
Legends FC

Team Managers Guide

2023-2024 Season



GENERAL CLUB INFORMATION & DIRECTOR CONTACTS

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Manager Resources Page Link

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WELCOME TO THE LEGENDS FC FAMILY

Legends FC's family centered approach, backed with a national level program and elite level coaching, provides a positive playing and learning environment that fosters long term player development and personal growth. Our **One Club, One Family, One Mission** motto makes Legends FC the premier destination for players. We strive to provide Southern California's youth with the highest quality soccer training and development in America. In order to succeed in developing the most confident, knowledgeable, and skilled players we follow these core values:

Player Development

Competition

Preparation

Top Level Coaching

Having Fun



Thank you

Thank you so much for volunteering for the important role of Team Manager. Your role as a facilitator on your player's team is essential in helping the team reach its potential.

In addition, it takes the support of our Executive Director, Regional Directors, Administrative Staff, Coaches and Team Managers to make sure that every team and every player who wears the Legends FC jersey grows as an individual and player, makes lifelong memories, and graduates the program with an exceptional experience from the Legends family.

This guide should help you understand the different tasks you will be taking on and navigating through during the season. Don't hesitate to ask questions if you don't understand how to do something.

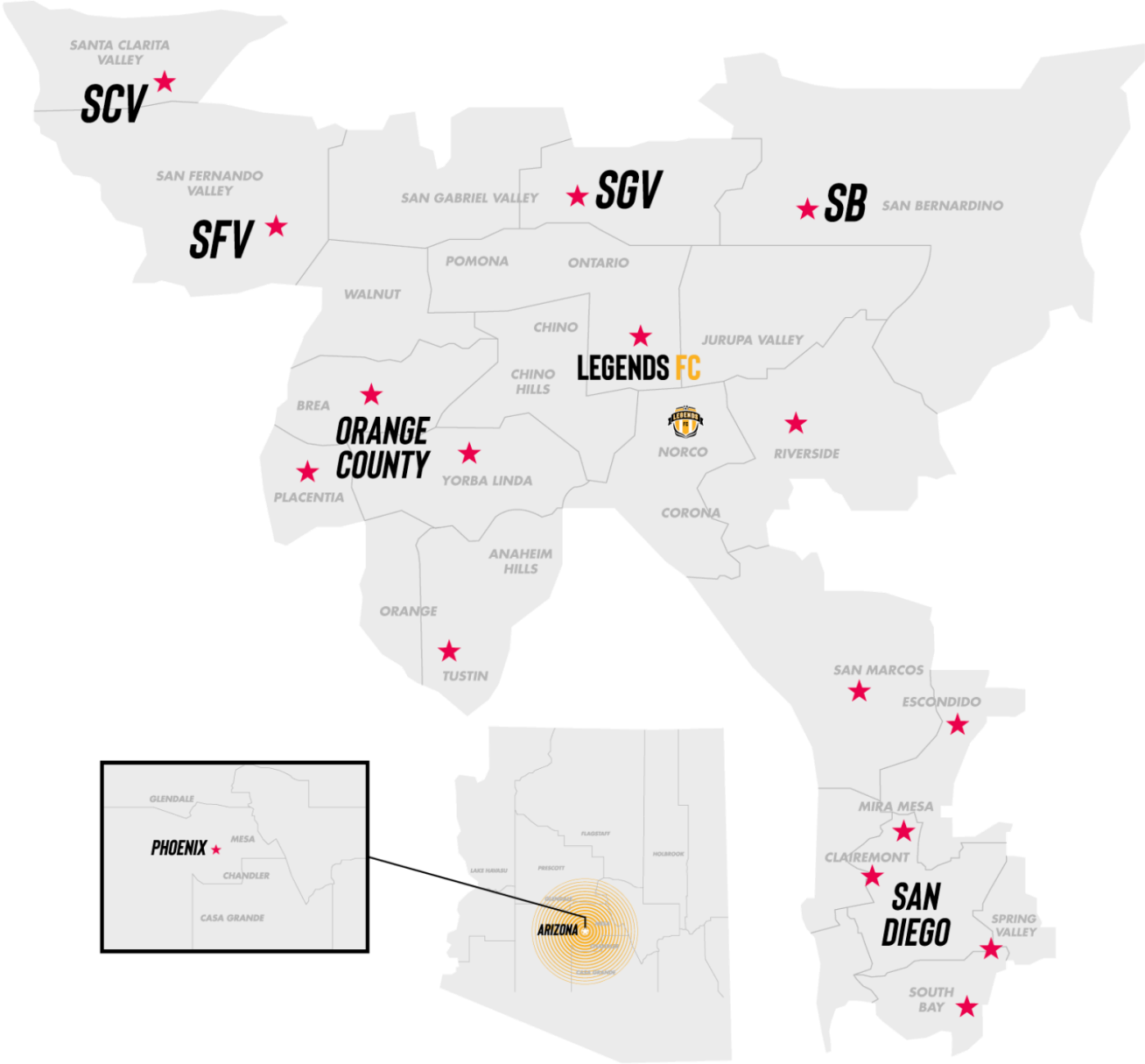
We have several people in our organization assigned to assist you in making your team's season run as smooth as possible and to also make this a wonderful experience for all the players and their families.

Thank You!

— Legends FC



Our Locations



Team Manager (TM) Role

OBJECTIVE: To ensure the successful management of the team and welfare of the players in their care, whilst making sure that all off field matters are dealt with efficiently and timely. To promote cooperation and understanding between the club, families; to promote a positive environment; communication.

CHARACTERISTICS OF AN EFFECTIVE MANAGER:

Organized • Communication Skills • Planning Ahead • Enthusiasm • Honesty • Time Management • Ethical • Responsibility • Delegation • Commitment

GENERAL RESPONSIBILITIES:

- The manager is responsible for team coordination of activities & communication through direction of the team coach.
- Represent the club in a professional manner
- Liaise with Admin to resolve questions
- Maintain team binder with medical releases & ID cards for each player

REQUIREMENTS:

- Complete SafeSport training Certificate, upload to Gotsport Profile (yearly)
- Complete Background Check via Gotsport (good for 2 years)
- Complete Disqualification review via Gotsport
- Complete Heads Up Concussion via Gotsport
- Complete Sudden Cardiac Arrest via Gotsport
- Upload Photo to Gotsport via Gotsport
- Mandated reporter and livescan via Gotsport
- Communication
 - Liaise with all team members, parents, coaches and officials to ensure all are informed of training, competition and club functions.
 - Use of PlayMetrics to communicate
 - Send the parent directly to the coach for any and all questions and concerns regarding coaching decisions, playing time and/ or parental & player behavior.

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- Send the parent directly to the Regional Director if they are not satisfied with the answers they are receiving from the Coach.
 - Team Finances (Treasurer)
 - Create & oversee a team budget with guidance from coach
 - Fee collections for budgeted expenses
 - Set up team bank account through club admin
 - Team managers are not debt collectors. Note that failure to pay tournament fees, travel expenses, and misc. team expenses (i.e. tournament expenses, coach travel reimbursement, college profile brochures, referee costs for scrimmages, etc), may lead to non-participation in Legends events.
 - Ensure Team Financial Obligations are met.
 - Game day responsibilities
 - Coordinate printing & submission of team rosters, game cards to Referees before and after both home and away games.
 - Ensure team binder is at all games
 - Ensure player cards are at all games
 - Coordinate payment of referee fees
 - Ensure all players are named on team rosters, with coach direction
 - Check your league procedures for score reporting & red card reporting
 - Events
 - Register & submit payment for tournaments as directed by coach
 - Organize team travel to out of town tournaments (i.e.hotels)
 - Event registration such as tournaments, leagues & State Cups as directed by club



Legends FC Team Manager Checklist

- Attached as Team Manager in PlayMetrics system
- Attached as Team Manager in Gotsport system or TGS (pending level of team)
- LFC Bank Account form submitted to Valerie "Mama" Hodges
- Manager Clearances (page 15 managers guidebook)
 - US Club background check completed
 - SafeSport Certificate for Manager Uploaded
 - Sudden Cardiac Arrest
 - Heads Up Concussion
 - Photo uploaded in Gotsport
 - Mandated Reporter
 - Livescan (more info to come)
- Receive email as roster admin for Capelli
- Enter roster into Capelli for Uniforms (pg 19)
- Uniforms, warm ups, backpacks - all players have placed orders
- Teams yearly calendar provided by coach & updated in PlayMetrics
- PlayMetrics team chat started
- Budget established for team with coach/admin approval
- Car raffle requirements explained to team
- Team Binder ready
- Collect copy of R002 Medical form for each player from parent [US Club Form](#)
- The Classic Tournament u8-u18 - Registered
- Volunteer Hours explained to team
- College Fit Finder profiles updated- Contact collegecoordinator@legendsfc.net (Freshman-Seniors)
- Choose a Team Treasurer (optional)
- Arrange to pick up player cards (August) Admin will contact you when ready

*See Team Manager Guidelines for additional information



Team Binder

A Team binder contains all the important information to have with you at all times.

Required items:

- US CLUB R002 Medical Release Form
- Gaming League rules for each league the team participates
- Game Day Procedures for each league
- Copies of match reports (suggest taking a picture with your phone after every game)

Useful items:

- Admin Emergency contact sheet
- Referee fee matrix provide by SoCAL (Note Referees like exact cash)
- Envelopes for Referee fees
- Blank US CLUB forms
- Donation/Sponsor forms
- Sharpie, highlighter, pens
- Protective sheets for paper



Beginning of Season Meeting with Parents

The Coach should discuss:

- Objectives and goals for the team and player expectations.
- Review season's practices, tournaments and league game schedule.
- Go over Club Expectations for Parents.
- Go over Protocol for Voicing Concerns.
- Calendar – Tournaments, Team events, Club Events

Recommended Team Manager Content:

- Uniforms
- Volunteer hours
- Club fundraisers
- Opportunities
- Team Fundraising
- Calendar - Tournaments, Team events, Club Events
- Team Chat in PlayMetrics
- Budget
- College Fit Finder profiles (u13+)
- Collect any necessary paperwork that you need for your team binder.
- Recruit team volunteers if needed for various team jobs (treasurer, team photographer, canopy and/or bench holder)
- Other optional items: team bonding, team events, travel



Club Expectations for Parents

Parent Responsibilities. Parental support and involvement are essential. If your player chooses to commit to Legends FC, your commitment is also necessary. If your player is to make a quality commitment to the Club and the team, you must see that they attend all team functions (practice, meetings, games, etc.). It is the Coach's responsibility to present a periodic schedule to allow time for your planning. There will be times where conflicts cannot be avoided and other more important events occur. When you and your child have an unavoidable conflict, we expect timely communication to see if the Club or team can make any necessary adjustments. Final decisions on scheduling and adjustments will be made by the Team Coach after careful consideration of your needs and those of the Club or team.

Sideline Coaching. There will be no coaching by parents. No matter how good your intentions are, we insist there be no shouting instructions to your player or other players on the team. Your players are watching you. Your vocal support and positive encouragement are welcome after a good play. It is important that players are not confused or conflicted and are given only one set of instructions by the coaches before, during, and after practices and games. For this reason, the Club insists that the Team Coach and his Assistant Coaches be the only instructional voices at games and practices.

Coaching Decisions. The Club's first concern is for the long-term development of your player's soccer development. Players and team development will sometimes be given a greater priority than winning. There will be times where the Coach will place players in certain positions on the field for the greater good of the team. There will also be times where a Coach will challenge a player to play in a position they are normally not accustomed to. Parents and players must understand this, respect the Coach's decision and conduct themselves in a manner consistent with a healthy team environment. Parents should never openly discuss playing time issues and/or formations. Playing time and formations are solely the responsibility of the Head Coach.

48 hour Rule. Maybe you don't agree with how much your child played in a game or another decision the coach made during the match. It's important to take some time to think about it rather than confronting the coach in front of your child and the team. At Legends FC we follow a strict "48 Hour" communication policy. This is for both parties to be able to have a clear calm communication

Respect. We will instruct your child to ignore adverse conditions such as bad referees, name-calling, foul language, rough play, cheating, poor weather, negative behavior by parents or opponents etc.. We expect our parents to be respectful and ignore adverse conditions.

Facilities Responsibilities. It's a privilege to rent these facilities. We need to abide by the terms and conditions contained in the agreements, and by all state laws, local ordinances, as well as the rules and regulations of the city, park, school district and/or college.

Manager Clearances

GOTSPORT:

There are 8 US CLUB requirements to complete:

- 1: Background check (\$18 background check fee) (good for 2 years)
- 2: Safe Sport
- 3: Disqualification - Suspension Review
- 4: Sudden Cardiac Arrest
- 5: Heads Up Concussion
- 6: Upload a headshot photo
- 7: Upload coaching license (coaches only)
- 8: Mandated Reporter
- 9: Livescan

How to:

- Use this link to login <https://system.gotsport.com/> (use will also get an email from gotsport)
- Click forgot password
- Enter the same email you use to login to your PlayMetrics
- Once logged in - Click "Dashboard"
- On dashboard - Right hand Side - You will see yellow boxes "REQUIRED"
- Click on "More Info"
- From there follow the instructions to complete
 - Links on How to complete:
 - https://gotsport.zendesk.com/hc/en-us/articles/1500012553622?input_string=background+ch
 - <https://gotsport.zendesk.com/hc/en-us/articles/1500012653501-Submit-Safe-Sport-US-Club>
 - <https://gotsport.zendesk.com/hc/en-us/articles/1500012554462-Submit-Disqualification-Suspension-Review-Acknowledgement-US-Club>



Registration & Rostering

REGISTRATION:

All players register through PlayMetrics System. New, returning & interested in trying out

1. Parent registers player each club season via provided tryout link on website
2. Coach submits roster to Regional Director
3. Parent receives INVITE to team via email from PlayMetrics
 - Invite email will state specific team with a unique link for each individual player to go through the online registration process
4. Complete Player/Parent Membership agreement
5. Complete payment and enter credit card for payment installments

Registration Systems

- PlayMetrics System:
 - Used for Legends FC player registration & billing
- TGS: [Link](#)
 - Used for ECNL, ECRL
 - Used for various tournaments
- Gotsport: For US CLUB card, Parent's family account with player attached
 - Gotsport: [Link](#)
 - Used for Pre ECNL, SOCAL
 - All rostering functions must be completed by LFC registrar

PLAYER CARDS:

- Required for all players starting September 1st
 - Valid til August 31st
 - Issued by US CLUB SOCCER
 - Printed by Legends Admin
 - Virtual



How to Upload Documents for Player Card via Gotsport:

:::To Complete:::

- Use this link to login <https://system.gotsport.com/>
 - Enter your email as your username
 - Click forgot password, create new password
 - Click "Family" to find your player
- Upload Player proof of birth uploaded (Birth Certificate or Passport)
 - Here is the link [HOW TO-- CLICK HERE](#) upload the documents.
- Upload R002 US Club Medical form filled out on player profile
 - HOW TO find R002 Medical Form [CLICK HERE](#)
- Upload picture of player (Head shot only)
 - Here is the link [HOW TO-- CLICK HERE](#) upload the documents.
 - Additional instructions as well [CLICK HERE FOR INSTRUCTIONS](#)
 - HOW TO find R002 Medical Form [CLICK HERE](#)

How to Upload Documents for Player Card via TGS:

- **PLAYER REGISTRATION DOCUMENTS**
 - Copy of Birth Certificate/Passport
 - [US Club Form](#)
 - Headshot (250x250 pixels is ideal size)
 - Once a player registration is paid for, the photo is locked and cannot be changed. Any photo changes for existing players need to be made BEFORE registration is completed.
- **PLAYER INFORMATION**
 - Full Name
 - Address
 - Phone
 - Date of Birth
 - Email (*must be unique to each player*)
 - Graduation Year
 - Position
 - Jersey Number
- TGS Instructions/Help Desk <https://totalglobalsports.zendesk.com/hc/en-us>

ROSTER CHANGES:

- Removing players from rosters
 - Only coaches can submit requests to remove players from a team
 - **If player leaves - team managers turn player card and paperwork into the office.**
- Release:
 - Only needed if leaving the club (not needed if moving to another Legends team)
 - “Seasonal year” ends upon completion of teams participation in State Cup, or after playoffs for ECNL, ECRL
 - **DO NOT give card to the player or the player’s parent(s) during seasonal year if player is leaving club.**
- SOCAL transfer rules between SOCAL clubs apply
 - Written Approval from Club Director to Director is required
 - Must fulfill financial obligation with club
 - Applies to ECNL, ECRL, E64 as well

US Club Soccer transfer policy requires existing clubs to retain the player passcards as the passcards are property of the club that purchased them, and a new membership will be issued by the new club. Player passcards are only valid when players are within the organization and their insurance is void when they choose to leave the club.



Uniforms

ORDERING: All uniforms are ordered by parents online via Capelli

- Uniform # must be assigned BEFORE parents can order online
 - Coach decides how numbers will be given
 - Jersey numbers cannot exceed #36.
 - Only goal keepers may wear #'s 0, 00 or 1.

Manager tasks

1: Login into Capelli admin portal

[Capelli Sport Admin Login](#)

THIS LOGIN IS FOR COACHES & MANAGERS ONLY

- ****CONTACT tsklar@legendsfc.net for LOGIN CREDITIALS

2: Search for your teams name, view draft

- If you do not see your team in the list email Tsklar@legendsfc.net

DO NOT ADD TEAMS

3: Ensure your roster is accurate on Capelli

- All players are listed on the roster (if a player is missing press “add player”)
- Player #, Player Position & Parent email are CORRECT

4: If roster is accurate select all boxes to the right of the player and push Publish at the bottom

5: Email will be via Capelli for parents to ORDER their uniform within 24 hours

6: Instruct parents to order uniforms.

Contact tsklar@legendsfc.net for ADMIN DOCUMENT WITH INSTRUCTIONS

Support questions can be directed to Tsklar@legendsfc.net

Parent Tasks

1: Open email from Capelli, check spam

2: Click link

3: Place order

Recommend:

- Budget to purchase one guest uniform jersey for the team. Or buy uniform from former player

Team Communication

PLAYMETRICS

- PlayMetrics will serve as the main communication platform for the club
- Coaches, team managers & parents are expected to communicate via PlayMetrics
 - Email, Chats, Alerts
- Team Calendar - Practice, Games, Events are tracked via PlayMetrics

EMAIL

- Communication to and from the club will be mainly via email, this includes: club announcements/ news, administrative subjects, Regional Directors updates, financial matters, any major concerns or problems, etc.
- Communication to the team via email can be done through team snap, if a personal email is used you must:
 - CC the coach on all communication to the team
 - Bcc the parents email addresses on all communication



Tournaments

TOURNAMENT REGISTRATION

- Tournaments will have different registration platforms (Gotsoccer, TGS, Affinity Sports)
- Follow each tournament's registration instructions to ensure your team applies under the correct age for that specific tournament.
 - Username/Passwords: Keep it simple. Do not use personal login/passwords
 - EX: username - Legends FC G05 / password - Legendsg05
- Team labeling: Team names should be listed with birth year, **NOT** age
 - Example of **correct** team name: Legends FC G05 North Black
 - Legends FC/ Gender initial / last two numbers of birth year / Region / Color
- Seasonal Age - New 2023/2024 seasonal age doesn't start until July 15th.
 - Managers will register teams for tournaments using your 2023/2024 seasonal age until July 15th.

List of Legends Approved Tournaments Partners:

- Beach Winter Cup, Feb 18-19- Silverlakes U8-U9
- Legends AZ Open – March 11-12
- Legends San Diego Tournament – August 11-13
- Legends SCV Tournament – March 11-12
- Carlsbad Cup - Boys July 16-17
- Carlsbad Cup - Girls July 23-24
- Coastal Classic - Girls Aug 20-21
- Coastal Classic - Boys Aug 27-28
- West Coast Classic – August 12-13, Orange County
- CDA Slammers Cerritos Memorial Cup – May 27-29
- Liverpool Tournament of Champions- Dec. 9-10
- Rebels Showcase – June 3-5



PAYING FOR A TOURNAMENT

- The Team Treasurer is responsible for paying tournament expenses, from the team account. The Team manager, should inform you when you need to send a check or debit card payment for a tournament. When you mail in a check for a tournament, please include a copy of the registration form so the check gets applied to the correct team.

TOURNAMENT GUIDELINES FOR WHAT IS OWED

1: Coaches & Travel Expenses related to coach and chaperone travel are to be divided among all traveling players. Expenses related to coach and chaperone travel are to be divided among all traveling players. Plane tickets, rental cars, lodging and meals should be paid directly through the team account.

2: Guest players are responsible for all fees associated with a tournament that they attend which includes, but is not limited to, air fare (if applicable), hotel (if applicable), coach's tournament expenses, team meals and team transportation if team vehicles are rented. Tournament registration fees are to be divided by all original players on the team. Tournaments are part of the commitment made to the team at the beginning of the season. The only exception is injured players, as noted.

3: Injured Players: All injuries must be documented by a medical doctor. In order for a player to be able to not be required to pay for a tournament, the player may not be able to return to playing between the time of the injury and the date of departure for the tournament. If the player is injured after the team signs up for the tournament then the player is responsible for any tournament fees that are associated with the tournament. If a guest player can be found to replace the injured player then the guest player is responsible for all tournament fees associated with the tournament. Guest players are selected and are subject to approval of the team coach. The team coach is not required to take a guest

COACH TRAVEL EXPENSES

LFC teams are responsible for covering the cost of the coaches expenses when traveling to tournaments, showcases, State, Regional, or National Events.

- If a coach has multiple teams attending an event the expenses are split across the teams.
- Expenses should be divided by all players on the team. Optional for guest players to be included in covering costs.
- Coaches are encouraged to reduce costs when possible.
- These are the minimum requirements, teams may choose to cover more.

Lodging

- The team manager should book a room for the coach at the same hotel that they are staying at.
- If the coach chooses to stay at a different hotel or AIRBNB, the team covers the coaches lodging for the amount the team paid for the team hotel
 - Example - Team Manager reserves rooms for \$100 per night. Coach wants to stay at an AIRBNB for \$200 per night. Team would only cover \$100/night
- Coaches are encouraged to room together with another coach when possible (2 coaches per room) but are not required.

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- If a group of coaches want to stay together in an AIRBNB, the teams may coordinate and share the expense
 - If a coach chooses to stay with family or friends in the area (meaning not in a hotel, AIRBNB), the team does not have to cover lodging.

Transportation - Team covers cost for events outside a 75 mile radius of home field.

- Flights - Team would cover the cost of the flight (similar cost as players)
- Coach drives personal vehicle, teams covers mileage at:
 - 65.5 cents per mile rate (based on IRS National standard for 2023)
 - If coaches carpool, the teams should split the overall per mile rate
- Teams may choose to cover the cost for a coach to rent an economy vehicle plus gas via reimbursement per receipt. (per mile rate is not to be included)
- Out of state tournament.
 - If a team rents vans, the coach should travel with the team.
 - Team covers rental car and gas if the coach cannot travel in a team van.

Meals - Teams cover coaches' meals while on a trip/at an event. This is often referred to as a Per Diem. Per Diem is typically paid in cash to the coach at the beginning of the trip by the team manager.

- Amount per day, per meal (based on US GSA 2023):
 - Breakfast: \$17
 - Lunch: \$18
 - Dinner: \$34

If the hotel provides breakfast, you do not need to pay breakfast per diem. Please consider: The time the coach has to leave the hotel (is breakfast available) and the quality of the breakfast provided. Per Diem should include travel to and from the event when more than a 3 hours drive is necessary and/or travel is by flight.

Athletic Trainer Expenses:

If a Trainer is traveling - All expenses (flights, lodging, per diem, car if necessary) are **SHARED** by all teams traveling.

Team Finances (Treasurer)

POSITION DESCRIPTION

The Team Treasurer is an important role that ensures that the team's funds are managed appropriately and accurately. The Team Treasurer is a volunteer parent who is not the coach or assistant coach of the team. This person is responsible for handling the money for the team account and keeping track of individual player balances. This would include collecting and disbursing funds for team expenses such as tournaments, field rental, coaching expenses, etc. Communication with the families about their deposits, receipts and expenses is also required as a Team Treasurer.

FIDUCIARY OBLIGATION

1: Inland Youth Soccer Association (LYSA) is the dba of Legends FC Soccer Club, which is recognized as a 501(c)(3) (not-for-profit) organization by the Internal Revenue Service. Since teams are part of LYSA and are using the tax ID number, the cash receipts and disbursements of the teams becomes an integral part of filings with the Internal Revenue Service.

2: The treasurer is NOT AUTHORIZED to use funds in one player's account to pay for another player's expenses if a player account does not have sufficient funds to cover expenses. This would be a VIOLATION of the treasurer's fiduciary obligation.

3: Treasurers assume a fiduciary obligation regarding the handling of money for the team and individual player accounts. This means that the treasurer is only authorized to use team funds for team expenses.

TEAM BANK ACCOUNTS : All bank accounts are under Legends FC's 501(c)3, and we have a duty to report these monies to the government; you are required to obtain a bank account under the Legends FC banking umbrella.

Purpose of a team bank account:

- Keep teams finances accounted for
- Handling of league referee fees
- Cover fundraising requirements

Acquiring an account: (allow for a 2-4 week turn around)

- Fill out applicable bank account forms & submit to Valarie Hodges (mama.hodges@legendsfc.net)
- Signee must go into Chase Bank & sign on the new account to activate (office will let you know when)
- Click link for [Bank Account Form](#)



TRANSFERRING & CLOSING A TEAM ACCOUNT

- When you complete your term as the team treasurer/accountant, you will have the option to either close out the team bank account or to transfer the account information to the new team treasurer/accountant

TRANSFERRING THE TEAM BANK ACCOUNT TO A NEW TREASURER

- The outgoing and incoming treasurer will both need to sign the Chase Bank "Authorization to Change Signers" form that changes the signer on the account from you to the new treasurer. The form will need to be submitted to the Banking Specialist at First Bank.
- The outgoing and incoming treasurer will need to meet to hand off the team debit card and any paperwork related to the team account. If you do not know the new treasurer, you can drop off the paperwork at the LFC office.

CLOSING OUT THE TEAM BANK ACCOUNT

- Update the team sheet to include ALL team expenses and distribute final balances to all families
- Payout any positive balances to families. Refer to the section below regarding payouts.
- Stop all automatic debits/payments that may be tied to the team account.
- Reconcile the team bank account to the latest statements and ensure that outstanding items CLEAR the account before it is closed.
- Contact Bank to officially close the account.

MANAGING A BUDGET

- Collecting Methods
 - Use of Apps are okay as long as documented (Ex: Venmo, ApplePay, QuickPay, PayPal)
 - Coaches need to be in the loop but, should not collecting fees and/or handling money.
 - Communicate often with your coach regarding the team's financial status.

[BUDGET WEBINAR 2022 - VIDEO](#) Passcode: 1#goEwYT

[BUDGET TEMPLATE](#) & [LINK ON HOW TO MAKE A COPY OF BUDGET TEMPLATE](#)



REPORTING TO PARENTS

- Once budget is set, share with parents, office admin
- Determine an appropriate payment plan for the team to start collecting team fees. For teams that travel frequently, treasurers may need to project financial needs.
 - Options 1.) Parents pay fees in full or 2.) set a payment schedule that will allow you to pay tournament registration fees by each deadline.
- When collecting money from families, the treasurer should set a submission deadline and communicate this to families as early as possible.
- Once money is received (either directly from families or from fundraising activities), the amount allocated to each player should be re-corded in the team sheet. As expenses are incurred, the amount should be spread across all players. The expenses allocated to each player should be recorded in the team sheet. These entries should provide treasurers with an ongoing balance for each player. Player balances should be communicated to each family at least monthly, or upon request.
- Regular reports will help collect funds for team expenses and will serve as a communication tool.

PLAYER ACCOUNTS

- What to do if a family does not pay team fees
 - If a player's account is delinquent, the treasurer should immediately notify the player's parents and ask that an appropriate deposit be made within ONE week.
 - If the deposit is not made within the allotted time, the Treasurer should contact the coach to further handle the situation.
 - The family will be notified that failure to pay may lead to non-participation in LFC events.
- What if a player leaves the team?
 - Fees are not refundable



TEAM BUDGET ITEMS:

- National Cup & State Cup registration and referee fees
- Tournaments fees
- Coach travel expense (see Travel Expense)
- Club fundraisers (Car Raffle)
- Team Equipment (canopy, bench, etc)
 - Any equipment that the team does pay for belongs to the teams, not the coach.
 - Teams are NOT required to pay for coach's equipment such as balls, cones, goals, etc.
- Scrimmages/Friendlies
- Miscellaneous items to consider: Team functions, gifts, admin live scan, printing college brochures (u13 -u19), upgraded Team Snap, October Pink shirts, Bank checks, Holiday Party, sponsor/donor thank you gift.
- Purchase one guest uniform jersey for the team.

SAMPLE BUDGET: RECORD KEEPING

Treasurers are responsible for maintaining the team bank account and player balances. We suggest that treasurers use computer software such as a simple spreadsheet program (Excel or Google Sheet).

PAYING OUT BALANCES TO FAMILIES

- Any amounts paid directly by families should be paid back
- Any amounts related to LFC/team fundraising should be paid out based on receipts related to eligible fundraising items.
- Sanctioned Tournament Fees
- LFC Coach Travel Expenses
- LFC Team Fees – indoor space, referees, etc.

CLUB FUNDRAISERS: Entire team participation is mandatory

- Expectations/requirements will vary depending on the fundraiser and team age group
- Specific requirements/details will be communicated to the membership prior to each Fundraiser.
- Car raffle

TEAM FUNDRAISING: All LFC teams are encouraged to raise funds for their particular team expenses.

- Suggest that team managers create a parent committee to help with team fundraising
- Prior Approval needed from office for proposed fundraiser
 - LFC requires all team managers to submit a fundraising request form for any fundraising events associated with Legends FC. (found on website)
 - Submit request form to Taylar Sklar tsklar@legendsfc.net
 - Anticipate seven (7) business day turn around for requests
- Guidelines
 - **Logo and Name Use: Legends FC and its logos are registered trademarks. "Legends FC", "LFC" and/or all logos may not be used or reproduced in any form, for any purpose, on any item or any medium without the express prior written consent of Legends FC BOD.**

DONATIONS/SPONSOR FORMS: Teams and individuals may solicit businesses for sponsorship. *Note: Club does not provide sponsor/donor with thank you gift

- Do not solicit for or on behalf of any personal businesses through the club/team email system.
- [Legends Donation Form](#)



VOLUNTEER HOURS: Required

- Each family is responsible to donate 10 hours, per child, during the one seasonal year commitment
 - One volunteer shift at each Legends Tournament your team participates in
 - Legends Classic (May)
 - For Legends FC Tournaments team managers will receive an email from the Tournament Director with the team's shift schedule.
 - Managers help parents coordinate their desired shift.
 - Send the completed shift schedule back.
 - Remaining hours may be fulfilled through various Legends activities
 - A "Volunteer Buyout" will be offered during online Registration process ONLY
 - This buyout will be \$100 and will fulfill required hours for seasonal year
 - Volunteer hours will be tracked, failure to fulfill volunteer hours may result in player suspension

Game Day Resources

CLUB PASSING

- **SOCAL** - Players are allowed to play for more than 1 Legends team within SOCAL club passing rules (see SOCAL handbook)
 - Managed by coach, Director
 - Managers must club pass via the gotSPORT system (NO WRITE INS)
 - Players must have SOCAL Card to play for another team
- **ECNL** - **Players are allowed to play for more than 1 Legends team within ECNL club passing rules (see ECNL handbook)**
 - Managed by coach, Director
 - Managers hand write player's name roster
 - Players must have ECNL ID Card to play for another team
- **Cup Play**
 - Players can play up an age
 - Players cannot play more than more game a day
 - Rosters are frozen Wednesday before play starts



ECNL (Separate document)

SOCAL links:

- [SOCAL Handbook 2022-2023](#)
- [Game Day Instructions](#)
- [Game Day Instructions Discovery Teams 2021-2022](#)
- [Blank Game Card](#)
- [Referee Fees 2022-2023](#)
- [Resource Center](#)

SOCAL STATE CUP:

- [State Cup Handbook 2023](#)
- [Referee Fees State Cup 2023](#)



College Placement Program u13-u18

COLLEGE COORDINATOR: Assists the club in providing our Coaching staff and membership with valuable information which will assist in the college recruiting process.

- Gather information regarding the Colleges that are attending our games at various events across the country
- Track the performance of our Legends players in college
- Serves as primary Club contact for the College Fit Finder recruiting tool

Carey Rosenbery

collegeteam@legendsfc.net

TEAM ADMIN COLLEGE PLACEMENT:

Duties can either be completed by Team Manager, or assigned to Parent on team:

- Ensure all College related emails are forwarded to the team and copy coach, Legends Director (Josh Hodges), Legends Girls Technical Director (Ryan Casey), Legends Boys Technical Director (Ever Morataya and Drew Rea) and Legends College Coordinator (Carey Rosenbery)
 - This allows questions on college materials to be directed toward the staff
- Maintain the College Fit Finder (CFF) team profile for your team roster

COLLEGE FIT FINDER: College Fit Finder is an essential resource utilized by the club in the college recruiting process and is offered to all of the older players at the club at no additional cost to our members.

- College Fit Finder Link
 - Works best through either Google Chrome or Mozilla Firefox, instead of Internet Explorer
- Set up by team managers and managed by players
 - Team admin will obtain the username and password for their team's CFF profile
 - Team admin will confirm the accuracy of roster and provide College Coordinator updates on any roster changes so CFF can be updated accordingly
- Players default **username** and **password** are the first name and last name of your player (i.e. Taylor Sklar would be :taylarsklar).
 - After logging in you can change your password in the General tab
 - Ensure all players have updated at least the basic profile requirements, which allows the creation of the team brochure for college coaches

UPDATING PLAYER PROFILES

- All of the buttons to the left of the College Search Icon enable players to update their profile information.



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- The College Search icon allows players to perform college searches and create a list of favorite schools that meet the player’s athletic and academic criteria.
 - Once the profile has been updated, a unique Profile URL will be created that each player can provide to college coaches:
 - To send this unique profile type the following with the specific player names at the end www.collegefitfinder.com/members/firstnamelastname
 - Reference of fully completed player profile <https://www.collegefitfinder.com/members/sampleprofile1>

BROCHURE PRINTING:

- Team admin should instruct team to use a Legends uniform/training top headshot for the image for their individual profiles
- Manage guest player updates related to “Club Passes”
 - CFF allows team admin to add/delete any player in the club with a CFF profile to their team roster for specific events
- Print team brochure for distribution to college coaches at various events (League games, CRL games, National Cup, College Showcases, etc.)
 - Team admin can select or de-select the players on the roster that they would like to have included on the brochure for each event
 - Includes the ability to update the player’s numbers for a certain event to avoid the duplication of jerseys
 - Once roster has been finalized for an event, the team admin should coordinate the printing of the team brochure
- Teams are responsible for the printing cost of their team brochures
 - General club standard is that team brochures should be printed in color and double-sided.
 - Team admin should work with coach to determine the appropriate number of brochures to print for each event
 - Distribute team brochures to college coaches at each event and obtain at least name and school for each coach in attendance
 - Depending on the event, the team admin may require assistance to pass out brochures to coaches and track those in attendance
 - Upon completion of the event, team admin should forward a list of all coaches that attended the event to the team, coach and Legends College Coordinator

