

A reimbursement form can be found on the LBFC website under Resources/Manager. For example, if you pay for a team tournament using a personal credit card you should apply for reimbursement from the LBFC. This form should be sent by email, with your coach copied and you will receive a check in the mail.

## **Guest Players**

During the fall season, LBFC teams can only use other LBFC players to guest.

Players can only participate in one game per day on the field. They can play in one game on the field and one in goal on the same day if their coach approves.

During the spring season and tournament play, you can use guest players from other clubs.

**Note:** If your team uses a guest player you will need to get the player ID card and Cal South form from the player's team manager. As of 2019, a photo of the player card will be accepted. If one of your players is asked to guest, please have a discussion with your team coach before providing the necessary documents.

## **Spring Season**

Playing in a spring league is encouraged and should be discussed with your coach and team families shortly after registration. If multiple players are unable to participate, due to other spring commitments, a team can combine with another similarly aged LBFC team to enter.

## **TeamSnap**

TeamSnap is an online organizational tool for team sports. The team manager sets up an account, creates a roster and invites parents to join. The site sends automatic event reminders and alerts parents of any schedule changes. Parents can post their child's availability by each event and upload pictures.

## **Resources**

[Lagunabeachfc.org](http://Lagunabeachfc.org)

[Calsouth.com](http://Calsouth.com)

[Home.gotsoccer.com/events.aspx](http://Home.gotsoccer.com/events.aspx)