

Team Manager Overview  
Fall2018/Spring2019 Season



- I. Key Administration
  - a. Competitive Administrator - Diane Demmel, [ddemmel@realcolorado.net](mailto:ddemmel@realcolorado.net)
  - b. DA & ECNL Administrator – Niki Titus, [nikit@realcolorado.net](mailto:nikit@realcolorado.net)
  - c. Tournament & Casino Real Director - Cindy Thomas, [cindy@realcolorado.net](mailto:cindy@realcolorado.net)
  - d. Director of Finance – Deena Hamilton, [deenah@realcolorado.net](mailto:deenah@realcolorado.net)
  - e. Team Banking – Cynthia Lee, [cynthial@realcolorado.net](mailto:cynthial@realcolorado.net)
  
- II. Real CO Website – [www.realcolorado.net](http://www.realcolorado.net)
  - a. Tournament and Travel Policy – MUST READ very important and useful information re: coach expenses, chaperone policies, travel recommendations, etc.
  - b. Competitive Forms
  - c. Fundraising Information
  
- III. Manager Role
  - a. Team Communicator – **PLEASE** SHARE ALL INFO ASAP
    - i. Communicate team practice, game schedules
    - ii. Communicate anything from coach to the group
    - iii. If requested, forward emails from Real office
    - iv. Use hotline, email or your own preferred method of communication
  - b. Team Organization
    - i. Player registration, credentials, player releases, transfers
    - ii. Tournament Applications
    - iii. Assist Treasurer with finances via collecting, etc.
    - iv. Practice Fields & Makeup Games?
  - c. Advocate for coach and club – do not get caught in representing families on their issues.
    - i. You are not intermediary
    - ii. For coaching complaints families go to 1) team coach, 2) appropriate staff coach as listed below, 3) finally to Neil Payne, Technical Director
    - iii. If issues are in regard to Real policy, send to Competitive Registrar
  
- IV. Treasurer Role
  - a. Responsibility is to manage each players money with honesty and integrity
  - b. Quarterly report template to track team finances – Cynthia will provide
  - c. Turn in quarterlies by last day of month following quarter end – you will get email reminders
  - d. Online bank statements
  - e. Must provide parents with an account statement on a monthly basis
  - f. Handle player fund transfers
  - g. Policies about minimum balance (\$100 natl., \$50 all other)
  
- V. New U11 Team - Setting Up the Team
  - a. Consistency of team name: **Real Colorado Gold 00/01 Gender is listed separately**
  - b. Team Boxes up front beginning Aug. 1<sup>st</sup>
  - c. Set team meeting with coach to meet each other, exchange info and lay out plan for fall season – remind parents to bring check book. To schedule time at Real Office, contact Cynthia, [cynthial@realcolorado.net](mailto:cynthial@realcolorado.net).
  - d. Prior to meeting, talk with coach about what he/she will cover. Ask which pre-season tournaments team will do. (List and tournament request form attached)
  - e. Determine method of Team Communication: One Call Now, TeamSnap to name a few.
  - f. Prepare agenda – with key info from coach and manager/treasurer:
    - i. When will practice begin
    - ii. Pre-season tournament plan
    - iii. League play starts for the fall - 8/26, spring – 3/9  
Fall Play dates: Aug. 26, Sept. 9, 16, 23, 30, Oct. 14, 21, 28, Nov. 4, 11 & 12

Spring Play dates: Mar 9, 16, 30, Apr 6,13, 20, 27, May 4. 11. 18 & 18  
State Cup & President's Cup – coaching staff will notify which teams should enter

- iv. Give details of money to be collected now: Team communication, flag, flag pole, equipment = Tournament Fees, Real required balance = \$100 per player for National, \$50 for all others
- v. Team Contact List – available in your GotSoccer team account once teams have been formed
- vi. Ask for assistance from parents as: fundraising coordinator, travel/tournament coordinator, uniform coordinator, Casino Real coordinator, flag family, equipment purchase (per coach), first aid kit, etc. ACCEPT HELP!!

VI. Taking over as Team Manager

- a. Meet with Previous Manager and Treasurer to gather as much background as possible
  - I. Learn about communication system
  - II. Confirm what parents handle other duties (fundraising, etc.)
- b. Confirm Roster with Coach
- c. Refer to Section VI, above for same plan

VII. Uniforms

- a. See Uniform Information – posted online
- b. Soccer Stop online ordering system "First Touch", [www.soccerstop.com](http://www.soccerstop.com)
- c. Soccer Stop Customer Care – [firsttouch@soccerstop.com](mailto:firsttouch@soccerstop.com) or 720-283-0117
- d. Uniform numbers must be assigned within team sequence.
- e. Used Uniforms – if your team has any current unis for sale or to donate, we would really appreciate knowing about it – e-mail [ddemmel@realcolorado.net](mailto:ddemmel@realcolorado.net) with details. We only pass along this information.
- f. Training kits – purchased on the off season. Required for National and Olympic teams. Red – Platinum, optional
- g. No logos other than Nike may be on a Real sideline.

VIII. GotSoccer – CO Youth Soccer's Team & Player Registration Software

- a. Review overview - posted online
- b. Log-in information for team account – email Diane
- c. Existing teams should have log-in ID– if not, email Diane
- d. Get familiar with team account in regards to your roster, email tool, player profiles and tournament applications – see attached.

IX. Tournaments

- a. Club makes recommendations and coach decides - current approved list attached
- b. We will consider any other suggestions that coach might have, just submit info to Cindy.
- c. **Tournament Request form (online) must be turned into Cindy** for every tournament EXCEPT for Real Tournaments, State Cup & President's Cup

X. President's Day and State Cup applications typically due in July/January

- a. Club will determine which teams will apply
- b. State Cup: Fall U14-U19 Girls & U13 B & G; Spring U14-U19 Boys & U11-U12 B & G P1 level teams
- c. President's Cup: Fall U14-U19 Girls & U13 B & G; Spring U14-U19 Boys & U11-U12 B & G P2, P3 & Elite level teams
- d. Centennial Cup, 11U-12U Boys and Girls and 13U-19U Girls are held in the Fall; 13U-19U Boys are held in the Spring.  
Centennial League level teams
- e. Go online to register your teams, [www.coyouthsoccer.org](http://www.coyouthsoccer.org)

XI. Team Registration:

- a. Verify your roster with your coach. GotSoccer rosters will be adjusted by competitive registrar per registrations commitments. Registration reports will be emailed to coach/manager by request.

- b. Please contact anyone who has not registered to urge them to register. Players will not be rostered unless they are registered.
  - c. All players must have had their DOB verified by CSA as indicated on the roster page with a (V). If they do not have a (V), please have them upload a BC into the "club documents" section of their player profile.
  - d. All players must upload a picture (must be a headshot) into their player profile.
- XII. Team Credentials (official team roster & player cards)
- a. Team Books/Team credentials will be ready prior to your first tournament – you will be emailed when it is ready.
  - b. You must print the medical release forms from your GotSoccer team account and get parent's signature. Keep in team book in plastic sleeves.
  - c. Keep team roster and copies inside front pocket.
  - d. Passes on ring in front of book.
  - e. Team Book must go to every game so either you or coach must carry
- XIII. Team Managers, Coaches & Chaperones are required to complete a background check – contact Diane for information
- XIV. Fundraising Opportunities: VERY IMPORTANT TO OFFER -- King Soopers Certificates, KS Reloadable, Great Lakes Scrips & Bingo – offered on a regular basis. Please review Fundraising Booklet available online under the Competitive Team Fundraising link.
- XV. Summer Competitive Footwork & Finishing Camp – all players encouraged to attend!
- a. Typically held in July @ Rock Canyon HS
  - b. Highly Recommended for U11-14 players
  - c. More information online, <http://realcolorado.net/camps/>
- XVI. Indoor Soccer in the Winter
- a. Up to team – coach may make a recommendation but doesn't usually coach
  - b. Real Futsal League –highly encouraged
  - c. Holiday's in the Bubble Tournament
  - d. Family Sports Center or Arapahoe Sports Center Leagues
- XVII. Casino Real – Cindy Thomas: [cindy@realcolorado.net](mailto:cindy@realcolorado.net)
- a. Silent and Live Auction, Season Fees Raffles, Dinner at Wildlife Experience. Date TBD in March.
  - b. All Proceeds will go toward Real Colorado Soccer Complex
  - c. All Teams are asked to provide an auction item – baskets, gift cards, cash
  - d. All families are invited – 500 guests max so event will fill early!
  - e. We need volunteers in all capacities!!! Especially planning committee.
- XVIII. Real Colorado Cup Memorial Day Weekend
- a. All Real teams are required to play
  - b. Team Volunteers Required – 8-2 hrs. shifts

### **Real CO Staff Coaches and Key Personnel:**

Lorne Donaldson – Executive Director of Coaching  
 Jared Spires - Chief Operating Officer, [jareds@realcolorado.net](mailto:jareds@realcolorado.net)  
 Lyle LeBere – Technical Director, U11-U18 Girls, [lyle@realcolorado.net](mailto:lyle@realcolorado.net)  
 Shawn Comegys – Technical Director U11-U18 Boys, [shawnc@realcolorado.net](mailto:shawnc@realcolorado.net)  
 Russ Lentine – Competitive Director Youth Development, [russl@realcolorado.net](mailto:russl@realcolorado.net)  
 Ricardo Guerra, As. Competitive Director Youth Boys, [ricardog@realcolorado.net](mailto:ricardog@realcolorado.net)  
 Clint Baumstark, Director of Goalkeeping, [clintb@realcolorado.net](mailto:clintb@realcolorado.net)  
 Miguel Rosales, As. Director of Goalkeeping, [miguelr@realcolorado.net](mailto:miguelr@realcolorado.net)  
 Gregg Brueck – Real CO Athletic Trainer, [Gregg.brueck@childrenscolorado.org](mailto:Gregg.brueck@childrenscolorado.org)