



Team Manager Handbook

Thank you for volunteering to be a Team Manager! As a team manager, you play a vital role for City SC and your team. A good team manager will strongly enhance the soccer experience for both players and parents as the person with whom everyone communicates. The job requires time and organization, but primarily requires a positive attitude and a desire to help give our kids a good experience in competitive soccer. You will play a vital role in helping the club carry out our mission:

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.

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The Role of the Manager

As a Team Manager, your primary role is to function as the team administrator and communicator. You act as a liaison between the coach, parents, players and the Club on NON-COACHING related issues. Please direct any questions or concerns regarding playing time, positions, and on the field issues to the coach. As a team manager and a parent volunteer it is not your responsibility to answer these questions. It is important that you are a positive advocate for your coach, your team and your club. Others will look to you as an example of how to behave on the sidelines and represent our club in the community. The example you set will influence the dynamic and atmosphere of the team throughout the season.

Team Manager Tasks and Duties:

1) Compliance Requirements:

- Complete US Club Administrator compliance items as directed each year (requirements vary yearly, but may include background checks, SafeSport online course, concussion online course, sudden cardiac arrest online course)

2) Team Administration:

- Keep team schedule up to date on Team Snap including details on locations, arrival times, what to wear, etc.
- Send communication to the team as directed by the coach
- Collect Paperwork for Team Binder (signed medical release forms, signed player/parent code of conduct)
- Bring Team Binder to All Games
- Manage roster in GotSport (or similar program used by your respective league) & ensure all players have photo uploaded for player card
- Bring Player Cards to all games

3) Team Budget:

- Create team budget (include summer tournaments, team “blood jersey,” post season tournaments, state cup ref fees, potential coach travel expenses, first aid kit, team canopy/bench, miscellaneous funds for team parties, supplies, ref fees for scrimmages etc.)
- Manage team budget (collect funds from team members, document payments and expenses)

4) Register team for tournaments

- Coach will provide list of tournaments
- Register and pay via the respective tournament websites
- Monitor communication from tournament directors, rules and schedules
- Communicate schedules to team

5) *League Play Administrative Responsibilities*

- Check websites regularly for schedule updates
- Stay up to date on league rules and communication from your respective league
- Print game day rosters as directed by the league on game day
- Bring Referee Fees as directed by the league on game day (ref fees provided by the club)
- Report scores as directed by the league after games
- Complete and submit Referee Payment Reconciliation Form at end of season

6) *Miscellaneous*

- Coordinate team travel logistics for out of town tournaments
- Help manage sideline behavior and set a positive example for other parents
- Attend all scheduled managers meetings
- Be familiar with club policies and procedures and league rules

Engaging Others in Volunteering: Suggestions for Delegation

We strongly encourage team managers to engage other parents in helping run their teams by delegating administrative responsibilities. As a manager, it's up to you which responsibilities you wish to delegate. The following are commonly delegated tasks:

- **Team Treasurer-** Manages team bank account and team budget, collects team fees
- **Social Media Liaison/Photographer** - Submit team content for City SC Social Media outlets
- **Social Coordinator-** Coordinates team social events and get-togethers
- **Team Snap Coordinator-** Keeps TeamSnap up to date
- **Team Canopy-** Brings team canopy to all games
- **Team Bench-** Brings team bench to all games
- **Hotel Coordinator-** Coordinates hotel room blocks, transportation, etc. for out of town tournaments
- **First Aid Kit-** Bring to all games

City SC Volunteer Requirement:

All Competitive City SC Families are required to complete ONE x 4 hour field marshal shift at the Carlsbad Cup in July or Coastal Classic in August. Upon registering for the season, all families sign off agreeing to complete these hours OR have the option to "opt out" for a \$200 fee. The club will provide instructions on signing up for shifts, tracking hours and volunteer responsibilities. **Team Managers are EXEMPT from field marshaling as they go far above and beyond as volunteers!**

Best Practices for Team Finance

1. Preparing the Team Budget:

At the beginning of the season, arrange a time to meet with the coach to determine which tournaments the team will participate in for the upcoming season. This will be the base for your team budget. Your budget should also project monies needed from each team member for the season to cover the cost of things like:

Compulsory Budget Line Items:

- Tournaments
- Projected Coach Travel Fees (may include mileage, per diem, lodging, for games outside SD County & parking for local games)
- Any extra leagues not covered by the club (Arena, Futsal, etc.)
- Ref Fees for State Cup and any additional league outside of your regular fall league if applicable

Optional/Recommended:

- "Blood Jersey" (emergency back up uniform)
- Pink Socks for October
- Team Socials
- Giving Back Friendlies Donations (Suggested \$10-\$20 per player)
- Club Day Basket Raffle Tickets (Suggested \$20 per player)
- City SC Golf Day- Sponsor your coach to golf! (\$175)

2. Collecting Monies from Team Members

Communicate projected team fees to team members and establish a payment schedule. You can collect all at once or you can collect in increments (i.e. April, June, September). **Base your initial budget off the number of players that are on your official roster at the start of the season.**

UNDER NO CIRCUMSTANCES SHOULD TEAM MANAGERS EVER FRONT MONEY FOR THE TEAM!

****Recommendation for CITY JUNIORS teams****

City Juniors teams are advised to only budget for 1-2 tournaments at a time and collect prior to registering for each event. Base your budget for each event off the number of players that are on your official roster at the time of registration for that respective event. If players move teams after an event is registered and paid for, they will not be refunded for that tournament fee, and should not be charged retroactively for events with their new team. Note that "Guest Players" are not typically charged to play in tournaments with other City SC teams.

Roster Movement and Team Fees

If players move teams within the club after fees are collected, tournament fees stay with the TEAM. The player should be refunded for any misc. funds that were collected for team socials, etc. that they will not

participate in with their initial team. They'll only pay for tournaments with their new team in excess of the number of tournaments they paid for with their initial team. They will pay their share for any socials, misc. funds, etc. that they will participate in with the new team moving forward.

The one exception to the above recommendations is post season— if a team budgets for post season tournaments and collects at the beginning of the year, players who move teams prior to the fall league season should be refunded for any post season tournaments they paid for with their initial team, and instead factored into the budget for post-season play with their new team.

Notes:

- 1) If players quit the team or leave the club after team fees are paid, they are not entitled to a refund of team fees.
- 2) If there are any discrepancies on how to handle team fees and roster movement, contact the office for assistance mediating the issue and devising a solution that benefits all parties: info@ourcitysc.com , 760-434-5600.

All team members are responsible for paying the full tournament fees for the season, regardless of if the player is able to attend. It is up to the coach and manager to determine if a player may play in a tournament if they are delinquent on their team fees, however, it is recommended that player cards are held if players are behind on fees for summer tournaments and all fees MUST be paid and current prior to State Cup play. It is the responsibility of the coach/manager to make sure that players are held accountable for their team fees.

3. Tracking Expenses and Payments

All payments and expenses should be tracked and recorded. Some teams use programs such as Quickbooks, Quicken or TeamSnap. A simple Excel sheet can also be used as long as the records are kept up to date.

Maintain an “account” for each player where you record player deposits, fundraising deposits and player expenses. You can also create a “team” account where general team funds can be recorded.

The club has sample budget templates that can be customized for your team. Please don't hesitate to reach out if you need help getting started with this.

4. Managing Team Funds

U12 teams and younger are NOT eligible to open team accounts through the club. Your treasurer can:

- 1) Set up a sub account or separate team account at their bank
- 2) Use their personal account
- 3) Manage team funds via Venmo, PayPal, etc.

In all cases where payments are made to the Treasurer/Manager be sure to keep detailed records:

- Make a note in the memo on checks (i.e. G2006 Premier Team Fees for Sally Soccerplayer)
- Keep all receipts/records from programs like VenMo and Paypal
- Use Quickbooks, an Excel spreadsheet, Team Snap, to track all payments and expenses
- Balance the account on a monthly basis

U13 teams and older have the OPTION to open an account through the club at Wells Fargo. If you prefer to set up your own team account elsewhere or run through your personal account please see instructions above pertaining to U12 and younger age teams.

If you wish to set up a Wells Fargo account through the club: Email Karen Weebe (Karen@ourcitysc.com). Karen will connect you with a club representative and Wells Fargo representative to schedule an appointment to set up the account. To set up the account you will need:

- 1) 2 forms of ID, one government issued with photo
- 2) Debit or Credit Card
- 3) Physical Address
- 4) SSN
- 5) Occupation
- 6) Contact Info
- 7) Minimum \$25 deposit

The treasurer and manager can both be signers on the account if that is preferable.

Your team account will stay with your team each year.

Best Practices for Using Club Bank Accounts:

- The account comes with a debit card and checks.
- The account should be used to pay for tournaments, coach travel fee reimbursements and any other ad hoc expenses related to the team.
- All checks deposited into a club team account should be made payable to City SC.
- Statements will be sent to the home address of the signer on the account and the account should be reconciled on a monthly basis.
- At the end of the season, you will be required to submit account reconciliations to the club.

If there is a change in team manager and/or treasurer for the next season, arrange a time to turnover any unused checks and previous account reconciliations to the new manager/treasurer. It is the responsibility of the new manager/treasurer to change the signatures on the account. You will need to arrange a meeting with a club representative at Wells Fargo to add the new signer to the account.

DO NOT CLOSE THE ACCOUNT UNDER ANY CIRCUMSTANCES!

If you do not intend to use your account next season, do not close the account. Disperse any remaining funds to team members and contact Karen Weebe (karen@ourcitysc.com). Karen will advise on any further steps and will work with Wells Fargo to re-purpose the account for a new team.

Club Fundraisers

As a 501c3 the club relies heavily on a handful of fundraisers and volunteer support to keep our programs running and keep registration fees down and to boost our financial aid fund to ensure that finances are not a barrier to participation in the program. Below are ways that we ask our members to support these fundraising events:

- 1) **Carlsbad Cup/Coastal Classic Summer Tournaments:** All families are required to complete one x 4 hour field marshal shift unless they elect to pay the \$200 “opt out” fee upon registering for the season.
- 2) **Club Day/Picture Day Basket Raffle:** Recreational teams assemble themed raffle baskets. Competitive players are asked to sell 10 tickets @ \$2 each in support of the raffle. Consider factoring this into your team budget and distributing tickets to team members!
- 3) **City SC Open Golf Tournament:** Consider entering a four-ball from your team, or even sponsoring your coach to play! The cost to sponsor your coach can be factored into your team budget for just a few dollars per team member. We are also always in need of raffle prizes, silent auction prizes, and hole sponsors. If you own a business or have connections that may be able to help with donations and sponsorships please contact our golf tourney director!
- 4) **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. Consider factoring \$10-\$20 per player into your team budget to support the cause.

Team Fundraising

Teams are encouraged to plan and participate in team fundraising events throughout the season to help offset tournament and team fees. The club provides opportunities throughout the year such as:

- Club Day Booths
- Concessions at Tournaments

Teams are also welcome to coordinate their own creative ideas such as garage sales, car washes, etc. as long as the following guidelines are met:

Promotion:

- Team specific fundraisers are not club sponsored events, therefore the club cannot send emails or any other correspondence about the fundraiser to members on the team's behalf
- If requested, a one time announcement of the team fundraiser can be posted on the club social media channels
- **THE CLUB CANNOT LEGALLY PROVIDE RECEIPTS FOR TAX WRITE OFFS TO BUSINESSES AND INDIVIDUALS WHO DONATE TO TEAM FUNDRAISERS.**

Branding:

- Use of the City SC club logo/branding on promotional materials such as flyers and emails must be approved by the Board of Directors (board@ourcitysc.com)
- All promotional materials must make it clear that the fundraiser benefits an individual team, not the Club
- The City SC club logo/branding cannot be used on any merchandise or items which are to be sold, auctioned, raffled off, etc. as part of the team fundraiser.

General Guidelines for Dividing Funds Raised

Some fundraisers are done on an individual basis in which case funds raised go directly towards the individual who raised them.

For TEAM fundraisers such as Garage Sales, Dine Out Nights, Opening Day Booths, funds are generally split evenly among all families who PARTICIPATED in the fundraiser unless otherwise agreed on by the team.

Registering for Tournaments

The club will work with your coach to determine which tournaments are the best fit for your team.

After the tournament schedule has been finalized and communicated by the coach, the manager should take the following steps:

1. Check the tournament website immediately for the registration deadline and cost to play
 - a. The cost for each tournament is divided among all players. **(Players are responsible for their portion of the fees regardless of attendance. The Coach is advised to hold the player's card if they are not current on team fees.)**
2. Ask your coach which bracket/level the team should be entered in (i.e. bronze, silver, gold)
3. When registering tournaments, enter your team name using the following formula:

City SC Carlsbad, B or G for Team Gender, Birth Year, Team Name-Coach

a. Example: City SC Carlsbad G2004 Premier- Eckerlin

4. Check for details regarding roster/player card requirements, check-in procedures, rules
5. **If the tournament is out of town, confirm if it is a "stay and play" requiring you to book hotels through the tournament hotel coordinator.**

Tournament Check-In:

Most tournaments require you to check in at the field one hour before your first game. Read each tournament's rules to confirm when/where to check in and what kind of documentation they require.

Coach Reimbursement for out of Town Tournaments:

If your team is traveling to a tournament outside of San Diego County, the team will need to reimburse the coach for any travel expenses such as mileage, hotels and per diem, so please budget accordingly.

Use the [Coach Travel Reimbursement Form](#) to calculate expenses and reimburse the coach via cash, check or VenMo. This form is updated regularly based on standard IRS rates so rates are subject to change.

Guesting with other teams:

Guest play must always be approved by your coach. Before releasing player cards to families on your team, first confirm that the coach has approved for the player to be loaned out.

Coach Travel Reimbursement Policies

1. Out of County Coach Travel Reimbursements

Teams are responsible for reimbursing their coach for travel expenses when traveling outside of San Diego County for games. **This includes round trip mileage and parking if your team is just driving up and back for one game.** If the distance traveled or format of the event necessitates an overnight stay, the team is also responsible for reimbursing the coach for any necessary air-fare, hotel accommodations, etc.

Per Diem (When to pay the Full Day vs. When to Pay the Half Day):

- a) Team has 2 out of county games in one day, but is driving up and back the same day = **Half Day Per Diem** NOTE: Per Diem includes parking.
- b) Distance traveled for game(s) necessitates an overnight stay= **Full Day Per Diem** for each day on the field, regardless of number of games per day. NOTE: Per Diem includes parking.
- c) Any day that the coach travels but does not coach (i.e. drive to Vegas Friday Night for Saturday Game), Friday Travel Day= **Half Day Per Diem.**

2. Within SD County Coach "Travel" Reimbursements

Teams are responsible for reimbursing their coach for parking fees if applicable for games within San Diego County.

If the team is participating in a tournament within San Diego County and plans to stay in a hotel (i.e. Coronado Cup), the team should cover the cost of the coach's hotel room, but does not need to pay the coach per diem or mileage.

3. Calculating Coach Travel Reimbursements:

- [Use the Coach Travel Reimbursement Form](#) to calculate coach travel reimbursements. Mileage and Per Diem Rates are updated annually based on IRS Standard reimbursement rates.
- If a coach has multiple teams competing in an out of town tournament, showcase or league event the same weekend, travel costs are split between the participating teams.
- If the team is not traveling/making reservations as a group, rates for coach accommodations, airfare, rental cars, etc. should be competitive rates that are comparable to rates secured by the team.
- For games outside the county, but within reasonable driving distance (i.e. Temecula, Norco) the team is NOT required to cover hotel expenses for the coach unless the majority of the team is staying in a hotel OR it makes logical sense for the coach to stay in a hotel based on the drive time and arrival time (i.e. 8 a.m. game. If the coach is requesting a hotel stay for games within reasonable driving distance, this must be approved by the team. If the team does not want to cover the cost, the coach must do so on their own.)

Round Trip Mileage is calculated starting and ending at the following locations:

I-5 North: San Clemente Border Patrol Station

I-15 North: Temecula Border Patrol Station

I-8 East: Descanso

What's included in per diem?

Per Diem covers meals & incidental expenses. This includes parking. You do not need to reimburse the coach separately for parking if they are being paid per diem.

4. Coach Travel Reimbursement Procedures:

- 1) Coach or Manager complete [Coach Travel Reimbursement Form](#)
- 2) Manager/Treasurer reimburse Coach from team account
- 3) Coach Sign Completed Travel Reimbursement Form

The Team Binder

As team manager, you are responsible for assembling the team binder, keeping it updated and ensuring that the binder is brought to all games.

Contents:

- Signed Medical Release form for each player
- Signed "Code of Conduct" for each player

Preparing the Binder:

- For each player place Medical Release Form and Code of Conduct in a page protector
- Arrange the sleeves in alphabetical order by last name

Player Cards/Administrator Cards (Coach & Team Manager)

All players are required to have a league sanctioned player card unless otherwise communicated by the league. Player cards should be kept on a ring with the team binder and must be brought to every game.

- The team manager is also required to have an administrator card on the ring
- The head coach and any assistant coaches are required to have a coaches card on the ring
- Cards must be laminated and include a recent player photo.
- Player Cards for the new season are typically available after July 1
- Last season's player cards will suffice until that time

****Always remember to get your player cards from the ref after each game. Your team will NOT be able to play without them.**

League Play

Regular Season Leagues:

All City SC teams play in one of the following leagues for the regular season:

- SoCal League: <http://socalsoccerleague.org/>
- Girls Academy League (GA): <https://girlsacademyleague.com/>
- MLS Next : <https://www.mlssoccer.com/mlsnext/>
- Developmental Player League (DPL): <https://dpleague.org/>
- Elite Academy League (EA): <https://eliteacademyleague.com/>

The Club covers all registration fees and ref fees associated with these leagues.

Game Day Procedures:

Game Day procedures, requirements and paperwork vary by league.

Each respective league will communicate game day procedures as we approach the start of the season.

General Game Day Checklist will include:

Game Day Checklist:

- 1) Laminated player cards, administrator cards and coaching cards
- 2) Team Binder including signed medical release form and code of conduct for each player
- 3) Printed roster/game cards
- 4) Referee fees if required

Referee Fees:

SoCal League

- The SoCal League requires each team to pay HALF the ref fees on the field for each game.
- The club will issue a check to all SoCal teams to cover ref fees for the league season.
- Deposit this check in your team account and withdraw the necessary ref fees for each weekend.

- At the end of the season submit the [Referee Payment Reconciliation Form](#) to confirm that you received the correct amount of ref fees and that there is no balance due back to the club or no balance due to the team.

EA/DPL/GA

- The EA, DPL and GA leagues require the HOME team to pay ref fees in full on the field.
- The club will issue a check to all EA, EPL and GA teams to cover ref fees for the league season.
- Deposit this check in your team account and withdraw the necessary ref fees for each weekend.
- At the end of the season submit the [Referee Payment Reconciliation Form](#) to confirm that you received the correct amount of ref fees and that there is no balance due back to the club or no balance due back to the team.

MLS Next

- City SC pays the MLS Next directly for all referee fees.

Season Timelines

The following are examples of the typical season timeline for SoCal League teams. Please keep in mind that schedules may vary slightly depending on the age and level of the team and the leagues in which they participate.

U7-U9

January/February: State Cup, Spring League
 March-April: practice 1 x week, team bonding
 May-August: Training 2 x week, team camp
 September-November: League play
 December: pre-tryout kickarounds, tryouts, registration

U10-U15

January-February: League Games (select leagues), Tryouts/Registration, State Cup
 March: Time off, optional skills clinics, team bonding, beach practices, etc.
 April: Practice 1x week, Spring League
 May-August: Training 2-3 x week, summer tournaments, team camp
 September-November: League play
 December: Post-season tournaments, State Cup, and kickarounds

U16-U19

April/May: Tryouts/Registration
 May-August: Training 2-3x week, summer tournaments
 September-November: League play
 December-March: High School Season (no training for high school players)
 April- Postseason tournaments, State Cup

Uniforms

The club changes uniform kits every TWO years. All players are required to have a full uniform kit and are responsible for ordering and payment.

The complete uniform kit includes:

- Home and Away Jersey
- Home and Away Shorts
- Home and Away Socks
- Training Jersey
- Warm Up Jacket
- Backpack

What to wear when:

Training: Training Jersey, Dark Shorts, White Socks

Home games: Light Jersey (unless otherwise specified by your league)

Away games: Dark Jersey (unless otherwise specified by your league)

Goalkeepers are required to have an official City SC keeper jersey, but are not required to order field player jerseys if they do not play on the field. If you are unsure if your keeper needs to order a full kit, please ask your coach.

Uniforms for Late Roster Additions

If you add a new player to your roster later in the season contact uniforms@ourcitysc.com for uniform order instructions.

Extra Gear Orders:

Extra training gear, backpacks, warm-ups etc. can be ordered year round through www.soccer.com.

Uniforms for Borrowed Players:

It is the team's responsibility to find uniform kits for loan players. We recommend reaching out to siblings or friends on other teams in similar age groups to coordinate kits for borrowed players if needed.

Ordering "Blood Jerseys"

- 1) Email uniforms@ourcitysc.com with the following information
 - a) Team Name (i.e. B2008 Premier- Martin)
 - b) Player Name: "Blood Jersey"
 - c) Manager Email
 - d) Preferred Jersey Number (recommend 90-99)- MAKE SURE NOT ALREADY ON ROSTER
- 2) SOCCER.COM will create a custom order link and email to the manager

- a) Mark as “EXEMPT” from club required ordering (this will allow you to order just the blood jerseys without the rest of the uniform package.

City SC Social Media

City SC Carlsbad has three official social media accounts: instagram, facebook, twitter. Handle for all accounts is @ourcitysc. Teams are prohibited from setting up their own social media accounts using the club logo/branding and referencing the club name in their title/handle.

The quickest and easiest way to get media promoted is to post it to your Instagram “story” and tag “ourcitysc”. We will then share your media on the official OurcitySC story feed.

Images/Videos of team bonding events, pre/postgame team pics, “buddy”/teammate poses, goal/game highlights, skills, and tricks should be posted to Instagram.

Images/Videos of more notable moments such as community engagement, tournament championships, etc should be sent to social@ourcitysc.com - with a blurb or description.

Please send tournament accomplishments within 24hrs of completion of the tournament. Championships are preferred, but “Finalists” can receive promotion if it’s a notable accomplishment for a particular team.

Larger files can be uploaded to our google drive. Please contact Ziggy at social@ourcitysc.com for access.

Notes for Instagram posts/shares:

Player name and Year (example: ‘Ashley 2010’ or ‘Ashley Smith 2010’) is most beneficial in terms of individual player promotion.

Team Name and Year (example: 'MacKeller 2012') are most beneficial in terms of team promotion.

City SC ‘Stickers’ and frames are available on Instagram by searching for “City Carlsbad” when creating a post/story/reel under ‘stickers’

Any questions, please contact City SC social media coordinator Ziggy at social@ourcitysc.com

Useful Websites

Club:

City SC: ourcitysc.com

Governing Organizations:

US Club Soccer: <https://usclubsoccer.org/>

US Youth Soccer: www.usyouthsoccer.org

Leagues:

SoCal League: <http://socalsoccerleague.org/>

Girls Academy League (GA): <https://girlsacademyleague.com/>

MLS Next : <https://www.mlssoccer.com/mlsnext/>

Developmental Player League (DPL): <https://dpleague.org/>

Elite Academy League (EA): <https://eliteacademyleague.com/>

Rankings and Resources:

Got Soccer: www.gotsoccer.com

Useful Forms

The following forms can all be found on the Club website at: <https://ourcitysc.com/forms-downloads/>

[Parent/Player Code of Conduct](#)

[Coach Travel Reimbursement Form](#)

[City SC Parent Handbook](#)

[Referee Reconciliation Form](#)

[US Club Soccer Player Registration/Medical Release Form](#)

Key Contacts

Administrative Issues and General Inquiries:

info@ourcitysc.com

760.434.5600

Player Cards, Registration Issues, Roster Changes:

Jodi Johnson, Competitive Registrar

jodi@ourcitysc.com

760.434.5600

Club Events and Volunteers:

Natalie Eckerlin, Club Manager

natalie@ourcitysc.com

Team Bank Accounts:

Karen Weebe, Finance Manager

karen@ourcitysc.com

760-434-5600

Social Media Posts: social@ourcitysc.com

Office Address:

City SC Carlsbad

2075 Corte Del Nogal, Ste. M

Carlsbad, CA 92011

Phone: (760) 434-5600

Office Hours: Varies seasonally- check website for current hours.

MLS Next Academy Director: Paul Ritchie, paul@ourcitysc.com

Girls Academy Director (GA): Courtney@ourcitysc.com

Elite Academy Director (EA): Dan Jones, dj@ourcitysc.com

Developmental Player League (DPL) Coordinator: r.morrissey@ourcitysc.com

Directors of Coaching:

Director of Operations: Michael Duggan: michael@ourcitysc.com, 619-994-6440

Technical Director: Steve Cowell: steve@ourcitysc.com, 760-822-5994

Director of Boys Program: Glenn Malone, glenn@ourcitysc.com, 760-672-8260

Director of Girls Program: Carl Higham, carl@ourcitysc.com, 760-822-4974

Insurance Claims

US Club Soccer offers secondary insurance coverage for players who sustain injuries on the field. If a player is injured on the field, they may be eligible to file a claim for additional coverage for medical expenses not covered by their primary insurance. Claim forms must be submitted within 30 days of the first treatment expense.

For form instructions and claim forms, visit: <https://usclubsoccer.org/claim>