

San Francisco Vikings Soccer Club, Inc.



Founded 1923

2521 Judah Street

San Francisco, CA 94122-1437

Tel: (415) 753-3111 / Fax: (415) 753-2555

www.sfvsc.org

TEAM MANUAL

AND

TEAM MANAGER HANDBOOK

Spring 2010

DRAFT – 21 May 2010

San Francisco Vikings Soccer Club

Team Manual and Team Manager Handbook for Travel and Upper House Teams

The foundation of our Travel Team Program is individual player development. We believe that having fun and developing as a player are inseparable and we promote a spirit of cooperation and competition. Our travel teams foster the physical and mental development that is necessary to excel at soccer in a healthy, character-building environment that encourages each child to achieve his or her highest potential. Winning games is not the mission of the travel program. Our mission is development in a competitive arena.

In order for SFVSC to meet its goal, we will need help from the whole community – coaches, team managers, parents and players. This manual is intended to help everyone in the community understand the policies and procedures of the Club. It also is intended to help Team Managers “learn the ropes” – both as an aide to understanding what needs to get done plus suggestions for possible ways to go about getting those tasks accomplished.

Most of us have often heard some variant of the expression “Coaches don’t play the game; the players do.” This is even more true when it comes to administrators as they have less frequent direct contact with the players. However, the Coach, Team Manager and other parent or team volunteers working together as an administrative unit play very important roles in contributing to the overall success of the team, and, ultimately, the entire Club. Good coordination and communication among the team “Brain Trust” will inevitably lead to a more positive experience for the players and families of the team and ensure the program is successful.

In addition to this manual, it will be helpful for you to familiarize yourself with the rules of the California Youth Soccer Association – North (“CYSA”), the San Francisco Vikings League and Club rules and the rules of your team’s playing League. All can be found on the respective websites: www.cysanorth.org, www.sfvikings.com, www.sfvikingsoccer.org, www.redwoodsoccer.org, www.abronzinosoccer.org, and www.goldenstatesoccer.com.

For over 30 years the San Francisco Vikings Soccer Club has been a leader in developing soccer players in San Francisco. We look forward to continuing to develop complete players who grow and excel both on and off the field.

Thank you for your interest and participation in the San Francisco Vikings Soccer Club. We look forward to a fun, rewarding experience for all.

Sincerely,

Libby Rappolt
President

Jeff Wilson
Director of Coaching

Table of Contents

Team Administration

Registration

Financial Matters

Communications

Tournaments

Fundraising

Scholarships

Uniforms

Team Meeting

Team and Player Safety

Appendices - Club Policies & Documents

 Summary of Travel Team Program

 Try-out Policy

 Parent Pledge

 Travel Team Financial Policies and Procedures

 Financial Policies

 Discipline Policy

The team manager has a variety of responsibilities, many of which can be distributed out to other parent volunteers. By getting more people involved in these tasks, it not only lessens the burden on any one individual but also creates a stronger team organization. Some of the tasks that can easily be delegated include the following:

- Dissemination of information to the players and parents
- Planning for social events with the team
- Attending the team manager meetings
- Coordinating the team registration with the Registrar
- Ordering the uniforms
- Coordinating the team's overall functions and tournaments along with the team treasurer.

The following pages are intended to help you become familiar with the various duties of the Team Manager as well as provide information on how to get things done and suggestions based on previous experience. However, there is no strict formula for being a Team Manager and each team will inevitably find its own “best practices” over the course of the season. As you get more familiar with the role, we encourage you to share ideas with other Team Managers and with us so we can incorporate them into this manual.

I. Team Administration

a.) Binder

You will find that your most important tool is your team binder. The “Goldenrod” should be kept in a 3-ring binder with plastic sleeves. (The Goldenrod is the official approved roster of players that is provided to you after registration.) A sleeve for each player should be established with the medical release form. Team Managers usually also include their team’s Master Roster and the team schedule for practices and tournaments and when available, the schedule for their League games and a current contact list for players and their families, including cell phone numbers (for last minute calls – where they heck are you, the game is starting in 15 minutes!). The team binder with medical release forms should be accessible at every practice and every game in case an emergency occurs and a player’s medical release form needs to be obtained. It can be kept in the car during practice but it should be on the sideline for every game so it can be presented to an EMT in the event of an emergency.

b.) Player Passes (Player Cards)

All laminated player and administrator cards should be kept on a ring that is the center ring of the team binder. The team binder and the player passes travel together and should not be separated unless a referee is holding the passes during a game. Both the team binder and the player passes are required for tournament formal credential check-in on the Friday night before the tournament. This is another reason that you want to always keep the binder and passes together- you don’t want to drive back from Sacramento on Friday night because you only brought the player passes!

c.) Contact Information

Create an email distribution list for ease of sending out email notices, including both parents and players emails and phone numbers. Create a contact name and address list and distribute to all parents.

d.) Delegate Responsibilities

The Team Manager has a variety of responsibilities including team registration of players, collecting all proper registration materials, team planning, organization, and communication. A manager cannot run a team on his/her own. You need to get other people to help with the responsibilities outlined in this handbook! Some suggested roles are Treasurer, Travel Organizer, Fund Raising, and Uniforms.

i) Assign a Treasurer (depends on Club structure)

The treasurer is responsible for handling the team finances and helps to ensure that the individual player has met the financial objectives concerning registration, uniforms, tournaments, etc. Working with the team coach and the team manager, the treasurer should set-up a checking account for all team revenue and develop an annual budget that captures equipment needs, uniforms, tournaments, travel expenses, and other expenses deemed necessary.

ii) Food

Get someone to act as the point person for after game events (including choosing the location and making reservations) and food coordination for tournaments.

iii) Get a Uniform Coordinator

As soon as a team's roster has been finalized delegate someone to order the uniforms for the team and see the process through. This includes getting the players' sizes and numbers to make the team purchase. It is also a good idea to have extra shoes, socks, jerseys and shinguards. All teams must wear the San Francisco Vikings uniform colors, which are red, white and black. In addition, the uniform must also have a Viking Club logo. (i.e., "SFVSC") See Section VIII below for the uniform requirements.

iv) Recruit an Equipment Coordinator

Providing an ice chest with drinks and water for the kids at tournaments is a good idea, especially when it is a hot day. Other useful items include towels, a canopy, some extra seats, etc.

v) Bring a Team Bag to all events

Stocking a team bag with the following necessities will help yourself and players be prepared for emergencies: pens, scissors, sunscreen, towels, instant hot and cold packs or real ice packs, athletic tape, ace bandage, hydrogen peroxide (removes blood from clothing), band-aids, anti-bacterial wipes, neosporin, lip balm, hair ties, water and anything else you can think of! Your Team Bag is also a good place to keep your Team Binder, player cards and extra uniform needs.

A manager should always make sure that they or the Coach has a first aid kit on hand, including hydrogen peroxide for any minor injuries during practices or games. It's also a good idea to have ice that you can use for both practice sessions and games.

II. Registration

Since the Soccer year runs from August 1 – July 31, initial team registration is done in the Spring for the following year. Once the Coach provides a roster of the players on the team, the paperwork and timelines must be distributed to the team. Completed, accurate paperwork must then be collected and submitted to the Vikings Office so it can be processed. Once the paperwork is processed, each team will receive a Goldenrod list of all players) and player cards and the team will be registered.

Most leagues, including the Viking League also require online registration. The team manager or Coach must first register the team, receive a team identification number, and then register the players online.

Registration for Spring leagues is generally handled by Vikings although there may be some paperwork for Team Managers to review. Note: If a team is playing Futsal in the winter, Futsal registration must be done directly through the Futsal league and is the responsibility of the Coach. (Most Coaches would welcome assistance from the Team Manager in this task.)

a.) Paperwork for Registering a Team

The documents that need to be completed and submitted as part of the registration process for the year [or for the Fall] are as follows:

Players

1. Form 1601 –This is the CYSA Registration Form and must be completed for each player and signed.
Two recent Photos with the Team name and number, and player name on the back. Good quality photos that are 1 ½' x 1' in size – the “rule of thumb” – the players face should be about the size of your thumb. No hats or sunglasses.
2. Birth Certificate or Passport showing date of birth (first year of registration only)– once a player submits a birth certificate and is registered on a Club team, that player will not have to submit a birth certificate to register in future years.

Adults – Coaches and Assistant Coaches

1. Form 1628 – This is the CYSA Adult Registration Form and must be completed for each Coach and Assistant Coach. Form can be downloaded from www.cysanorth.org under “registration.”
2. Two recent Photos with the team name and number, and coach’s name on the back
Good quality photos that are 1 ½' x 1' in size – the “rule of thumb” – again, the face should be about the size of your thumb. No hats or sunglasses.
3. Copy of Coach’s Licenses

b.) Roster Changes – Adding or Dropping Players

Any roster change, including adding and dropping players or coaches must be done through the Viking League office. A “Change Roster” form is required that needs to be completed and submitted to the Vikings office. Each player being added must have a player card. If a player doesn’t have a card, the player can be added by completing the

paperwork shown above under “Registering a Team.” If the player has a card, the coach or manager must submit a “team roster change in status” form# 1606 downloaded from www.cysanorth.org along with the team’s goldenrod, which will be updated to show the new player. There is no longer an 8 day waiting period for adds, only for transfers. Follow the directions closely or the process can be delayed.

c.) Practice Times and Fields

The Coach is responsible for setting practice days, although the Team Manager may help determine what the best practice days may be for the team. The permitted practice time slot for the travel teams is 5:00pm-6:30pm, set by the SFRPD. The Club secures fields for all official league play. Practice fields must be reserved through the San Francisco Department of Recreation and Parks prior to the season. The process generally is done in June for the following Fall season and in December for the following Spring season. The coach and team manager receive an email from SFRPD with an authorization code after the team registration materials are completed. The email includes instructions for the on-line application process run by SF Rec and Park.

d.) Registration for Scrimmages and “Friendlies”

If a team decides to play a scrimmage or “friendly” game against another team, that game must be registered on the D1 site (www.cysad1.org). To register the match, just click on the “non-league play” form and complete the blanks. This can be done up to 1 hour prior to the game and doing so ensures liability and medical insurance for players and coaches at that game.

III. Fees/Expenses & Team Budget

The Club charges a Club Season Fee for player participation on each of the travel teams. This Fee will cover general team expenses like coach compensation, league registration and expenses and tournament registration. In addition each family should anticipate contributing to a team budget that will cover variable and elective team expenses like uniforms and tournament travel. The Club expects that each team will have a volunteer team manager or treasurer to manage the team budget.

Club Season Fee

The Club Season Fee for each player (team) will be set at the time of registration and will cover the following expenses:

- Coach compensation and benefits. In general it is expected that the coach will work with the team ten months of the year, hold approximately two practices per week and attend most games.
- Fall, winter and spring league fees. The covered fees include registration, referee and assignor fees (up to a maximum for each season as specified by the Club).
- Tournament registration fees. The Club will pay the registration fees for a specified number of tournaments for each team (again, up to a maximum as specified by the Club). Teams may wish to play in additional tournaments, and those costs must be factored into the budget.
- Club administration. The Club season fee will include Club registration and all Club administrative services including the Director of Coaching.

Club Season Fee - Payment Terms

The Club Season fee is billed to the players directly by the Club, and the Club Season Fee is due as follows:

- \$100 due at time of acceptance of offer to join the team (by April 1st or before)
- 50% of the season fee is due by July 1st.
- Balance of the season fee is due by December 1st.

In the event that players are late in paying the Club Season Fee, Coaches and Team Managers may be asked to help collect the outstanding overdue amounts. Players with overdue Club Season Fees may not be able to participate in Team activities (games, practices, etc.) until their account is current.

Other miscellaneous terms related to the Club Season Fee

- The Club Season Fee is non refundable.
- Families are responsible for the Club Season Fee even if the player is sick or injured or cannot attend a game or practice.
- The Club can refuse to allow a player or any member of the family to participate in games, practices, tournaments or any other team events if the family is past due on payment of the Club Season Fee or if the player or family is the subject of a disciplinary action by the team, Club, a league or any organization that the team is affiliated with.

Team Budget

In addition to the Club Season Fee, each team will have a Team Budget. This will be created jointly by the Coach and Team Manager and Treasurer and managed over the course of the year by the Team Treasurer. This Team Treasurer will also be responsible for collecting and disbursing the team funds related to the Team Budget.

All expenses related to a player's participation on the team not covered by the Club Season Fee will be accounted for in the Team Budget. These expenses may include such items as:

- Uniforms and personal equipment.
- Practice fields. Generally the Club is able to obtain free, outdoor practice fields from the City of San Francisco. However, if, for example, the team elects to hold futsal practices at a gym, there is usually a charge associated with the facility rental.
- Special trainers. If the team decides to hire a special trainer or participate in a special training program, these fees will be extra.
- Coach lodging and meals at overnight tournaments. Coach travel if a flight is involved.
- Team parties.
- Amounts over the Club specified limits (see Club Season Fee above). In particular teams may elect to attend more tournaments than provided for in the Club season fee
- Any other team expenses.

The budget will typically not include estimates of individual expenses for travel to tournaments and away games which are the responsibility of each family.

Below is a list of a number of possible fees that may arise during the year and how they are handled.

a) League Fees (league of registration and playing league)

Teams will need to pay registration fees each year to the Viking Club and the Viking League, and to each league in which the team plays during a season (which will likely be different in the Fall and Spring seasons – for example the Redwood League, the Abronzino League or the GSSL). These are paid by the Club directly and are included in the Club Season Fee. Thus, the Team Managers/Treasurers do not need to worry about them

b) Referee fees (assignor and game days)

For many leagues, typically the Home team is responsible for paying the referees for home games. These fees are included in the Club Season Fee. However, they must be paid at the end of each game to the referees at the site. Because of this, the Referee fees must be paid by the Coach or Team Manager (or other Team representative). These fees are reimbursed by the Club as noted below. The best practice is to place each referee's exact amount in an envelope and hand them out (to the Referee and the Assistant Referees, or ARs) when the game is over.

Reimbursement – Early in the season the Club will issue a check to each team in an amount to cover the Referee fees for all scheduled home games that season. Teams usually have 5 home games and thus are responsible for referee fees for 5 games.) The check will be made out to the Team Treasurer (or Team Manager if no Team Treasurer has been named). It is then the responsibility of the Team Treasurer to administrate the Referee payments for the season. If for some some reason a team plays more home games than anticipated and need additional referee payments, a reimbursement request should be submitted to the Club with details explaining the situation. Likewise, if a team does not play as many home games as anticipated the team should notify the Club so the excess referee funds can be returned to the Club.

c) Tournament Fees

Tournament participation should be decided on by your team coach/team manager as early in the spring as possible so that the fees can be included in your budget. A list of tournaments for the upcoming year is usually available by May 1st. The list of CYSA tournaments and their fees are posted on the CYSA website. You can also refer to the USYSA website and the Tiburon Peninsula Soccer Club website for additional tournament options.

A certain number of Tournaments will be covered by the Club Season Fee. However, if your team is planning on playing more than that number of tournaments during the year, then the additional tournaments should be included in the Team Budget. The tournaments generally run from \$400-\$550 per team. It is also customary for teams to cover coach lodging expenses for the away tournament when the team elects to stay the night. Tournament Fees that are covered under the Club Season Fee can be paid by the Team Manager/Treasurer and then submitted to the Club treasurer for reimbursement.

d) Uniform Fees

Players are responsible for purchasing uniforms and this will be part of the Team Budget. As manager you may want to assign this task to a parent volunteer. Once the team has been formed, sizes and design choice will need to be established. If your team has returning players who don't need all the components, you may not want to include a uniform fee in your budget, but just let the new players know that they will need to purchase the uniform as a separate charge. For specialty items (sweatshirts, matching athletic bags) you can decide as a team if you would like to purchase these items, perhaps by fundraising for them. See Section VIII for more information on uniforms.

d) Equipment Fees

Equipment needs can vary from team to team. Below is a list of both essential and optional equipment. Coaches may have some of these items that they are willing to let their teams use. Other items may need to be purchased.

- i) Balls and pump
- ii) First Aid kit
- iii) Corner flags
- iv) Canopy(ies)-optional
- v) Seating (team collapsible bench)-optional
- vi) Small towels-for hot games
- vii) Ice chest
- viii) Portable goals-optional
- ix) Pennies
- x) Goalie items (gloves, special jersey)

IV. Communications

Communication within your team is very important. There are several ways for managers and coaches to communicate with players and families. You will want to consider all the options below, perhaps even polling families about what works well for them in general before deciding what methods are best for your particular situation. Communication through email is typically the most efficient. If you decide to use a 3rd party system, service fees for website call services and management services should be incorporated into your team's budget once services have been decided on.

Timing is everything, especially when communication is involved. As manager, you should work closely with your coach(es) and parent delegates to optimize communication timing and minimize confusion both for regular league games and practices and tournaments. Families should be provided with league website information for game schedules and tournament websites for tournament schedules. As tournaments often involve a full weekend commitment and travel time, communication is especially important. It is imperative that families are notified as early as possible about tournament game times, changes in regular game times, practice locations, added scrimmages, and weather related issues.

a) Contact Sheet

This is a useful tool for the manager, the coach, and anyone else assigned to help with team duties. It is a list of all players that can/should include:

Name
Date of birth
Each Parent's name
Address of residence
Home phone (of each parent if different)
Cell phone of each parent and player
Email address (each parent, plus player if age appropriate)
School name
Jersey number

A copy of this should be kept in the team binder (and distributed to all of the families) so the team manager has access to all pertinent information at each game.

b) Email Distribution List

This is helpful to get information to everyone on the team. Be sure to include the coaches when creating this, as well as players themselves if age appropriate. Conversely, you should check with parents about whether they both want to receive emails from the team (ie busy working mom who lets dad deal with soccer related matters and doesn't want to receive any emails) and whether they are comfortable sharing their email address with the team. Some managers rely heavily on a team manager website for message distribution. See below under team website.

c) Voicemail or Team "Hotline"

Automated messaging can be a valuable tool in reaching team families and eliminating the need for a phone tree. Sites such as www.onecallnow can provide dial-out service to notify parents of rain delays, change in practice or game times, etc.

You can set up a team hotline for your players to call into for notification of game changes, rain-outs, location changes, etc. www.teamhotline.com is one resource for this service.

Another idea, and possibly more cost effective, is to pay for a phone line with a voice mail and the coach can regularly update the outgoing message.

d) Phone Tree

A good old fashioned phone tree may suit your team's needs just fine. A phone tree can be particularly useful in the event of a power outage, when computer service may be unreliable. Setting up a team phone tree may be a good task to delegate to another team parent. In order to avoid confusion, it's important to decide which person (coach, manager, another parent) will initially distribute the information that will put the phone tree into play.

e) Team Website

Team management websites can be very useful in managing your team with regard to scheduling, announcements, player availability tracking, and score keeping. Two examples of such websites are www.teamsnap.com and www.teamopolis.com.

V. Tournaments

Teams generally play in at least 2 tournaments per year, but the number and timing of the tournaments varies by team. Tournament participation is encouraged by Vikings but ultimately is at the discretion of the Coach in consultation with the Team Manager. These events offer not

only a good playing experience but also provide an opportunity for a positive social experience for the players and parents who attend. Also, players are paying for some tournament play as part of their Club Season Fee, so it would be good to play at least a minimum number of tournaments to make appropriate use of those funds.

Tournaments are typically the last weekend of the month, and teams can play in CYSA tournaments and non-CYSA tournaments. Lists and information on Northern California tournaments can be found at various sites on the web, including the CYSA website (www.cysanorth.org) and the US Club soccer site www.usclubsoccer.org. US Club tournaments require the purchase of supplemental team insurance for the event at \$50 per team. www.gotsoccer.com is also a place to explore soccer events.

Most tournaments fill up in advance of the 60 day application deadline (applications are due 60 days prior to the event date) so for August tournaments, it is a good idea to apply in June. Generally, you must apply 45-60 days before the event, in order to have a chance to be accepted. CYSA has changed its rules to allow you to apply to any tournament by submitting your applications directly to the tournament. You can apply to any number of tournaments, but never 2 in the same weekend.

Guest Players at Tournaments

Some tournaments allow guest players. Be sure to check with the tournament rules and work with the League registration office to get appropriate documentation for any players who may be participating as guest players. The documentation would be the player's pass, and the 1601 medical release form. In addition, both the parent, the coach of the team the player is coming from, and the coach of the team the player is guest playing for, must sign a CYSA #1611 permission form that will be turned in at the Friday night tournament credential check-in.

If you would like to have your team play locally, there are a few tournaments early in the soccer that you may wish to consider: The Pacifica United Coast Cup is generally held in late August (pacificauunited.org). There is often a tournament over Labor Day in Napa (www.napavalleysoccerclub.org). Last but certainly not least, the SF Vikings Club hosts the Golden Gate Invitational tournament ("GGI"), here in the city in September – usually the last weekend in September. More information on this tournament can be found on the Viking Club website at: <http://www.sfvsc.org/ggi/index.php>

a) Registration

Plan as far ahead as possible for tournament participation. Many tournaments fill up well in advance of the 60 day application deadline and it is best to let players know the dates so schedules can be cleared. Once the Coach gives the OK, Team Managers generally take care of the registration process for tournaments, some of which can generally now be done online. For CYSA tournaments, the tournament application is downloaded from the CYSA site, and sent directly to the tournament, with your check. For US Club events, the application is online and payment is made by credit card. There is a fee up to 100% of the application fee if a team withdraws from a tournament, so make sure your team is committed to the dates of the event. The application asks for your playing record, but they never check it, so don't agonize about being perfectly accurate- just give your best guess at it, or write "new team formed by tryout"

- b) **Hotel and Food Arrangements**
Most tournament sites list hotels and restaurants in the area so arrangements can be made for accommodations and group meals. Make arrangements early as the local hotels and restaurants can fill up quickly on a tournament weekend. Meals can also be arranged as potluck events, or, particularly between games, picnic-style gatherings at the field location. Be sure to have plenty of water for before, during and after games, and, for warm weather tournaments, ice chests are invaluable.
- c) **Canopy, Benches**
Many tournaments are in climates much warmer than San Francisco, so any type of shade is usually welcome. Some teams chip in to get a portable canopy that can be set up quickly for between games and even on the sideline during games. Portable folding benches can also be purchased.
- d) **Guest Players**
Some tournaments allow guest players. Be sure to check with the tournament rules and work with the League registration office to get appropriate documentation for any players who may be participating as guest players. The documentation would be the player's pass and 1601 medical release form, and both the parent, coach of the team the player is coming from, and coach of the team the player is guest playing for, must sign a permission form CYSA form #1611 that will be turned in at the Friday night tournament credential check-in.

VI. Fundraising

As you will know by now soccer can be an expensive business. Each team should plan to hold some fund raising activities to raise money to help offset fees and expenses. Teams are encouraged to think of creative ways to raise funds to help reduce the cost to players for team expenses. Fund raising also provides a positive aspect for team building and boosting player morale. Some ideas for fundraisers that have been done in the past include garage sales, wreath or holiday craft sales, bakes sales, car washes and "working" at the annual Golden Gate Invitational, sponsored by the club.

VII. Scholarships

The Club recognizes the fact that some players/families will need financial assistance. To that end, a limited amount of scholarship funds is available to offset some or all expenses associated with being a member of a Club team.

- The Club financial aid budget will be set prior to June 1st of each year.
- Anyone requesting financial aid must do so before May 1st.
- Families must demonstrate financial need in order to receive financial aid. The documentation required to establish financial need will include a written request by the player's family along with tax forms for the most recent calendar year for both parents. The Club may request additional information.
- The Club Treasurer will review financial aid requests and information and will make awards will be made based upon need and available aid.

- While the Club reserves the right to make exceptions, it is the general policy of the Club that financial aid awards to players will only be up to 50% of their season fees.
- Teams may earn money to cover expenses by working at the Club sponsored Golden Gate Invitational tournament in September of each year or other team fundraising activities such as car washes, garage sales, etc.

VIII. Uniforms

It is the responsibility of the team manager or appropriate team parent to order uniforms for each player. For new teams, a full set of uniforms will be needed. In subsequent years and as players are added, uniforms will be ordered at the team manager's or parent's discretion.

The following guidelines are applicable:

- (a) The Club colors are red, white and black (any combination or design is acceptable);
- (b) The home and away jerseys must be different colors;
- (c) The socks for home and away can be the same color, if desired;
- (d) All players should wear the official uniform shorts (i.e. players should not wear generic red, white or black shorts);
- (e) All jerseys should display the Viking Club logo on the front of the jersey. All jerseys must have a unique number (note: The team manager or parent should keep a list of these numbers to avoid issuance of duplicates);
- (f) Team name and player name are optional;
- (g) Team bags and warm-ups are optional.

It is the responsibility of the team manager or designated parent to request sizing information and desired number from each family. When players request the same number, the team manager or parent will make the final decision as to which number is assigned to a player. All uniform orders must be submitted by August 1st to ensure that all team members will have their uniforms prior to August pre-season tournaments.

Due to varying player needs as respects uniforms in a given soccer year (Fall thru Spring), uniform costs can be shown separately from the team budget. For new teams or returning teams that are ordering a completely new set of uniforms, the relevant uniform costs including jerseys, shorts, socks, etc. should be included with the team budget. For returning teams not ordering a new set of uniforms, the relevant uniform costs can be shown as a separate item and provided to all families in the event that a player needs a particular item.

IX. Team Meetings

Prior to the beginning of each season the Coach and Team Manager organize a meeting with parents and players to discuss expectations, commitment level of the team, practice schedules, tournaments and any other issues. This meeting also provides the Team Manager with the opportunity to recruit volunteers to handle team responsibilities mentioned earlier. This type of meeting should also be held at the end of the season and before Spring. Futsal may also be a topic of discussion.

A parent with a large house can volunteer to hold meetings at their home. Having pizza delivered or organizing a potluck is always a good idea.

X. Team and Player Safety

One of the most important concerns of the Viking Club's organization is the safety of its players. There are several components to ensuring that a player and the team are safe. These components include the playing environment, the physical and mental well-being of the player and making sure that the player is safe from any strangers/child predators. As a Team Manager, you need to be aware of the factors that will keep your players safe.

a) The Player's Environment

Be sure to check the playing field that your players will be using for practice or games. Make sure there aren't any big holes or other tripping hazards such as sprinkler heads or utility covers. Also look for objects on the field that may cause injury such as big rocks, pieces of glass, etc. Goal safety is very important. Make sure that any goals that are being used for games or practices are properly anchored; they should be checked before use.

b) The Player's Physical and Mental Well-being

A manager should always make sure that s/he or the Coach has a first aid kit on hand for any minor injuries during practices or games. It's also a good idea to have ice that you can use, just make sure and bring a little extra in your portable cooler. Remember the acronym **RICE** for athletic injuries, **R** is rest, **I** is ice, **C** is compression and **E** is elevation.

It is very important that the Head Coach, Asst. Coach or Team Manager always have a copy of the player Form 1601 (registration/ medical release form) in the team binder, on hand at all times during any team event. Medical personnel will not be allowed to treat any injuries without this documentation

As a manager, also be aware of any situations that might be affecting the mental well-being of a player. For example, you might see a player being harassed or bullied by other players or on the other hand, players that are overly aggressive to the his/her fellow teammates. In these cases, the team manager can bring it to the attention of the coach, in confidence, so that it can be dealt with.

c) Keeping Our Players Safe from Strangers/Predators

Unfortunately we live in a world that is not always safe for our children. During practices and games be aware of any people that you don't know who are loitering around the area. You may want to ask them why they are there to determine if they have a reason to be there. Never leave a child alone, always make sure they at least go in pairs or with an adult if they have to go to the bathroom. Never leave a player alone to wait for a parent/guardian to pick them up from practices or games. If a parent is habitually late

in picking up their child from practice or games, you and the coach need to let them know that it is unacceptable and if it continues, the child may not be able to play on the team.

Players' safety should also be considered during all functions off the playing field including fundraisers, team dinners and meetings. It is important to let your players know that they can come to you if they are feeling uncomfortable or threatened by others.

Club Policies and Procedures

Try-out Policy

The following principles apply to the tryouts:

- Equal opportunity/no discrimination
- Availability of financial aid

Tryout process

- Evaluated by independent and/or Club coaches
- Kids challenged in multiple situations (1v1, small sided games, etc)

Evaluation criteria

- Individual skills (technique)
- Team awareness (tactics)
- Fit within team

Returning players – Do they have priority?

- Equal ability should go to the player who has already been on the team.

Coaches and team managers are also encouraged to provide any additional information to parents that may bear on a player's selection and/or interest in joining the team, such as:

- Minimum practice and game attendance expectations
- How the team expects to deal with conflicts created by other sports or activities
- Likely practice frequency, times and locations
- Leagues in which the team will likely play
- Likely tournaments
- Number of players the team expects to carry on roster, subject to player interest and the coach's evaluation

The tryout will consist of at least 2 dates. While attendance at both tryouts will not be mandatory unless stated clearly in the posted information before tryouts begin, coaches may consider attendance at both tryouts as a factor in the ultimate selection decisions. Players must attend one of the tryout dates to be considered for the team.

The decision to accept or reject the player is at the discretion and judgment of the head coach. A variety of factors may be considered by the coach, including:

- Player's ability, based on the tryout and information about past performances
- Player's availability to attend practices, league play, and tournaments
- Player's attitude
- Team's need for players with specific competencies

The selection decision will be made within two weeks of the last tryout date, and the roster must be posted to the Club website within that time. The coach and team managers may also choose to notify the parents in writing or by phone.

The selection decisions are final, and parents are not allowed to contact the coaches or team managers to contest the decision if his or her child is not selected. If the parent believes that the selection decision was not made in conformity with this policy, they may submit a written protest to the attention of the Club President within one week of receiving the decision.

Travel Team Financial Policies and Procedures

General

The Club charges a season fee for player participation on each of the travel teams. This fee will cover general team expenses like coach compensation, league registration and expenses and tournament registration. In addition each family should anticipate contributing to a team budget that will cover variable and elective team expenses like uniforms and tournament travel. The Club expects that each team will have a volunteer team manager or treasurer to manage the team budget.

Club Season Fee

The Club season fee for each player (team) will be set at the time of registration and will cover the following expenses:

- Coach compensation and benefits. In general it is expected that the coach will work with the team ten months of the year, hold approximately two practices per week and attend most games.
- Fall, winter and spring league fees. The covered fees include registration, referee and assignor fees (up to a maximum for each season).
- Tournament registration fees. The Club will pay the registration fees for a specified number of tournaments for each team (up to a maximum).
- Club administration. The Club season fee will include Club registration and all Club administrative services including the Director of Coaching.

Team Budget

Other potential team expenses include:

- Uniforms and personal equipment.
- Practice fields. Generally the Club is able to obtain free, outdoor practice fields from the City of San Francisco. However, if, for example, the team elects to hold futsal practices at a gym, there is usually a charge associated with the facility rental.
- Special trainers. If the team decides to hire a special trainer or participate in a special training program, these fees will be extra.
- Coach lodging and meals at overnight tournaments. Also, coach travel if a flight is involved.
- Team parties.
- Amounts over the Club specified limits (see Club Season Fee above). In particular teams may elect to attend more tournaments than provided for in the Club season fee
- Any other team expenses.

The Club expects each team to have a volunteer team manager or treasurer. This person will create and manage the team budget with the input of the team and Club. This person will also be responsible for collecting and disbursing the team funds.

The budget will typically not include estimates of individual expenses for travel to tournaments and away games which are the responsibility of each family.

Payment Terms

The Club season fee is due as follows:

- \$100 due at time of acceptance of offer to join the team (by April 1st or before)
- 50% of the season fee is due by July 1st.
- Balance of the season fee is due by December 1st.

Financial aid

- The Club has a limited financial aid budget which will be set prior to June 1st of each year.
- Anyone requesting financial aid must do so before May 1st.
- Families must demonstrate financial need in order to receive financial aid. The documentation required to establish financial need will include a written request by the player's family along with tax forms for the most recent calendar year for both parents. The Club may request additional information.

- Awards will be made based upon need and available aid.
- While the Club reserves the right to make exceptions, it is the general policy of the Club that financial aid awards to players will only be up to 50% of their season fees.
- Teams may earn money to cover expenses by working at the Club sponsored Golden Gate Invitational tournament in September of each year or other team fundraising activities such as car washes, garage sales, etc.

Miscellaneous terms

- The Club season fee is non refundable.
- Families are responsible for the Club season fee even if the player is sick or injured or cannot attend a game or practice.
- The Club can refuse to allow a player or any member of the family to participate in games, practices, tournaments or any other team events if the family is past due on payment of the Club season fee or if the player or family is the subject of a disciplinary action by the team, Club, a league or any organization that the team is affiliated with.

Discipline Policy

The SFVSC is a developmental Club. We have the philosophy that game experience is important to player development. All players who have attended both practices, and are on time to the game, are entitled to play 50% of the league games. The only exception to this would be if a player is being disciplined for poor behavior at practice. If a player is being disciplined for behavior, a written message must be delivered to the parents, team manager, and Viking office. Example email: "On Monday September 20th, Luke was disruptive at practice. He threw water on Justin during break, he repeatedly punched the backs of players standing with him in the exercise, and when I gave him a "time out" he sat and made faces at the group. Luke will forfeit 15 min of game time this weekend."

Tournament game time is at the discretion of the coach. The coach is allowed to play what he/she feels is the best team on the day, without regard to the 50% playing time rule. Parents and players need to be reminded of this situation, so they are prepared for a game where their child perhaps plays only 15 min instead of the usual 30 min.

Summary of Travel Team Program

Philosophy and Mission

The foundation of our Travel Team Program is individual player development. We believe that having fun and developing as a player are inseparable and we promote a spirit of cooperation and competition. Our Travel Teams foster the physical and mental development that is necessary to excel at soccer in a healthy, character-building environment that encourages each child to achieve his or her highest potential. Winning games is not the mission of the travel program. Our mission is development in a competitive arena.

How does travel team or competitive soccer differ from recreational soccer? Being part of a travel team requires a significantly greater commitment of time and dedication on the part of the players, family members, coaches and volunteers. The commitment is for one year. Travel teams practice several times per week, compete eight to ten months a year, and often play games and tournaments outside of San Francisco. The league games can be as far away as San Jose or Santa Cruz, and tournaments range from Fresno to Sacramento to Ukiah. Players who attend all practices and are on time to the game, will play at least 50% of the game. The only exception to this policy is the Association or State Cup tournaments.

Coaching Objective

To develop and instill the important life values of individual and group effort, group trust and loyalty, sportsmanship and soccer playing skills in the most learning efficient and positive playing environments possible.

Seasonal Calendar

The player will register in April for the fall season with the new team. A deposit of \$100 is required with registration.

August is the month when teams begin practice. The teams may play one or two August tournament weekends. The fall league play typically begins the weekend after Labor Day. The games can be either Saturday or Sunday, and occasionally both Saturday and Sunday in one weekend. There are typically 10 games in the season, 5 home and 5 away. The away games are on the Peninsula between San Bruno and San Jose or Santa Cruz. Players are required to play this season.

Winter season consists of an indoor futsal league in San Francisco. These games are typically played Sunday afternoons. This league runs Jan-March, and is not required participation. Some teams may play an outdoor tournament during the winter season.

Spring season will be similar to Fall season, traveling 5 away games and home for 5 games. These games are on either Saturdays or Sundays from April to mid-June. Players are required to play this season.

Practice days are twice a week, during the week. The days and times are dependent on field availability from. Practices are typically one and one-half hours to two hours.

Cost

The Club annual fees for Travel Team players are approximately \$1,200. These fees include tuition, three season league fees and tournament registration. Families may have some additional expenses for uniforms and other miscellaneous expenses. Some financial assistance is available to those families who cannot afford to pay the full amount. Fundraising opportunities are available for teams.

Selection of Coaches

The Club coaches generally meet these criteria: CYSA "E/D" or higher license; a Positive Coaching Alliance "Double Goal" certificate; commitment to follow the philosophy and coaching methodology of the Club; and willingness to communicate regularly with parents.

Team Formation

The under 10 age group is the first year that teams are formed in the Club. The maximum roster size is set by CYSA and is 13 players for U10 and U11 and 18 players for U12 and older. However the average roster size is typically 16 for U12 and older. Some teams carry 18 players because there are 18 committed players who wish to participate. The teams must be formed by tryouts, of San Francisco residents (maximum of 2 non-residents).