



# TEAM MANAGER HANDBOOK

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# OVERVIEW OF TEAM MANAGER RESPONSIBILITIES

Thank you for accepting the assignment to be a La Roca Team Manager. As a team manager, your primary responsibility is to manage all the administrative tasks for the team in order to free the coach up to do their job, which is coaching the players. In this role, you will interface with the coach, parents and players. Consistent, effective communication with the coach and parents is critical to your job as team manager.

## RESPONSIBILITIES

- Attend La Roca team manager training and other seasonal meetings (2 per year).
- Complete required Safe Sport and Heads Up Concussion Training.
- Communicate regularly with parents and players.
- Manage team finances, including collecting team fees and paying team expenses.
- Make all tournament arrangements
- Store team equipment (team bench, goal nets, corner flags, shade canopy), and bring it to games.
- Manage team data on Affinity, and, if applicable, GotSoccer/GotSport
- Keep player registration forms in a team binder and bring it to all games and tournaments.
- Communicate as needed with La Roca Admin staff.
- Ensure good sportsmanship from parents during games.
- Fulfill and/or delegate volunteer assignments for La Roca events.
- Organize fundraising efforts, if desired.
- For older teams, create a team flier to give to college coaches, or delegate tasks to a parent.

The team manager may delegate the following responsibilities to other parents on the team:

- Finances
- Equipment Manager
- Social Media
- Tournament/Travel
- Fundraising
- Team Socials
- College Recruitment

*Effective March 11, 2019, Team Managers must stay current on the payment of their own child's La Roca fees, else they may be removed as a Team Manager.*

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## TEAM MANAGER REGISTRATION

La Roca utilizes UYSA's on-line registration system for all players, coaches, and team administrators. La Roca will provide the appropriate administrative codes for team managers to register.

Follow these steps to register as a Team Administrator:

1. Connect to the appropriate registration site  
La Roca North: <https://uysa-laroca.affinitysoccer.com>  
La Roca Salt Lake: <https://uysa-larocasaltlake.affinitysoccer.com>  
La Roca South: <https://uysa-larocasouth.affinitysoccer.com>  
La Roca Spanish Fork: <https://uysa-larocasf.affinitysoccer.com>
2. Click the "Registration" tab in the upper right-hand corner of the screen.
3. Follow the on-screen instructions to login:
  - a. If you are a returning user (i.e., you have a UYSA username and password), check the box by "Coach/Admin" in the first section, enter your username and password in the adjacent section, and click on the "Login" button.
  - b. If you do not have an account, check the box by "Coach/Admin" in the first section and click the "Create New Account" button in the adjacent section. Enter all the required information in the popup box and save it, which will return you back to the login screen.
4. On the "Add Family Member" page, verify whether the individual you want to register is listed.
  - a. If the individual is listed, click the "Continue" button.
  - b. If the individual is not listed, click the "Add New Parent/Guardian" button and enter the individual's information in the new screen, and click "Add" at the bottom.
5. On the "Create Registration" screen, eligible individuals are listed in the top section. Click the "Register as Coach/Admin" button to the right of the appropriate individual's name.
6. In the popup screen, you will be asked to input an assignment code. Enter the assignment code given to you by La Roca. For a Team Manager, the code is in the following format: xxxx-xxxxx-TMxx. Then click the "Submit Assignment Code" button.
7. Enter all pertinent information, including uploading a picture, and your Safe Sport and Concussion Training Certificates.
8. Once the application is saved, click the "Continue" button, which will send you to the "Electronic Legal Agreements" page. Check the box in each section, and then select the "Continue" button which will take you to the "Thank You" page.

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## CONCUSSION TRAINING

All team managers must complete the on-line concussion training every year. UYSA uses a program called “Heads Up” developed by the Centers for Disease Control and Prevention (use link below). Upon completion of the training, a certificate will be created, which must be saved as a .pdf file on your computer and uploaded to your account during the registration process. If a certificate is not completed, you will not be able to complete the registration.

The following link will take you to the UYSA page on Concussion Management where you can find a link to the Heads Up: Concussion in Youth Sports training on the CDC website:

<https://www.utahyouthsoccer.net/concussion-training-1>

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## SAFESPORT TRAINING

U.S. Soccer believes education and awareness are the most critical components to creating safe and respectful sporting environments, free of abuse and harassment. Beginning Spring 2019, UYSA is supporting U.S. Soccer's mandate to ensure all administrators have the proper training to protect all forms of abuse that can occur in sports. UYSA has adopted a 3-module on-line training program called SafeSport. The following topics are covered in the SafeSport Training:

Emotional & Physical Misconduct

Mandatory Reporting

Sexual Misconduct Awareness Education

All La Roca coaches and Team Managers are required to complete the SafeSport training. Upon completion of all 3 modules in the program, a master certificate is generated, which must be saved as a .pdf file on your computer and uploaded to your Affinity administrator account. If a certificate is not uploaded, you will not be accepted as a team administrator and will not have access to your team in Affinity. If you use the same email address to create your SafeSport account that is registered with your UYSA Affinity account the certificate will automatically upload. After the initial training is completed, the subsequent training will be a much shorter refresher course.

### **Accessing the New SafeSport Platform**

Existing Users - You have previously taken any SafeSport training:

1. Visit SafeSport using the Sports Connect specific URL shared below, Click Login from the upper right of the screen.
2. Choose Forgot Password and enter your email address of your SafeSport username and then click Reset Password.
3. If your email address is on file, you will receive an email with a link to reset your password and access your account.

New Users - You are new to SafeSport training:

1. Visit SafeSport using the Sports Connect specific URL, shared below. This url instantly tags the user with "Stack" and allows us to receive the user's course results.
2. Use the Sign-up form to create a new account.

### **Sports Connect Specific SafeSport URL**

Click on the link or copy and paste into your browser:

<https://safesporttrained.org?>

The key code for UYSA and La Roca Futbol Club is:

**tsVWe36Xa6PS3b5NzOug**

You can find more information on SafeSport on the UYSA website:

<https://www.utahyouthsoccer.net/safesport-training-certification>

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# LA ROCA POLICIES

## TEAM MANAGER TEAM FEE EXEMPTION

Team managers provide countless hours of support to a team; therefore, as compensation, La Roca allows team managers to exempt themselves from paying team fees, including tournament fees, coach travel fees, and any other fees the team incurs during the year (*excluding indoor training facility fees*). Essentially, the rest of the team pays for the team manager's services by covering the fees for the team manager's child. When calculating individual player fees, the team manager will exclude their child from the total player count.

*In order to receive this fee exemption, team managers must complete La Roca Team Manager Training at the beginning of the soccer year, comply with all La Roca policies, and follow all procedures. A team manager who fails to fulfill their responsibilities with integrity will be replaced.*

**(Please note that there is a different policy for La Roca ECNL Team Managers.)**

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## USE OF LA ROCA NAME AND LOGO

In order to preserve the integrity of the La Roca Futbol Club name and logo, unauthorized use of the La Roca name and/or logo on apparel or other items is prohibited without the permission of La Roca Futbol Club.

Furthermore, La Roca has contracted with Puma to supply uniforms for all La Roca players and coaches. Players and coaches should always wear Puma branded apparel when representing La Roca at games and other events.

Scoreboard Sports is the official supplier of all La Roca uniforms and other branded and unbranded La Roca merchandise. The use of other suppliers is prohibited without the permission of La Roca Futbol Club.

If your team is interested in ordering apparel or other merchandise with the La Roca name and/or logo, please contact the La Roca staff for approval and guidelines. Teams that use the name or logo without prior authorization will be fined \$500.

For authorization to use the La Roca logo, please email Heidi Wheelwright ([heidi.wheelwright@larocafc.com](mailto:heidi.wheelwright@larocafc.com)) with an explanation of the intended use and she will forward your email to our official La Roca supplier, Scoreboard Sports.

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## TOURNAMENTS AND COACH TRAVEL EXPENSES

At the beginning of the season, the team manager and coach should discuss the tournaments the team will play and share this information with parents. The team manager should then visit each tournament's website to determine tournament dates, locations, registration costs, deadlines, stay-and-play requirements, etc. Please plan early for tournaments. Early planning helps keep travel expenses down for both coaches and players.

It is La Roca Club policy that all players on the team *except the team manager's child* are expected to pay the tournament fee as well as the head coach's travel expenses, REGARDLESS of whether or not the player participates in the tournament. This policy ensures that if a guest is invited to play with your team, the guest player is paid for, and does not have to pay the tournament fee or coach's travel expenses.

Most out-of-state tournaments strictly enforce a stay-and-play policy, which requires that all teams stay in tournament-contracted hotels. Furthermore, **all players are expected to stay at the same hotel as the team when traveling, UNLESS they have immediate family living in the same city as the tournament.**

Team managers must follow the **Coach Travel Expenses Policy**:

**Travel:** The team manager is expected to arrange the coach's travel, using airline and/or rental car, for travel to **out-of-state** tournaments, and pay for it from the team account. La Roca coaches are allowed a mid- or intermediate-size rental car. If the coach prefers a larger vehicle, then the coach must pay the cost difference. Upon completion of the trip, the coach should submit receipts for gasoline to the team manager for reimbursement from the team account. If the coach elects to use his/her own vehicle to travel to a tournament, the team will reimburse the coach at the current (2022) IRS Standard Mileage Rate of \$0.58/mile, which covers gasoline and wear and tear on the vehicle. **NOTE: Because St. George, UT, is a considerable distance from La Roca, travel to a tournament in St. George will be treated the same as out-of-state travel.**

**Hotel:** The team manager is expected to make the coach's hotel reservation and pay for it from the team bank account.

**Meals:** The team manager should give the coach \$60 per day IN ADVANCE for meals, including travel days, from the team bank account. This is in accordance with the current (2022) Federal Per Diem rate for meals and incidentals expenses.

In the case where one coach is taking two or more teams to a tournament, the teams will split the coach's travel expenses.

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## THE LA ROCA WAY: GOOD SPORTSMANSHIP GUIDELINES AND CODE OF CONDUCT

The La Roca Futbol Club (“La Roca”) expects anyone associated in any way with La Roca, including all players, coaches, administrators, team managers, parents/guardians, spectators, and volunteers (the “La Roca Family”) to demonstrate good sportsmanship on and off the field. The foundation of good sportsmanship is respect. “The La Roca Way” is being respectful. La Roca expects and strongly encourages the La Roca Family to follow these good sportsmanship guidelines when participating in any activity that involves a La Roca team.

### **Good Sportsmanship Guidelines**

- I show respect to others regardless of their gender, race, color, ethnicity, nationality, sexual orientation, religion, age, or ability.
- I do not criticize other players, coaches, officials, parents, spectators, or volunteers. • I accept calls from officials and do not argue.
- I do not use insulting or threatening language or gestures toward anyone.
- I follow the rules of the game.
- I have a positive attitude.
- I promote teamwork.
- I encourage all coaches and players to do their best.
- I report to the Club any form of discrimination, bullying, racism, or violations of the Code of Conduct (below) that I observe.
- I take responsibility for my mistakes.
- I follow instruction from the coaches.
- I accept the outcome of a match.
- I congratulate the winners.

### **Code of Conduct**

La Roca does not and will not tolerate any conduct by the La Roca Family that it deems to violate this Code of Conduct. Examples of misconduct that would violate this Code of Conduct include, but are not limited to, the following:

- Any form of bullying, harassment, abuse, or intimidation, especially if it is because of a person’s gender, race, color, ethnicity, nationality, sexual orientation, religion, age, or ability.
- Inappropriate physical contact.
- Intentional damage to equipment, fields, or the personal property of others.
- Participating while under the influence of drugs, alcohol, or tobacco.
- Any behavior that results in a red card or game ejection or that reflects negatively on La Roca or the La Roca Family.

## **Violations**

If a member of the La Roca Family is accused of violating this Code of Conduct, the allegation(s) will be referred to and reviewed by the La Roca Discipline Committee (“Committee”), which will determine whether the Code of Conduct was violated and, if so, what action, if any, is to be taken against the individual who violated it. If the individual disagrees with the Committee’s decision, he or she may appeal to the La Roca Board of Directors, which will review the decision and decide whether to sustain, modify, or reverse it. One or more of the following actions could be taken against a member of the La Roca Family who violates this Code of Conduct:

- Be suspended for one or more matches.
- Be fined up to \$500.
- Be expelled from the team and/or club. Under this penalty, a parent/guardian of a player would not be relieved of any contractual obligation(s) to La Roca or have the right to be reimbursed any funds that have already been paid to La Roca by or on behalf of the player who is associated with that parent/guardian. The player associated with that parent/guardian may also not be released by La Roca to transfer to another organization affiliated with the Utah Youth Soccer Association (“UYSA”).
- Be reported to law enforcement, the UYSA, and/or the U.S. Center for SafeSport.

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## **MANAGING A LA ROCA TEAM**

La Roca team managers not only manage individual players (through registration, fee collection, transfers, etc.), they also manage the team as a whole, which involves uniforms, equipment, rosters, game schedules, tournaments and travel, etc. The following sections of the Team Manager Handbook contain information that pertains to managing a team.

### **TEAM MANAGER MEETINGS**

The week following tryouts, La Roca will hold Team Managers Meetings either in-person or via Zoom to train team managers about registration, uniforms, managing finances, La Roca policies, and any other pertinent issues. Player assignment codes will be sent to Team Managers prior to this meeting. These codes are then given to the players and to ensure that players are placed on the correct team when they register. It is very important that a representative from each team participate in this meeting to obtain all the necessary information that must be shared with parents.

A second meeting will take place prior to the start of spring season to review reschedule process, tryouts, and any other pertinent information that applies to the upcoming season.

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## TEAM MEETING

As soon as possible following tryouts, a team meeting must be scheduled. The team manager and coach will determine what information will be communicated at the meeting and should prepare an information sheet to give to all parents at the meeting. The following information should be discussed at the team meeting:

- Introduction of players/parents
- Player expectations
- Communication with team through Ollie App
- UYSA registration and player assignment codes
- Registration fees and payment plans
- Uniforms
- Training schedule
- Proposed tournaments for upcoming year
- Winter training
- Volunteers to help with finances, travel, college recruitment, equipment, fund raising, etc.

Additionally, at the first team meeting or practice, team managers should take a headshot photo of each player wearing a La Roca jersey, that they can then email to parents for use in registration. This helps ensure uniformity and compliance with UYSA's player photo requirements.

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## TEAM COMMUNICATION

The team manager is responsible for communicating all schedule information to the team preferably using the Ollie app; however alternative methods such as phone calls and/or text messaging and email may also be used.

To use the Ollie App, all team members (parents, players, coaches) must download the app to their phone from the Google Play or Apple App Store. Once the app is downloaded, use the La Roca Club Code: **847 510 219** to join.

For more information about setting up your team in Ollie, use the help center on the app

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## UTAH YOUTH SOCCER ASSOCIATION

La Roca is a member of Utah Youth Soccer Association (UYSA). As a member organization, La Roca uses the Affinity platform for managing teams and players. Once you have registered as a team manager, you will be able to access your team's roster and player information using the same UYSA login and password that you've used in the past to register your own children.

UYSA has great resources for its member organizations on its website, <https://www.utahyouthsoccer.net/> which include instructions for using Affinity. You may also contact one of the members of the La Roca administrative staff for help with using Affinity to manage your team.

UYSA has a lot of very useful information in its Team Managers FAQs and Resource Center. Click the following links to access those resources:

[Click here to access UYSA's Team Manager FAQs.](#)

[Click here to access UYSA's Resource Center.](#)

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## GOT SOCCER

Got Soccer is a program that soccer clubs use for tournament management. Your team may already have a Got Soccer account, and if you are a new Team Manager, you will need to contact the previous team manager for the team's Got Soccer account login information. If your team has not used Got Soccer before, you will need to create a new account to register for a tournament that uses Got Soccer's registration platform.

[Click here to access Got Soccer.](#)

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## TEAM FINANCES

To ensure the integrity of team finances, La Roca recommends that two parents share the responsibility for managing team finances. The team manager may designate a parent to be the financial manager, and together, they can determine how to best manage team finances.

The team manager and/or financial manager is responsible for keeping the team finances balanced. This involves opening and managing a team bank account through Zions First National Bank, calculating a team budget, communicating, and collecting team fees, paying for team expenses, and keeping accurate team financial records. Managers determine the best way to collect money, whether payable through cash or check, or through a payment service such as PayPal or Venmo. A team manager may estimate an entire year of team expenses, including tournament fees, coach's travel, rental of indoor facilities, etc., and charge parents a monthly fee based on that total amount.

Please notify the La Roca office of nonpayment of team fees, so that timely action can be taken to collect delinquent fees. Players who are delinquent on club and/or team fees will be removed from the team roster and not allowed to play in league games or tournaments until fees are paid.

In addition to annual club and training fees, which are payable at the time of registration, every player *except the team manager's child* is expected to pay their *equal* share of additional team fees, which include

- Indoor facility fees for winter practices, if applicable
- Indoor and/or futsal league fees
- Tournament registration fees
- Coach's travel fees (for out-of-state tournaments)

Team fees are split equally between players, minus one, since the team manager is exempt from paying team fees for their child. Even a player who is not participating in an event must pay their portion of team fees. The only exception is a player who has an injury that takes them out of play for 3 months or longer and has submitted a note from a doctor verifying that information.

Team managers should avoid loaning the team money to cover expenses. This can best be avoided by planning early and collecting money well before it is due.

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## OPENING A TEAM BANK ACCOUNT

All La Roca teams have bank accounts at Zions First National Bank. When a new team manager takes over a team, the names of the account holders must be changed to reflect the current team manager and either the coach or the team's financial manager. For instructions on bank accounts, please contact Heidi Wheelwright in the La Roca office or email her at [heidi.wheelwright@larocafc.com](mailto:heidi.wheelwright@larocafc.com).

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## FINANCIAL AGREEMENT

The La Roca financial agreement form is incorporated into the on-line registration. Once placed on a team, players are expected to make a year commitment to La Roca, including paying all registration and team fees. A player will not be placed on a team until the on-line UYSA registration is completed and fees are either paid in full or a payment plan is set up.

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## NON-PAYMENT OF FEES

If a player fails to fulfill their financial obligation to the team or the club for two consecutive months, the player will be removed from the roster until payment is made. To preserve privacy, the La Roca administrative staff will communicate directly with parents who are delinquent on their fee payments and will try to resolve the issue. If, however, the La Roca staff cannot adequately resolve the issue, they will notify the coach and team manager prior to removing the player from the roster.

Furthermore, team managers should report any financial delinquencies to the club administrative staff so that they can attempt to collect unpaid fees on behalf of the team. If delinquent team fees are not paid, the team manager may request that the player be removed from the roster, and not allowed to play in any games, including tournaments, until fees are paid.

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## REFUNDS

The La Roca Futbol Club forms new teams in June each year. The club fees and coaching fees are based on the commitments made by players/ parents during registration. Players are expected to make a full year commitment to La Roca once a player is registered. Because La Roca makes commitments to the teams and coaches at this time, the following refund policy has been adopted for the seasonal year. **NO REFUNDS** outside of these specified circumstances.

In the midst of the COVID-19 pandemic, La Roca FC revised its refund policy to include the following exceptions to the no refund for any reason policy:

a) If in-person training stops due to a natural disaster or restrictions imposed by the government, the Club will refund to you 25% of the training fees that you have paid for the month(s) that in-person trainings are canceled. For example, if the annual training fee is \$950, that is \$80 per month. If training is canceled for one month, the refund will be 25% of \$80, or \$20, *if the player's fees have been paid in full.* (If player fees are being paid through a monthly payment plan, the refund would be applied toward the unpaid balance.) If training is canceled for multiple months, the refund will be multiplied by the number of months during which it was canceled. (\* Note: refunds are not given due to 14-day quarantine to teams due to Covid-19 or other illness exposure.)

b) If league play is suspended for any reason, a portion of the field and referee fees that you have paid and that have been refunded to the Club will be refunded to you in proportion to the amount of that season that has been suspended.

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## SCHOLARSHIPS

La Roca has a limited amount of scholarship money to award to players based upon need. Scholarship applications must be requested through the coach. If a player enquires about a scholarship, refer them to the coach. Scholarship applications are reviewed by a committee and are awarded to players who demonstrate talent and commitment but may not otherwise be able to afford playing for La Roca. *Scholarships cover training fees only.*

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## REFEREE FEES

Referee Fees are based on the age of the team and the bracket the team is aligned in. Referee fees for U9-U19 teams are now part of a player's registration fees collected by La Roca in June and paid directly to UYSA. U7- U8 teams must still collect money to pay referees for every game. To calculate the amount to charge each player for referee fees, multiply the referee fee amount by the number of games in a season, and divide by the number of players on the team. Referees are paid in cash at the beginning of each game for U7-U8 teams.

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## ALIGNMENT

UYSA aligns teams into divisions based on past records and roster continuity (number of returning players). Alignment is conducted prior to each season (July for Fall season; February for Spring season).

La Roca will send an alignment form to each coach to complete prior to the UYSA deadlines of July 1 and February 1. The alignment form asks for the teams' previous season's record, as well as the number of returning players.

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## UNIFORMS

All La Roca players are required to wear the designated Puma La Roca uniform. New uniforms are ordered every two years. Players who join a La Roca team in the year when new uniforms are not ordered may opt to either purchase a new uniform kit from our uniform supplier, Scoreboard Sports, or purchase a used uniform. Parents interested in buying a used La Roca uniform could check the La Roca Uniform Swap Facebook page.

All uniforms are now ordered on-line through Scoreboard Sports. After registration is completed, the team manager will receive instructions for providing player contact information to Scoreboard Sports for the purpose of reaching out to families about ordering uniforms. Scoreboard Sports will handle all uniform ordering details, and uniforms are sent directly to players.

Team managers will likely need to coordinate the assignment of jersey numbers with the coach and players. Some coaches will assign numbers to players, while others may allow the players to choose their numbers.

For answers to questions about uniforms, visit <https://larocafc.com/uniform-faqs/>

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## EQUIPMENT

Most La Roca teams already have goal nets and corner flags issued by the club. If you are replacing a team manager, please get the nets and flags from the previous manager. If you are managing a new team, La Roca will provide you or the coach with nets and flags. Premier teams that have home games at the Salt Lake Regional Athletic Complex will not need nets or flags because they are provided by the RAC. It is up to you to decide if you want to be responsible for storing and transporting equipment, or you may decide to designate a parent to be Equipment Manager. Regardless, you must ensure that the goal nets and corner flags are set up for home games. If your team does not have a team bench, it will be your responsibility to obtain one, and ensure it is in place for all games. Your team may also want to invest in a shade/rain canopy.

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## USING UYSA'S AFFINITY WEBSITE

As a member organization of Utah Youth Soccer Association, La Roca uses a program called Affinity to manage its teams and players. There are many resources on UYSA's website <http://www.utahyouthsoccer.net/> that provide instructions for using Affinity's features. Once you have registered as a team manager, you will use the UYSA login and password that you created in order to register your own child to play soccer.

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## GAME ROSTERS

The team manager is responsible for managing the roster, either by using the Affinity digital card app on a mobile phone or by bringing a printed roster to the game.

**PRINTED ROSTERS:** Game day rosters can be printed 24 hours before a game, however, teams are encouraged to print as close to game time as possible in order to capture all roster changes prior to a game.

[Click here for instructions how to print a game day roster for league games.](#)

**DIGITAL ROSTER/PLAYER CARDS:** Affinity's digital roster platform is available for use for SCL, IRL, and X-league games. This means that a coach or team manager can pull their roster and player pictures up on their smartphone for check in before a game. A link to UYSA's digital roster app is below.

Please note that it's always a good idea to bring a printed roster just in case there is a problem accessing the digital player card app. Also, some referees require that the coach or team manager present the digital roster on their phone. The referee is not responsible for providing a digital roster for a team that has forgotten a roster or doesn't have a device on which the digital roster can be accessed.

[Click here for UYSA's Digital Roster app.](#)

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## CLUB PASS PLAYERS

La Roca players may play on other La Roca teams using the Club Pass rule, as long as they meet the following requirements:

- Premier 1 and 2 players can only club pass to the other premier bracket and to D1 regardless of the age group they are club passing to.
- When playing another La Roca team, the coach using a club pass player should obtain approval from the opposing coach.
- A player cannot club pass within the same bracket in which his/her team participates.
- Players cannot club pass down more than 2 divisions
- Multi-rostered players can NOT club pass from either their primary or secondary team. A team that has been found to have club passed a multi-rostered player will forfeit the match in which the multi-rostered player played.
- A player may only club pass to one team per day.
- The lending team club passes the player to the borrowing team.
- The borrowing team may not deactivate or release players in order to open up a spot for a club pass player. However, for teams that are allowed to carry a roster of 22, the borrowing team can club pass players up to the maximum roster size of 22 and deactivate up to 4 players necessary to reach the required match roster size of 18 per UYSA Policy
- A player may only club pass to one team per day.
- • The borrowing team may not “deactivate” or “release” players in order to open up a spot for a club pass player, however, for teams that are allowed to carry a roster of 22, the borrowing team can club pass players up to the maximum roster size of 22 and “deactivate” up to 4 players necessary to reach the required match roster size of 18 per La Roca players may play on other La Roca teams using the Club Pass rule, as long as they meet the following requirements:
  - • Premier 1 and 2 players can only club pass to the other premier bracket and to D1 regardless of the age group they are club passing to.
  - • When playing another La Roca team, the coach using a club pass player should obtain approval from the opposing coach.
  - • A player cannot club pass within the same bracket in which his/her team participates. • Players cannot club pass down more than 2 divisions.
  - • Multi-rostered players can NOT club pass from either their primary or secondary team. *A team that has been found to have club passed a multi-rostered player will forfeit the match in which the multi rostered player played.*

- • A player may only club pass to one team per day.
- • The *LENDING TEAM* club passes the player to the borrowing team.
- • The borrowing team may not “deactivate” or “release” players in order to open up a spot for a club pass player, however, for teams that are allowed to carry a roster of 22, the borrowing team can club pass players up to the maximum roster size of 22 and “deactivate” up to 4 players necessary to reach the required match roster size of 18 per UYSA Policy 6324 - Player Rostering.

By clicking the following link, you will be directed to instructions from UYSA for how to club pass a player:

[UYSA "How to Club Pass a Player for League Games" instructions](#)

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## TOURNAMENT ROSTERS

By clicking the following link, you will be directed to the most current instructions from UYSA for how to create a tournament roster:

[Instructions for creating tournament rosters in the Affinity system](#)

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## ADDING PLAYER JERSEY NUMBERS TO A ROSTER

UYSA requires that all player numbers are accurately recorded on Affinity and appear on the roster. Click on the following link for UYSA's instructions on how to add player numbers to the roster:

[Click here to access UYSA's instructions for adding jersey numbers](#)

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## RESCHEDULING A GAME

UYSA has very detailed information about game reschedules in its online Resource Center. It is very important that team managers adhere to the UYSA Scheduling Policy. Please visit UYSA's Resource Center and scroll down to the "Reschedules" section to ensure you're following the most up-to-date policy.

<https://www.utahyouthsoccer.net/resourcecenter>

On our website under the page Team Manager Resources you will find a PDF of the current field and ref assignor contacts for all La Roca areas. Please refer to this PDF when rescheduling so that you make sure the correct Field Assignor and Referee Assignor are contacted prior to rescheduling.

<https://larocafc.com/team-manager-resources/>

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## POSTING A GAME SCORE

After a match has been played, both the Home Team and Away Team Coaches and Administrators have access to input the score and any comments about the game. Comments can only be seen by UYSA office staff and cannot be seen by the opposing team or referees assigned to the match. The winning team should input the score for the match. In the instance of a tie, it is the responsibility of the Home Team to input the score.

If the teams or referee enter different scores for the match the system will show a CS (Contested Score) and the final results will not show until the score has been verified with the referees by UYSA office staff.

***Coaches, Team Managers, and Referees should NOT be entering games as abandoned or forfeits. If you believe your game should be entered as abandoned or a forfeit, please send an email with the game # and information about the game to UYSA's League Commissioner, Cindy Baron, at [cbaron@utahyouthsoccer.net](mailto:cbaron@utahyouthsoccer.net).***

### **Entering the Score**

1. Log into your UYSA coach/admin account
2. Click on the Teams tab underneath your family information
3. Click on the Tournament & Schedule Apps tab
4. You should see a list with your Team(s)
5. To the right of the team click on the Schedules/Game Scoring option.
6. Find the match you are entering the score for and click on the empty score box next to your team's name
7. Enter the score for your team and the opposing team (You must enter the score for both teams, if you leave the opposing team's score blank the system will think that the opposing team's score was 0, this will most likely result in a CS for your game.)

### **Entering Player Stats**

1. Under the Goals/Cautions/Ejections section go to the Select Admin/Player drop down menu
2. Select the name of the player that scored the goal
3. Under Item Type select Goal
4. Click the Add button
5. To save the information click Save Stats and Comment at the bottom of page 6.

Teams will have 72 hours after the game to enter game stats.

The Center Referee assigned to the match is required to do the following:

1. Input the score for both teams.
2. Enter any cautions or ejections that were issued in the match.
3. Enter any other information about the match they feel is important in the comment section.

- \*Referees are not required to enter which players scored goals.
- \*Referees should not assign concussions to players.

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## CONCUSSION PROTOCOL

Effective May 10, 2011, a Utah law called “The Protection of Athletes with Head Injuries Act” requires all amateur sports organizations to adopt and enforce a concussion head injury policy. UYSA has adopted a concussion management program and return-to-play guidelines. Click on the link below to access UYSA’s Resource Center and then scroll down to the section labeled ”Concussions”.

[Click here for UYSA's Resource Center](#)

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## PLAYER CARDS FOR OUT-OF-STATE TOURNAMENTS

Laminated United States Youth Soccer (USYS) player cards will be required for out-of-state tournaments, and are created by the La Roca Admin, at no cost to the team or players. As soon as you determine when your team will play in its first out of state tournament for the year, contact the admin over your area:

North: Laura Coffee ([laura.coffee@larocaafc.com](mailto:laura.coffee@larocaafc.com))

Salt Lake & South: Angie Nydegger ([angie.nydegger@larocaafc.com](mailto:angie.nydegger@larocaafc.com))

Spanish Fork: Emily Davies ([emily.davies@larocaafc.com](mailto:emily.davies@larocaafc.com))

to request player cards. Please order player cards **one month before the tournament** to ensure you have them in time. Team Managers should keep player cards in their possession, and always remember to pick them up from the referee or field officials while at a tournament.

Most tournaments in Region IV accept USYS cards, however, some leagues require US Club Player cards. US Club cards cost \$27/player and require a special registration form to create the cards.

Contact Laura Coffee ([laura.coffee@larocaafc.com](mailto:laura.coffee@larocaafc.com)) **one month in advance** to request US Club cards.

**FEE FOR REPLACEMENT CARDS:** Replacement player cards cost \$5 each.

*PLEASE DO NOT LOSE PLAYER CARDS!*

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## INDOOR TRAINING FACILITIES

During the winter, La Roca teams must secure time in an indoor training facility. La Roca North teams will be assigned training time in La Roca Park, La Roca's indoor training facility in South Weber. La Roca Salt Lake teams and most La Roca South teams will train at the Zions Bank RSL Training Facility in Herriman. Spanish Fork teams should secure an indoor training facility as early as possible. The cost of the indoor facility must be shared by all team members.

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## INDOOR SOCCER AND FUTSAL LEAGUES

La Roca teams may choose to participate in indoor soccer and/or futsal leagues during the winter. It is up to the discretion of the coach. The cost of the indoor soccer or futsal league must be shared by all team members, EXCEPT THE TEAM MANAGER'S CHILD.

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## SCRIMMAGES

La Roca coaches may arrange scrimmage games with other teams to prepare for tournaments or league play. The team manager may be asked to arrange the scrimmages, including reserving a field or indoor facility. La Roca Park in South Weber has limited times available for scrimmages. Contact Heidi Wheelwright ([heidi.wheelwright@larocafc.com](mailto:heidi.wheelwright@larocafc.com)) to schedule a scrimmage at La Roca Park.

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## COLLEGE SOCCER

La Roca coaches are dedicated to helping their players secure offers to play collegiate soccer. The team manager may invite a parent to be the College Recruiting Manager to help facilitate the process of showcasing the team and individual parents to college coaches. The team manager or college recruiting manager should consult with the coach about what college showcase tournaments the team will attend. A team flier may be created which can be given to college coaches at tournaments and other events. The flier should contain photos and names of each player, as well as player contact information, jersey number, position, graduation year, GPA, height, weight, and any other pertinent information.

Every year, La Roca hosts a College Night designed to inform players and parents about collegiate soccer. Soccer coaches from universities throughout the state of Utah attend the event and answer questions about their programs. Information about NCAA eligibility rules is also presented.

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## FUNDRAISING

La Roca encourages all players and teams to participate in fundraising to help defer team costs. All fundraising activities *that require use of our EIN number*, MUST BE APPROVED BY HEIDI WHEELWRIGHT ([heidi.wheelwright@larocafc.com](mailto:heidi.wheelwright@larocafc.com)). Heidi Wheelwright is the only person authorized to share La Roca's EIN number with companies that request it.

If a team elects to do a fundraising activity, all players are expected to participate. The team must decide if the money will be used for a team expense (tournament entry fees, indoor soccer or futsal leagues, equipment, etc.); applied to each individual player to be used toward fees, uniforms, etc.; or a combination of both, where a portion of the money raised is applied to a team expense, and whatever a player raises beyond that is credited to the individual player.

If the team elects to apply the money to individual players, it can be handled in either of the following ways:

- The total money raised can be divided evenly among all players and credited to them.
- Each player receives credit only for money they personally raise.

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## SPONSORSHIP SOLICITING GUIDELINES

La Roca is striving to reduce player fees by obtaining sponsorships. Within the La Roca family there are many parents who are affiliated with local, regional, and national companies that are interested in supporting youth organizations and/or advertising their company on banners, shirts, and other visible signage at club events and facilities. La Roca will now allow parents to solicit club sponsorships and will give a percentage of the donation amount back to the family that secured the sponsorship in the form of a credit to the player's account. Since La Roca is a 501(c)(3) non-profit corporation, all donations to La Roca are tax-deductible (La Roca's Tax ID # will be provided directly to the sponsor).

### **GUIDELINES:**

- Only approach companies that you or your friends and family have a personal connection with already. Please refrain from cold calling companies.
- We only have one opportunity to make a first impression of our soccer club, so we need to treat every introduction carefully.
- Minimum donation amount: \$1000.
- There are several levels of support:
  - Advertiser: funds purchase a banner to display in La Roca Park or at a La Roca event
  - Team Sponsor: funds support a specific team
  - Club Sponsor: funds support La Roca FC to benefit all players
  - Title Sponsor: funds support a La Roca event or facility and company's name is included in title
  - Foundation Sponsor: funds support a specific cause, such as inner-city programs, female sports initiatives, player scholarships, etc.

La Roca has professional marketing materials that will be provided, either electronically or in printed form, to companies that are interested in becoming sponsors.

- A 10% administrative fee will be collected from donations made by a Team Sponsor.
- The percentage paid out to the family that secured the sponsorship will first be applied to player's unpaid club and training fees; remaining funds will be given to the team manager to apply to the player's team fees. If any funds remain, they will be credited to the player's account and applied to future club fees.
- All donations and credits to player accounts will be reviewed by the La Roca Board of Directors.

### **PROCEDURE FOR SOLICITING SPONSORS:**

**First:** Establish contact with the right decision making person at the company by phone. (Larger corporations will typically have a community relations department or a corporate giving manager; otherwise, the marketing department is the best place to start.) Discuss the various

levels of support and ask if they are interested in becoming a La Roca sponsor.

**Second:** Follow up with the company contact person by email to make a formal introduction of the club by sending our La Roca marketing kit. Indicate when you will contact them again.

**Third:** Reach out to the contact person and inquire which level of support the company is interested in. At this point tell the sponsor that you will refer them to the La Roca Sponsorship Committee to proceed with the donation.

**Fourth** Contact La Roca Admin about the sponsor. La Roca will provide you with a form to complete to process the donation.

**BENEFIT BY DONATION AMOUNT (Amount Credited to Player Account):**

**Donation amount 20% 15% 10% 5%**

\$100,000+ \$5,000+

\$50,000+ \$5,000+

\$25,000+ \$2,500+

\$15,000+ \$1,500+

\$10,000+ \$1,500+

\$5,000+ \$1,000+

\$4,000+ \$800+

\$2,500+ \$500+

\$1,000+ \$200+

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## MANAGING LA ROCA PLAYERS

As a La Roca Team Manager, one of your primary responsibilities is communicating with the players and their parents. One of the first things you must do is obtain contact information for all your players, including parents' cell phone numbers and email addresses. It is up to you to determine the best tool or combination of tools to use for communicating with the team. Some options include:

- Texting
- Email
- Team Management program/app (Ollie)
- Social Media apps (Twitter, Facebook, Instagram)

Please ensure all parents have access to the method you choose to connect with your team.

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## TRYOUTS

La Roca Futbol Club tryouts are held annually, usually the third week of May. Tryouts for younger players, in the U7-U10 age groups, are usually held the week before Memorial Day; tryouts for players in the U11-U19 age groups usually take place Tuesday – Friday after Memorial Day. All existing La Roca players are required to attend Club tryouts if they expect to be placed on a team. Placement on a team is determined by birth year and skill level.

There may be a nominal fee to attend La Roca FC tryouts. Players should pre-register for La Roca tryouts by using the Tryout Registration Link posted on the La Roca FC website.

At tryouts, all players must check in prior to trying out to obtain a numbered tryout shirt. Players are then grouped by age for tryouts. (See the US Soccer Birth Year and Season Matrix for age group designations by birth year.)

Tryout results are posted on the La Roca FC website typically by Sunday night following tryouts. Some coaches will personally contact parents of players to inform them of the outcome of tryouts, in addition to posting the results on-line. As a team manager, the coach may need your help contacting new players.

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## BIRTH YEAR AND SEASON MATRIX



### **Birth Year and Season Matrix**

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When determining the age group for a season, the year the season ends should be used for determining the birth year. Also note that the format “U followed by age” really means that age and younger. For example, U8 should be read as 8 and younger.

<b>Season</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>Birth Year</b>				
<b>2020</b>				
<b>2019</b>				U6
<b>2018</b>			U6	U7
<b>2017</b>		U6	U7	U8
<b>2016</b>	U6	U7	U8	U9
<b>2015</b>	U7	U8	U9	U10
<b>2014</b>	U8	U9	U10	U11
<b>2013</b>	U9	U10	U11	U12
<b>2012</b>	U10	U11	U12	U13
<b>2011</b>	U11	U12	U13	U14
<b>2010</b>	U12	U13	U14	U15
<b>2009</b>	U13	U14	U15	U16
<b>2008</b>	U14	U15	U16	U17
<b>2007</b>	U15	U16	U17	U18
<b>2006</b>	U16	U17	U18	U19
<b>2005</b>	U17	U18	U19	
<b>2004</b>	U18	U19		
<b>2003</b>	U19			

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## PLAYER REGISTRATION

UYSA has implemented an on-line registration system. Once players are placed on a La Roca team, they must register with UYSA through a specific La Roca link (exact registration deadlines will be announced at the Team Managers meeting following tryouts). Players who fail to register by the specified deadline will be charged a \$25 late fee. Team managers must communicate all registration information to parents. The link, as well as the player assignment code should be provided to parents at the team meeting shortly after tryouts, or in a follow-up email.

[La Roca \*\*NORTH\*\* registration link](#)

[La Roca \*\*SALT LAKE\*\* registration link](#)

[La Roca \*\*SOUTH\*\* registration link](#)

[La Roca \*\*SPANISH FORK\*\* registration link](#)

At the time of registration, a current photo of the player will be required. (UYSA requires new photos every year) See UYSA Photo Upload Requirements on the following page. If the player is new to UYSA, a birth certificate will also be required for registration. Birth certificates can only be uploaded into the system by the player or a La Roca registrar. Please ask the parent to upload a picture of the player's birth certificate to the player's Affinity account when registering.

Team managers must retain a copy of each player's UYSA Player Registration in their team binder. Please ask parents to print the forms upon completion of the registration process. One copy of the Player Registration form is labeled "Club Copy." Please inform parents that they need to sign the Club Copy and give it to you for your team binder.

### UYSA Player Registration Instructions

- Click on the red registration tab in the top right corner.
- Select the box on the left for player registration.
- On the right side of the page returning players will log in, new players who have never played club soccer will create a new account that they will use each year.
- Verify your contact information.
- If your player is listed under the family member's section press continue. If the player is not listed add the requested info to add them to the system.

- On next page click register as player next to the players name and enter the player assignment code given to you by the coaching staff
  
- Verify the information on the next page. If your player was on club soccer last year you do not need to upload a copy of the birth certificate. If you are player has never player club soccer before, you will need to upload a picture of their birth certificate when registering. Every player will also have to upload a head shot photo. Please make sure the player isn't wearing hats, sunglasses, or anything distracting. I would suggest taking a picture of them wearing their La Roca tryout shirt.
  
- All personal information (height and weight, etc) in the next section is optional to fill out.
  
- Update Emergency Contact Information.
  
- Click on Save & Next Page button at the bottom of that window
  
- Accept all ELA's.
  
- On the payment page you can choose to pay in full or set up a payment plan. If you pay by eCheck the convenience fee on each monthly payment will be a flat \$5 each month no matter what amount is charged. If you do a payment plan, watch the convenience fees! It's cheaper to do a card payment if you are doing multiple payments and cheaper to do an eCheck if you do one or two payments!
  
- Once you complete registration it will take you to the final page that allows you to Print Receipts & Forms. Please download and save this file. A copy of page 5 (the Utah Youth Soccer Association Participant Registration Form) will need to be printed and signed then given to the team manager. Team managers are required to have a copy of this signed page to bring to every training, tournament, and seasonal game in case a player gets hurt.

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## UYSA PHOTO UPLOAD REQUIREMENTS

Every year, players, coaches, and team administrators are required to upload a recent photo to their UYSA registration. Photos are printed on game rosters, tournament rosters and player cards required for out of state tournaments. Players, coaches, and administrators cannot register if there is not an acceptable photo in the person's account.

At the first team meeting or practice, team managers should take headshot photos of each player wearing a La Roca jersey that they can then email to parents for use in registration. This helps ensure uniformity and compliance with UYSAs player photo requirements.

It is recommended that the photograph of the player look like they would when checking in for a soccer match. Additionally, all registration photos must meet the following requirements:

1. Only the player, coach, or administrator should be in the photo
2. Person must be facing the camera
3. Only photograph or crop the photo from the shoulders up
4. Plain background is preferred
5. No dark glasses or hats
6. File format must be JPG or JPEG
7. Photo dimensions are 100 x 120 pixels
8. Maximum file size is 512 KB
9. If you scan an existing photo, crop the image to remove any extra background

Please inform parents that if they upload an unusable photo (wrong photo, photo that isn't clear, photo that's too small), only the club registrar can delete the photo and upload another one. If a photo is unacceptable, a parent must email an acceptable photo to the La Roca registrar, which will delay the registration process.

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## PLAYER FEES

Once a player accepts placement on a La Roca team, parents must register the player using the on-line Affinity system by the registration deadline (usually mid-June). A financial agreement must be signed which signifies the parent's commitment to pay all La Roca fees in a timely manner. Payment plans are available. Current player fees for all La Roca regions can be found at <https://larocafc.com/fees/>

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## TRANSFERS

La Roca players may transfer between La Roca teams at any time, assuming both coaches are in agreement. However, UYSA has a very strict transfer policy which states that players may only transfer into and out of a club team between November 15 and January 15. La Roca follows this policy and will only allow transfers during the same period. If a La Roca player transfers to another club during this time, no refund will be issued. All outstanding training and team fees must be paid before La Roca will release a player who decides to transfer to another club.

A Player Transfer Form must be signed by the following people before a player can be released to another team:

- Player Guardian
- Current Coach
- New Coach

The completed transfer form must be submitted to the La Roca office for final approval. A fee of \$45 is charged for a transfer *into* La Roca FC.

[Click here to access UYSA Player Transfer Form and Instructions](#)

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## HIGH SCHOOL PLAYERS

Most high school aged players (U15-19) play only one season of competitive soccer with their La Roca team. Girls play high school soccer in the fall, and boys play on their high school teams in the spring. Both high school girls and boys play with their La Roca teams during the summer.

Girls high school soccer teams are formed at the beginning of August. Girls who make their high school teams are not eligible to play for their club teams until the high school season ends, usually in mid-to late October. La Roca girls' teams reconvene at that point and begin training together to prepare for winter tournaments and Spring league games.

Conversely, boys high school soccer teams are formed at the end of February each year. Boys who make their high school teams do not play for their La Roca teams during the Spring. High school boys' teams play through May, after which the players are eligible to play on their La Roca teams.

**Provisional High School Teams:** High school aged players who do not play on a high school team, but would like to play on a club team, will be placed on a provisional high school team during the high school season *if there are enough players to create provisional teams*. If there are not enough players to form a La Roca provisional team, players may elect to combine with players from another club to form a provisional team. Please consult with the La Roca office about options for provisional teams. Additionally, players who play on provisional teams will pay referee fees for the season.

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## MULTIPLE ROSTER PLAYERS

A La Roca player may be rostered on two La Roca teams, as long as the teams are not in the same age group, and both coaches are in agreement about the player's status. La Roca players who want to play on another team outside La Roca must obtain approval from Adolfo Ovalle before submitting the Multiple Roster paperwork (email Adolfo at [adolfo.ovalle@larocafc.com](mailto:adolfo.ovalle@larocafc.com)).

When rostered on more than one team, the player must designate one team as the Primary Team, and the other as Secondary. The player's first obligation is to the Primary Team. If a player wants to change the primary team, he/she may do so by following the standard transfer procedure.

A multi-roster player can only play in State Cup with one team. Typically, it is the player's primary team, but a player may opt to play instead with their secondary team.

*Multi-roster players are not allowed to club pass. A team that has been found to have club passed a multi roster player will forfeit the match in which the multi-roster player played.*

There is a fee paid to UYSA to multi-roster a player. The player must submit a completed Multiple Roster Form to the La Roca registrar. The Multiple Roster Form must be signed by the following people:

- Player Guardian
- Primary Team Coach
- Primary Team Registrar
- Secondary Team Coach
- Secondary Team Registrar

[Click here to access the UYSA Multiple Roster Form](#)

*Thank you for being an awesome Team Manager and reading the Team Manager Handbook! We appreciate all of the hard work you do for your team and would like to thank you for taking time to read over all of this information. As a Thank You we would like to give you some La Roca swag! Email [uniforms@larocafc.com](mailto:uniforms@larocafc.com) and let them know you saw this message in the handbook to collect your swag!*

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## GUEST PLAYERS

Your team may invite guest players to play in tournaments with your team. It is La Roca's policy that guest players do not pay tournament fees or coach travel expenses, only their own travel expenses.

It is the team manager's responsibility to initiate the Specialty Player Action Form (Guest Player Form) and ensure that the appropriate signatures are obtained to allow the guest player to play with your team in a tournament. Please consult the specific guest player rules for each tournament to ensure compliance. Some tournaments may require that the team manager present a copy of the guest player's Player Registration Form and Specialty Player Action Form upon tournament check in. Out of state tournaments will require player cards from ALL players, including guest players. The team manager should borrow the player card from the guest player's coach or team manager to take to the tournament. If necessary, the team manager should obtain a La Roca uniform for the guest player to wear during the tournament.

[UYSA Specialty Player Action Form \(Guest Player Form\)](#)

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