



# Parent Handbook

Welcome to City SC! We hope this information packet clearly outlines the expectations we have set forth as a club for our members and provides you with answers to many of your questions regarding the upcoming season. We look forward to having your family as part of our City SC family.

For more information we invite you to visit our website: [ourcitysc.com](http://ourcitysc.com)

## **Club Mission/Philosophy**

Our Why:

- To ignite a lifelong passion for the game of soccer
- Bring joy and fun to our community
- Leave a legacy that lasts forever

Our How:

- Create passion in an environment where players want to play
- To unite a connection between our families and the community in creating an unforgettable experience
- Developing better people, through teaching life lessons, through the means of soccer

Our Pillars:

- **COMMUNITY-** We are one club. There is a place for everyone in our City.
- **INNOVATION-** We embrace creativity and new ideas. We think big, take risks and create solutions.
- **TEAM FIRST-** We do what's best for the team. We create connections with each other.
- **YOU-** We believe in you, we want the best for you, we expect the best from you.

## **Organizational Structure**

Our club is comprised of a team of qualified coaches, administrators and dedicated volunteers. We are proud to have a full time administrative staff involved with running daily operations, while our directors of coaching work closely with our volunteer board of directors to make decisions that are in the best interest of the club and all of our members.



### Directors of Coaching

The directors of coaching oversee all soccer operations. We have a designated director of coaching to oversee each of our programs. Our directors have an open door communication policy and encourage you to contact them with questions or concerns about the Club.

#### **Director of Operations**

Michael Duggan

[Michael@ourcitysc.com](mailto:Michael@ourcitysc.com)

619-994-6440

#### **Technical Director**

Steve Cowell

[steve@ourcitysc.com](mailto:steve@ourcitysc.com)

760-822-5994

#### **Director of Boys Program**

Glenn Malone

[glenn@ourcitysc.com](mailto:glenn@ourcitysc.com)

760-672-8260

#### **Director of Girls Program**

Carl Higham

[carl@ourcitysc.com](mailto:carl@ourcitysc.com)

760-822-4974

### Foundation & Advanced Program Directors

Our Foundation and Advanced Program Directors oversee specific age groups and levels of play and serve as a liaison between our staff coaches, directors of coaching and heads of player development.

#### **Girls Foundation Director (U7 - U12):**

Louis Hunt, [louis@ourcitysc.com](mailto:louis@ourcitysc.com)

#### **Boys Foundation Director (U7 - U12):**

Dan Jones, [dj@ourcitysc.com](mailto:dj@ourcitysc.com)

#### **Girls Advanced Director (U13-U19):**

Carl Higham, [carl@ourcitysc.com](mailto:carl@ourcitysc.com)

#### **Boys Advanced Director (U13-U19):**

Sean Gurley, [sean@ourcitysc.com](mailto:sean@ourcitysc.com)

#### **Girls DPL Coordinator:**

Ryan Morrissey, [r.morrissey@ourcitysc.com](mailto:r.morrissey@ourcitysc.com)

#### **Boys EA Director:**

Dan Jones, [dj@ourcitysc.com](mailto:dj@ourcitysc.com)

#### **Girls Academy Coordinator:**

Jeff Hughes, [jeff@ourcitysc.com](mailto:jeff@ourcitysc.com)

#### **Boys MLS Next Director (U13- U19):**

Paul Ritchie, [paul@ourcitysc.com](mailto:paul@ourcitysc.com)

#### **Girls College Liaison:**

Ellis Riley, [ellis@ourcitysc.com](mailto:ellis@ourcitysc.com)

#### **Boys College Liaison**

Sean Gurley, [sean@ourcitysc.com](mailto:sean@ourcitysc.com)

### Heads of Player Development:

Each age group has a designated Head of Player Development who acts as an extension of our program directors and directors of coaching to assist with player development and identification, enforce curriculum and act as a liaison between the coaches, directors, parents and players. We encourage a collaborative coaching environment within the club, and you may frequently see multiple coaches at

your games or practices helping to direct and support teams and assess players. Contact info for Heads of Player Development can be found on the website.

### **Parent/Player/Coach Communication Policy**

We encourage an open door communication policy between parents, players, coaches, and our directors of coaching. Should you have any questions or concerns about your child or your team we ask that you follow the protocol below to address the issue:

**24 Hour Rule:** If you are upset about an incident that has occurred during a game or practice, do not approach your coach on the field immediately following the incident. Please allow 24 hours before contacting the coach to discuss the issue. After 24 hours have elapsed please address the issue through the following channels:

- 1) Discuss the issue with the head coach. *If not resolved...*
- 2) Discuss the issue with the appropriate program director. *If not resolved...*
- 3) Discuss the issue with the appropriate Director of Coaching. *If not resolved...*
- 4) Discuss the issue with the Board of Directors.

Should you need to speak with a Director, email them to set up a time to discuss the issue.

### **Club Communications and Parent Resources**

The Club communicates general information to its members primarily through the Club website: ourcitysc.com, email, social media and quarterly newsletter. Members are strongly encouraged to check the website regularly and monitor emails daily for important information.

Specific information that affects your team such as training/game schedules and inclement weather announcements will be communicated directly through your coach and/or team manager.

Administrative questions can be directed to our office staff:  
760-434-5600,  
[info@ourcitysc.com](mailto:info@ourcitysc.com)

Registration and payment inquiries can be directed to our Competitive Registrar:  
**Jodi Johnson:** 760-434-5600,  
[jodi@ourcitysc.com](mailto:jodi@ourcitysc.com)

### **The Role of the Parent: Parent Expectations**

As a parent, your job is to support your child in their soccer goals and enjoy watching them play. As ADULTS on the sideline, we expect our parents and coaches to model professional and respectful behavior for our young players on the pitch. Each coach may have additional parent expectations, but as a club we demand that all parents abide by the following rules:

- **No coaching from the sideline:** Let the coaches coach. Do not instruct or berate your child or anyone else's child at any time during games or practices. Anything you say should be positive and non-instructional.
- **Respect Referees:** Under NO circumstances should parents ever berate or shout at referees.
- **Respect opposing coaches, players and parents:** We expect City SC parents to do their part to de-escalate tense situations on the field by remaining in control of your own actions, words and emotions.
- **Follow proper club communication protocol:** Should you have a complaint, please address it through the appropriate channels, starting with your coach and always respecting the 24 hour rule.
- **Represent the club well in the community:** By enrolling your player in our program, as a parent you are also making a commitment to the program and are expected to represent the club in a positive light off the field. The club reserves the right to remove families from the club who do not comply with club expectations.

Parents and players are required to sign off on and adhere to our [Parent/Player Code of Conduct](#).

### **Player Expectations**

We hold our players to the highest standard of conduct and expect them to represent the club in a positive light both on and off the soccer field. Playing competitive sports is a privilege and should be treated as such. As a member of City SC players are expected to adhere to the following standards:

- Attend all games and practices and arrive on time
- Abide by all team rules and standards set forth by the coach and the Club
- Demonstrate a positive attitude and focused effort to individual player development
- Be respectful of coaches, teammates, parents, referees, and opponents at all times
- Respect the opportunity to play
- Exhibit good sportsmanship at all times
- Wear City SC training jersey to all practices and games
- Consult your coach before guesting or training with other teams
- Demonstrate good judgment away from the field while at school and in the community

### **Club Curriculum and Player Pathway**

We rely on our progressive Player Development Curriculum to standardize learning throughout the Club. Our coaches, HOPDs, Program Directors and DOCs work together to ensure players receive the same level of education and training, regardless of which team they are placed on within a specific age-group.

The curriculum is structured in 8-week training cycles and covers the fundamental techniques relative to each age group. It ensures that we are focused on long term development and preparing players for the next step on the player pathway. It means we do not bypass learning the fundamental technical elements of the game in an attempt to win more games at the younger ages. Throughout the season, players may be invited to participate in games/practices with other teams as part of the pathway.

## **Season Timeline and Commitment Expectations**

Examples of the **typical** season timeline for each age group can be found on the [website](#). Please keep in mind that schedules may vary depending on the age and level of the team and the league in which they play.

As a member of City SC we expect you to commit to your team as your first priority for extracurricular activities during the season. All players are expected to complete the season with their team including all post-season tournaments.

## **Training Policies**

- During the regular season there will be a minimum of two training sessions per week
- Players should arrive at training with a ball, cleats, shin guards and water
- Wear City SC practice jersey to all training sessions
- If you are unable to make a practice you must contact the coach at least 24 hours prior to the session
- Training with other City SC teams is permitted with prior agreement from your coach

We strive to create a professional training environment in which our players can be fully engaged with their team and the instruction provided by our professional coaches. We recommend that parents avoid sitting on the sidelines at practice to prevent distractions and allow the players to focus.

## **Practice Schedules and Locations**

Your coach will work with the directors of coaching to determine your training schedule throughout the season, this includes the days, times, and locations of your team training sessions.

From time-to-time your practice location and time may change based on field availability. Any changes to your training schedule will be communicated through your coach or team manager with as much notice as possible.

## **Tournaments**

Your coach will work with the directors of coaching and head of player development to determine the tournaments that will be the best fit for your team. Teams typically play in a minimum of three tournaments over the summer, and 1-3 post-season tournaments, which may include State Cup depending on the age and level of the team.

**All players are responsible for paying tournament fees, regardless of if they are participating in the tournament or not. Cards will be held if players are delinquent on team fees/ registration fees.**

## **Guesting and Training with Other Teams**

The club does not allow City SC players to guest or train with teams from competing clubs.

The Club does allow players to train and guest with other City SC Carlsbad teams with approval from all coaches involved. ALL guest play must be approved by your coach in advance.

## **League Play**

City SC teams all participate in one of the following leagues for the regular league season:

- SoCal League
- Developmental Player League (DPL)
- Girls Academy League (GA)
- MLS NEXT
- Elite Academy League (EA)

The Club will place teams in the leagues which we believe will provide the most appropriate and balanced level of competition, allowing the players to compete and develop in an environment that is challenging but still allows them the opportunity to experience success. Home games are played at Carlsbad area fields, away games are played at various locations throughout San Diego County. Teams playing in regional based leagues may also play throughout the state and western region.

## **Playing Time Philosophy**

Playing time is not guaranteed and will be allocated at the coach's discretion.

SoCal League coaches are encouraged to deliver a minimum of 50% playing time throughout the course of the fall league season. Please understand there will be some games where your child will play more and some games where your child will play less.

When representing the Club at State Cup and elite level tournaments coaches have full discretion to allocate playing time on an as needed basis. While coaches are encouraged to try and play every player at some point in each game, there may be times where your player does not play at all based on the demands of that specific game.

There are many factors that contribute to playing time beyond performance on the field. Players are expected to earn their playing time through consistent practice attendance, work ethic in games and practices, attitude, and improvement throughout the season. If you have questions about how your child can earn playing time, please speak directly with your coach.

## **Player Evaluations**

Each player will receive at least one formal, written evaluation via email from their coach during the season. Parents are encouraged to review evaluations with their player and contact the coach with any questions.

## **Pre-Season Training Camps**

All players are required to attend a pre-season training camp during the summer. These mandatory camps are run by our directors of coaching and play an important role in delivering the club curriculum and philosophy. Players will work with the directors and other coaches in an environment that is both physically challenging and educational.

Pre Season Training Camp dates, times and locations will be posted on the City SC website, and will be communicated by your coach and/or team manager.

## **Additional Camps, Clinics and Private Lessons**

Throughout the season City SC offers a variety of optional camps and clinics for our competitive players. Some clinics are mandatory and included in registration fees. Others are optional and have a separate registration process and fees.

Players are also welcome to participate in additional camps, fitness training, skills clinics and private lessons at the player's own expense. For a list of additional training opportunities and recommended coaches for private training, please visit ourcitysc.com.

## **Tournament/Game Day Procedures**

Game day procedures and expectations will be determined by your coach. Most coaches require that players arrive at the field at least 45 minutes prior to their game to allow ample time for warm up.

Players are expected to wear their City SC training jersey to the game for warm up.

Please keep in mind that what your player eats prior to the game will impact their performance. It is recommended that players eat a small meal including complex carbohydrates and protein 2.5-3 hours prior to the game. Pack a snack such as an energy bar, banana or almonds if needed closer to game time.

### **In Between Games:**

- 1) Take off shoes, socks, and shin-guards. Wear sandals or slip on shoes.
- 2) Change out of game jersey to training shirt
- 3) Eat light and drink plenty of water. No fast food, fried food or soda!
- 4) Get out of the sun and heat. Find an air conditioned place or stay in the shade.
- 5) Stay off your feet and relax

## **Inclement Weather**

On training days your team manager or coach will contact you if practice is canceled due to inclement weather. Likewise, your team manager will inform you if a league or tournament game is canceled or postponed. Field closures for home games will also be communicated via the City SC website.



## **Tryouts**

Each year our coaches work together to evaluate players and place them on the team that will be the best fit for their development. We ask that all parents respect the tryout process and recommend keeping a good distance away from the fields to avoid becoming a distraction to the players.

## **Costs and Fees**

Registration fees vary by age group and can be found on our [website](#).

The following costs are not included with registration fees and must be paid separately:

- **Tournament Fees:** Tournament fees are divided equally between all players. All players are responsible for paying their share regardless of if they will participate in the tournament.
- **Coach Travel Fees:** If your team attends out of town tournaments, or travels out of town for league games, you will be responsible for covering coach travel expenses which may include mileage, hotel, and daily per diem.
- **State Cup Ref Fees:** Should your team participate in State Cup you will be responsible for paying registration fees for the tournament and AND ref fees for each game. Fees will be communicated to team members by the team manager or team treasurer.
- **Uniforms and City SC Gear:** Uniforms and City SC gear are NOT included with registration fees.

## **Uniforms**

### **City SC and Nike**

City SC is proud to have a relationship with Nike. Our agreement with Nike requires City SC players and coaches to wear Nike product whenever possible. Under no circumstances will players be allowed to play in games wearing a competitor's equipment (excluding cleats).

**Required Uniform:** All City SC players are required to purchase a complete uniform kit including home and away socks, home and away shorts, home and away jerseys, training jersey, warm up jacket and backpack. Goalkeepers are required to purchase a full goalkeeper kit which includes goalkeeper jersey, goalkeeper shorts, socks, training jersey, warm up jacket and backpack. Full time goalkeepers do not need to purchase a field player kit, only a GK kit.

**Uniform Cycles:** The duration of each uniform cycle is two years. Every two years, all players, new and returning, are required to purchase an updated kit.

### **Jersey Number Policies:**

The club assigns jersey numbers to all players prior to ordering uniforms. Numbers are assigned to ensure that no two players in the same age group have the same number. This allows for seamless guest play and player movement throughout the season. Numbers are assigned alphabetically by last name.

## **Volunteer Requirements and Club Fundraisers**

As a 501c3 non profit organization City SC is dependent on parent volunteers and fundraising events to offset program operating expenses, keep registration fees down and to boost our financial aid fund to ensure that finances are not a barrier to participation in the program. Fundraising events are the club's only source of income outside of program registration fees. We rely heavily on funds generated through events such as the Carlsbad Cup and Coastal Classic tournaments, Club Day, and City SC Open Golf Tournament to keep our programs running.

### **Required Hours**

- Each City SC family is required to complete one 4 hour field marshal shift at the Carlsbad Cup (July) or Coastal Classic (August).
- Minimum age requirement to volunteer is 16 without adult supervision.
- In the event that we have adequate volunteer support for summer tournaments, additional volunteer opportunities may be made available at other fundraising events.

### **Signing Up for Shifts**

Volunteer schedules will be distributed by the club prior to each summer tournament. Each family will be responsible for signing up for a shift at that time.

### **Volunteer Hours Buy-Out Option**

If your family prefers not to volunteer, you may pay a one time fee of \$200 per family at registration. The buyout fee will be used to cover the cost of staffing events in the absence of volunteers.

### **Additional Means to Support Annual Fundraising Events:**

- 1) **Club Day/Picture Day Basket Raffle:** Recreational teams assemble themed raffle baskets. Competitive players are asked to sell 10 tickets each in support of the raffle. Teams are asked to provide volunteers to assist with set up, break down, and running the event.
- 2) **City SC Open Golf Tournament:** Enter a four-ball, sponsor your coach to play, assist with securing raffle prizes, silent auction prizes or hole sponsors, or volunteer your time to help out on the day.
- 3) **Giving Back Friendlies:** Each year City SC selects a worthy cause or organization in the community to raise money for, and hosts a day of friendly in house games to support the cause. We ask each family to donate \$10 per game played on the day. 100% of funds raised are donated to the selected cause/organization.

In addition to working events, the club is always looking for volunteers who are willing to take on leadership roles in assisting with planning our events. If you have experience in areas such as fundraising, event planning, marketing, etc. and are interested in putting your skills to use to play a bigger role with the club, please contact club manager, Natalie Eckerlin: [natalie@ourcitysc.com](mailto:natalie@ourcitysc.com).

## **Team Volunteer Roles**

### **Team Managers:**

Each competitive team must have one or more volunteers perform the role of team manager. The primary role of the team manager is to act as the team administrator and communicator. As a parent volunteer, it is not the manager's job to answer questions about coaching related issues such as playing time or positions. Coaching related questions should always be directed to the coach.

### **Additional Volunteer Roles:**

Every family on the team is expected to volunteer to support the team in some capacity. Your team manager will determine volunteer roles within your team. Common team volunteer roles include:

- **Team Treasurer-** Manages team bank account and team budget, collects team fees
- **Social Coordinator-** Coordinates team social events and get-togethers
- **Team Snap Coordinator-** Keeps TeamSnap up to date
- **Social Media Coordinator/Team Photographer-** Submit content to club for social media posts
- **Team Canopy-** Brings team canopy to all games
- **Team Bench-** Brings team bench to all games
- **Carlsbad Cup/Coastal Classic Tournament Liaison-** coordinate field marshals as directed by club
- **Hotel Coordinator-** Coordinates hotel room blocks, transportation, etc. for out of town tournaments
- **First Aid Kit-** Bring to all games

## **Team Fundraising**

Teams are encouraged to plan fundraising activities to defray tournament costs, however in order to have continuity we ask that you follow these guidelines:

- Fundraisers that require the club's taxpayer ID must be approved by the City SC office.
- There shall be no individual team fundraisers that use the City SC logo. Use of the logo on merchandise is reserved for club fundraisers where the whole club benefits.

Funds raised through any team fundraiser should be shared among the families who participated, not necessarily the whole team. Please contact the City SC office with fundraising questions:

760-434-5600.