



Pateadores

Team Managers

Handbook



## Pateadores Team Manager Job Responsibilities

Welcome to the Pateadores! Thank you for volunteering to be your teams' manager. This is an important position because you are the communicator between the coach and the club to your parents. It is important you stay organized and plan ahead. This document will hopefully help you to do just that.

At any time, if you have any questions, you have many people in the club that can always assist you, your Coach, your Area Director, Registrar, and Operations Manager. We are all here to assist and answer any questions or concerns you might have. A Contact List is located on our website under "Contacts." The Pateadores Website is a valuable source of information and all forms and contact information can be found here. Our website is [www.pateadores.org](http://www.pateadores.org).

Below is a list of areas that you will need to coordinate for your team:

- A. Registration
- B. Team Administrator's Paperwork
- C. SCDSL Team Registration
- D. Money Collection
- E. Team Page on Pateadores Website
- F. Tournaments
- G. Practices

- H. SCDSL League Season
- I. Referee Fees
- J. Cal South State Cup
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- L. Reimbursements
- M. Uniforms/ Pateadores Store
- N. Pats Cup
- O. Fields
- P. End of Season/ Player Transfers
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## A. Registration

A team meeting with all your parents and your coach after try-outs is a great way to have your parents meet the coach, meet the other parents and to meet you. With our new online registration site you no longer need to collect documents from your parents for registration. It's so much easier on the manager having every parent sign up online, plus it's mandatory.

The online website is different for each of our areas. They are as follows:

Huntingtonbeach.pateadores.org  
IER.pateadores.org  
Irvine.pateadores.org  
Laguna.pateadores.org  
LA.pateadores.org  
Missionviejo.pateaodres.org  
Members.pateadores.org – is for our Academy teams  
Newport.pateadores.org  
Pyl.pateadores.org  
Riverside.pateadores.org  
Sanclemente.pateadores.org

When your coach has decided who he wants on the team he or you should forward the registration information to each of those recruited parents for them to sign-up online. The instructions are on our Pateadores Website and

they are below. They will be emailed out to the coach or manager, whoever is sending out the team invites to the parents to have them register.

## **Online Registration Instructions**

We have a new online registration website that you need to access to register your child with their Pateadores team

Enter your areas registration website

You will see our Pateadores Logo.

**All parents – this is your first time to this site need to click on the button "Sign-Up for Tryouts"**

- Then you'll enter the information Player Name, Gender, Birth date,
- Select Tryout - will bring down a list of teams that fit his/her age group.
- Please pick your correct team. You will see your coaches picture on the right- hand side.
- Enter Parent Name, Parent Email, Parent phone number and Player experience.
- Then you read through the Waiver and Release of Liability and Click the Button " I Agree! Let's Play"

You will get an email telling you "Congratulations !" **Read the email and then click the link in the email to start the online registration.**

(this email needs to be sent by the admin and is not computer generated, it's not immediate so be patient waiting for this next step)

Once you click the link you will access a "Welcome Page" that asks you to create an account.

**This is your login and password for your player account and for you to save for future access to your players' account for forms, and player fee history.**

- Create a login and password,
- Verify your child's Name and age are correct
- Enter your home address
- Click "I Understand and I Agree" through each slide in the Player/Parent Contract Agreement

## **Next step is the payment window**

You have 2 options

- You can pay the entire fee in full with a credit card/ debit card
- You can pay the deposit, and then elect to have the remaining payments **automatically** processed through your credit card on the listed due dates of March 15 and July 1. (for younger season) Due dates of June 1 and Sept 1 (for older season)

Once you have completed the payment, you will be at the end of your registration. You just need to upload the Cal South form and player photo to your page and you are done. That's it! It is that fast and that easy!

The forms being uploaded to the Registration site are the Cal South form, player photo and birth certificate. The Pateadores Player Agreement is not needed since that is what they are agreeing to in the contract portion of the registration. These forms stay on the website.

Managers will receive the Cal South form with their player cards from their team registrar in the summer when the new player cards are printed. Once you get these you will need to have each parent sign their child's Cal South form so you have a "wet" signature on it. Cal South likes the managers to carry an original in the team manager binder, but since the forms are being uploaded straight to the website, the copy with the "wet" signature is sufficient.

Other items Managers need to gather are:

### **Team Roster**

You will need to create a team roster which includes all pertinent contact information (player name, birth date, parent names, address, home phone, cell phone) for every player. At the bottom of the roster, please also include the contact information for the team coach, assistant coach and team manager. Please provide the Pats Registrar a copy of this roster.

The roster template will be emailed out to all managers from the operations manager. Please use this template, it is easier for our teams to have the same roster structure in order to have the required information needed by the club. It is also located in the Forms section of the Pateadores website, [www.pateadores.org](http://www.pateadores.org).

Please note, if there is ever a change to your team's roster, such as the addition of a new player, you will need to update your team roster and provide the Pats Registrar with the new roster. The roster can also be found on the Pateadores website, In the Forms tab, under the Manager section. This is also where you will find other forms you need as a manager.

### **Fees**

Based on the established Pateadores fee schedule, each age group has their own fee structure. The Pateadores Player Agreement can be found on the Pateadores Website, in the Forms tab, under the Player Section.

The online registration site is already loaded with each team's correct player fees. Once the parent completes the online registration they need to make their deposit and then store their credit card on the site for the future withdrawals. Younger

Season payment due dates are March 15<sup>th</sup> and July 1<sup>st</sup>. Older Season payment due dates are June 1 and September 1.

**B. TEAM ADMINISTRATORS (COACHES & TEAM MANAGERS):**

**Cal South Registration Form (Original & Xerox Copy) (ex. F)**

Go to [www.pateadores.org](http://www.pateadores.org) and click on “forms”. Under the “Manager” section choose the “Cal South Administrator Registration” form. Every Team Administrator (Coaches and Team Managers) needs to print and complete this form...even if they coached last year! The Team Manager should keep the original of this form and give the Pats Registrar the Xerox copy.

**Cal South Risk Management (Live Scan)**

In order for any Team Administrator (Coaches and Team Manager) to be issued a Cal South Administrators card, they need to go through a background check called Live Scan. Go to [www.calsouth.com](http://www.calsouth.com) and scroll over “Resources” and click on “Forms and Downloads”. Under the “Risk Management” section, choose the “Request for Live Scan Service Form”. Fill this form out and take 3 copies to your chosen Live Scan site.

To find a Live Scan Site, click on “IBT Live Scan Sites” under the “Risk Management” section. You can also go to most UPS or Mail Boxes Etc locations. I believe the UPS and Mail Boxes Etc. locations are cheaper, they run about \$15-\$25 depending on location.

There is a fee for a Live Scan. Each Team Administrator should pay for their Live Scan and submit a reimbursement request to the Pateadores Treasurer.

At the end of the Live Scan, the Team Administrator who is having the Live Scan done will be given a confirmation sheet. Please turn this confirmation sheet in to the Pats Registrar.

If your team’s Coach and/or Team Manager have already been issued a Cal South Administrator card in the past, it is not necessary to have another Live Scan done as the Live Scan is good for life.

If a Live Scan is required, it is important to note that although the Live Scan process is only a few minutes long, it can take anywhere from 1-2

weeks for Cal South to receive the Live Scan results and these results are required before Cal South will allow a Team Administrator (Coach or Team Manager) to be carded. So, please encourage all of your Team Administrators to get their Live Scan done sooner rather than later.

#### **Small Head-Shot Photo for Team Administrator Cards**

Please email a photo of yourself to the registrar for your manager card.

#### **C. SCDSL Registration**

Usually in May each manager or coach needs to register their team on the SCDSL website for the fall season. But new for 2016 is that the Area Directors will register each of their teams due to the new calendar year aging. SCDSL wants to make sure teams are registered correctly and only have a few doing the registration will minimize errors.

They will enter the coaches name and email and managers name and email so you will get the emails from SCDSL. If, in July when the teams are finalized and you don't see your name on your team's page in SCDSL, then let me know and I can add you. This way you can upload the player roster and get your SCDSL team page ready when fall games start in September.

#### **D. Money Collection**

With the new online site and everyone having to pay by credit card, money collecting is a thing of the past. The fee deadlines are:

**March 15th and July 1<sup>st</sup> for age levels U9-U13.**

**June 1<sup>st</sup> and September 1<sup>st</sup> for age levels U14-U19**

The payment breakdown is on the "Pateadores Soccer Club Player Agreement" and can be found on our website, under forms, under Player Section. If for some reason the parent has not been paid in full by the due dates their player cards will not be printed or released. Registrars will inform team managers of anyone not receiving a player card so immediate action can be taken. With the new online site, this should not be a factor.

Any player on scholarship, still needs to be paid up by their payment schedule to have a player card printed. Scholarships are given out by the coach and then approved by Area Director. No player will automatically have a scholarship agreement just because they had it in past years. The Club Director has the final say. The form for this special arrangement can be found on the Pateadores website, in the Forms tab, Under Parent Section. Parents need to fill out the form and submit to coach for approval. Once approved, the form is uploaded to the registration site and the fees are then adjusted. Only when a form is received and signed off by coach and area director will the player fees be adjusted.

#### E. Team Page

Each Pateadores Team should have a team page on our Pateadores Website. Our Website tech will upload a generic template for each team and then give access to the team manager or parent on the team who wants to be the website caretaker. This is the place where you should post a team picture, coach and manager information, roster, practice locations and times, and team accomplishments. This is your team's page to do whatever you like. If you only want to put the basics, then that is up to you, if you want to add as much information as possible that is up to you as well. We do ask that some sort of team page is loaded with information every year so that if someone wants to join your team they can find where you train to come out for a tryout. If you do not see your team page loaded on the site, then contact [support@patedores.org](mailto:support@patedores.org) and let Jeremy know your team name and coach so he can start it and load it on to the website. He will then give you access to the team page.

#### F. Tournaments

Some teams will get a tournament stipend from the club, these are the teams that follow under the Pateadores Player Agreement found on our Pateadores Website, in the forms tab, under the Player Section.



The dollar amount given you should be able to pay for 2 tournaments. The team will have the opportunity to sell pre-printed raffle tickets to gather more funds to participate in more tournaments throughout their season. Make sure you try to participate in at least one of the Pats Cup or Pats Jr Cup tournaments since they are discounted, and make sure you save funds for State or National Cup.

Managers should sit down with the coach to plan out the year for which tournaments they should do, and then the manager should sign up the team for those tournaments.

You can find tournaments at the Cal South website is [www.calsouth.com](http://www.calsouth.com)

To find the tournaments on the Cal South website you click on the Tournaments tab at the top and then “Sanctioned Tournaments.” A complete listing will appear for each month. Each tournament has a deadline so make sure you are filling out the online registration and sending payment in before the deadline. Most tournaments will take a credit card which makes it easier. If you are the one paying for the tournaments online with a credit card, then you will need email the tournament confirmation to the Operations Manager for reimbursement, or ask the Operation’s Manager to send a check in for your tournament if you don’t wish to put the charge on your credit card.

All the tournaments listed on the Cal South website will take the Cal South Player cards. If you sign up for an out of state tournament be sure to read their rules on what player cards they take and if you need to fill out travel papers. You can find out more about using travel papers by going to the Cal South website. Most tournaments now take Cal South, so you might not need to worry about travel papers anymore, but check with the tournament on what player cards they take before registering.

When you figure out your tournaments, let the families know immediately so they can plan family vacations. This is very important for the summer months. It is a good plan to start planning the summer tournaments in May so everyone on your team is informed early enough.

When a tournament is coming up, you will need to email the families to let them know what time to be at the field, what color uniform to wear and where the field is. The more information you can give your parents the better and less chance of families getting lost or being late to the field.

## G. Practices

Discuss with the Coach what night's practices will be. Find out what times and where the field is located. Send out emails to your parents informing them of this information. You might want to get in the habit of emailing every Sunday to let the parents know what times and day's practices are. You can even create a document to hand out with it listed ahead of time, if you know where you will be in the spring, and summer months. The club does rotate to different fields throughout the year so fields can take a break and recover. So be prepared to rotate to 3 to 4 different fields throughout the year. Some teams sign up for Shutterfly or Team Snap that they can upload information onto that site and it automatically emails parents of updates.

## H. SCDSL Season

The league will send out very well written emails explaining how to get ready for game days in August. But a brief explanation is below.

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

This is the website you will find your team's bracket, who they are playing against and the game times. When season starts you will be able to print out or email the game times for each parent and even instruct them on how to go to the SCDSL website to find this information. Each week by Wednesday you should be sending out an email telling the families where the game is, to be at the field 1 hour before and in what color uniform. Every player should also be told to bring the other jersey just in case you have to change if you are the home team. For each game you need to go onto the SCDSL team Website and print out your "Match Report". You will log into the SCDSL team page with your log in and password you created and go to your upcoming game, click "vs" to print out your report. You need to print out 3 reports if you are the home team to give to the Referee.

For League games you will need to make sure you have the team binder with every player's papers, the player cards laminated and the referee money.

As team manager you will be responsible for entering your scores, yellow and red cards. These need to be entered immediately or if late, the league will impose a financial fine to your team.

The Pateadores will have a manager's meeting in September before league starts to go over all the game day rules and explain ref fees and match reports.

### I. Referee Fees

The referee fees for league games are reimbursed by the club, but are paid to the referee by the Team Manager before the start of each game. You can ask for money ahead of time or after season is completed. U9-U10 can have 1-3 referees at every game so be prepared always to have money for each configuration. U11-U19 will always have 3 referees so you should make sure you have this exact amount for every game.

For example:

U12- if the fee for 3 referees is \$49 – you should have \$49 in an envelope to give to the Center Referee. If you are a U9 team and your fees for 3 referees is \$38 dollars then have \$38 ready, but also have \$28 ready if it's 2 referees or \$21 dollars if it's 1 referee. You will get used to having lots of one's, five's and ten's.

Referee Fees are also reimbursed to the team by the club for league games and for State or National Cup. Any tournament you play in, the referees are paid for by the tournament. **(this is for the teams whose Pateadores Player Agreement states their team fees include referee fees.)**

### J. Cal South State Cup

Cal South will have an early registration in October for State Cup and it will be cheaper than waiting. So please make sure you sign your team up for State Cup during this early time period. We'll send an email out to all Team Managers reminding them to do so. Sign your team up and use the tournament allotment funds to pay for this tournament. You are bracketed to play 3 games to start. The top 2 teams move on the next weekend and you

keep playing as you win. Once you lose you are done. Have Referee money for 3 referees and you can ask for reimbursement before or after your games are completed. Always look on the Cal South website at the rules for State Cup. They post important information and you need to make sure you are aware before traveling to the field. Also there is **cup tied dates** and **roster freeze dates** you need to be aware of. You cannot and should not wait until the week of State Cup to add any new players to your team. Plan ahead. They have strict rules. So read the website months ahead to be aware. Any questions you might have, please contact the registrar.

#### K. Cal South National Cup

National Cup works the same as State Cup, but it is for teams who are Flight 2 and Flight 1. Any Team U13 and above who is Flight 1 has to play National Cup per Cal South Rules. Please make sure you read the Cal South website for the rules for playing in National Cup. They have special rules in regards to needing the original birth certificates once you are out of pool play and the use of substitutions. Always look on the Cal South website for any changes. National Cup also has cup tied dates and roster freeze dates. So please read the website months before to make sure you have everything ready by their deadlines.

#### L. Reimbursements

The CLUB will reimburse Team Managers for all Referee Fees for the SCDSL League and SCDSL Showcase games, State Cup and National Cup. The CLUB will also reimburse for tournaments up to the team's tournament allowance amount. Please email to the Operations Manager for any needed reimbursements and attach the reimbursement/check request form that can be found on our Pateadores website, in the Forms tab, under Managers section. **(this is for the teams whose Pateadores Player Agreement states their team fees include referee fees.)**

## M.Uniforms/ Pateadores Store

Every two years the Pateadores order new uniforms per our Nike contract. The families purchase these uniforms straight through our Nike Retailer, Soccer Stores, Inc. They have 5 locations, Santa Ana, Riverside, Upland, Glendale and Granada Hills. The Club will inform the Team Managers when to have the families go to the Soccer Stores to order their uniforms.

Teams currently in the middle of their 2 year cycle will still purchase through the Pats Gear Website, for this year only. If you are not sure if you are one of those teams, then contact the Operations Manager to confirm.

**Uniforms are not included in player fees, this is a separate fee.**

Pateadores gear, backpacks, socks, practice warm-ups and fan gear can be purchased anytime at our Pateadore Store during store hours or purchased online at our online webstore [www.patsgear.org](http://www.patsgear.org).

Practice gear is a mandatory annual purchase and the gear is included in the player fees. Once players are registered and paid with deposit, gear will be pulled for each team and given to the manager or coach to distribute. If any player joins after the gear has been distributed then they will need to come to the Pats store during store hours to receive their gear.

Patsgear.org is where you can find the Pats Store hours of operation and also on our main website [www.pateadores.org](http://www.pateadores.org) by clicking the STORE tab to find store hours and contact information.

The Pateadores Store is run by the Pateadores Soccer Club. We have a staff that is in charge of the store and they work during the store hours of operation. We are not like some other online web stores that have a staff that work 24/7 so please when contacting the Store staff realize that they are not a full time 24/7 employee.

Website located at [www.patsgear.org](http://www.patsgear.org)

## N. Pats Cup

The Pateadores has a tournament at the end of July every year to help raise funds for the club. We have a “Pats Committee” of directors and team managers who organizes our tournament for the club, but we do ask for 3 parent volunteers from each team to be our “field marshals” at our various fields during games. We will also ask for a parent helper’s to assist in team check-in on the first morning of the tournament. The Pats Cup Committee will notify those parents if they are needed and where and when they will be working. Pateadores teams will need to pay for their registration fee for this tournament but at a discounted rate. it’s a bit more than half off, Just enough to cover ref fees and field costs for the team.

## O. Fields

Every year the club needs to provide fields for SCDSL to use for the fall season. The club is responsible for putting out/taking in the corner flags and securing the nets to the goals. The easiest way to assign this duty is to have the teams that are scheduled to use that field throughout the season will rotate on setting up and taking down the field. A schedule will be emailed at the end of August to each team manager. Teams needing to provide flags at games will be able to pick them up at the Pats Office during the Manager’s meeting in September. Some of our fields let us store the flags at the field, so some teams will just need to pull them out of the field boxes before the games and put them away at the end of the day.

## P. End of Season/ Player Transfers

The team season ends when the team finishes state or national cup. If the team chooses to not participant in either of these, end of the year tournaments then their season is over at that point. Players staying with the club need to start over the registration process after tryouts and sign up again with the Pateadores by registering online.

If a player chooses to leave the club they don't need to do a transfer to another team, unless they are joining that team for state or national cup. Parents need to go to the Cal South website to do their child's release from the team, but they will only be granted a release if they are paid in full for their player fees. NO one will be granted to leave if they owe the club money. No other club can take that player if they still owe their previous club money. Coaches and manager if you are looking to add a player from another team for state or national cup then read up on the rules on when the deadlines are for adding a new player. There are cup tied dates and roster freeze dates. Read the Cal South site for rules do not rely on your registrar to do your homework for you.

If a player is going to another club and joining it for the next season they would register with that club and they do not need a transfer since it's the start of a new season. New player card are printed and each club has to register those new players into their club.

#### Q. Conclusion

We hope this manual helps guide you through the many areas that you will face as a Team Manager. We tried to pinpoint the main functions, but if something wasn't covered in this manual and you have questions, please contact the Operations Manager. We are happy to have you as a member of our club and we hope you have a wonderful season with The Pateadores!

