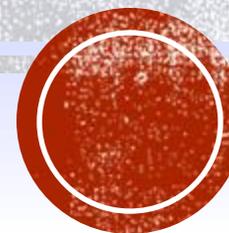


# 2025 MANAGER MEETING

South Lakes Soccer Club

Home of the Oklahoma Cosmos



# RESOURCES

- South Lakes (Oklahoma Cosmos) website [www.southlakessoccer.org](http://www.southlakessoccer.org)
- “Team Manager Resource” Page
  - Team Manager Manual
  - Guest Player Forms
  - Medical Release Forms
  - Referee Pay Rates
  - Various Instructional Documents
  - OPC Game Card Upload Link
  - OPC Reschedule Form
- Competitive / Academy “About” Page – Mileage & Per Diem Info
- Competitive / Academy “Make A Payment” Page – Training Fee Info



# MANAGER RESPONSIBILITIES

- Team communications (email, text, TeamSnap, GroupMe, etc)
- Game roster preparation & score input
- Tournament registration & check-in
- Handle out of town hotel accommodations
- Assist with reschedules as needed
- Maintain team binder
- Enter players in soccer.com for uniforms
- Complete background check & training requirements
- Each team should have a separate treasurer



# BACKGROUND CHECK / TRAINING

- Required for all coaches & managers
  - Background Check – every 2 years
  - SafeSport training – annually
    - Certificate must be uploaded to Athlete One for ECNL RL
  - Adverse Eligibility List Review – annually
  - Annual Certification – annually
  - Membership Fee – annually
- **MATCHING EMAILS!!!!!!!!!!!!**
- Will not print on roster or staff card until complete
- Instructions can be found on “Team Manager Resource” page



# GOTSPORT

- System.gotsport.com
- No team accounts – use your personal account for everything
- Account linked to your email will provide access to all GotSport accounts (Manager, Team, Children, etc)
- Team Management
  - Click on “Team Management” on top menu bar
  - Retrieve rosters & player cards (Passcard Event only)
  - Update player info
  - Retrieve league game cards



# ATHLETE ONE

- <https://app.athleteone.com/auth/login>
- System used for ECNL RL
- All players participating in ECNL RL must register in the free program each season
  - Requires a code to register (contact admin)
  - Admin will register returning players
- Team management functions managed through the ECNL app



# GENERAL INFO

- Admin will verify all players are registered in GotSport
- Admin will assign players to teams
- Managers can update player profile photos through the Team Management section (passport style photo–no hats or sunglasses)
  - Profile pictures print on player cards so please ask parents NOT to change them
- Managers are responsible for obtaining all player documents and sending to Admin to attach to account
  - Birth certificates
  - Medical releases
  - **Safesport (Players turning 18 prior to 8/1/26) EMAILS!!!!**
  - If you need a document, email Admin to see if we have it before asking the parent



# GENERAL INFO (CONT)

- Once the player accounts are complete, Admin will create Official Rosters and Player Passes
  - Admin can email these documents to you
  - You can also print them yourself from the Team Management section in GotSport
  - For ECNL RL teams, admin will send rosters. Cards are virtual.
- Only those with player or staff cards are allowed on the bench
- Inclement weather
  - If you hear an air horn, immediately clear the fields & go wait in your car
  - Lightning delay – 30 minutes from last strike within 10 miles
- **CLEAN UP AFTER YOUR GAMES**



# UNIFORMS

- 25/26 is a buying year - Uniforms are required to be purchased every two years
- Each player orders their own uniform
- Admin will send an email with instructions when uniforms are ready to order
- Managers will input players into soccer.com
  - Uniform tab vs recommended tab
- An email is sent from soccer.com with a link for the player to order the uniform
- The processing and shipping time is 4-8 weeks during the busy times so input players as soon as possible.
- ECRL players must have league patches on the left sleeve
  - ECRL patches are included on the uniforms from soccer.com



# MANAGER BINDER

- Maintain a binder to keep all team information together for tournaments & league games
- Items in binder
  - Official Roster
  - Player Birth Certificates
  - Player Medical Release Forms
  - Player Passes (laminated on a ring) – ECNL RL passes are virtual
  - League Game Cards
- Sheet protectors for each player (birth certificate facing front, medical release facing back); keep in alphabetical order



# OFFICIAL ROSTER

- Steps to Access
  - Team Management, team name
  - Choose appropriate passcard roster from Roster tab, then search
  - Click on Documents & IDs
- Instructional document on website
- Needed for tournaments
- Must have logo (US Club) in top right corner to be an official roster
- Event rosters are not official rosters and are not accepted


US Club Soccer - 2021-22 Registration/Passcards & Rosters


South Lakes SC  
Oklahoma Cosmos 11B Premier

Expiration Date: 07/31/2022      Age: U11  
 Season: 21/22      Gender: Male  
 Team Number: 11097      Level: Competitive

Role	Name	ID	Phone	Email/UserID	Role	Name	ID	Phone	Email/UserID
Coach	[REDACTED]	53393	[REDACTED]	[REDACTED]	Manager	[REDACTED]	68591	4052020469	[REDACTED]

User Image	Name	#	ID	DOB	Gender	User Image	Name	#	ID	DOB	Gender
[REDACTED]	[REDACTED]	20	411769	12/2011	M	[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]	21	770009	06/2011	M	[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]	17	1500134	12/2011	M	[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]	10	423596	08/2011	M	[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]	1	599884	02/2012	M	[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]	23	390725	04/2011	M	[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]	29	936690	08/2011	M	[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]	18	1252961	03/2011	M	[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]	39	904829	02/2011	M	[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]	99	100635	12/2011	M	[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]	13	523559	09/2012	M	[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]	14	157419	04/2011	M	[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]					[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]					[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]					[REDACTED]	[REDACTED]				

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# ECRL OFFICIAL ROSTER

- Admin will send to you
- Needed for tournaments
- Must have logo (US Club) in top left corner to be an official roster
- Event rosters are not official rosters and are not accepted


**US CLUB SOCCER OFFICIAL ROSTER**

All staff and players whose card expiration date is after the competition dates are eligible to participate.



Club/Team Name: Oklahoma Cosmos RL B07

Head Coach: Antonio Barros

League: ECNL Regional League Boys Mid-America 2023-24

Team ID: 64121

Expires: 07/31/2024

**OFFICIAL ROSTER**

PLAYER ID	LAST NAME	FIRST NAME	DOB	JERSEY #	CARD EXP.
775469	[REDACTED]	[REDACTED]	[REDACTED]	4	07/31/2024
765459	[REDACTED]	[REDACTED]	[REDACTED]	55	07/31/2024
536576	[REDACTED]	[REDACTED]	[REDACTED]	19	07/31/2024
766025	[REDACTED]	[REDACTED]	[REDACTED]	16	07/31/2024
766513	[REDACTED]	[REDACTED]	[REDACTED]	10	07/31/2024
434313	[REDACTED]	[REDACTED]	[REDACTED]	24	07/31/2024
767378	[REDACTED]	[REDACTED]	[REDACTED]	9	07/31/2024
765289	[REDACTED]	[REDACTED]	[REDACTED]	7	07/31/2024
767384	[REDACTED]	[REDACTED]	[REDACTED]	13	07/31/2024
765801	[REDACTED]	[REDACTED]	[REDACTED]	12	07/31/2024
765301	[REDACTED]	[REDACTED]	[REDACTED]	5	07/31/2024
724394	[REDACTED]	[REDACTED]	[REDACTED]	42	07/31/2024
765836	[REDACTED]	[REDACTED]	[REDACTED]	85	07/31/2024
765658	[REDACTED]	[REDACTED]	[REDACTED]	11	07/31/2024

THIS IS A US CLUB SOCCER OFFICIAL ROSTER. AS IT IS PRINTED FROM A SECURE WEBSITE. WHEN ACCOMPANIED BY VALID US CLUB SOCCER PLAYER CARDS NO FURTHER PROOF OF TEAM OR PLAYER REGISTRATION IS REQUIRED. ALL CARDED PLAYERS THROUGH U20 AND STAFF ARE COVERED BY LIABILITY AND SECONDARY MEDICAL INSURANCE. ALL U21 AND ABOVE PLAYERS AND STAFF ARE COVERED BY LIABILITY INSURANCE ONLY. NO TRAVEL OR OTHER PERMISSIONS ARE REQUIRED TO PLAY IN ANY USSF-AFFILIATED COMPETITION.

**GUEST PLAYERS**

PLAYER ID	LAST NAME	FIRST NAME	DOB	JERSEY #	CARD EXP.

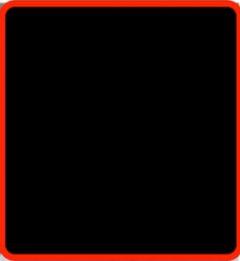
GUEST PLAYERS MUST HAVE AN EXECUTED LOAN FORM AND A VALID PLAYER CARD ISSUED BY US CLUB SOCCER



# PLAYER PASSES



Elite Clubs National League

CLUB/TEAM NAME:  
Oklahoma Cosmos RL B07

Player ID: 

DOB:  EXP: 7/31/2024

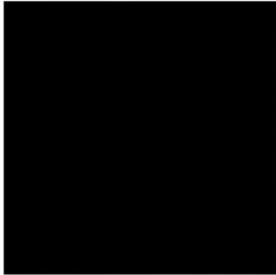
We Are **More Than A League.** 

TGS  
TOTAL GLOBAL SPORTS



US Club Soccer

Competitive



Club: South Lakes SC

Birthdate: 

Gender: F

Season: 22/23

Expire Date: 07/31/2023

ID#: 

Player

ECNL Passes are now Virtual  
through the ECNL App



# ECNL RL LEAGUE GAMES

Prior to game - Set roster for each game in the ECNL App

- Select My Teams
- Select team
- Select Game Manager
- Select My Games
- Select Upcoming Games
- Choose the date of the game
- Select Cards & Rosters (this is where you add players & staff)
- You can add players from the team pool or club pool
- You will set jersey numbers here as well

An instructional video can be found on Team Manager Resources page



# ECNL RL LEAGUE GAMES (CONT)

On game day, you will need to check the team in with the ref through the ECNL App

- Select My Teams
- Select team
- Select Game Manager
- Select My Games
- Select Upcoming Games
- Choose the date of the game
- Choose Check In Players & Staff (bottom of app)
- Hand your phone to the referee so they can check in players
- After the game, you will need to ensure game card is signed
  - Using steps above, after My Games, there is an option for Signatures Needed. Periodically check this area.



# OPC/NPL LEAGUE GAMES

- No guest players allowed (players not registered with SLSC)
- Club pass players must be requested by deadline
- NO WRITE-INS ALLOWED!!!!
- Print game card from GotSport AFTER 12pm (noon) on Friday
- Pre-Game
  - Both teams give a copy of the match card & player passes to the referee
  - Home team pays referee fees
- Post Game
  - Home team takes BOTH game cards after the game
  - Home manager inputs score & any red/yellow cards in GotSport within 48 hours
  - Home manager must upload BOTH game cards



# CLUB PASS GUIDELINES

- Only registered players are allowed to play in league games
- All requests must be emailed to [administrator@slsc.info](mailto:administrator@slsc.info) (No texts)
- Copy all coaches involved and Brandon Lawless ([brandonslsc@yahoo.com](mailto:brandonslsc@yahoo.com))
- BEFORE you email
  - Player's coach must have approved the request
  - You have verified the players are available
  - Resolve duplicate number issues



# CLUB PASS GUIDELINES (CONT)

- DEADLINE – 9pm Thursday (same league)
  - OPC to OPC, NPL to NPL, or ECRL to ECRL
- DEADLINE – 9pm Monday (different league)
  - OPC to NPL, OPC to ECRL or vice versa requires extra time
- **Late requests will not be accepted**
- OPC Club Pass Guidelines
  - Max CPP is 3 players per game
  - Can't use players from the same division
  - Can't play down more than one level
- NOTE – ECNL RL player passes cost significantly more than OPC or NPL passes so if a player is club passing (dual rostering), they will need to pay the difference (\$36) in cost prior to us submitting them for approval.



# REFEREE FEES

- Home team pays 100% of referee fees for each home game
- Referee pay rates vary by league
  - Located on the Team Manager Resources page of SLSC website



# RESCHEDULES

- ECNL RL & NPL reschedules are handled by coaches & club
- OPC reschedule process – [okpremierclubs.com](http://okpremierclubs.com)
  - Must be done 14 days in advance of scheduled game
  - Contact opponent & agree on a new date and/or time
  - Opponent requesting reschedule completes jotform (located on Team Manager Resources page)
  - OPC will notify all teams if approved or denied
- Additional referee fees may be owed if not requested within required timeframe
- If a team no shows or cancels within 3 days – owes full referee fees
- For information on OPC, contact the OPC Coordinator ([opccoordinator@gmail.com](mailto:opccoordinator@gmail.com)) or OPC Scheduler ([opcscheduler@gmail.com](mailto:opcscheduler@gmail.com))



# TOURNAMENT REGISTRATION

- Apply for tournament from tournament website
- **DO NOT create a new team when registering for a tournament in GotSport**
  - **If you do not see your team listed, STOP and contact the Admin**
- **DO NOT remove players, managers, or coaches from your roster when registering**
  - **It will remove them from the ENTIRE team, not just that event**
- Divide tournament fee by the number of players on the roster to determine each player's portion of the fee
- If tournament is a stay to play, use hotel link on the tournament website to reserve a block of rooms for your team
- Guest players – check tournament rules



# TOURNAMENT REGISTRATION (CONT)

- Resolve jersey number conflicts
- Uploading Documents
  - **GENIUS SCAN!!!!**



**Scanner App:  
Genius Scan**

PDF documents & OCR

[Open](#)



# TRAVEL

- Travel info can be found on the South Lakes website under the Competitive / Academy “About” tab
- League game travel
  - Not paid for games within the metro area (Norman, Edmond, NOKC, etc)
  - Travel outside of the metro area, but within Oklahoma is \$80 per trip
  - Travel outside of Oklahoma includes mileage & per diem
  - Split travel costs by all teams traveling together with that coach
  - Regional league weekends may be treated as a tournament (expense wise). Confirm with coach for specifics.



# TRAVEL (CONT)

- Tournament travel
  - Not paid for games within the metro area (Norman, Edmond, NOKC, etc)
  - Mileage – Number of miles from South Lakes to tournament field multiplied by 2 multiplied by the current mileage rate, which can be found on the South Lakes website on the Competitive (or Academy), About page
  - Per Diem - \$40 per day that would require meals
  - Hotel, Rental Car, Airfare
  - Split travel costs by all teams traveling together with that coach



# TEAM FEES

- League Fees (Due to Club 8/15/25)
  - ECRL 2025 - \$600 per team
  - NPL 2025 - \$550 per team
  - OPC Fall 2025 - \$310 per team/per season
  - Failure to pay on time will result in forfeiture of games until paid (No tolerance)
- Event Fees (ECRL only – January)
  - Teams participating - TBD
- Field & Light Fees (Due to Club 10/15/25)
  - Academy - \$250 per team
  - Competitive 9v9 - \$750 per team
  - Competitive 11v11 - \$900 per team
  - Failure to pay fees on time will result in your team being unable to practice at the complex (No tolerance)



# INTERNATIONAL CLEARANCE

- Players born outside of the United States must be cleared by US Soccer to play in league games & tournaments
- Admin will advise what information is needed to obtain clearance
- Clearance takes at least 30 days
- International Clearance only needs to be obtained once
- Admin will send clearance email to the coach & manager
  - Must keep in binder
  - Admin will attach to GotSport account



# TRAINING FEES

- Training fee info can be found on the South Lakes website under the Competitive / Academy tab, then choose “Make a Payment”
- Players are not automatically registered for autopay when they register for the competitive or academy programs
- Admin will set up autopay link
- Brandon Lawless handles all training fees  
(brandonslsc@yahoo.com)
- Do not take payments for training fees
- All payments must be made online or mailed to:
  - PO Box 890482, Oklahoma City, OK 73189
- Financial assistance (NO SCHOLARSHIPS!)
- Please communicate to parents



# FUNDRAISERS

- Help reduce costs
- Encourage team building
- Ideas
  - Blue & Gold
  - Carwashes
  - Restaurant nights
  - Sponsor shirts
- Club's non profit status does not apply to team fundraisers
- NOTE – Any use of the South Lakes logos must be approved by the Board of Directors & is subject to a usage fee of 10% of profits
  - Does not apply to sponsor shirts as long as not selling for profit
- Any fundraisers on club property must be approved



# TREASURER

- Must open a team account
  - File for EIN through IRS website (for banking purposes only)
- Create a spreadsheet for the team as a whole, and for each individual player
- Keep all receipts
- Document, document, document!
- Provide periodic player statements
- Responsible for paying all team fees (not training fees)



# VOLUNTEERS

We are always in need of volunteers!

- Field Marshalls for tournaments
- Tournament check-in
- Registration events

Email [administrator@slsc.info](mailto:administrator@slsc.info) if you are interested in volunteering!



# MARKETING

Please help us spread the word and help our club grow!

- Follow our South Lakes Facebook page
- Mark as a favorite (Go to our page and click the 3 dots next to “liked”, then click on “following”, then mark “favorites” instead of default)
- Interact with posts by liking, commenting, and sharing (please only positive comments - any negative communication will be deleted - our social media posts are not the proper channel to voice concerns).
- Share our posts to your personal pages and neighborhood/community pages



# FACEBOOK PAGE

Join the Cosmos Team Manager Facebook page!

<https://www.facebook.com/groups/454019992041111/>



# PHOTOS

Game pictures!

Tournament pictures!

Fundraiser pictures!

Send all photos to [slscnews@yahoo.com](mailto:slscnews@yahoo.com)



# CONTACT INFO

Brandon Lawless – Director of Coaching

Email – [brandonslsc@yahoo.com](mailto:brandonslsc@yahoo.com)

Brandon Goff – SLSC Secretary

Email – [secretary@slsc.info](mailto:secretary@slsc.info)

Brandi Ylla – Club Administrator

Email – [administrator@slsc.info](mailto:administrator@slsc.info)

Amy Miller – Financial Administrator

Email – [amy.miller@slsc.info](mailto:amy.miller@slsc.info)

Trey Twyman – Referee Assignor

Email - [therefereeassignor@gmail.com](mailto:therefereeassignor@gmail.com)



**THANK YOU FOR ALL THAT YOU DO!**

