

HALF MOON BAY SOCCER CLUB



Since 1967

Team Manager Handbook

It is our mission to provide a safe and positive environment in which your children may excel in soccer. They will meet personal and team challenges that will make them grow and learn. We aim to be good role models, and will support and assist them in meeting these challenges that will make them good athletes, students and citizen.

Affiliated with...





HALF MOON BAY SOCCER CLUB

425 Poplar Ave
Half Moon Bay, CA 94019
650.726.1545
<http://hmbsooccerclub.com/>

Since 1967

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Welcome

Congratulations on being a part of the Half Moon Bay Soccer Club (HMBSC) and volunteering to be Team Manager. Your time and commitment to the players, team and HMBSC is greatly appreciated.

This Team Manager Handbook will serve as a guide to help you manage your team successfully. Please know that help is always near should you have any questions about your role as Team Manager. There are several resources to help you with your job:

- *Team Manager Handbook* (this document)
- Half Moon Bay Soccer Club website: <http://hmsoccerclub.com/>
- Club-level volunteers

| | | |
|-------------------------------|------------------|--|
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- Other Team Managers

Take a moment to skim the *Team Manager Handbook* and browse the HMBSC website, especially the Team Management web pages. Familiarize yourself with the type of information you can find at each resource. Refer to these two resources if you have any questions as you perform your Team Manager duties. If you can't find an answer to your question, email the Club Manager Coordinator.

Team Manager Responsibilities

As Team Manager, you are the liaison between the coach, club and the parents. Your primary job is to handle and oversee the team administration, including:

- Register team in league play and any tournaments that the coach decides to play in.
- Maintain team roster and team contact info in Teamsnap
- Obtain player and staff cards and other necessary paperwork
- Administer, communicate and support coach's development plans for the players and the team, including communicating calendar of events.
- Enter practice and game schedule in Teamsnap
- Create and maintain Team Binder
- Order uniforms
- Build relationship with other teams in your league to schedule scrimmages and coordinate game schedule (after input from coach).
- Create a team budget and submit financial assistance request if necessary.
- Ensure game day responsibilities are met including making sure that home game has referees scheduled and that field is ready to play on (goals, corner flags...)
- Help with advertising and communicate tryouts
- Understand and communicate field rules
- Understand and familiarize yourself with the Parent Handbook
- Ensure that club team responsibilities are met.
- Attend club meetings
-

While you may choose to handle all of the team's tasks above, it is recommended that you reach out to your team parents to get assistance on some of the jobs.

Examples of Team Parent Volunteer Jobs:

- Treasurer
- Field Preparer
- Uniform Coordinator
- Social Coordinator
- Volunteer Coordinator
- Team bench & canopy carrier
- Tournament Hotel Coordinator
- Fundraising Helper
- First Aid Kit Preparer
- Scheduler (work closely with team coach)

Team Manager's Duties

How is a Team Manager selected?

The Team Manager position is open to any parent on the team. For a new team, the coach will have a meeting and request volunteers or may ask a specific parent to be the manager. At least one parent must step up to manage or the team cannot continue.

Can we have co-Team Managers?

Yes, many teams decide to have co-Team Managers and split the duties involved.

What does the Team Manager do?

The primary job of the Team Manager is to oversee (*not* do yourself) team administration and to be the liaison between the coach, the Club, and the parents. One of your most important jobs as manager is to *communicate* with your coach, the Club, your team parents, and the league you are playing in.

You will receive emails from the Club regarding meetings, registration, uniforms, referees, and so on. Make sure these get distributed to the appropriate people on your team. For example, if there is a Club meeting about registration, your Team Registrar will need to be there or your team will not be registered properly.

There is a wonderful infrastructure in the HMBSC, with volunteers at every level to help the volunteers on your team. But they can only help if you are getting the messages to the team and the volunteers.

What does the Team Manager NOT do?

Although Team Managers have a crucial role in running a team, there are certain responsibilities that should be left to the coach. Team Managers should not:

- Do not make any roster decisions or any decisions about playing time. These decisions are made by the coach.
- Do not coach players on the sidelines; this is the coach's responsibility.
- Do not take action alone regarding the coach's performance, or decide who the coach is. The team's coach is selected by the Club's Executive Director of Coaching.

What to do first?

- Once your team has identified a Team Manager, the Team Manager should meet with the coach and determine a few things: Find an immediate date for a parent team meeting. You will generally need to have a team meeting after the December tryouts, in May (end of spring season), and in August (just before fall). Having a team meeting in May allows you to obtain necessary materials for registration for the fall season.
- Determine playing league for your team and coach's preference/availability for practice days and times. Practice dates/times and locations will probably not be finalized before your team meeting, but you can give your parents a general idea of whether you will be practicing twice a week or more.
- Obtain a team roster from the coach.
- Find out who the Team Manager of the coach's other team is (if any). You'll need to develop a rapport with this person so you can both work together to minimize conflicts.
- Cover and clarify topics that will be discussed at the team meeting.

After meeting with the coach, send an email to the team to announce the parent meeting. The meeting is **mandatory**. Every player on the team *must* have a parent/guardian in attendance. A successful team requires the commitment of every family to share responsibilities.

Coach's Duties

All coaches at HMBSC are independent contractors for the Club. They are typically selected by the Director of Coaching. Agreements usually run through the calendar year (January 1 to December 31). Coaches are evaluated by the Director of Coaching throughout the season and when Agreements are renegotiated. Coaches are contracted by the month, rain or shine, games or not. They are not contracted for hours worked.

Coaches may often ask for input from the team Manager or team parents; however he or she is responsible for making the final decision. Coaches' duties (other than coaching) include:

What does the coach do?

- Participate and help facilitate in club wide or team tryouts.
- Make Roster decisions
- Teach and coach the team throughout the entire league and tournament season to the best of coach's ability to ensure players are learning and advancing their individual soccer skills, techniques, and team tactics.
- Coach a minimum of two team practices per week during the season and all games.
- Establish team policies outlining the expected commitment level of players, which should be shared with all parents and players on an ongoing basis.
- At younger ages, work in conjunction with the Team Manager and the Club to hold an open and fair tryout at least once a year to select the most competitive team possible prior to the league registration deadline.
- Communicate player-related dialogue (e.g., playing time, goals, progress, and commitment) directly to each player, and establish a process whereby parents can have a dialogue with coach about their children's progress.
- Determine the times, days of the week, method, details, and means of performing these services.
- Approve check requests as a signee of the team.

Communication

One of the most important part of your job as Team Manager is to communicate with your coach, the team parents, your club and the teams within the league your team is participating in. There are two primary ways of communication:

- 1- Email
- 2- Teamsnap

Email

Most of the communication you will be receiving will be coming via your email. You will be receiving emails from HMBSC regarding registration, field status, upcoming events, and other vital information. It is important to use an email address that you will be checking on a daily basis so that you can reply promptly to emails and distribute information to your team in a timely manner. Email will be the primary form of contact between you and the managers/schedulers from other clubs in your league. It is very important that teams abide by the 48-hour rule in returning posted communication messages.

Teamsnap

Maintaining open and regular communication with your team and your coach will keep everyone happy. Teamsnap is a great tool that will help you manage your team by maintaining your team roster and player contact information, list your practice, game and events schedule, track player availability and communicate with your team. It's simple to use and has additional features that your team may enjoy using, like posting team photos. One of the main benefits of using Teamsnap is that all HMBSC communication will come through this tool. Your players/families will be responsible for maintaining their own contact information, so you will not need to keep a separate email list.

Existing teams should already be set up with Teamsnap. If you are not yet, or you are new to HMBSC, please send the team's gender, age, team name, and team owner's name and email the Club Webmaster. A Teamsnap account will be set up for you and you will receive login information. Once you have access to the account, invite parents/players in order to create a team roster.

- Go to www.teamsnap.com
- Click on Sign In and enter your username and password
- Click on the Roster tab and select New Player
- Enter Player Name and parent email address (this will allow you to invite the parent(s) to gain access to the Teamsnap account). Follow instructions in Teamsnap to allow second parent to create their own login for their child (Shared Access).
- Click on an "Invite to Join" button on the roster page. Follow instructions on the invitation page.
- Inform parents that they will be receiving an invitation to Teamsnap.

They need to accept the invitation to gain access to the site. You will also use Teamsnap to enter your game, practice and event schedule, track player availability, send team messages, upload team photos, export the schedule to your personal calendar and more. Since club communication will be sent via Teamsnap it is important that you keep your roster up to date. Also, make sure you include anyone on your team that should receive club manager updates (treasurer, coach) as a Non-Player. For more information on how to use Teamsnap, go to...

<http://www.teamsnap.com/downloads/TeamSnap%20Managers%20Guide>.

Tryouts

Your coach will determine if tryouts are needed. If tryouts are needed, your coach will request a tryout date with the DOC and secure date and field space with the Club Scheduler.

The Team Manager will work with the club Registrar, to help oversee the registration and check in process. This includes recruiting, advertising, and scheduling before the tryouts, being there during tryouts to check in players, give out numbers, and answer questions, and facilitating communication and team formation once tryouts are completed.

Every player interested in participating in HMBSC, will be required to tryout even if they are an existing player. No player is guaranteed a spot on the roster.

Avoid poaching. There are strict rules about poaching. As the Team Manager, you should be particularly careful not to poach players from other teams. For details of the policy, please check your playing league's website: CCSL (CYSA).

When are tryouts?

HMBSC holds formal, Club-wide open tryouts. The club tryout is typically every December for all U8–U13 teams if there is a need to fill specific spots, specific age, gender on an as need base or to develop new teams. No player is guaranteed a spot on their current team. Tryouts for U14 teams and older will be held after the high school season. Very often, HMBSC will hold a tryout in May as well if there is a need.

How are winter (December) open tryouts run?

Traditionally, the club Director of Coaching, along with the Club Registrar, leads the winter tryouts for the respective age group. Tryouts are supported by the managers and coaches. The DOC will send out detailed instructions on how to run tryouts. S/he will also make sure that bins are stocked at the fields with all the equipment you will need to run tryouts.

What do I do before a tryout?

- For the younger teams, AYSO is an excellent place to start. Work with the club AYSO liaison.
- Consider handing out tryout flyers (once made up by the Club) at an AYSO game or placing on cars at a home game.
- Flyers will be sent to the schools to be provided to all students. Flyers will be posted around town and banners placed in approved locations.
- Have your current players invite at least one child to tryouts (assuming not already playing for a current CYSA team). Note that CYSA has a **no poaching policy**. Players currently playing for a CYSA team cannot be approached or invited to tryout. However, if a parent of a current CYSA player from another team contacts you first, you may give them information.
- Do as much work before the first tryout as possible, including asking players to pre-register (complete a Player Participation form) so that you can shorten the registration line at the actual tryout. Pre-register all existing players in your age group unless they know for sure they aren't coming.

What do I do during tryouts?

- Arrive early to the field to set up. Bins with all materials will be available at all tryout fields. A tryout roster (pre-registered players) will be provided. There will be at least one tryout roster for each coach.
- As each player arrives, have them check in and provide them with a colored numbered pinnie. The pinnies are used to identify players.
- Bring your team(s) fact sheet(s). At a minimum, have general information for the age group (e.g., practice days, season length, all coach contacts, lead manager contact, date tryout results will be out, estimated fee schedule). It would be wise to include that dues are nonrefundable per Club policy. Some age groups will also have unique sheets for each team if philosophies differ significantly, e.g. tournament schedule, class 1 expectations, etc.
- Once walk-ons have registered, give copies of the rosters to the coaches. Update this list after each tryout so that the coaches have information for each tryout.
- Players who ask for scholarships should be kept confidential, but the coach must be made aware who is applying.

- Be available to answer general questions. Oftentimes it's best to direct the parents to the coaches for more specific questions/answers regarding the team.
- DOC will have decided prior to tryouts the date by which time all players will be contacted. Make sure this information is passed onto the players and/or parents (and should be on your fact sheet).

What should I do after tryouts?

When tryouts are over, it is your coach's responsibility to extend offers to new players to join the team. You will then collect everything you need to register any new player to your team. See Registration section for more information about what documents you will need to register your player.

Dealing with Interested Players

Very often a player misses a tryout or becomes interested in joining the club during a time where tryouts are not in the near future. You may receive calls or emails from interested players (their parents). Please discuss ahead of time with your coach how he/she would like you to handle this. If there are open spots on the roster, some coaches might have a policy that all interested players are welcome to attend any practice to meet the team and coach and be evaluated.

If a player tries out during a practice, a Release of Liability form is required and signed by the player's family. Some coaches may wish to speak to the players. Please clarify in advance, but you can always get the information, thank them for their interest, and tell them you will contact your coach and one of you will be in touch.

Meeting with your Coach

Once the players for your team have been selected, the next thing to do is meet with your coach. This meeting needs to take place before the new season begins. Here are some topics to discuss:

- **Team Roster** - Have the coach provide you with a list of the players so you can create a roster in Teamsnap. If you already have one created from last season, make sure you remove any players who are no longer on the team and add any new ones.
- **Practice Times** – Confirm what practice days and times are preferred. The HMBSC Field Coordinator will notify the coaches/managers when practice requests need to be submitted.
- **Scrimmages** – Discuss what teams your coach would like to scrimmage and when those scrimmages should take place. Request field time with the Field Coordinator and secure referees if needed with the Referee Assignor.
- **Playing League & Division** – Determine the team's league and division in for the season.
- **Tournaments** – Determine what tournaments the team should participate in for the season.
- **Team Equipment** – Check if your coach plans to purchase new equipment for the team (balls, pinnies, etc). You'll need to know what expenses your team will have when you (or your Team Treasurer) create a team budget.

- **Team Meeting** – Decide on date/time of Team Meeting and what the coach would like to discuss. The meeting should take place before the new season begins. The Boys & girls Club Cunha classroom is available if needed. Contact the BGC directly to reserve the room

The Team Meeting

Your team meeting should take place before each season begins. Feel free to hold more than one meeting per season if necessary. Organize yourself before the meeting by creating a team meeting agenda. The coach is responsible for the agenda, but he/she may ask for your help...

What are the goals of the team meeting?

- The coach should discuss objectives and goals for the team and player expectations.
- Review season's practice, scrimmage and game schedule. You will most likely not have your game schedule at this point, however you can review what the season's timeline will look like for both the league and tournament games.
- If your team is new to Teamsnap, introduce them to it and inform them that they will receive a Teamsnap email invitation that they will need to accept. You should also provide instructions on how to add contact information and remind them to keep that information up to date.
- Collect any necessary paperwork that you need for registration and team binder (proof of age document, medical waivers - form R002 for Norcal/US Club Soccer teams and form 1601 for CYSA teams)
- Discuss uniform order if applicable and collect any required payment if necessary.
- Recruit team volunteers for various team jobs (treasurer, field liner, uniform coordinator, tournament coordinator, social coordinator, team photographer, canopy and/or bench holder, first aid person...).
- Discuss fees and collect deposit if you haven't already done so.
- Review field rules as well as game day responsibilities (help needed for goal set-up, tear down...)
- Update team on any upcoming club related events.
- Review Parent Handbook

What do I do after the team meeting?

Once you've had your team meeting and filled the team volunteer positions, get organized:

- HMBSC uses Teamsnap, and pays for the team's Teamsnap account. Teamsnap is a tool to maintain contacts, practice time, game time and location, push events to parents' smart phones, send messages to the parents, keep track of scores, archive a season, and so on.
- Notify the team as soon as the days and times of practices are known.

- Accompany the Team Treasurer to create a team account or change the name on an existing team account. Contact the Club Treasurer and introduce yourselves.
- You need two signees for the account, usually the Team Treasurer and the Team Manager. If you do not have a team treasurer, the head coach is the second signee. The advantage of such a team account is that it is under the HMBSC non-profit organization umbrella, so it does not need to keep a balance. Most registration checks need to be written on Club checks, so get this done ASAP.
- Have the Team Treasurer create a team budget.
- Order uniforms, if needed. Find out uniform ordering deadline and have your uniform coordinator fill out the order form that can be found at HMBSC website under resources, under For Managers. Uniforms are ordered on an as need bases and very often it could be just your team or individual.
- If you are playing in CYSA league, contact the current Redwood Junior Soccer League webmaster to get your name added to the manager list: webmaster@RedwoodSoccer.org.
- Contact the current Club Registrar for your playing league so that you and your Team Registrar are included on league registration timelines
- Contact the current Club Website Coordinator to make sure you are on TeamSnap as manager
- Contact current Club Field Coordinator/Scheduler to be added to the distribution list
- Forward all information from the Club on to your team.
- Encourage parents to become active participants at HMBSC (volunteer for a board position or other job and attend board meetings)
- Discuss opportunities for fundraising – welcome suggestions
- Address questions and concerns from parents

Dealing with Conflicts

The other very important role the manager plays is to be the liaison between the coach and the parents. Parents usually are very cooperative, especially if they know the expectations, commitments required, and the rules.

Some suggestions about rules for parents:

- Make sure all coaching questions are directed to the coach. Do **not** try to field these questions. It is not your area of expertise.
- Suggest that coaching questions include the player, especially as the player's age. Any player 12 years or older should be talking to the coach him/herself. Parents are welcome to come and support the player, but the player should be a part of the conversation.
- Playing time issues should be addressed by the coach before the season begins.
- Parents must sit on the opposite side of the field from the players during games.

- The Club asks parents to watch what they are shouting on the field. Comments should be positive and directed at the players and the game. No negative comments toward referees are tolerated.

Just remember, your job is to facilitate communication with the coach, but not comment on players or the issues their parents have. If two parents on your team are having issues, try to facilitate a conversation, or ask the coach for help. If this does not resolve the situation contact the Club board for help.

Team Finances

Each team is responsible for paying its own expenses during the season. These expenses include tournament entry fees, expenses, equipment cost, additional field fees and other miscellaneous fees. It is the Team Treasurer's responsibility to maintain an accounting for each player on the team and to ensure that each pays his/her share of team expenses. This can be managed through Teamsnap under the Payments tab.

How do I set up an account?

To set up a new team account or to change the names on an existing team account:

- Get a parent to volunteer as Team Treasurer at or before your team meeting.
- Contact the club treasurer, inform him who the Team Manager and Treasurer are. The club Treasurer will authorize the Team Manager and Team Treasurer to set up the account or change the names on the account.
- All banking is supported through The Boys & Girls Club of the Coastsides.
- Check requests for payment or and invoice ore reimbursement are to be supported by a Check Request form and supporting receipts, approved by two signee's of the team and forwarded to Club Treasurer to be submitted for payment.
- Deposits are to be made to the BGC with a completed deposit slip.
- Club Treasurer will support Team Manager & Team Treasurer with any financial reporting.
- Checks are payable to The Boys and Girls of the Coastsides or BGCC
- Club fee's will be handled separately from the team fees as described in the Managers Coaching Compensation Guidelines.

Calculating Season Team Fees

How are season fees calculated?

As you will want to set up the account by depositing checks, you will need to figure out how much each player owes. Have the Team Treasurer create a team budget. Please reference the "Managers Guide to Coaching Compensation Guidelines" for a detail of season fees.

Here are the items to factor when determining team fees that are not included in the monthly HMBSC fee for a season:

- **Uniforms:** Uniforms are approximately \$210.00 youth and \$225 adult, for a full kit (including 2 jersey, 2 shorts, 2 socks and backpack & club jacket). Information about ordering uniforms is posted on the HMBSC website under Resources, under For Managers.

- **Referee Fees**

The Club Treasurer will reimburse game referee fees for your five home league games upon receipt of a check request. Current referee fee schedule is as follows...

| | |
|---------|--|
| U08-U09 | 2 - 25 minute halves = \$30 CR, 2 AR's \$25 ea = \$80 |
| U10-U12 | 2 - 30 minute halves = \$35 CR, 2 AR's \$30 ea = \$95 |
| U13-U14 | 2 - 35 minute halves = \$40 CR, 2 AR's \$35 ea = \$110 |
| U15-U16 | 2 - 40 minute halves = \$45 CR, 2 AR's \$40 ea = \$125 |

- **Tournament Fees:** Ask your coach about tournaments before the season begins so you can anticipate costs. It is better to collect up front for tournament fees so as to not go back to parents for more money later. However, if your coach doesn't know which tournaments your team will play, collect for what you know and come back later pending decisions. Let your parents know there may be more fees later in the season. Coach is eligible for expense reimbursement for games outside the Bay Area which require an overnight stay if the coach does not have a player on the team. Reimbursement can include gas, and hotel rooms.
- **Social Fees:** Some teams collect an extra for a social slush fund (\$20 +/- player). This cost is up to you and your team.
- **Additional Expenses:** You may also want to budget for things like benches (about \$100), a canopy, balls, cones and so on.

Once you have calculated what each player owes, it is a good idea to have them turn in a check when you collect registration paperwork. This can be done at a team meeting. Players pay for a season, which starts with registration. No refunds for team fees will be allowed after the first practice of the season.

Per player costs range from \$500 to \$1,200 **per season** depending on the number of players, number of coaching months, and number of tournaments the team attends.

Club Fees

What are club fees?

You will need to submit the following payments to HMBSC each season. Your team's Club fee should be made out to **BGCC** or through your players TeamSnap Pay Pal account. The Club fee is due at the beginning of the season which is preferred or player may choose the monthly scheduled payment plan.

- \$120 Annual club fee
- \$30 BGC fee
- \$15 Per player CYSA fee
- \$56 Coaches registration fees, RWL fee, CCSL fee
- \$10 First aide
- \$19 Misc administrative fees
- \$250 Coaching

- Club designated free clinics and camps throughout the year for all ages
- College information event & recruiting support
- Academic support through BGCC teen center and HMBHS after school tutoring
- Goalkeeper training & skills training.
- Support for coaches through the DOC

Financial Assistance

HMBSC has a limited budget to provide needs based Financial Assistance to committed players that otherwise could not afford to play on our teams. In order to be considered for Financial Assistance the family is required to complete the Financial Assistance Application and agree to the policy set forth.

Documents required are:

- Completed Financial Aid Application
- Copies of 3 most recent paycheck stubs for both working parents and or guardian.
- Copy of most recent tax return.
- If either parent is receiving unemployment or disability benefits, social security, alimony, or any other form of income a copy of the award letter must be provided
- Players most current report card

The Financial Assistance Policy is under a separate cover and you should familiarize yourself with the policy.

Registration

The one thing to remember about Registration is the DEADLINES! Make sure you know when they are. You will receive an email from our club Registrar a few months before a new season begins with information on registration. Please read that email. What steps you need to take to register your players and your team will depend on what league your team is participating in. In addition to registering your team and players, you will also need to know how to register the adults on your team (coach, assistant coach, managers) and the players.

What are the playing seasons?

Spring playing season runs approximately from last week in March/early April through end of May/first week of June, depending on the playing league and tournaments joined. Practice may have started anywhere from January to March, depending on the team. (For U14 and older teams, team players on a high school team cannot practice with their Club team until the season is complete, usually the end of February.) Registration deadline varies annually, but is usually between mid-February to March 1. The fall season runs from the first weekend after Labor Day (NorCal may start the last weekend of August) through the second weekend of November. (For U14 and older teams, the season is usually completed the first week of November because of high school soccer.) Most teams begin training by mid-July or August and may do a concentrated week-long mandatory "camp" run by the coach or may have been training weekly during the summer.

Which league should the team play in?

Ask your coach which playing league(s) s/he wants the team to play in. Several factors will affect this decision, likely including coach's schedule, your team playing level, family commitment level, and level of competition offered by playing leagues at your age group. Historically, HMBSC has played CYSA.

CYSA Cal Soccer League (CCSL) or California Youth Soccer Association (CYSA or CY)

Has been restructured as CalNorth CYSA Cal Soccer League (CalNorth CCSL)—still occasionally nicknamed CYSA or CY. Until recently, most competitive Club teams in the area played CYSA. Our CYSA Registration League is Redwood Junior Soccer League (RWL), in District 2, which covers the Peninsula region. Within CYSA, there are different divisions, including State Premier (the highest ranked teams); Bay Region, which includes Gold and Silver Elite; and Coast for more local play of Silver, Bronze, and Copper level teams.

U.S. Club Soccer (USCS)/NorCal Premier Soccer (NorCal)

In the past few years, U.S. Club Soccer, with NorCal Premier Soccer as the playing league in Northern California, has emerged as an alternative to CYSA, and playing in NorCal has become a more popular option. As in CYSA, there are different divisions depending on level of play, including the National Premier League (previously Regional Academy League) for elite U14 and older teams.

Refer to the CYSA section **OR** the NorCal sections below for registration instructions. The Club does hold registration meetings twice a year, before spring and fall registration period, to update Team Managers and/or Team Registrars on procedures. For the most up to date instructions and information, ask our Club Registrar.

CYSA (CCSL playing league) State, Bay and Coast Registration

OVERVIEW: As of fall 2012 CYSA registration consists of application to a playing league through GotSoccer and player registration through Redwood league. Each team maintains separate accounts on GotSoccer, which is be used for running the league and Redwood websites which is used for registering players.

Important websites—**GotSoccer:** www.gotsoccer.com; **CalNorth:** www.calnorth.org; **Redwood Junior Soccer League:** www.redwoodsoccer.org

- **Club Registrar:** Martha Vega (mvega@danmarcabinets.com)
- **CYSA Registration box:** 1527 Spinnaker Ln, HMB near the front door. After you drop off paperwork send email to Martha Vega (mvega@danmarcabinets.com) with team name in the subject line letting us know that you dropped off paperwork.

Registration is a fairly long procedure, so get your Team Registrar in place right away and have them get started. Before each playing season, a list of the registration process will be sent out by our Club CYSA Registrar. Contact CYSA Club Registrar if you have questions.

Notes

State Premier, Bay, Gold, and Silver Elite may have different registration timelines than Coast Leagues (Silver, Bronze, and Copper); check with the Club Registrar for exact timelines. Spring registration may differ slightly from fall, so be sure to have your Team Registrar check with the Club Registrar for instructions.

Roster Limits

- U10 and younger: minimum to register: 10; maximum roster: 18

- U11 – U13: minimum to register: 13; maximum roster: 18
- U14 and older: minimum to register: 13; maximum roster: 22. On game day, only 18 players can suit up.

Getting into the Redwood Junior Soccer League System

In order for the Team Manager and Team Registrar to get the team into the system, you need to have a Redwood Junior Soccer League username and password. Both the Team Manager and Team Registrar need to be added. The Club Registrar can usually get your Team Registrar set up, but if there are problems, contact the current Redwood Junior Soccer League Webmaster at webmaster@RedwoodSoccer.org for help. Website contains extensive help sections please refer to them for technical questions.

All teams must complete a new registration of their team on the RWL site and submit a current team transmittal to the CLUB registrar. (Note: a RWL team transmittal is always a “draft” roster. It should never be considered as the final playing roster.) The Golden Rod is your “final” roster.

1) Player Registration

- Players’ registration documents must include: A 1601 Registration Form (a new version is shown below) completed and signed (highlighted areas are mandatory). **Please try to minimize hand-written 1601 forms**...forms can be completed online, and then printed out for signature. Teams should upload a signed copy into the RWL site or submit a copy as part of the registration packet. (Note: mother’s birthday is no longer needed).
- Proof of Age (POA): A copy of the player’s birth certificate or passport (if not previously registered with Cal North within the past two years up through the fall of 2013) should be uploaded into the RWL site, or submitted as part of the registration packet. No POA is required if player played the most current last season.
- A player photo – can be uploaded into the RWL player profile site
 - a. No larger than 1.5” H x 1” W
 - b. Head shot only
 - c. No hats or dark glasses

2) Adult Registration – all new adult (18 and older) staff (those that did not register in the 2013-2014 soccer season) need to register in the official Cal North Data Management System as an administrator and have an approved background check entered in the system prior to being rostered to a team. Detailed instructions appear at http://www.calnorth.org/programs/risk_management/coaches_and_admin/

- i. A scanned copy of the completed LiveScan request form (that includes the system “ATI #”) must be included in the registration materials
- ii. A photo – can be uploaded into the RWL adult profile site
 - a. No larger than 1.5” H x 1” W
 - b. Head shot only
 - c. No hats or dark glasses

Coaches who are minors (under 18) do not need to complete a background check, but must submit form 1660 to the Cal North State Office. All approved 1660s are valid until the minor turns 18 years of age, at which point they will need to be fingerprinted.

Please note:

The Club Registrar will notify you when all of the above requested team registration information for players and adults must be provided in one of the following ways:

- **(most preferred)** Electronic: all documentation uploaded into the RWL site
- Hard copy: all documentation provided in hard copy form in a well-marked envelope (listing club & team name, team number and age/gender...**NO** additional info please!). Please do not submit original documentation as it will not be returned...KEEP original 1601 wet signature.
- For full team registration, please **DO NOT** submit documentation via email.
- Incomplete registration packets will be returned.

e. Team Registration “Packet” – the team’s electronic or hard copy team registration packet should include:

- One completed team transmittal form from the RWL site. The “status” field should show “Paid as of xx/xx/xxxx”. All players and adults should show the payment date in the “Adult” or “CYSA” column. Teams must have at least one adult on the transmittal form. Coach should not be rostered on more than 3 teams and managers not more than two.
- One completed 1601 membership form for each player (in the same order as on the RWL team transmittal form). The team keeps the wet signature copy.
- POA for each player not registered within the last two soccer seasons.
- POA documents written in a non-Latin alphabet (A, a, B, b, etc) must have a Foreign Document Translation Form, or a notarized translation document, submitted with the POB document.

HMBSC will make payment directly to the League Registrar on your behalf.

The Club Registrar will notify the teams by email when the packets are returned and ready for pick up in Club registration bins. Remember, the sooner you get your completed materials into the league for processing, the sooner they will be returned.

What the teams will receive back: Cal North team passes and Goldenrod (official/final) roster. The back side of the player pass will have the medical liability release with the contact / doctor info printed. Parent will need to sign the pass (can be done after lamination by signing a piece of tape covering the signature field)

Lamination services are available through your League Registrar for \$40.00 per team (includes fall and spring seasons). Payment should be made by separate check made out to the RWL registrar. Service includes laminated passes, pass card ring and lanyard

After initial fall registration: roster change materials can be uploaded to the RWL site or emailed to the Club Registrar.

Player Adds – provide:

- Updated team transmittal from RWL site that reflects player add and payment
- One (1) copy of signed 1601 form
- One (1) copy of player POA if player was not registered within the past two soccer seasons
- \$15 payment (PayPal) per added player

Adult Adds – all new adults (18 and older) must go through Live Scan Fingerprint Background Check program discussed above. Additionally, the following information must be submitted to

the League Registrar:

- Updated team transmittal from RWL site that reflects adult add and payment
- Copy of completed Live Scan Request Form, showing the ATI #
- \$10 payment (PayPal) per added staff member

Player Transfers. Teams are allowed unlimited transfers within the Redwood League and five (5) transfers from outside of the Redwood League. What is needed:

- Updated team transmittal form
- 1606 Roster Change Form with two signatures (parent & releasing coach),
- Existing Player Membership Pass.

Transfer Process:

Process: A copy of the signed 1606 form.

Releasing team: Provide signed Form 1606 Team Roster Change Form to transferring player/family/accepting team
-- Provide copy of 1606 form and Player Membership Pass to releasing Club Registrar

Accepting team: Provide signed 1606 form to and membership pass Club Registrar.

Player Releases: According to the Cal North Team Manual, a player may be released from a team by the coach only if the player is unable to play for one of the following reasons:

- The player has violated US Youth Soccer Cal North or League rules.
- The player has moved beyond a reasonable distance.
- The player is injured in such a manner that the player will not be able to participate for the remainder of the seasonal year.
- Dissolution of team.

Additionally, a player may voluntarily request to be released from a team.

To release a player, the team must turn in the following:

- Updated team transmittal form
- 1606 Team Roster Change in Status Form – requires signatures from a parent and releasing team official
- Player pass

Once released, the player will be placed in District Drop Pool. A previously released player is no longer required to be transferred back onto the player's original team.

Entering your Team Roster in Gotsoccer

For Gotsoccer instructions, go to:

<http://home.gotsoccer.com/support.aspx?content=support§ion=Teams&HelpID=44>

Please keep in mind that some events have deadlines

Team Binder

Each team is required to carry at all games and tournaments a “team binder”. The following outlines what should be included in the binder:

- Official team roster (US Club Soccer roster for Norcal, obtained from the US Club website team page (go to Player Management, click on “View” where team is listed, find “Print Official Roster”, and current Golden Rod for CYSA)
- Laminated player and staff cards placed in a metal ring (place cards in alphabetical order as they appear on the roster)
- Medical Release Forms with original wet signature (form R002 for US Club Soccer, no waiver form needed for CYSA – waiver on back of cards) placed in a protector sheet Phone list of all players and coaches
- Playing rules for league and tournaments
- FIFA Laws of the Game (not that you’ll be arguing with the referee, but it will be good to look something up if you are unsure of a rule).
- Game day Game Cards (CYSA, printed in Gotsoccer)
- Labels with team roster for tournaments.
- Game Schedule for tournaments

DO NOT include your players’ birth documents in this binder. Due to privacy concerns, this is no longer allowed. Keep these documents in a safe location at home. The registration of your players for league play and tournament play should already have ensured.

Uniforms

It is helpful to have a parent volunteer as Team Uniform Coordinator.

Where do we get uniforms?

Our uniforms are supplied by Soccer Pro on El Camino Real, Redwood City. The required kit includes: one numbered dark jersey, one numbered light colored Jersey, one numbered dark short, and one numbered light short, 1 pr. dark sock, 1 pr. light sock, backpack and club jacket.

Prior to ordering, ask other teams if they are in need of ordering uniforms to bulk order.

Uniform: Soccer Pro

3727 El Camino Real
Redwood City, CA 94063
Tel: 650-365-2328

Backpack: Soccer One

Terri Rebell
Tel: **(888) 297-6386**

Extras—such as training pants, sweatshirts, rain coats—are also available at an additional cost.

Equipment

The Director of Coaching can help the coach determine equipment needed. Coach is welcome to use the equipment in the Club shed located directly adjacent to the soccer cage at the north end of the fields. Please return the equipment after every use in an organized manner. Please lock the shed upon leaving the shed, do not leave unlocked at any time including during practice. Contact DOC if you notice any damage or loss of equipment.

What equipment do we need?

Each team should have 10 balls (size 4 for U12 and younger, and size 5 for U13 and older), 10 cones, 20 discs, 14 - 16 pinnies, 1 ball bag, 1 pump, and a first aid kit. Even if the coach changes team, the equipment stays with the team, NOT the coach. Make sure all balls are labeled with the team name. Keep these separate from practice balls.

Scheduling

How do I schedule games?

Each team should have a Team Scheduler. In general, each season, scheduling is divided into two parts.

- **Practice Scheduling:** Your coach is responsible for obtaining practice fields via the Field Scheduler. You will be notified by the Club Scheduler of your team's practice fields and times, often scheduled a couple of months prior to the season start. Please contact the Club Scheduler and check your field assignments for accuracy, and release (by emailing the Club Scheduler) any fields you know you will not be using (e.g., Monday holiday, confirming with coach first). Notify Club Scheduler immediately if you note any error. Note that in the fall, you will need to change your practice time Daylight Savings Time. Any out of season (extra) practices need to be requested by the Team Manager to the Club Scheduler.
- **Game Scheduling:** As soon as the playing leagues post the skeleton weekend game schedules and they are uploaded, the Club will hold a meeting so you can start scheduling the exact date, time, and field for home games. The sooner you contact the opposing team and set up a date, the better the field availability will be. If your coach has multiple teams, make sure your Team Scheduler works with their counterparts so that the coach can make all the games. (Don't forget travel time!) Scheduling with some opponents can be more challenging than others, so be patient and cordial, but determined!

What are some tips for scheduling games?

- Share the skeleton schedule with your coach and get feedback for any dates he/she is not available.
- Obtain coaches 1st, 2nd & 3rd choice for game times.
- If you need to change a date on the skeleton schedule, you will need to immediately be in contact with manager on opposing teams. This should happen prior to the club scheduling meeting. You can find the opponents contact information on your playing league websites. If the opponent has any restrictions, they will be in contact with you. Make sure you convey any restrictions your team

may have to your counterpart for away games. Although it is expected that you schedule a game on the exact day listed on the skeleton schedule, the day can be changed (from Saturday to Sunday, for example, or even to a weeknight or different weekend) with the approval of the opposing team and home field availability.

- Shortly after receiving the skeleton schedule there will be club scheduling meeting. At this meeting, club wide scheduling will happen. Have your skeleton schedule with dates and proposed time slots available.
- Any scrimmages must be requested through the Club Scheduler. Indicate any need for referees when making request. Notify the referee coordinator if there is any need for referees when making a request.
- Double check the accuracy of the dates and opponents listed on Got Soccer and Redwood League website. Much of the work is done manually, and mistakes will occur and are easily fixed.
- Enter game time and field on TeamSnap, Got Soccer & Redwood League website.

What if I need to change a game that is scheduled?

Requests for rescheduling of games should be treated as follows per CCSL guidelines...

*Please be aware that many clubs simply do not have the field space to accommodate 'convenience' requests. Teams need to have more than one adult that can run a match. Teams with coaches that are involved with multiple teams needs to expect that coach to miss a match (or two!) and **have a plan** for that. CCSL has Guest Official rules so that **any** credentialed adult in your league can be in the technical area and run a match.*

Reschedule requests that must be accommodated are for a lack of home fields (per the home club) and team in a CalNorth tournament not for a matter of convenience.

HMBSC policy...

No home match other than for the above reasons shall request a reschedule **no later than Sunday evening** prior to the scheduled match. Requests for a rescheduled match must be requested through the field scheduler, with a cc: to the referee coordinator.

Teams requesting a reschedule other than for the reasons given above, will be automatically denied. Games requesting a reschedule after Sunday evening will be automatically denied. HMBSC will not succumb to requests as a matter of convenience.

There are unusual circumstances that may arise such as a team dropping out of the league that would require scheduling or rescheduling. This would be treated as a "new" game and schedulable. After checking club website game calendar, you may request field time based on field availability. Contact scheduler and cc: referee coordinator for approval.

Helpful hints...

Dear Manager,

I need to reschedule I don't have enough players that day, can we reschedule the game?

Reply: I appreciate and understand your situation, with 15 teams in our club and only two fields, our field time is extremely limited. Unfortunately at this date in the season, we are unable to accommodate your request. We look forward to seeing you on ...

Dear Manager,

My coach is not available he is coaching another team, death in the family, in a wedding, etc.

Reply: I appreciate and understand your situation, with 15 teams in our club and only two fields, our field time is extremely limited. Unfortunately at this date in the season, we are unable to accommodate your request. We look forward to seeing you on ...

Dear Manger,

I need to reschedule the game on... we will be playing in a tournament.

Reply: Thank you for the heads up. After looking at the league schedule, I see that neither you or 99B are playing on...(offer 3 dates if available). Please let me know which of these dates you prefer and I will request field time with the club scheduler. Please let me know no later than...(allow 48 hours for a reply).

NOTE: Prior to requesting field space, please check the HMBSC site schedule tab. All home games are (or should be) on the calendar. This will help the Scheduler if you know ahead of time what is available. E.G...

Hi Scheduler, (cc: Referee Coordinator)

Our game on... needs to reschedule due to the opponent being in a tournament. I see these dates on TeamSnap are available. I would like to request (date) @ (time) please confirm this is available.

If you cancel/change a game after 6 p.m. on the Sunday prior to the game, you will still be responsible for paying the referees for that unpaid game. **Just don't do it!**

Field Set-Up

Who sets up the field for a game?

In general, the first Club team playing at a field must set up the flags located in the club shed and the last must take them down and put back into the shed. The goals need to either be slid into place and those not being used, slid out of the field of play. All nets must be secured into goal slot. Please be sure the shed remains locked at all times even during games.

Be sure all goals are chained and locked after each practice and at the end of the game day.

Turf Field Rules

What are the rules for turf fields?

The school district is very concerned that we obey the field usage rules posted at Cunha Soccer Complex. As host, we must monitor other teams for compliance with the field usage rules:

- No Food or Beverages, Bicycles, skates or Skateboards on the track or field.
- No Alcohol, Drugs, Smoking, Animals, BBQ's, on school grounds
- Sunflower seeds or shelled nuts.
- Spectator chairs should be on the perimeter of the turf preferably on the cement.

Cunha Soccer Complex is highly desirable and is run on a strict time schedule. Please be courteous if there is a game scheduled in the next time slot and exit the field as soon as your game is over. Be sure the field is left free of garbage

Referees

Contact the Club Referee Assignor if you have questions about the referee's.

How do I check referee assignments?

As your games get scheduled, the Club Referee Assignor will assign your games. The Referee Assignor will confirm that your home games have been scheduled if you have not heard from him please contact him.

How do I pay referees?

Referees need to be paid by your team for all home games.

- Print out game card from the Got Soccer site.
- Upon completion of game, referee signs game card as per CYSA/NorCal Rules and hands game card to home Team Manager.

- Team Manager hands envelope with cash to center referee to pay assistant referees. (Refer to **Calculating Season Fee's** for pay structure).
- Be sure to have the funds broken down to pay each referee the exact amount owed. As an example, if the total amount due is \$95, be sure to have 2 \$20's for the CR, 1 \$20 and 1 \$5 for each AR's. Do not expect them to have change.
- Team Manager has referees sign game card confirming referees were paid.
- Team Manager keeps the game card until 2 weeks after season is completed.

Game Day

What do I bring to a game?

- Player passes and adult and coaching passes. (Give these to the referee.) Note that you cannot play a game without an adult with a valid pass. Referees are asked to enforce NO PASS—NO PLAY—NO EXCEPTIONS.
- Game card. (Bring a game card even if you are the away team; the Home Team might not have one.) CYSA and NorCal game cards are printed out from the appropriate website (Got Soccer, Redwood Junior Soccer League or NorCal).

How do I print game cards?

For CYSA: Log on to the Got Soccer website. Click on League Scheduling tasks. Click on List View. Find your match. On the far left click on the game and print.

For NorCal: Log on to your team web page. From Schedule click on “vs” to print game cards.

- Official CYSA (goldenrod) or U.S. Club (NorCal) roster.
- Official U.S. Youth Soccer Association (USYSA) registration forms for each player. (CYSA: Form 1601 or NorCal: Form R002)
- First aid kit (including instant ice packs or ice) and cell phone. Program in the direct (650.363.4911) phone number of your local fire and police department. Dialing 911 on a cell phone sends your phone call to California Highway Patrol in Vallejo.
- FIFA Rules of the Game. (It won't do you much good to argue with the referee, but you'll be able to look something up and get the moral victory.)
- Copy of league rules and game durations as posted on your league website.
- An envelope with the referee's pay. Refer to team budgets.

What do I do before a game?

- Remind your team about the game, time, place, directions, and time to get there if away.
- Traditionally, teams wear dark jerseys for home games and light jerseys for away games, but have your players get into the habit of always bringing **BOTH** jerseys to **EVERY** game.
- If you're the home team, check the field, get nets, corner flags up (assign a parent whose job it is do this). It is the referee's job to check the conditions; it is your responsibility to fix them, so fix them before the referees show up and prevent a delay of game.

- If the weather is doubtful, check the field conditions the day before or early that morning to assess the likelihood your game will be cancelled. Cunha field is not affected. Have phone numbers of opponents to notify them if game is cancelled.

What do I do during a game?

- Players and parents/spectators are on different sides of the field. Only credentialed adults (coaches/managers) can be on the same side as players.
- Soccer is played in all weather conditions. Only the referee can determine that it is unsafe to play. However, the home team cannot and should not play if doing so damages a grass field.
- Lightning and thunder are rare in our area, so the referee and opponents may not know the rules. Games must be stopped when lightning or thunder is detected and cannot resume till 30 minutes after the last evidence of lightning or thunder.
- Encourage your parents to NOT coach and to yell only POSITIVE comments. Also stop any negative comments made towards the referees.
- Know your playing league (or State Cup) rules for required number of referees. In general, if fewer than 3 referees show up (should be one center and two line refs) only the center ref needs to be certified. Two parents can fill in for the line refs, but only if the opposing team agrees, and the game results stand. If the visiting team does not agree to substitute line refs, then you, the home team, must forfeit the game. If referee(s) no show and there is an issue with game, contact the Club Referee Coordinator.

What do I do after a game?

- DON'T FORGET to retrieve your passes and maybe the game card from the referee.
- Clean up the sidelines and field.
- If you are home, pay and thank the referees and have them sign the game card.
- Retrieve your corner flags, balls, and goal nets. Put equipment away properly, including the goals if you are the last team.
- Report the score on the Got Soccer website or by phoning in by Sunday evening following your match.

How do I handle paperwork?

- Keep a record of ALL your game scores (i.e., league, tournament, and friendliest). You will need to be able to state your year's record when applying for tournaments or when asking to move up playing divisions

Tournaments/Cups

What tournaments should the team play in?

Talk to your coach about what tournaments s/he wants to do for your team. It is best to do this right away. There are several centralized sites for listings of tournaments, including Got Soccer. Apply early and make payment to ensure you are accepted. Please check with your coach and the tournament website to determine if it is appropriate for you.

The rules for registration and playing in tournaments vary. Some tournaments accept CYSA passes only, some accept U.S. Club (NorCal) only and some accept either. Level of play varies by tournament, with some tournaments hosting several levels, often on consecutive weekends. Some tournaments allow guest players, some do not. Guest players from outside the Club will need to complete a loan form signed by their coach and your coach for the appropriate dates. Check the rules for the tournaments you enter.

Once it has been decided which tournament(s) the team wants to play in, have your Team Tournament Coordinator register. S/he should also coordinate check-in, which may be the night before the tournament actually begins, and hotel accommodations if necessary. Well organized tournaments always have negotiated blocks of rooms at local hotels.

Safety and First Aid

First aid

- **All teams will receive a first aid kit** and carry it with them to all games and tournaments. The purchase of a first aid kit is a club expense. Remember that if a player is bleeding, and blood and the open wound is visible, referees will not allow the player to return to the field. Make sure your first aid kit is replenished regularly at a team expense. It is also a good idea to have your coach carry a first aid kit for practices.
- **The coach should also carry at all times the Player's Medical Release medical waivers - 1601** for CYSA teams in case of an injury at practice. It is extremely important that players get plenty of water before, during and after a game. This is especially important in hot weather. Among other things, it helps to prevent cramping.
- **Be sure there is plenty of water at games.** If you are attending a tournament in extremely hot weather, it is a good idea to have an ice chest filled with ice water and several hand towels. When players come off the field and at half time, give them a wet towel to place on the back of their neck to cool them down.

Player Injury

- If a player is injured such that they need to be transported by ambulance, have a parent wait by the street to direct the ambulance to the injured player.

The Team Manager should have a responsible adult follow the ambulance to the hospital (preferable the parents of course, unless the player is unescorted). The adult should carry with them the player's medical release form.

- If a player experiences a blow to the head during a game or practice, you may want to look for signs of a concussion. These may include short-term memory loss, poor physical coordination, slurring or incoherent speech or a black stare or display of disproportionate emotions. Simple questions can be asked to further assess the player (what is your name, where are you...). A player showing signs of a concussion must be removed from the field and kept out of the practice session or game. Remember, "When in doubt, sit it out". In addition, if the player shows any of the following signs, immediate, qualified emergency medical assistance should be obtained:
 - The athlete goes limp, even for an instant

- The player's eyes are closed and the player does not or apparently cannot open them.
- The player is unresponsive to voice commands, questions or statements.
- The player is unresponsive to tactile stimulus, such as a sharp hand or finger squeeze.

When Lightning Strikes

Lightning is not something that occurs very often in our area, however it's important to know what to do should lightning strike. Clear the field and end practice if lightning and thunder are nearby. Use the 30-30 Rule to determine if a potential risk is present if they're not sure. Count the seconds between seeing lightning and hearing thunder. If this time is less than 30 seconds, it is a potential threat. Have players immediately clear the field and seek shelter (a car is a safe place). Do not have players put goals or rebounders away as they conduct electricity. They may return at a later time, at least 30 minutes after lightning has stopped, to put equipment away.

Please note that persons who have been struck by lightning receive an electrical shock but do not carry an electrical charge and can be safely handled. Victims may be suffering from burns or shock and should receive medical attention immediately.

Should lightning strike during a game, it is up to the distraction of the center referee to determine the whether the game should continue or terminate.

Glossary

1601: The CYSA (Cal North) Player Registration, Medical, Liability Release form.

Age-group: The age of the players on a youth team. In an "Under XX" format where XX is the age of the oldest player as of August 1.

For example, if a player is 12 years old on July 31 then s/he must play in a U13 (or older) age group. The "U13" designation means "under 13 years of age as of the end of July 31." Players may "play-up" or be younger than their age group, skill and team permitting. Players are not allowed to "play-down" or be older than their age group. At HMBSC, the age groups are named according to the end of the year (e.g., 99G would include girls born on or after August 1, 1998).

Cal North CYSA Cal Soccer League (CCSL) or California Youth Soccer Association (CYSA or CY):

This league is in the process of restricting as CalNorth CYSA Cal Soccer League. In addition to NorCal (see below), one of the competitive soccer leagues in Northern California. CYSA has been restructured with following divisions: Gold; Silver (up to 3 brackets: Silver Elite, Silver A and Silver B), Bronze (typically 2 brackets: Bronze A and Bronze B) and Copper (up to 2 brackets: Copper A and Copper B) divisions. Teams register through CCSL website. Unlike AYSO, there are typically tryouts and coaches and referees are paid professionals.

CYSA ID #: Every player and adult that registers for CYSA receives a unique identification number.

District 2 (or D2): District 2 is the region within CYSA that includes HMB. D2 encompasses the area from Burlingame to Gilroy to Monterey.

Game card: A card with the player names/roster for that particular game. Given to the referee, and often kept by the Team Manager. Game cards are printed out from appropriate website (Got Soccer for CYSA and for NorCal).

Goldenrod: The yellow sheet of paper generated by CYSA from your registration papers and part of the registration packet returned to each team that registers with CYSA. The goldenrod is the official team roster and includes all team information. It should be laminated and brought to every game along with player passes.

Manager: An individual that participates in a *Match* in a non-*Player* capacity that is responsible for the Team's Administrative operation (normally related to off field activities)

NorCal: The Northern California playing league of U.S. Club.

HMBSC team names: Half Moon Bay Soccer Club requires teams to use the Club convention to name the teams with the following format: [Year][gender][color], for example, 00G Blue, or 01B White. A team nickname can be used and added at the end of the above team name, for example, 00G Blue Thunders, or 01B White Gunners.

HMBSC team colors: Half Moon Bay Soccer Club has been Blue and White teams depending on the number of registered players in an age group. In fall of 2014 the club is transitioning to Black and Orange.

Player cards or player passes: All players must have an identification card with their picture and information. Any adults on the player side of the field must also have cards. This includes coach, assistant coach, and, optionally, the Team Manager.

- Cards are generated by league in which the team is registered.
- They should be laminated and brought to **every game**.
- Player cards from the fall season can be used in spring.
- New passes will be generated for the fall season.

Proof of Age (POA): Documentation showing the player's birth date, either a birth certificate or passport. A copy of POA is needed for registration.

Proof of birth (POB): Documentation showing the player's birth date, either a birth certificate or passport. A copy of POB is needed for registration.

R002: The U.S. Club (NorCal) Player Registration, Medical, Liability Release form.

Roster: The players on a particular team. For age-groups, U10 (fall) and below, the maximum roster size is 13, with 8 players on the field. For age groups U10 (spring) and above, the maximum roster size is 18, with 11 players on the field.

U.S. Club: A non-profit organization (National Affiliate member of the United States Soccer Federation) that supports and develops competitive soccer clubs by registering players, sanctioning teams, leagues, tournaments and other soccer programs. NorCal is a part of U.S. Club.

Affiliated with...





HALF MOON BAY SOCCER CLUB

425 Poplar Ave
Half Moon Bay, CA 94019
650.726.1545
<http://hmbsocketclub.com/>

Since 1967

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