

# Information Sheet for AVYSL Tiered Team Managers

## Role of Team Manager

### Collaborating with Head Coach as required on administrative tasks including:

- Coordinating spring and fall registration for team
- Coordinating orders for and distribution of team uniforms and other apparel
- Collecting team paperwork and maintaining binder for team
- Communicating critical information to team parents such as practice times, game reminders with logistics (uniform color, start time, etc.)
- Publishing game schedules to team parents and confirming with opposing teams
- Ensuring Refs are assigned to home games
- Paying Refs (spring only) and providing them with blank Game Cards and envelopes at home games
- Coordinating game reschedules as necessary
- Posting game scores
- Processing player Add/Drops as necessary
- Keeping track of team financials
- Ordering and distributing uniforms
- Registering for tournaments

### Key AVYSL Contacts:

- Neil Diaz – Director Coaching and Tiered Program Coordinator – [coach@almadensoccer.org](mailto:coach@almadensoccer.org)
- Debbie Bishko – AVYSL Registrar – [avysl\\_registrar@almadensoccer.org](mailto:avysl_registrar@almadensoccer.org)
- Kelly Johnson – AVYSL Administration – [tjohnkjohn@aol.com](mailto:tjohnkjohn@aol.com)
- Norbert Schmied – Select Director – [n\\_schmied@yahoo.com](mailto:n_schmied@yahoo.com)
- Andrew Lore – Comp Director - [hoganstainedglass@hotmail.com](mailto:hoganstainedglass@hotmail.com)
- Tom Tilmant – Referee Assignor and The Arbiter coordinator – [referee\\_avysl@yahoo.com](mailto:referee_avysl@yahoo.com)
- Scott Hoyt – Fields Scheduler – [shoyt@cinnabarhills.com](mailto:shoyt@cinnabarhills.com)
- Cori Boyle – EuroSports Uniform orders – [cboyle@sportsendeavors.com](mailto:cboyle@sportsendeavors.com)

### Key websites:

- AVYSL: [www.almadensoccer.org](http://www.almadensoccer.org)
- CYSA District II: <http://www.cysadistrict2.org/>
- District 2 Spring: <http://cysadistrict2.gotsport.com/clubsite/?p=196>
- Abronzino: [www.abronzinosoccer.org](http://www.abronzinosoccer.org) (Fall for Select teams)
- Delgado: [www.delgadosoccer.org](http://www.delgadosoccer.org) (Fall for Comp teams)
- The Arbiter: [www.arbitersports.com](http://www.arbitersports.com) (Home game schedules and referee assignments)
- US Club Soccer: [www.usclubsoccer.org](http://www.usclubsoccer.org)

## FAQ regarding various Team Manager Responsibilities:

*What soccer organization are we part of?*

The world governing body for soccer is the Federation International de Football Association (FIFA). The US Soccer Federation (USSF) is the US Division of FIFA. US Youth Soccer (USYS) is the Youth division of USSF. The California Youth Soccer Association – North (CYSA – North) is one of 4 regions of USYS. We are in District II of CYSA-North (there are 9 districts). The Almaden Valley Youth Soccer League (AVYSL) is one of 17 leagues within District II.

Within District II, there are 3 levels of teams. The most competitive teams – Class 1 or “Select” - play within the Abronzino League of District II. The youngest age group for Abronzino is U10. The next level of competitive teams – Class 3 or “Comp” - plays within the Delgado League of District II. The youngest age group for Delgado is

U9. The remaining teams play within the Recreational or “in-house” division. AVYSL teams play in all three of these District II leagues.

*Is my team an AVYSL “Tiered Team”?*

All AVYSL comp and select teams U13 and under are considered to be in the AVYSL Tiered Program. These teams will continue to be in the Tiered System as they advance in age levels, and all new teams entering at the youngest level will be incorporated into the Tiered System.

*How do the spring and fall age groups work?*

For District II, a “new” season begins in the fall, and your team will play in that same age group until the next fall season at which time they’ll advance one year. So if you played U9 in the fall last year, your team is still U9 this spring according to D2. However, please note that all U11 teams will move from small field to large field and will go from 8 v 8 format to 11 v 11 starting in the spring in preparation for the fall U12 season.

*What are the naming conventions for AVYSL Tiered Teams?*

AVYSL has recently switched to a common naming convention for all Tiered teams. All team names will have 3 components: “Quicksilver” for girls’ teams, and “Mercury” for boys’ teams; “Green”, “Black”, and “White” for the different playing levels; and the birth year, using the year of birth of the oldest players on the team. (Since the age group goes from Aug 1 to Jul 31, some players will be born in one year, and others will be born the next year).

For example, for boys born between Aug 1, 99 and July 31, 00, there are 3 teams. Those teams are called “Mercury Green 99”, “Mercury Black 99”, and “Mercury White 99”. Not all age levels have 3 teams. If there are only 2 teams, they are “Green” and “Black”.

*How do I register my team?*

The Spring and Fall Registration process are different. Each process requires registering with District II (D2), registering with AVYSL, collecting paperwork (Birth Certificates, 1601 forms, PCA forms or Parent Contracts, player pictures) and fees from team members, obtaining a certified roster and player passes.

CYSA’s season runs on the fiscal year and the fall is the start of a new season. The spring play is the 2<sup>nd</sup> half of the season, and rules vary from fall.

Spring Registration (specific instructions in separate document)

- ✓ Team Managers are responsible for registering their teams at D2 and paying the team registration fee online. Tiered Team managers will be reimbursed for this registration fee as it is part of the Tiered Payment.
- ✓ Team Managers will provide a roster of players to the league registrar to generate blue spring roster
- ✓ Team Managers will provide documentation for new players joining in Spring
- ✓ Team Managers will provide coaching application forms
- ✓ Tiered Team Parents will register and pay for their players online at the AVYSL website
- ✓ The League Registrar will issue Blue Rosters and Blue Player passes for use in Spring league play only

Fall Registration (specific instructions in separate document)

- ✓ The League Registrar will register your team for the new season with CYSA – D2
- ✓ Team Managers will provide a team packet to the league registrar with required documentation
- ✓ Parents will register their players online at the AVYSL website
- ✓ An official team roster will be furnished by the league registrar
- ✓ Official CYSA passes will be created and used for all tournament and game play

*How do I order uniforms for my Tiered team?*

For teams in the Tiered program, AVYSL has contracted with EuroSport to obtain Xara apparel for the teams. Orders for the team will be placed, by the Team Manager, through EuroSport.

Teams will submit their team orders during Spring registration. For new teams, this order will include full uniforms (green jersey, white jersey, green shorts, green socks, white socks) for all players on the team. For existing teams, this order will include full uniforms for any players new to the Tiered Program, as well as any replacement uniform items or extras for existing team members. Team Managers should collect payment directly from the parents. Team Managers will fill out an online Excel order form and will email the form to EuroSport, copying Kelly Johnson. Team Managers will pay for the order by calling EuroSport and providing credit card info. Orders will be shipped to your home.

Grandfathered teams may order uniforms of their choice with any vendor as long as they conform with the AVYSL standard colors.

*What if I have a problem with my Tiered uniform order, or I need to order additional uniforms?*

During the season, individual orders may be placed as well by the Team Manager through EuroSport, using the same order form. If you have any issues with any of your orders, or if you do not have access to Excel, please contact Kelly Johnson.

*How do I order warm-ups and bags for my Tiered team?*

The Team Manager may also place team or individual orders for warm-ups and bags through EuroSport.

*What paperwork do I need to collect for my team?*

For each player on the team, you must have

- 3 signed 1601 (CYSA) forms. These must be signed by the parent preferably in blue or red ink (one copy to be kept by Head Coach, one copy to be kept in team binder, one copy to be turned into league)
- An initialed and signed PCA form or Tiered Parent Contract.
- A laminated player pass (CYSA White Fall Pass, CYSA Blue Spring Pass)
- It is also suggested to keep a digital photo (1" x 1.5") of the player on file (used for generating player passes)

Please note that it is no longer required to keep a copy of the players' birth certificates in the binders. Birth certificates are no longer reviewed at most tournaments, and in fact, will only be used once, at fall registration, for new players. Many tournament directors now request that birth certificates specifically be removed from team binders. Each tournament will publish specific document requirements.

For each coach on the team, you should have

- 2 signed 1628 (CYSA) forms (both copies to be turned into and kept by the League Registrar)
- A copy of the coach's current coaching license
- A laminated coach's pass (Be sure coaches passes are highlighted in yellow around the edges before laminating)
- A digital photo (1" x 1.5")

Every team is required to have a roster for both Spring and Fall play. Rosters for both seasons are provided by our AVYSL league registrar.

- Spring Rosters will be Blue
- Fall Rosters will be Gold

It is strongly suggested that you create a binder with all of this paperwork and ensure it is at every game and practice. While only the player and coaches passes are actually examined at each league game, the paperwork will be necessary in case of any questions about player eligibility. This paperwork is also required at most tournaments. The 1601 forms are required at practices in case of an injury as they have the signed medical release. You should give one signed copy of the 1601 form for each player to the Head Coach for him/her to keep at ALL practices/games. You will also keep a signed copy of the 1601 form in your team binder for use when checking in at tournaments.

*Is there a special format required for organizing the paperwork?*

There is a common practice for organizing binders for tournaments. Tournament directors prefer to see the player 1601 forms in the same order as your roster, each in plastic sleeves. Since the PCA forms and parent contract forms

are generally not examined, those forms may be placed behind the player's 1601 form in the sleeve, or in another section of the binder.

It is also strongly encouraged that you place the player and coaches passes on a ring of some type. It is further encouraged that you put the passes in the order that your Game Card roster appears (probably either alphabetical or by jersey #). At the beginning of each game (league or tournament), you will turn the passes over to the referee, who will hold the passes for the duration of the game. Having the passes on a ring in roster-order facilitates the ref's process of checking each player against the roster, and minimizes potential loss of any loose cards.

*How do I find out my team practice schedule?*

The league will schedule all team practices and will publish a list on the AVYSL website.

*How do I find out my team game schedule?*

For spring, District II will publish the team brackets and will schedule the days (not times) of your games. District II will send an email once the schedules have been finalized. You can also browse the D2 Spring website at any time to see the schedules for the various brackets. Once the schedule has been set, AVYSL will schedule the time and location for all home games for all teams. This schedule will be posted on the Arbiter. For Spring, the AVYSL Registrar will post the game times directly on the D2 Spring Website.

For fall, the game schedules will be managed by the Delgado (comp) and Abronzino (select) leagues. These leagues will set the dates of the games (not times), and once set, AVYSL will set the times in the Arbiter. You will log into your respective website (Delgado or Abronzino) to see and update your game schedule. (More info to follow for fall.)

*What is the Arbiter?*

This is a service that AVYSL uses to schedule referees for home games. Referees login and self-assign themselves to games that they are available to run. AVYSL controls, by age and experience, which games a referee can sign-up for. Coaches, team managers, and others appointed by the team can use Arbiter to see their team's information such as game time, field location, and assigned referees. To ensure there are not a lot of changes to assignments, Arbiter only allows referees to sign up for games one week in advance. Team Managers can also use Arbiter to see if fields are available if a game needs to be changed.

*How do I get a login id for the Arbiter?*

This will be pre-assigned for all designated Team Managers. You can check by logging into the Arbiter with your email address (as submitted by you to the league), and using your last name as a password. You will be prompted to change this password the first time you log in. If you cannot get into the Arbiter, please contact Tom Tilmant.

*How do I see my games in the Arbiter?*

Your Arbiter profile will align you with your specific team. When you log into the Arbiter, click on Schedules in the upper left area under the heading Schedules. This should bring up a list of the teams you are associated with. For the team you are interested in, click on the # of games (a clickable field). This will show you all your home games with game times and field assignments. Please be sure that your team's playing age is reflected accurately in Arbiter as this determines how much the referees get paid. If there is an issue, please contact Tom Tilmant.

*What if my home game dates do not match what D2, Abronzino, or Delgado show as my home games?*

Please note the discrepancies and contact Andrew Lore for comp teams, and Norbert Schmied for select teams.

*How do I notify visiting teams about my home game times and locations?*

Per District II guidelines, game time and location should be confirmed with visiting teams at least one week in advance, and any changes should be confirmed by Wednesday preceding the game. It is also recommended that you send an email to the visiting team manager to confirm the time and location of the game. Visiting team contacts can be found at the D2, Abronzino, or Delgado websites by clicking on the link for that team.

*How do I check to see if Referees have been assigned to my home games?*

In the Arbiter, bring up your list of home games (see question above). The right hand column is called “Slots”. This shows you how many Referee slots are filled. (e.g. “1/3”, means 1 of 3 referee slots have been filled). If you click on that number, it will show you the name of the referees who are assigned to your game.

*What do I do if a Referee has not been assigned to my home game?*

Tom Tilmant works closely with the referees to make sure they are signing up for all home games. The most important referee position is the Center Referee. If you only have a Center Referee signed up, parents can fill in as sideline referees for that game. If, by 2 days before your game, you don't have referee coverage, send an email to Tom. Generally, during spring, referee coverage is not an issue.

*Who pays the referees for home games?*

In Spring, the Team Manager is responsible for paying referees in cash on the day of the game. It is up to the Team Manager to have the appropriate cash denominations to pay the referees after the game. The amounts paid to refs depend on playing time. The Center Ref gets paid \$1 for each minute played in the 1<sup>st</sup> half of your game. The sideline refs get paid \$5 less than this amount. So, for example, if your games are 2 – 25 minute halves, you will pay the Center Ref \$25, and each sideline ref, \$20. Please be sure to have the appropriate denominations on hand.

If your team is a Tiered team, the ref fees were paid as part of the registration fee. Therefore, each team manager will be issued a check by the league for referee fees for the entire Spring season (4-5 home games). Managers on non-tiered teams should have collected Ref fees directly from team parents as part of the team financial arrangements.

In some cases, there may only be an assigned Center Referee, and the Center Referee may ask parents or older siblings to be sideline referees. Only licensed referees, who have been assigned to this game, should be paid. Tiered team managers should return any extra referee money to the league at the end of the season through Kelly Johnson.

During the fall, referees are paid directly by AVYSL and Team Managers are not required to pay them on game day.

*What is my obligation to accommodate game time changes as requested by visiting teams?*

Scheduling games during the spring is complicated by the large number of players throughout District 2 who also play baseball, softball, lacrosse and other sports. It is in every team's best interest to play as many games as possible, and therefore it is recommended that you make reasonable accommodations if a visiting team cannot play during the originally scheduled time due to unavailability. This is especially true if a visiting team will have to play short-handed or will have to forfeit. It is not mandatory, though, to accommodate these requests.

Also during spring, you should expect to play at least 1-2 games on Sundays, again accommodating players who have other sports obligations on Saturdays.

There are fewer conflicts during fall, so scheduling is a bit easier. It is still recommended that you make reasonable accommodations to visiting teams' game scheduling requests.

*Can I reschedule a game to whatever day the visiting team and we agree on?*

Per District II guidelines, all games should be rescheduled to be within 2 weeks of the original time. Also, all home games re-scheduled must be approved by AVYSL.

*How do I reschedule a home game or schedule a scrimmage?*

First, you should check the Arbiter for available field times. To do this, log into the Arbiter and click on the Master Schedules link in the upper left. This brings up a list of ALL AVYSL home games for the season. You should scroll to your desired date, and check for open time slots.

Once you have found an available time slot, send an email to Scott Hoyt. Scott will confirm the new game or scrimmage time/location. If you are rescheduling a game, please include the Arbiter game number in your email to Scott.

If you do not go through this process to reschedule or cancel a game, you may be required to pay the refs regardless of whether the original game is played or not.

*What do I do if I need to reschedule at the last minute?*

In general, games should be rescheduled at least one week in advance. If you do not do this, you may be at risk of not having refs at your game.

If you need to reschedule a game that is scheduled to be played within the next 48 hours, you should first go into Arbiter and cancel the game. To do this, go into Schedules, and for the team you are interested in, click on the # of games. This brings up a list of your home games. For the game you wish to reschedule, click on the red circle with a slash through it to cancel the game. Please note the original game number. By canceling the game in Arbiter, the assigned refs will automatically be sent an email. If this cancellation is taking place within a few hours of the original time, you should also contact the refs by phone for those who have provided a phone number. In the Arbiter, when your home games are being displayed, you can click on the “Slots” column showing the number of refs assigned (e.g. “3/3”). This will bring up the names of the refs who have been assigned to that game. By clicking on the Ref’s name, you will be able to see their contact information.

To reschedule the game, follow the procedures as noted above.

*How do I schedule extra practice times?*

To schedule extra practices, first check the official practice schedule posted at the Almaden website. Send an email to Andrew Lore (for Comp) or Norbert Schmied (for Select) to request your practice time/locations.

*What happens if it is raining on my game day?*

It is up to the League Field Director to determine whether fields are playable. If a field is deemed not to be playable, those games will be cancelled in the Arbiter. You should receive an automatic email if this happens. You should immediately contact the visiting team manager to notify them of the cancellation, and to discuss rescheduling options. You should also regularly check the AVYSL website, as field cancellations will be posted there. On game day, cancellations should be posted by 7am. If your game is later in the day, you should continue to check the website for updates as conditions may change throughout the day.

Referees are automatically sent an email through Arbiter if a game they are assigned to is cancelled. You should follow up this email with a phone call if your game is early in the day. See instructions above, under last minute rescheduling, for contacting refs via phone.

You are encouraged to sign up for automatic AVYSL Field Status alerts. Instructions for doing this are on the AVYSL website under Fields – Status.

Hint: In certain cases, you may decide to play the game at the visiting team’s field that day. This is especially true if the rain cancellation is due to a wet field, not to actual game-day rain. Just because Almaden fields are rained out, doesn’t mean other leagues fields were rained out. This is often the case for some of the closer leagues (e.g. Central Valley, Santa Clara). This would be at the discretion of the visiting team and their ability to obtain refs.

*What is a Game Card?*

A Game Card, or Match Card, is the card used by the referee during the game to keep track of the score. It is the home team responsibility to provide the card to the referee before the start of the game. Both teams must print their player names, jersey #s, and CYSA #s on the card. Many teams find it easier to pre-print this information on a label, and stick the label on the card. These labels may be used at ALL games (home and away).

For spring, instructions for printing the Match Card can be found under D2 Spring League – Match Procedures and Information. You may either enter your roster online and the Match Card will automatically be pre-populated with your players’ info, or you may print the info on a label and stick the label onto the Match Card. A template for printing a label is provided at the D2 Spring website.

For fall, rosters will not be pre-printed on Match Cards, so you will probably want to pre-print the information onto a label. Typically, you will use the 5164/8164 format.

### *Where can I get Match Cards?*

You must print your Spring Match Cards from the D2 Spring Website. For fall, game cards will be handed out by the league. If you need extra cards, you can pick them up from the League Registrar.

### *How do I report a game score?*

The Center Referee is responsible for keeping the official game score. If you have any doubt about the final score, please check with the Center Ref.

For spring, you will call in your game score. The information for calling in will be printed directly on the game card.

For fall, log into your respective Delgado or Abronzino websites to update the scores. (More info to follow for fall.)

### *What is a Red Card?*

A Red Card, or "Send-off" is a disciplinary action that may be taken by a Referee during the game which results in a player (or coach) being removed from the game. The Referee will also keep that player (or coach's) pass after the game. It is the responsibility of the Referee to obtain and complete a "Send Off" report describing the incident. Referees are further required to send the report, and the offending player or coach's pass, to the district, no later than the Thursday following the match. (A blank copy of the report can be found at the AVYSL website, under the Referees link, under "how to deal with a red card or send off".)

### *Do I need to do anything else if a Red Card is issued?*

It is your responsibility to provide the Referee with a stamped, addressed envelope. The envelope (business size is easiest) is for the Referee to send the Red Card report and the player (or coach's) pass to the District official.

For spring, the address to pre-print on the envelope can be found at the D2 Spring website under Match Procedures and Information.

The fall process for mailing Send-off reports is TBD.

It is in your team's best interest to have this envelope available to provide to the Referee at the game. Players (and coaches) cannot participate in a game unless they have their card at the game. Therefore, any delay in having a player (or coach) pass returned after a red card incident, may result in extra games in which the player cannot participate. The player/coach pass will be returned to the AVYSL President, after the suspension has been served.

### *Do I need to report the Red Card incident?*

When you post the game score at the D2 Spring, Abronzino, or Delgado website, you will be given an option to report a Red Card incident. You will not need to provide details, only the number of Red Cards issued per team.

### *Am I responsible for the game snack schedule?*

AVYSL no longer sanctions or encourages snacks after games. If your team elects to provide snacks to the players, and to have a snack coordinator, the snack coordinator should also be responsible for ensuring that all trash is picked up prior to leaving the field.

### *How do I add/drop a player during the season?*

NOTE: For Tiered Teams, all player add/drops will be determined by the Head Coach and by Neil Diaz.

For spring, the deadline for Adding or Dropping players is April 30th. If adding, you will need to collect all the necessary paperwork and provide the paperwork and information to the League Registrar. There is a one week waiting period before a new player is eligible. If you provide the complete paperwork to the League Registrar by Friday, the player will be eligible to play the following weekend.

For fall, there are 4 types of roster changes:

- Add (new player who is not currently rostered on another CYSA team)
- Transfer add (new player who will be transferring from another CYSA team)
- Release (dropped player who will no longer be playing on a CYSA team)
- Transfer release (player who will be moving to another CYSA team)

To process any of these changes, you must complete a 1606 Roster Change in Status form. There are different signatures needed for each of these and the information is found on the form itself. For Transfer Adds, you must submit the 1606 form as well as the player's 1601 form and the current player pass. For Adds, if the player is new to CYSA District 2, you must also submit a Birth Certificate. There is a one week waiting period from the time the paperwork is turned into the District Registrar (which will be after the paperwork is turned into the League Registrar). For specific instructions on how to process a roster change during the Fall Season, please contact the League Registrar.

#### *What is US Club?*

US Club Soccer is a national soccer organization separate from (competitor to) USYS/CYSA. Teams may be registered with USYS/CYSA or US Club or both. US Club has a separate registration process and you will have a separate US Club roster and player passes. There are additional costs for registering with US Club: \$12/player for U11 and younger, \$16/player for U12 and older, and \$15 per staff member (coaches and team managers).

#### *Why would I want to register my team with US Club?*

The primary reason for registering with US Club is to give you more options for tournaments. Most of the larger tournaments are either sanctioned by US Club or USYS. Especially for Class 1 teams, there are many tournaments that are only sanctioned by US Club. Most US Club tournaments do allow you to participate as a non-US Club team if you purchase special travel insurance for your team.

The other reason for registering with US Club would be to allow you to play in the NorCal Leagues. NorCal is another league, separate from CYSA, with Spring and Fall playing seasons. If your team is US Club, you may register to play in a NorCal league.

#### *How do I register my team for US Club?*

You may register for US Club at any time during the year. The US Club season also runs from August 1<sup>st</sup> through July 31<sup>st</sup>, so your roster and player passes are valid for that 1-year period. To register, you will need to provide the following to the League Registrar:

1. Roster of all players, alphabetized, including birthdates
2. Birth Certificates for all players
3. A US Club Youth Player Registration and Medical Treatment Authorization form (found at the US Club Soccer website under Registration – General Forms) for all players
4. A check, made out to Debbie Bishko to cover the registration fees
  - a. \$12/player for U11 and younger
  - b. \$16/player for U12 and older
  - c. \$15/staff for coaches and team manager (TM is optional) (these passes are valid for 2 years)

Once processed, you will be sent a roster and players passes via email (in PDF format). You will then print your players passes, attach pictures, and laminate them.