



CUMBERLAND UNITED-UNIS SOCCER CLUB

COMPETITIVE TEAM MANAGER'S GUIDE

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GETTING STARTED

THANKS! Your contribution will help kids get the most out of their soccer experience. This guide is intended to make your job as easy and organized as possible. It provides the basics for managing a CUSC competitive team. The job of a Team Manager is to provide administrative services to coaches and parents so that the players can play at the right time, at the right place and with the right attitude! To help you get started, here are some important first steps:

A. CREATING A VOLUNTEER PROFILE

Credit on your account

As a team manager and volunteer, you will receive a credit for your work, once the season is over, but you **MUST** register first. When you register your child for soccer, you will have the option of completing the volunteer profile. **ONLY** after you complete this profile will you be eligible for a credit. Go to www.cumberlandsoccer.com and once you register your child, click on “volunteer now” and complete the profile. All team staff, including assistant coaches, treasurer and equipment manager must create a volunteer profile.

B. BECOMING A TEAM MANAGER

There is also another important reason for creating a volunteer profile. As team manager, your name should appear on the game sheets (discussed under section “Preparing for Practices and Games”). It can only appear once you have an Ontario Soccer Association number, which is given to you when you complete a volunteer profile.

There are a few more steps to complete, as Team Manager. If you check the Team Staff Requirements document:

<http://www.cumberlandsoccer.com/documents-and-policies/mandatory-certification-matrix>, you will see that there are specific requirements for coaches, and team managers. The Club Head Coach will worry about the coach’s certifications, so you only have to worry about yours. They consist of the following:

1. Valid police check :

CUSC has a form letter that you can get by emailing competitive@cumberlandsoccer.com. Complete the police check form http://www.ottawapolice.ca/fr/about-us/resources/Sections-and-Units/Police_Record_Check_2011_e.pdf in English or http://www.ottawapolice.ca/fr/contact-us/resources/Police_Record_Check_2015_F_v6.pdf in French and take it to the closest community police center. **A word of caution:** Local police service centers may take up to eight weeks to process your police check. It may be more efficient if you visit the community police Centre at 2670 Queens view Drive in Nepean. Police checks are done on-site between 7:30-5:30, however, there may be a wait time. There is a charge of \$40 for same-day police check at this location. This fee will be reimbursed for first-time managers, only. Once you have your police check, you must submit it to the Club, either by email (admin@cumberlandsoccer.com or competitive@cumberlandsoccer.com) or in person at the Club house (2075 Trim Road, Orleans, Ontario, K4A 3R2).



2. References

As part of the overall security process for volunteers, you must supply your name, the team you are managing and the position of team manager along with the name of three personal references (who are not related to you) their home and work phone numbers. Send all of this information to admin@cumberlandsoccer.com. A reference check will be carried out by the CUSC administrative staff.

3. MED (Making Ethical Decisions) course

The Coaching Association of Ontario and the CUSC require all managers to complete this course. As a team manager, you are privy to many of the coach's decisions and actions regarding players. It is important for you to understand how decisions must be made on ethical grounds. This course is offered every season. You will be notified when the course will be offered. You are only required to take the course once. You must pay for the course but you will be reimbursed by the Club upon successful completion of the test, which includes an on-line test after the classroom training. You can then send a receipt with confirmation of attendance and completion to (admin@cumberlandsoccer.com or competitive@cumberlandsoccer.com) along with your mailing address.

4. RIS (Respect in Sport) course

The Ontario Soccer Association and the CUSC also require that you, as a team manager, recognize the importance of respecting all players. This course can be taken on-line and requires about three hours to complete. You will be given a certificate number upon successful completion which you then email to (admin@cumberlandsoccer.com or competitive@cumberlandsoccer.com). Please contact (admin@cumberlandsoccer.com or competitive@cumberlandsoccer.com) for a password that you can use to do the online course for free.

5. Making Head Way Course

This 1.5 hour, on-line course, developed by the Coaching Association of Canada, is recommended for team managers. It provides valuable information on concussions and how to minimize the risk to players. You are not required to send anything to the Club, once you have completed the course. Please refer to the following website: <http://www.coach.ca/-p153487>

Perfect! Now you are an official team manager. At this point you should send an email to academy@cumberlandsoccer.com to let the manager coordinator know that you are the manager of a team. This position provides administrative support for the competitive team staff. You will then be put on a distribution list to receive important emails throughout the season.



C. MEETING WITH YOUR COACH

Getting to know each other

Your coach selected you as the manager so you have his/her full confidence!

One of the most important relationships you will have is with your coach. The better the two of you understand each other's roles, the more effective you will both be for the team.

Plan to meet BEFORE the general and team meetings. These are held just before the beginning of the season. You should have an initial conversation on the coach's goals and objectives for the players and the team as well as possible tournaments, and a budget.

Teamsnap

Teamsnap is very useful tool to help manage your team activities. Please provide your teamsnap userid (email) to academy@cumberlandsoccer.com, the manager coordinator will have your teamsnap account created and you should see it appear in your teamsnap account. Once your teamsnap account is created you can use this tool to add your players and coaches. This tool will be used to notify your players/coaches of games, practices and other events.

Budget

During the team meeting, if you have already not done so, you will appoint a treasurer. If you have already selected someone, you may wish to invite them to your discussion with the coach. As you will be collecting more fees from parents, it is very important to forecast your budget so that there are as few extra costs as possible. Consideration should be given to:

- Teamsnap (approx. \$8/month for one level above the basic service which is recommended).
- Social events
- Bank fees (there some banks that offer community accounts without charges)

Once these costs are finalized, you can announce to the parents how much extra the treasurer will be collecting. Overestimating is always a good practice because extra money is always needed for unplanned events such as a team fine, extra costs during tournaments, etc.

The treasurer will need to account for competitive team expenditures such as tournaments, etc. Budget and actuals are to be submitted to the Cobra director 30 days after end of season. The team manager is responsible to deliver to this to the cobra director within 30 days of the end of the season. You can send your information to competitive@cumberlandsoccer.com. You can access the Expenditure Report at the following link:

<http://www.cumberlandsoccer.com/files/CUSC%20expenditure%20report%20template.xls>

D. GETTING A LIST OF PLAYERS AND CONTACT EMAIL

As soon as you receive the list of players from your coach, it is highly recommended that you communicate with parents to introduce yourself and to invite them to the general and team meetings (discussed in the next section). This information is used to set up your players and coaches in Teamsnap.



PREPARING FOR THE FIRST TEAM MEETING

General Meeting

A general meeting is held shortly after the upcoming season's evaluation process is complete. The meeting is divided by age group, which allows for the dedicated coaches to attend. The Club Head Coach provides an overview of the vision, objectives and priorities for the soccer Club. This is an excellent opportunity for you to gain a better understanding of how the Club works and what it strives to accomplish. It is also the perfect place for you to ask questions because most of the coaches and support staff attend.

Do not contact EODSA or ERS� directly, as the club may be fined. If you have any questions or concerns, please contact academy@cumberlandsoccer.com

Team Meeting

The last half of the general meeting is always set aside for individual team meetings. We know that parents commit a lot of time to sports for their kids and we respect their commitment. You are a case in point. We don't want to abuse it! Therefore, it is important that your team meeting be organized and that it start and end on time.

The coach will take a few moments to introduce himself/herself. Present yourself and any other team staff, if you have already selected them. Take a moment to have all parents introduce themselves. This may be the only formal team meeting you have during the season so take advantage of it!

You can use the agenda template as a guide for your meeting. It can be found at the following link:

<https://cumberlandsoccer.demosphere-secure.com/files/Meeting%20Agenda%20Template%202017.doc>.

Some of the bigger topics are discussed later in the guide.

The **Code of Conduct** is an important document which serves to hold coaches, parents and players accountable for appropriate behaviours. Take a moment to explain the document and give one to each parent as well as one for their child. These documents are to be signed and returned to you for the season. If your coach is a parent-coach, he/she must sign the coach form and return it to you. The links for the documents can be found in the Team Manager's Corner

<http://www.cumberlandsoccer.com/team-managers/team-managers-corner>

In the section "Documents and Policies" or at the following link:

<http://www.cumberlandsoccer.com/documents-and-policies/document-repository>

The **Medical Information Sheet** serves to provide managers and coaches with valuable information about any medical conditions that a player may have. This form **must be completed by every player**. You and your coach can keep an electronic copy. In this way, the information is available whether the player is at a practice or a game. You can find the form at the following link:

<http://www.cumberlandsoccer.com/files/Player%20Medical%20Information%20Sheet.docx>



Appointing a Treasurer and Equipment Manager

Each team requires a treasurer and equipment manager. Some managers take on one or both of these duties. Please do so at your own risk! Make sure that these positions are filled as soon as possible.

Treasurer

Briefly, the treasurer is responsible for managing all funds related to the team. This may include writing cheques for tournaments, uniforms, expenses and team building events. The treasurer is also responsible for collecting all funds for these activities. Most teams set up a bank account. In order to do this, the treasurer must request a form letter from Club. The email should contain the following information:

The name of account you want to open: E.g. Cobra 1999 boys. In this way you can keep the account for many years and only have to change the signing authorities.

Signing authorities: List the full names of the people who will have signing authority and their team position (both signatories should be part of the team staff).

You can send your email to: (admin@cumberlandsoccer.com).

Equipment Manager

The equipment manager is responsible for obtaining the equipment bag and balls from the Clubhouse at the beginning of the season. This position is also responsible for setting up the field for all **home** games. This includes setting up the flags to mark the field, setting up the nets and providing a game ball.

ORDERING UNIFORMS

Before you can prepare a uniform order, you must have a unique number for each player. Each player must have a blue and white game uniform consisting of a jersey, a pair of shorts and socks. Academy and Elite Academy players must also have an Academy t-shirt, white shorts and blue socks, both of which are part of the game uniform. Players can also purchase Club apparel such as a back-pack, rain gear and track pants. The uniform (except the jerseys) and all apparel can be ordered by parents, on-line with Disalvo Sports at the following link <https://www.disalvosportsottawa.com/>, we encourage online ordering, which will ensure the 10% discount. The jerseys will be ordered by the team managers, in order to manage player numbers. At this time, the jersey orders must be done manually by the team manager. The order forms will be provided to you by the manager coordinator, or please email academy@cumberlandsoccer.com to receive a copy of the form.

SETTING UP YOUR TEAM

Team List

It is very important that you register your team as soon as possible. Once you have a list of players from your coach, you should send an email out to parents reminding them to register their kids and pay the registration fees. Players will only be registered for a team once the fees have been paid. The next step is to complete a Team List form and send it to admin@cumberlandsoccer.com. Make sure you include



your name, the coach, any assistant coaches, treasurer and equipment manager. The link for the form is provided below:

<http://www.cumberlandsoccer.com/files/Cobras%20Team%20List%20for%20TRR.docx>

Please note that the team name should read: Gender/year/tier. Example: BU10 tier1. This represents boys, under 10, tier 1. Your team may be part of a squad, in which case the tier would be represented by “blue” or “white”.

Team Roster Report (TRR)

Once your team is registered in the database, you will receive a TRR. This form contains all of the information you will need for the players. Check the information to make sure it is correct. This is the information that will be entered into the database used for games.

EODSA Player Card

Each player requires a player card. You will need to provide the player with an Ontario Soccer Association (OSA) number which appears on the TRR. The player must complete an application. The link is listed below: http://www.eodsa.ca/PlayerCard_Create.aspx.

PREPARING FOR PRACTICES AND GAMES

Teamsnap will become your best friend! Both practices and games should be entered into this application as soon as you receive the information. An email should be sent to parents and players letting them that they can access Teamsnap for the schedules.

Practices

The Club Head Coach (CHC) will post the practice schedule at the Club website (www.cumberlandsoccer.com). Your priority is to enter the practices in Teamsnap so that parents and players can plan ahead. Remind parents and players to update their availability for practices. You can email terry@cumberlandsoccer.com if you have any difficulties while at the site.

Games

The game schedule and rules are unique to each league. There are three leagues:

- Eastern Region Soccer League (ERSL) for teams aged U9-U12.
- Coliseum League for teams aged U13-U16
- OYSL for U17

The information from the TRR has now been downloaded into the databases that manage each league. You must complete a game sheet and game report for each game your team plays.

It is important for you to ask for all EODSA cards for your players at the beginning of the season. These cards must be shown at every game and tournament. You do not need to show cards if your team is aged U8-U12 because the games will not count during the season, however, it is still good practice to have the cards on hand.



ERSL Game Sheet

The game sheet includes all of the players who will play in that game and it must be given to the referee before the game starts (this is why using the Teamsnap team availability option is suggested). ERSL require that you activate and enter your player names and team colours. Make sure you update the website to reflect the colour you will be wearing to the game and ensure your players have an alternate jersey just in case.

ERSL Activation Steps:

- Click on the “My Team” button at the website <http://www.ersl.ca/>
- Click on the “Activate” (link found on the left side of the screen current calendar year)
- You will be asked to select your team from the drop down list. Please ensure that you select the correct one
- Complete the activation process until you are told that you are logged in.
- **YOU AND YOUR COACH(S) WILL NEED TO COMPLETE THESE STEPS** in order for all of you to appear on the game sheet. This is important because each team official will then get email updates from the league. Do not forget to populate your OSA#.

Go to the ERSL site **BEFORE** your games start in order to familiarize yourself with the site. Once the Club lets you know that you can register at the ERSL site, you can put in your email and password. The Club will give you the password. It is usually Cobra20XX (XX being the calendar year). You will be able to see games for the season. Please note that you cannot contact ERSL if you have questions, as there is only one contact for the Club. Send your question to admin@cumberlandsoccer.com and your question will be answered.

When you prepare a game sheet, you will select your players by clicking on the year of your players, where you will see the names of all of the teams’ players of that age group. You will then pick your players from the list for the game sheet. You may want to put all of the names of your players on the game sheet and scratch out those who are not present since **you will be fined if you write players names on the game sheet**. You will also add the team staff while at the site.

ERSL Call-Ups

Unlimited call-ups all allowed for players, however, only three, per team, per game. You will have to have a copy of the TRR and the call-up player’s card with you for the game. The call-up must be completed at the website at least two days in advance so that it can be approved by the Club. One important rule to keep in mind is that either the player’s age or level must be higher for a call-up otherwise it is a only a sideways call-up which is not permitted.

ERSL at the Game

U8-U12

- One game sheet to be printed and brought to the game.
- Game sheet is given to the referee before the game starts



- Always bring the TRR, just in case.
- No card checks.
- Team officials need to have OSA ID Cards

U9-U13

- Three printed game sheets are required.
- Game sheets are given to referee before the game.
- Always bring the TRR
- Always bring EODSA ID Cards. Card check procedure to be performed.
- You will check the ID Cards, of the opposing team, to make sure they are valid, and the check the TRR against the cards.
- After the game two game sheets, yours and the other teams, are returned to you by the referee.
- You will enter the results into the system. Keep these sheets until results appear on the website or later, if there is a protest.

ERSL Game Report

Once the game is completed, you are required to complete a game report, which is also found at the website. Fines are issued if these are not completed at the appropriate time. Game reports only need to be completed for the summer season.

Coliseum Process

All players in the Coliseum league must be on the roster. Please go to <http://www.coliseum.ca/>.

Click on “soccer”

Click on “team management tools”, you will be requested to login. If you have not received your information please contact academy@cumberlandsoccer.com

Once you login you will see an admin page. This contact information must be filled out. You may wish to change this info for the team manager.

Registration with the OSA: leave it as registering with the Coliseum

After the admin page you will then add your team members.



Exhibition Games:

Your coach may arrange for your team to play an exhibition game. If you are hosting the game, there are a few things you should consider:

1. Getting a field (applies to summer session). Fill out the Field Request form, found in the Team Managers' Corner, at the following website
<http://www.cumberlandsoccer.com/files/2013%20Facility%20Request%20Form%20fillable.pdf>
2. Please review the EODSA Exhibition Game Procedures at the following website
<https://www.eodsa.ca/DisplayPage.aspx?PageID=122> – do not forget to fill out the game sheet
<https://www.eodsa.ca/Downloads/2/ExhibitionGameSheet-Fillable.pdf>.
3. Requests for referee should be emailed to <mailto:headreferee@cumberlandsoccer.com>

PLANNING FESTIVALS AND TOURNAMENTS

As part of the Ontario Soccer League's (OSA) long-term player development vision, teams aged U8-U12 can only participate in festivals. Teams aged U13-U19 can participate in tournaments. Some teams are permitted to attend memorable events, which may include a tournament. Ask your coach about memorable events for your team.

The Ontario Soccer Association has an automated Competition and Travel Management System (CTMS). This system will be used for travel permits, tournament and festival applications and international transfer applications. You can access this system at <http://ctms.ontariosoccer.net/>.

If the tournament is outside of the city, you must request a travel permit. Once you know which tournament your team will be participating in, complete the travel permit. DO NOT wait until the 11th hour to complete it.

Travel Permit

- Everything you need for filling out the travel permit form is on your TRR. If your tournament is outside of the province, you will need a **"Permit to host a tournament"** form provided by the tournament organizers at their tournament website.

STEPS

- First, you must create a login. Once you create an account, send an email to admin@cumberlandsoccer.com to have your account approved.
- Complete the Travel Permit Form (ATF)
- Notify the Club (admin@cumberlandsoccer.com) that you entered the ATF online.
- You can now track your application using your login.
 - Club official will review the application and approve through CTMS and sends to District, for approval.
 - District will approve application through online system
- You will receive an email confirmation, once the application is approved.
- You can print the approved application.



Booking a Hotel

While you are waiting for the travel permit, you should book the hotel.

Most soccer tournaments have already made arrangements with nearby hotels. Check the tournament website first or speak with the tournament coordinator to see if such an arrangement has been made. It will save you a lot of time!

Most hotels have an event coordinator who specializes in booking large groups and sports teams. Deal with this person so you get a special rate for rooms.

CONDUCTING FUNDRAISING AND TEAM BUILDING EVENTS

Each team will decide whether it wishes to conduct fundraising and/or team building events. This decision should be made at the team meeting, if possible. Make sure you determine how you will distribute the funds amongst the team members before starting your fundraising activities.

SPONSORSHIPS

Commercial and/or corporate sponsorship of a team is allowed. For further details you can go to the following link:

<http://www.cumberlandsoccer.com/documents-and-policies/sponsoring>

IMPORTANT LINKS

Rules and Regulations

Developmental team (U9-U12)

<http://www.ersl.ca/PageDisplay.aspx?SideMenuID=4>

Schedule of fines

<http://www.ersl.ca/PageDisplay.aspx?SideMenuID=156>

Discipline Policy

<http://www.ersl.ca/PageDisplay.aspx?SideMenuID=157>