

CEMDA

TEAM MANAGER'S HANDBOOK

2017-2018



TEAM MANAGER'S HANDBOOK

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INTRODUCTION

In early 2012 Chattanooga FC hosted a “Soccer Summit” to begin the process of unifying the soccer community raise the quality of youth players in Chattanooga. Chattanooga FC Academy began. Two years later, East Ridge Futbol Club merged its competitive travel program into CFCA. That same year, North River and Redoubt joined. In 2016, Middle Valley moved its local select program into the CFCA family.

Purpose of the Handbook This handbook should serve as a guide for Competitive team managers of Chattanooga FC Academy.

In its sole discretion CFCA may amend or modify the provisions of this Team Manager’s Handbook at any time. This manual is the property of CFCA. Should you resign as a Team Manager, this handbook is to be returned.

Please remember that the better the communication between the parents and the manager, the better the season will go. **EXPLAIN EVERYTHING.** This will cut down tremendously on speculation as to why things are done a certain way, why certain tournaments were chosen, etc. and keep everyone much happier.

Mission Statement

CFC Academy develops soccer players of a wide range of ages in the Chattanooga region through a unified system of coaches, teams, training, and facilities. Working alongside the Chattanooga community, we serve all youth, regardless of race, creed or socioeconomic background- creating progressive and innovative opportunities for them to grow and excel in soccer skills, in the delight of play, in the discipline of teamwork, and in the benefits of dedication to the sport.

Club Levels of Play

The club is organized into three levels of play:

1. Travel Competitive- Premier & Elite
2. Local Select- North & South (Previously known as D3, Rec Plus, Select Academy)
3. Chattanooga Identification & Development Program (CIDP) – Program designed for the younger ages of u6-u8 who may have potential of becoming a travel competitive player in the future.

The goal of the Director of Coaching (DOC) and the Technical Staff is to provide training opportunities to enable players to reach their personal goal, whatever that may be. The coaching staff will focus on solid player development utilized to build highly competitive teams. All players should be confident that their playing ability will improve through their involvement with our competitive program.

It is our goal to provide soccer players an opportunity to be part of a high quality player development program. Players should possess a strong desire and commitment to pursue competitive soccer. It is the intent of the Staff to find the appropriate team for any player committed to competing at a higher level. That commitment must be in the form of a strong work ethic, discipline, commitment of time to make practices and games and an increased financial commitment. It is not the intention of the CFCA to turn any player away due to inability to meet financial commitments. Club scholarships are available if deemed necessary.

All **CFCA** competitive teams will be asked to attend certain in state and out of state tournaments that will create the most appropriate developmental environment. Some of the older teams will be expected to travel to specific showcase tournaments in order to be seen by regional, national, and college level coaches. Some tournaments will be gender specific due to the competitiveness of the tournaments. Although we enjoy winning tournaments, the strength of the field from a developmental standpoint will be the greatest deciding factor.

Thank you for your continued support and commitment to this great game. For more information visit the website at

www.chattanoogasoccer.com

MANAGERS CONDUCT & RESPONSIBILITIES

A competent team manager is a critical part of our success at Chattanooga FC Academy and must be willing to promote club unity. The manager has a tremendous responsibility to the coach, team, and club and is instrumental in the success of a team on and off the field. A manager is the liaison between parents and the coach. When a team is managed well, the coach is free to work with players and maximize development.

- Be informed of league rules and knowledgeable of the Game.
- Represent the club's best interest in all CFC Academy soccer activities and State League events — practices, games, tournament, and volunteer opportunities.
- Meet paperwork deadlines.
- Be respectful of game and club officials, parents and players.
- Support the coach's decisions & maintain a neutral position with the team.
- Be positive; avoid confrontation with parents while reinforcing club guidelines on not coaching from the sidelines nor criticizing a ref.
- Do not discuss players with parents. Direct these conversations to the coach.
- Often times, managers are privy to confidential communications with their coach or other club officials. Please use discretion with entrusted with private information.
- Coordinate practice, game, and tournament schedules with direction from the coach.
- Foster positive communication between the coach and parents. Pass all pertinent information between the coach/club and the parents on time.
- Understand that a manager has no responsibility regarding strategy, technical, tactical, physical, and psychological aspects of the game as well as player positions and playing time.
- Be present at all meetings between the coach and a parent(s).
- Enlist the coach to answer all questions regarding training and game situations to the parents.

- Maintain a neutral position with the team.
- Refrain from disciplining a player and defer to the Coach.
- Make the Coach aware of any problems or potential problems regarding the team or individual players.
- Consult the appropriate Club Administrator or Team Manager Coordinator for advice when dealing with duties.
- Organizes parent volunteers as necessary for travel, hotel, fundraising, etc.
- Communicates with parents (on behalf of the coach and club) regarding practices, games, tournaments, etc.
- Prepares a team budget and collects team fees
- Opens a team checking account and maintains a clean accounting of the teams financial transactions
- Collects and submits team paperwork for club registration to ensure compliance with TSSA and CFCA
- Maintains team notebook with all required paperwork
- Makes payments to the coach for tournament hotel expenses and travel expenses based on club guidelines.
- Keeps up with the team record (wins and losses for league games and tournaments)
- Coordinates uniform orders for the team
- Prepares player cards (signatures, pictures, lamination, etc.) for season and secures cards throughout the season
- Prints TSSA game day rosters and reports scores to TSSA as required
- Reviews all current Affinity rosters for additions/changes since the original distribution.
- Complete mandatory US Club Soccer online safety training course.
- Collect and submit US Club Soccer documents
- Email photo and brief storyline for any tournament final to news@chattanoogasoccer.com. These need to be in by Sunday night if possible.

CLUB STRUCTURE

Chattanooga FC Academy is governed by a 9-member volunteer board. This board approves the budget, changes to bylaws, staff hires, and other important decisions for the club. The executive director of the club is a fulltime paid position serving at the pleasure of the board. Each of our four rec association partners (East Ridge, Middle Valley, North River, Redoubt) has two members on the board for a total of eight. The ninth voting member of the board is a representative from CFC. In addition to the nine executive board boards, the club has additional non-voting members of the board who serve in advisory roles.

CFCA Executive Director of Coaching (DOC)

The full-time DOC shall be responsible for the promotion, development, and implementation of all soccer related activities, as well as the overall management of CFCA's Technical Staff, competitive coaches and players.

CFCA Assistant Directors of Coaching (ADOC)

The part-time assistant directors of coaching shall assist the DOC in overall management, development, and promotion of CFCA's Competitive Soccer Program and our members.

CFCA Administrative Staff

The club has a small number of paid part-time staff positions that perform essential functions that keep the club running smoothly. Among these functions are registration, communication, tournament planning, and other support services.

Tennessee Soccer Association (TSSA) Staff

- Governs state league registration and league play

- Sets calendar for tryouts, registration deadlines and roster freeze dates, hosts State Cup tournaments.

Coach

- Communicates with the DOC, ADOC's and Team Manager to plan logistics for season
- Reports to DOC for any player or team concerns
- Determines playing time in accordance with playing time policy and tactics
- Plans and conducts 2-3 practices a week, depending on age and team competitive level.
- Participates in age specific combined training sessions under the direction of the CFCA's Staff.
- Submits copy of current coaching license to TSSA prior to start of season
- Sets communication guidelines in relation to parents and players, i.e. when, how and what is proper.

COMMUNICATION CHANNEL

With a club this large, it is important we follow a communication channel to keep the club running smoothly. Expect to be directed back to your first point of contact if you break the links.

Players → Coach (Any time)

Parents → Coach (Only after 24 hours of a game)

Parents → Team Manager (Administrative)

Team Manager → Team Manager Coordinator

Team Manager Coordinator → DOC

Coach → Assistant DOC for age group

Assistant DOC → Director of Coaching

DOC → Board

MANAGER/COACH PLANNING MEETING The first step for the manager after tryouts is to immediately schedule a planning meeting with the coach. Listed below are suggestions for the meeting:

- Confirm final roster and contact information (email and phone numbers) on all players and parents
- Review Manager and Coach roles and responsibilities and confirm a mutual understanding
- As necessary discuss recommended practice days and times (U13 and older)
- Research potential tournaments and fees in addition to CFCA-hosted home tournaments.
- May need to reschedule state league games for u13 and older teams after TSSA announces the schedule
- Discuss and plan a team/parent meeting to obtain club and team registration papers and have coach talk to parents and players about player and season expectations
- Discuss Team Budget needs
- Indoor practices
- Coach's travel expenses
- Training/Practice Equipment – for example and if necessary 24 Cones, 20 Bibs, 10 Balls

FINANCES

The fees for the CFCA competitive program are divided into three categories, **TEAM** fees, **CLUB** fees and **UNIFORM** fees. **TEAM FEES** (payable to Team Budget). The manager or treasurer is responsible for handling all team fees, which includes but is not limited to the following responsibilities:

- Preparation of a team budget
- Collection of all team fees, and at times assistance with collection of club fees
- Opening a team checking account only with the club's banking partner.
- Maintaining a clean accounting of all team financial transactions
- Keep up with all money matters in an expandable folder in which you will keep receipts to support all expenses

- Be willing to offer a financial update on the budget at any time.
- Making payments to the coach for tournament hotel expenses and travel expenses
- Coaches will receive payment directly from CFCA for their training fees.
- Making other payments on behalf of the team as appropriate
- A **team checking account** should be opened for the team in the team manager's name and at FSG bank (and in the name of the treasurer who is handling the finances).
- The naming convention for the account should be Chattanooga FC-Age Year-Premier/Elite-Gender. Example: Chattanooga FC 01 Elite Boys.
- You will be able obtain a free debit card with the checking account to use for tournament applications and the coach's hotel expenses.
- A **team budget** should be prepared to include both actual and estimated expenses for the fall season. A separate budget is prepared for the spring season. CFCA competitive players are responsible for all team fees and all club fees. All players pay the same team fees regardless of participation. The DOC can approve an exception due to injury.
- Any refunds that are owed to team members should be sent within two weeks of completion of the team's season

There are several suggested **guidelines for collecting team fees** from the parents:

The team fees are typically paid in several increments throughout the season. TeamSnap offers a feature that allows credit card payment to a PayPal account. Funds from that PayPal account can then be transferred directly to your team's FSG account. Remember to add a 5% fee to any team fee paid via TeamSnap to cover your PayPal charges.

The manager should define these dates (payment increments) based on the funding needs for the team budget during the season. In other

words, consider entry fee deadlines for tournaments, payment dates for the coach's hotel and travel expenses, etc. when determining the payment dates. **NOTE: Competitive training fees are paid directly to the club by the parents (not a team fee).**

The budget should state that if a parent cannot pay on the dates outlined in the budget, the parent must notify the manager of a reasonable, alternative payment schedule.

It is also suggested that the Team Manager *clearly state on the budget that each players' payments must be current for a player to be eligible to participate in games. **Team fees will not be pro-rated and all players will be expected to pay their share of the team fees whether they participate in tournaments or games or not. The only exception to this would be a season ending injury that occurs early in the year.***

The manager has the right to advise the coach as necessary when a parent/player is not current on team fees. The coach has the authority to not allow the player to play in this situation (unless an alternative payment plan has been agreed upon). *If collections remain past due, the coach and or Team Manager should contact the CFCA Staff for additional guidance. Any player who is not current with team fees and/or club fees at the end of the season will be placed in "bad standing" which means will be allowed to register with any team the following year.*

Listed below are the **typical expense categories** for the budget (there may be others). *It is always better to over budget just a little than to have to collect additional fees near the end of the season:*

- Tournament entry fees
- Coach's travel expenses
- TSSA State league fee

- Indoor field rental (in case of inclement weather)
- Training/Practice Team Equipment – 24 Cones, 20 Bibs, 10 Balls, if necessary
- Region III Premier League fee and Referee fees (if applicable)
- Miscellaneous (checks, laminating costs, etc.)NOTE: Competitive training fees are paid directly to the club. CFCA has adopted the following standards as relates to **handling travel expenses for your coach**: Teams are expected to provide for the coach's lodging
- Mileage/travel reimbursement for coaches will be based on the current Government Rate. Please see the Appendix for the current Government rate.
- When coaches are traveling **outside** a 50-mile radius from Chattanooga for *either* a league game or a tournament the team should reimburse the coach the current CFCA Mileage Standard. The team manager should use Google Maps or equivalent to determine mileage projections for each game and tournament. The coach can submit his exact mileage for the trip to the team manager by email to officially request the mileage reimbursement for each game or tournament.
- Coaches may request the use of a rental car to the team manager for any round trip over 600 miles. The cost of the rental car and gas should not exceed the team expense for projected mileage.
- For tournament travel, when appropriate, we encourage coaches to travel together and to stay together to reduce membership costs. NOTE: If the team is flying somewhere, your team will

have to pick up the cost of the coach's plane ticket. The coach will need to pre-approve with team the use of a rental car for an away trip where a flight is necessary.

- Teams are expected to reimburse coaches a per diem (daily amount) for meals related to tournament and/or state league travel (outside of the 50 mile radius). The amount to be reimbursed also includes a specific amount for each meal. If the hotel provides breakfast, coaches do not have to be paid for breakfast in the per diem. Please reference the Fee Page in the Appendix for the current CFCA Meal Per Diem.
- When a coach travels outside the 50-mile radius and returns home on the same day reimbursement for only one meal is to be provided (the amount/meal depends on the game time). ***What if you share your coach with another team?*** In the event that your coach also coaches another team, you are only responsible for 50% of the coach's travel expenses when he or she travels with both of you to a tournament. Team managers should work out the best way to handle this split.
- *Teams pay for lodging*
- *Teams pay mileage based on the current CFCA mileage rate*

CLUB FEES

Payable to CFCA via SportsEngine over club administrative fees, state registration, field rental, coaches salaries. Updated fee information is at ChattanoogaSoccer.com. Fees and commitment are for the full year (fall and spring).

Competitive Training fees vary based on team level (Premier, Elite, Local Select) and by age group covering the following:

- Coaching Staff pay
- Goal Keeper Coaching
- Sports Performance Coach
- Director Staff pay
- Club Equipment
- Assistant Coaches
- Director Staff Travel (when *not* coaching a specific team)
- Coaching Education
- Scholarships
- Administration NOTE: Players WILL NOT be allowed to participate if their club registration fees and/or monthly competitive training fees are **outstanding by one payment based on the current CFCA Competitive Fee Schedule**. If a player cannot fulfill the financial obligation the family MUST apply for financial assistance prior to the start of the season. Financial assistance (scholarship) is available based on need. (Please see CFCA Scholarship policy section.) *Also, any player who is not current with team fees and/or club fees at the end of the season will be placed in "bad standing".*

UNIFORM FEES Uniform and training gear costs vary by team depending upon level of play, as well as individual player preference. Our current uniform costs are approximately \$150. A separate information sheet will be provided to detail the uniform and training gear requirements and fees by team level.

PROCEDURE FOR TEAM UNIFORMS

The team manager will assist the club in securing the timely ordering of uniforms for the team. You should first find out the current jersey numbers for all players returning to the club from the previous season. If there is a conflict with a jersey number, first choice should be given to a player who was on the team the year before. When assigning new numbers to multiple players you can send an email and ask for the players first, second and third choice of the available numbers. In the event of a conflict, a coin toss or drawing will settle it. No Player in an age group should have a duplicate number.

TEAM/PARENT MEETING

A team/parent meeting should be scheduled as soon as possible after the manager meets with the coach.

The following suggestions are intended to help you plan a productive and successful meeting:

First, become familiar with TeamSnap, set up by club . Let them know this is how you will be communicating with them during the season so they can get used to checking their email.

Prepare the Team Budget to overview at the meeting (See FINANCES section for more details)

Agenda for the meeting includes:

Team Budget: If you need help with setting the team budget, please look at the attached document.

Collection of fees: Collect at least \$100 to start the season which gives cushion for early expenses.

Practice Schedule: As a general rule, teams are divided into the Early Session (5:30-7:00) or the Late Session (7:00-8:30). Because of limited field space we cannot guarantee other start times. Premier/Elite teams will

train primarily at Camp Jordan, as this gives the directors staff the best chance to observe teams as much as possible.

Tournament Travel: As a club, CFCA places greater importance on development over tournament travel. The club will host one fall tournament (River Fest) and one spring tournament (Scenic City). In addition, most teams will travel to one additional fall tournament and one spring tournament.

Coach overview of season (general plans, player expectations, communication guidelines for players and parents, etc.) Address the playing percentage rule and the no coaching by parents from the sideline. Also address the line of communication in the club.

CFCA PRE-SEASON TEAM CHECK IN

The CFCA staff will schedule a team check-in meeting for team managers where all team and player registration paperwork will be distributed. *This meeting is for the team manager only.*

ROSTERS AND CARDS After your team has submitted all required paperwork to CFCA and all players have registered online the CFCA Registrar Staff will be able to officially “submit” your team and players to TSSA or US Club for approval. This is required to obtain the “TSSA Official Roster” printed through Affinity or your US Club Roster through the Kyck system.

Some teams in our club are registered through TSSA (Tennessee State Soccer Association) which is a US Youth Soccer affiliate. Those rosters are accessed through the Affinity system. Some teams are registered with US Club Soccer and those rosters are accessed through the Kyck system. Some teams are registered as both TSSA (Affinity) and US Club (Kyck) and will need to access both systems. TSSA/USYS and US Club are completely separate. With varying levels of play within a club our size, it is important to be part of both organizations.

Tennessee State Soccer Association = Affinity
US Club Soccer = Kyck

- The player cards must include a driver's license size photo (head shot) of each person on the roster (players, manager and coaches). The cards must be signed EXACTLY as the name appears on the card (no nickname signatures). TSSA also requires that the player cards be laminated.
- The roster, along with the player cards must be presented to the referees by the manager at the start of each game. The referee will usually keep the cards during the game. If so, *be sure to get them back after the game!*

Guest Players for League games Players can guest play during games *within the CFCA club* using their player cards. This is also called Player Pass. The player can only play in the same age group or play up in an older age group. The player cannot “play down” with a younger age group.

TEAM NOTEBOOK

After you collect the paperwork from the players and receive your official roster and cards from the CFCA Registrar you will need to set up a Team Notebook.

Get a 1 1/2 inch three ring binder that allows you to insert papers in the outside front cover and maps on the back cover. When you attend tournaments, put the brackets on the front cover and tournament handout on the back cover.

The binder should include the following:

- A “team roster” with parent/player contact information
- Player cards on a ring attached to the middle ring of the binder (see Rosters and Cards section for more info)
- TSSA and/or US Club roster in a protective sleeve (plus 10-15 copies of the roster in the back to be used for tournaments)
- Medical releases for your team in alphabetical order

LEAGUE PLAY

TSSA State Leagues (Division I and Division II)

Teams U13 and older will be assessed for play by the CFCA coaching staff to determine which TSSA state league the team should participate in, either Division I or Division II.

- Premier level teams play DI
- Elite level teams may also compete in DI but are generally DII
- Application for Fall season is generally due on July 1
- Region III Premier League The US Youth Soccer Membership is divided into four regions: East (RI), Midwest (RII), South (Region III) and West (Region IV) and within each region are State Associations. Region III is further divided into three sub-regions, East, Central, and West. The state of Tennessee is part of the Region III Central division. When a U13 or older team is the Champion or Finalist in the TSSA DI State Cup they are automatically eligible to participate in the Region III Premier League. When a team participates in the R3P league they will compete against State Champions and finalists from the South Central sub-region. This currently includes Alabama, Arkansas, Mississippi, Louisiana and Tennessee. The team will participate in the R3P league and will not compete in State League. Additional league registration fees, referee fees and coach's travel fees must be budgeted for R3P teams. The dates for R3P league are set by the league. The team does not participate in the selection of these play dates.

TOURNAMENTS

Prior to the start of the season, the CFCA staff directors will determine which tournaments the team should attend.

- Locate the tournament website and submit the Tournament Application, entry fee and any other required documents. The required documents may vary some by tournament. Tournaments usually have a deadline for application of six weeks prior to the event. Be sure to keep copies of everything you submit. *Check the tournament website frequently for accepted teams and updates.*
- The intent to travel form can now be printed as a part of the Affinity Registration system.
- Find and make arrangements with a hotel for the team. Teams should make all attempts to stay together. The tournament website may include suggested hotels, and some tournaments *require* teams to stay at one of their “tournament hotels”. Be sure to consider proximity to the fields when selecting the hotel for your team. *It is critical to make reservations as soon as possible because oftentimes hotel space is limited.* Ask whether the coach’s room can be comped.
- If you need to take “guest players” to a tournament the coach must contact the other player’s coach and the DOC.
- If approved, the team manager will need to obtain the guest player’s card and medical release form from their manager for tournament check in. These should be promptly returned to the guest player’s manager after the tournament. Guest players typically do not contribute toward team expenses unless it is a regular guest player.
- Talk to the coach about any special instructions she or he would like to communicate to the team regarding arrival times, curfews, team meals, etc. so you can communicate this to the

parents.

- Be sure to have parents review the *CFCA Club Guidelines and Policies* regarding tournaments. These can be found in the CFCA Membership handbook.
- Provide the coach his meal allowance check **before** the tournament and possibly his mileage reimbursement (using Google maps as a tool).
- Prepare a tournament handout for each family. Each handout should include the game schedule for the weekend, a map to fields and hotel information (address, phone number, map/directions to hotel, etc.) and any special instructions from the coach regarding meeting times, curfews, team meals, etc. **See Appendix for a sample Tournament Handout.**

Tournament Check-In:

- ALWAYS make sure you check the tournament website for any specific information or paperwork necessary to check-in. Most tournaments now require online checkin. This process can be tedious. Do not procrastinate.
- The tournament will usually post the game schedule online one week prior to the event. Please check the tournament website up to Friday before play begins. Bring your schedule to check-in to verify against their final schedule.
- Be sure to take your Team Notebook with updated Medical Release Forms, several *copies* of your TSSA official roster and laminated player cards.
- ***Please refer to the Tournament Checklist in the Appendix for a manager reference tool. This checklist will help you be***

sure you have all tournament details!

STATE CUP, CHATTANOOGA FC ACADEMY TOURNAMENTS

State CupThe Tennessee State Soccer Association hosts the State Cup each year for both Division I and Division II teams. The tournament is held at the end of the fall season for the older boys age group teams, with the tournament for the girls and younger teams being held at the end of the spring season. Champions and Finalists are awarded for each age group and division. Details about the tournament to include the date and location, age groups, application deadlines and roster freeze dates can all be found at the TSSA website, <http://www.tnsoccer.org/>

All CFCA competitive teams are encouraged to compete in the Tennessee State Soccer Association State Cup. *The manager should pay close attention to State Cup deadlines and the roster freeze date to ensure the team is registered and ready to play. **Additionally the team manager should familiarize themselves and the team with all tournament rules, especially as relates to hotel reservation requirements, play in games and minimum number of games guaranteed.***

Chattanooga FC Academy Tournaments

Most CFCA teams will participate in the four tournaments hosted by Chattanooga FC Academy. If there is a conflict with Regional Play that is unavoidable, then please contact the DOC. All CFCA competitive teams are required to volunteer at the event in some way. The club will now be requiring two hours per CFCA family. Please be sure to communicate the tournament dates to your team, and that they will be required to volunteer. These tournaments keep our fees lower.

HOSTING A FRIENDLY

There is no cost to use one of our complexes to host a friendly for your team. In a 3-team friendly it is okay for the two visiting teams to play each other. Field requests are made with the online form available at ChattanoogaSoccer.com and confirmation will come via email no later than Sunday night before your game. This form takes care of field reservation and referee assignments. You do not pay the referees at the field; their fees are deducted later from your team checking account.

Coaches will have a key to the goals if they are locked. They will also have a key to the equipment room if you need to place corner flags and sandbags. The refs will not start the game if sandbags are not on the goal; avoid this delay by taking care of that before kickoff time.

Please leave the field better than you found it. That means if the team before you left water bottles, do the club a favor and pick them up.

At Camp Jordan, always lock the goals if you're the last game.

TRYOUT PREPARATION

Tryouts for the competitive teams are typically held the first week in June each year. TSSA sets the tryout window period and then CFCA will determine the specific dates, times and locations by age group and gender. A detailed tryout schedule will be posted on ChattanoogaSoccer.com at the end of April each year.

The Manager's role is to contact all current players regarding the tryout times for their age group. Additionally, the manager should ask all current players to pre-register online for tryouts. The link will be available on ChattanoogaSoccer.com.

The Manager should also make plans to volunteer their time during the tryout period and also solicit the help from other parents on the

team. The CFCA staff will submit an email requesting volunteer assistance.

CFCA CLUB GUIDELINES AND POLICIES

The CFCA Club Guidelines and Policies are posted at ChattanoogaSoccer.com. *Please be sure to reference the guidelines at the website and communicate this very important information to your team.* You may want to print certain guidelines and make copies available to parents:

- Uniform Requirements
- Training Requirements
- Games and Tournaments
- Team Travel Policies
- CFCA Facility Guidelines
- Parent Code of Conduct
- Coach Code of Conduct
- Player Code of Conduct

SCHOLARSHIP POLICY

The Chattanooga FC Academy will consider scholarship requests from Competitive players each season. All scholarships awarded will be need based. Both full and partial scholarships may be available. The application is available in the fees section of ChattanoogaSoccer.com.

PLAYER REGISTRATION PACKET

ALL PLAYERS MUST REGISTER ONLINE. A link for online registration and instructions can be found at the CFCA website. The player registration packet typically includes the following forms.

- Player and Parent Commitment Form

- Medical Release Form
- CFCA Player Code of Conduct
- CFCA Parent Code of Conduct **The Team Manager is responsible for ensuring each of the required forms is completed and is also responsible for the safekeeping of the forms. These forms will be verified on each player at the Team Check In Meeting.** Additionally, the manager will need to obtain the following:
 - Concussion Paperwork as Required by TN State Soccer
 - Confirm/assign jersey numbers as you coordinate uniform orders.

FEE REFERENCE PAGE

CFCA Mileage Rate

2016 Standard Government Rate (\$.54 cents per mile). For simplicity, mileage is calculated as roundtrip from coach's home to the first field.

CFCA Meal allowance

- Breakfast \$8 (only if hotel does not offer)
- Lunch \$12
- Dinner \$15

Referee Fees

Referee fees are approved each year by the state and will vary by team's age. The current ref rates are available at ChattanoogaSoccer.com. There is no need to pay the refs in person for a CFCA-area game. The club will deduct the full amount from the CFCA team's account; you should collect half from the visiting team. In the event of two CFCA teams using refs for a friendly, the team designated as the home team will have full ref fees deducted. Therefore, the CFCA team designated as the "away" team should write a check to the CFCA "home" team. The club will not split invoices. The home team will be charged in full. When you are visiting another club, ask the team manager for their procedure.

EMAIL ETIQUETTE

1) Managers should use TeamSnap email for communicating updated information about game and practice schedules, game day uniforms and cancellations. This gives you a record of all sent-mail and also prevents the “reply all” avalanche that can happen.

2) Always include your coach in all emails going out to your team. This helps keep him/her aware of any team information they may need and makes sure you speak with one voice.

3) Be mindful that a poorly worded email can spark controversy.

4) Chattanooga FC Academy asks that you follow the below etiquette when using email:

- Provide only factual information such as practice cancellation, game day uniforms, schedules, request for volunteers. Avoid putting your opinions in email.
- Keep the team email list private. If do have to send an email outside of TeamSnap use bcc instead of cc. This prevents an email discussion that should take place as a team meeting with the coach.
- Keep email information brief and clear. Reread your emails before sending to make certain they communicate what you’d like for them to communicate.

Often times, the club will ask you to forward information about events to your team. Chattanooga FC Academy will take this approach when we need your help to reinforce club announcements, like registering for tryouts, attending events etc. and need your team’s participation.

CLUB CONTACTS

Executive Director – Matt Yelton
doc@chattanoogafootball.com

Club Administrator – Jessica Thomas
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