

# TEAM MANAGER HANDBOOK

COAST SOCCER LEAGUE  
2023 FALL SEASON



## THANK YOU, TEAM MANAGERS

CSL has had a long-standing commitment to delivering the best competitive youth soccer experience in Southern California. This would not be possible without the tireless efforts of the team manager.

Team Managers are often the primary link of communication between the team and the league, the team and the families and the team with the club. Often the primary link of communication between the team and the league, the team and the families and the team with the club. Team managers ensure everyone knows where to be and often makes sure the needs of the coach are taken care of. CSL salutes your efforts, and we believe this handbook will ensure things can run smoothly for you throughout the season.

Enjoy the season.

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# Pre-Season Administration

Pre-Season preparation for a Team Manager is just as important as your game day duties throughout the season. Please make sure you're ready by reading the recommended guidelines below.

## THE CSL APP

**The CSL App will be a very valuable tool in making the role of the team manager easier. We strongly recommend you download the CSL App.** We would also recommend that you encourage everyone associated with your team to also download the CSL App and "follow" your team. Once they have done this, they will receive all notices related to your team including notifications of any schedule changes.

To get the CSL Mobile APP, you can search "coast soccer league" in the app store, or you can go [HERE](#) for more instructions and download links at the bottom of the web page. If you have trouble signing up for the app (after going to the link above), email Roma@coastsoccer.com

**Team Managers be sure you set your role as Team Manager.** You can do most administrative duties on the app, like updating rosters, submitting scores and getting your match reports.

Team Manager Help: Click [HERE](#) to find help/answers for any portion of the Team Manager responsibilities. This was put together to help make life easier for Team Managers...or find it on the CSL front page - [coastsoccer.com](http://coastsoccer.com).

## IMPORTANT DATES

**AUGUST - SCHEDULES:** Schedules are typically posted the last week of August. Requests for coaching conflicts can't be accepted as there are too many coaches with more than one team, and every change causes more conflicts! No byes or schedule changes for outside events during the Fall season. This causes too much disruption to the schedule.

**SEPTEMBER 1 - CSL TRANSFER FREEZE DEADLINE:** Players transferring from one CSL team to another CSL team **after** Sept. 1 until Dec 10th may not participate in any further CSL League and/or League Cup games for the remainder of the current season. [CSL R&R's Section 12 2014]

**SEPTEMBER 7 - CSL TEAM ROSTERS:** Managers **MUST** post their complete team roster online at [coastsoccer.us](http://coastsoccer.us) or on their CSL mobile app, including the Cal South 11-digit Player ID number, so the names are printed on the match reports for the first games starting Sept. 9<sup>th</sup> -10<sup>th</sup>. **(You would login to the website using your 4-digit CSL team number and the password you created when you applied.)**

**SEPTEMBER 9/10 - First games of the 2023 season:** Match reports will be sent to teams by email the Friday morning before weekend games.



## PREPARATION FOR THE 1<sup>st</sup> GAME OF THE SEASON:

**SCHEDULES:** Field schedules may change as clubs get their permits. This may affect individual games, so be sure to check your schedules Friday night for any changes. A schedule change email will go out to teams starting Tuesday (9/5) for any changes made in the schedule for the first weekend of play (still a good idea to always check the online schedule which is the most up to date). Sorry for any havoc schedule changes might cause in everyone's personal lives, but it's unavoidable, as Cities/Counties/School Districts divvy out field allocations or take them away.

**CHECK SCHEDULES EACH FRIDAY NIGHT TO BE SURE THERE HAVE BEEN NO LAST-MINUTE CHANGES WITHOUT AN EMAIL NOTICE (it happens)!**

**LAMINATED ID CARDS:** All players, coaches and administrators should already have laminated cards. **Be sure you always get your cards back from the referee after every game, so you are not trying to chase them down before your next game. This is the Managers responsibility, not the Referees.**

**GAMES CANNOT BE PLAYED WITHOUT LAMINATED ID CARDS.**

**ROSTERS: (UPDATE BY THUR. SEPTEMBER 7<sup>th</sup>)** The team roster on your CSL Mobile APP or your web team account at [coastsoccer.us](http://coastsoccer.us), should be completed by Thursday, Sept. 7th, with all players listed and all player information listed, including the **Cal South Player 11 digit ID #** and Jersey #, so that information prints on your match reports. **This information is required.** You will be able to add NEW unregistered players, or players transferring from other leagues, throughout the season. You can update rosters on your CSL app or on your web team account at [coastsoccer.us](http://coastsoccer.us). If you can't get a new player listed on the roster in time to print on the match report, that REGISTERED player is eligible to play. Just handwrite the name on the match report with the required information and have them on the online roster to print next week. The only handwritten names should be for loan players.

**TRANSFERS: CSL TRANSFER FREEZE DEADLINE is September 1:** Players transferring from one CSL team to another CSL team AFTER Sept. 1 until Dec. 10 may not participate in any further CSL League and/or League Cup games for the remainder of the current season. [CSL R&R's Section 12 2014]. Players from other Leagues are eligible to transfer to CSL teams at any time.

**LOAN PLAYERS: CLUBS** must notify CSL if they are going to allow their teams to use the loan player program, and make sure the teams follow the loan player protocol. (*Loan Player Program rules are online at [coastsoccer.com](http://coastsoccer.com) under RESOURCES / RULES* \*\*\*Players must be registered to the same Club, have a Cal South/USYS player card AND playing in CSL). Handwrite the name of the loan player on the match report with their jersey number and Cal South ID number and have their player ID card at the field. Loan players are only allowed to play in one game per day (per the CDPH). The only exception is a goalie, and they MUST play in the goal in both games. **Players cannot be loaned down an age level, even if age appropriate. Players cannot be loaned down a bracket level, or to the same bracket level in the same age group, except for the youngest age group with only one bracket level.** Please





email Karen@coastsoccer.com if you are unsure of the rules - we had games forfeit last season due to loan player issues. Better to ask than to forfeit a game.

**MATCH REPORTS:** Match Reports will be sent via email on Friday mornings to each Team Manager for games for the upcoming weekend. *(Be sure your email address is correct in the CSL system and the CSL App.)* The Match Reports will be in PDF format.

If you can't make it to the game, and someone is covering for you, you can have the match report sent to their email from the CSL app. If you did not receive the match report in your email, please check your spam folder. You can also print your match reports from your Team Account on the web at coastsoccer.us. **Games will NOT be forfeited because someone forgot to bring a match report** - just write the roster on a piece of paper for the referee.

**HOME TEAM:** Please print three (3) copies of the match report and give it to the referee before the game, along with the referee fees for your team (will be printed on the match report), a stamped CSL Match Report envelope (see below) and your laminated ID cards. Don't forget to get your ID cards and copy of match report from the referee after the game.

**AWAY TEAM:** Give the referee the fees for your team and your laminated ID cards before the game. (Print 1 copy of the match report and bring to game in case the home team has computer issues or forgets to print reports.)

**MATCH REPORT ENVELOPES:** (HOME TEAM ONLY) - It is important that the referees mail in the hard copy of the match reports, as well as post online. Some Clubs picked up the Match Report envelopes at the CSL office or have them shipped to the Club...but if not, you can use a business-size envelope, stamp, and address Coast Soccer League - 350 S Glassell, Orange, 92866.

## In-Season Administration

Team managers play a critical role in the success of both your individual team and for Coast Soccer League as a whole. The in-season administration of your team is essential, and we hope this list below helps clarify any questions you may have.

### IMPORTANT DATES

**SEPTEMBER 16:** League Cup signups. The signup link will appear on the team CSL mobile App.

**SEPTEMBER 30:** League Cup signup DEADLINE. Teams dropping after this date will lose their Performance Bond.

**OCTOBER 7:** CSL honored SAT college test date. \*\*\*Some games may need to be scheduled in the afternoon.



**OCTOBER 14:** CSL honored PSAT college test date. \*\*\*Some games may need to be scheduled in the afternoon.

**OCTOBER 21:** CSL honored ACT college test date. \*\*\*Some games may need to be scheduled in the afternoon.

## PRE-GAME PREPARATIONS

**ID CARDS:** Have all your laminated Player cards and Administrator / Coach cards to give to the referee before the game. You can't play the game without them. **Be sure to get the cards back from the referee after the game. This is the Managers responsibility not the Referees.**

**ROSTERS:** If you have last-minute players to add that aren't printed on the match report, handwrite them on the match report for this weekend, then add them to your CSL APP or Team Account at [coastsoccer.us](http://coastsoccer.us), so they print on the MR's for next week. Many teams have not updated their rosters with Cal South player ID #, jersey #, and birth dates. If you have your player cards, put the ID # on your CSL roster ASAP.

**UPDATE ROSTERS either on your CSL mobile app, or your Team Manager account at [coastsoccer.us](http://coastsoccer.us) and your Team Login - 4 digit Team Number and the password you put on your application. Rosters should only have players who are registered to the team through Cal South on their rosters - players cannot be listed on two CSL rosters.**

**MATCH REPORTS** will be emailed to each team Friday morning. If you didn't receive the MR in your email, then you can email one to yourself from your CSL Mobile APP, or print from your Team Account at [coastsoccer.us](http://coastsoccer.us). Home team should both bring 3 copies - Away team should bring 1 copy to be safe.

**2010-2005 TEAMS** carrying 19 or more players, **don't forget to cross off any player over the 18 allowed that are not playing in a game!**

**LOAN PLAYERS:** **Handwrite** on the Match Report any Loan players and their Cal South ID number and Jersey number, and have their ID card at check-in. Cross them off their registered team's match report to show that they did not play in two games in one day (except goalies). **Do not put Loan Players on the online roster for the team they are being loaned to.** It is your responsibility to know the rules - [coastsoccer.com](http://coastsoccer.com) / RESOURCES/ RULES/ SECTION 12. Please contact Karen@coastsoccer.com if you are unsure of the rules.

**REFEREES:** **Home team** have your referee fees **in cash**, 3 copies of the match report, your player ID cards, and one stamped CSL Match Report envelope (See below). **Away team** have your referee fees in cash and your ID player cards.

Fees will be printed on the match report & can also be found at [coastsoccer.com](http://coastsoccer.com), in the links section of the homepage.



**\*\*\*MATCH REPORT ENVELOPES:** Have your stamped CSL addressed match report envelopes, if you are the HOME team, to give to the referee so they can mail the match reports to the CSL office. If you don't have the envelopes, use your own envelope, stamp it, and address it to Coast Soccer League, 350 S. Glassell., Orange, 92866. (Envelopes were mailed to your Club, or they might have picked them up). **PREMIER TEAMS** will only need match report envelopes if they are playing at a field other than the Great Park or San Bernadino.

**SCHEDULES: Check schedules Friday night to be sure there wasn't a last-minute change. Changes may have been made due to field issues and emails might not have gone out.** We apologize if any necessary changes have caused conflicts, but, unfortunately, they can't be helped, and can't be changed. Cities, Schools, Parks have the authority over the usage of their venues.

**FIELD DIRECTIONS:** Know where you're going! Some new fields were added, so click on the FIELD on your team schedule for directions. Please read and follow the NOTES posted by Clubs regarding your visit to their venues. THANK YOU!

**BE RESPECTFUL** of each venue's requirements, if they have any, so the Club does not lose the field permits they have worked so hard to procure.

## GAME DAY PROCEDURES

**ID CARDS:** Have all your laminated Player cards and Administrator / Coach cards to give to the referee before the game. You can't play the game without them. **Be sure to get the cards back from the referee after the game. This is the Managers responsibility, not the Referees.**

**MATCH REPORTS:** Match Reports will be sent via email on Friday mornings to each Team Manager for games for the upcoming weekend. (Be sure your email address is correct in the CSL system and the CSL App.) The Match Reports will be in PDF format.

If you can't make it to the game, and someone is covering for you, you can have the match report sent to their email from the CSL app. If you did not receive the match report in your email, please check your spam folder. You can also print your match reports from your Team Account on the web at [coastsoccer.us](http://coastsoccer.us). **Games will NOT be forfeited because someone forgot to bring a match report** - just write the roster on a piece of paper for the referee.

**HOME TEAM:** Please print three (3) copies of the match report and give it to the referee before the game, along with the referee fees for your team (will be printed on the match report), a stamped CSL Match Report envelope (see below) and your laminated ID cards. Don't forget to get your ID cards and copy of match report from the referee after the game.

**AWAY TEAM:** Give the referee the fees for your team and your laminated ID cards





before the game. (Print 1 copy of the match report and bring to game in case the home team has computer issues or forgets to print reports.) Don't forget to get your ID cards and a copy of the match report from the referee after the game.

**MATCH REPORT ENVELOPES:** (HOME TEAM ONLY) - It is important that the referees mail in the hard copy of the match reports, as well as post online. Some Clubs picked up the Match Report envelopes at the CSL office or have them shipped to the Club...but if not, you can use a business-size envelope, stamp, and address Coast Soccer League – 350 S Glassell, Orange, 92866.

**REFEREE FEES:** Give the referee fees to the referee before the game. You can find the referee fees for each team printed on your Match Report, or on the CSL mobile app, or online at [coastsoccer.com](http://coastsoccer.com), on the home page. **The amount showing is what EACH team pays per game.**

**SCORE REPORTING:** Team Administrators (or designated person(s)) should input game results AND cards using the CSL app. Don't forget to record your scores and cards on the CSL APP after your game to keep your Standings updated. A message will go to you if the referee or opposing team posted the score first. If the wrong score was entered, email [scores@coastsoccer.com](mailto:scores@coastsoccer.com)

**PREMIER TEAMS** - If you are playing at Great Park or San Bernardino, scores are posted at the field, so you will only need to check the scores online to be sure they are correct and report to [Scores@coastsoccer.com](mailto:Scores@coastsoccer.com) if there is an error.

If you have any questions, please contact the Competition Chair for your age group (click the "BOARD" button from the CSL home page – [coastsoccer.com](http://coastsoccer.com))

**5 STAR REPORTING:** It's also important for the Team Administrator (or designated person(s)) to input ratings for the opposing team and referee after the game. Rating the teams and refs provides the league with useful feedback that helps improve the league.

## **LET'S HAVE A GREAT 2023-24 SEASON**

*Please email Roma Klein at [Roma@coastsoccer.com](mailto:Roma@coastsoccer.com) or Karen Sparks at [Karen@coastsoccer.com](mailto:Karen@coastsoccer.com) if you have any questions!*

