

TEAM MANAGER HANDBOOK

COAST SOCCER LEAGUE
2026 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. Team managers ensure everyone knows where to be and often makes sure the needs of the coach are taken care of. CSL appreciates your efforts, and we hope this handbook clarifies any questions you may have, and helps the season run smoothly.

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.

Downloading The CSL Mobile 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.

The CSL Mobile App is available for download on both Android and Apple devices. Visit either the Apple or Google Play app stores and search for "Coast Soccer League". Now that you have the App, you need to set up your profile. When setting up your profile make sure **you set your role as Team Manager**.

You will then be asked for your 6-digit Mobile Access Code (MAC). This can be found outside of the CSL App by logging into our web portal [HERE](#). Login with your UserID (your team's ID#) and the password you created during the application process. When you log-in, you will see your "MAC" code displayed on the homepage under your team's name. Enter that into the CSL App and you're all set! If you are having trouble finding your MAC code you can email roma@coastsoccer.com.

You can do most administrative duties on the app, like updating rosters, submitting scores and getting your match reports. 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.

IMPORTANT DATES

AUGUST – SCHEDULE RELEASE: Schedules are typically posted between Aug 15th and 28th. 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 1st - 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.

SEPTEMBER 1st - CSL TEAM ROSTERS: Managers **MUST** post their complete team roster either online at 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. 12th -13th. **(Reminder: You login to coastsoccer.us using your 4-digit CSL team number and the password you created when you applied.)**

SEPTEMBER 12th/13th - First games of the 2026 season: Match reports will be sent to teams by email the Friday morning before weekend games.

PREPARATION FOR THE 1st 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 (9/8) 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: The team roster on your CSL Mobile APP or your web team account at coastsoccer.us, should be completed by Monday, Sept. 1st, 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. If you can't get a new player listed on the roster in time to print on the match report, that REGISTERED player is still eligible to play. However, you must 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 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 open. 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 3rd: CSL honored SAT college test date. ***Some games may need to be scheduled in the afternoon.

OCTOBER 10th: CSL honored PSAT college test date. ***Some games may need to be scheduled in the afternoon.

OCTOBER 17th: CSL honored ACT college test date. ***Some games may need to be scheduled in the afternoon.

PRE-GAME PREPARATIONS

ID CARDS: Bring all laminated Player, Coach, and Administrator cards to the referee before the game - games can't be played without them. **Get them back afterward; that's the Manager's job, not the referee's.**

ROSTERS: Handwrite any last-minute players not yet on the match report, then add them - with Cal South ID #, jersey #, and birth date - to your CSL App or Team Account at coastsoccer.us so they print next week. Log in with your 4-digit Team Number and the password from your application. Players can only be rostered to one CSL team.

MATCH REPORTS: Emailed Friday mornings. If yours is missing, resend it from the CSL App or print it from your Team Account at coastsoccer.us. Home team brings 3 copies, away team brings 1.

U14-U19 TEAMS: The max registration roster size is 22, however the max game roster size is 18. If your team is carrying more than 18 players, **don't forget to cross off any player over the 18 limit allowed that are not playing in a game!**

LOAN PLAYERS: Handwrite loan players on the match report with their Cal South ID # and jersey #, and have their ID card at check-in. Cross them off their registered team's match report so it's clear they didn't play twice in one day (except goalies). **Do not add loan players to the online roster of the team they're loaned to.** Rules: coastsoccer.com / Resources / Rules, Section 12. Questions to Karen@coastsoccer.com.

REFEREES: Before the game, the Home team must provide 1) the referee fees in cash, 2) 3 copies of the match report, 3) ID cards, 4) and a stamped CSL envelope (see Match Report Envelopes under Pre-Season Administration). The Away team brings 1) fees in cash and 2) Player ID cards.

Fees will be printed on the match report & can also be found at coastsoccer.com, in the quick links section of the homepage.

SCHEDULES: Check schedules Friday night for last-minute changes - not all are announced by email. Cities, schools, and parks control their own venues, so changes can't always be avoided.

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 rules and requirements so the Club does not lose the field permits they have worked so hard to procure.

GAME DAY PROCEDURES

Bring everything covered under Pre-Game Preparations: ID cards, match reports (home team: 3 copies; away team: 1 copy), and referee fees in cash, plus a stamped envelope if you're the home team. **Retrieve your ID cards and a copy of the match report from the referee after the game.** Games are never forfeited for a missing match report - just write the roster on paper for the referee.

REFEREE FEES: The amount each team owes is printed on your match report, in the CSL App, and at coastsoccer.com. **Each team pays this amount 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

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 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)

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. From your Team Manager menu select Ratings. Select your game and then choose the star rating for each statement about the referee who officiated your game. One star is strongly disagree, Five stars is strongly agree. Touch continue and do the same for the opposing team. Rating the teams and refs provides the league with useful feedback that helps improve the league.

LET'S HAVE A GREAT 2026-27 SEASON

Please email Roma Klein at Roma@coastsoccer.com or Karen Sparks at Karen@coastsoccer.com if you have any questions!