



# ***Oklahoma Energy FC Team Manager Guide***

## **Note to Team Managers**

Dear Managers,

I want to thank you for taking on the role of Team Manager at Oklahoma Energy Football Club. The job of Team Manager is one of the key volunteer positions within the club. The Team Manager position is also one of the more challenging volunteer jobs within the club, but also one of the more rewarding jobs. As the name of the position implies, you are indeed a “Manager”. You will probably find that your families will count on you for team communications and to be the key source of knowledge for all events.

As Team Manager, you have a unique opportunity to help facilitate the flow of information from the club and your Coach to our member families and from our member families to the club and your Coach. As Club Administrator, I want to make sure we work together to keep lines of communication open in order to best serve our members.

This manual contains the collective knowledge and experience of past and present Team Managers. It is generally organized in the chronological order of events that you’ll need to work as Team Manager. In addition, there is also a “Frequently Asked Questions” section that is intended to answer most of the concerns you may have.

Like any good reference, this document is always adapting with new and improved information. As a member of the OEFC Managers group, you are encouraged to submit ideas to the manual that you feel will help others better manage their team(s).

Thank you for all you do for our Club!

Sincerely,

Brian Gordon

OEFC Administrator



# Oklahoma Energy Football Club Team Manager's Guide

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## Team Manager Job Description

As Team Manager, you'll be the leader of the team in getting registration completed, coordinating uniform orders, getting the team registered for league play, communicating game schedules, working with opponents regarding reschedules, having the game cards ready for league matches, organizing team entry in tournament play, and keeping the team records.

The team records include registration information, family contact information, and player cards. While this may appear overwhelming, and you may be asking yourself, "what did I sign up for?", you can be certain that other Team Managers have had the same concerns.

So, rule number one is don't hesitate to ask your fellow managers questions and to seek out a mentor to work with. There are also resources within the club as well as organizations outside the club which have information you'll need to access ([See Appendix A](#)).

## Helpful Hint

Just because you're the Team Manager doesn't mean you're a one man/woman band. The number one thing to remember is that you are a partner to your Coach and that they carry the main responsibility of the success of the team. Your coach should be involved in, if not leading, every decision of the team.

Additionally, as the Team Manager, you're empowered to delegate. Many hands make light work, and while not everyone is willing to go all in and volunteer to be manager, it is often the case that you can find other parents who are willing to take on specific tasks. Below are a few items you may want to consider delegating.

- Team Treasurer – someone who will collect team funds when needed, keep track of money spent, team account balance, and interact with the club Treasurer as required.
- Travel Coordination – someone who will help with the hotel arrangements and coordination with families if your team decides to attend an out of town tournament.
- Fundraising – a parent who is willing to step up and coordinate fundraising opportunities for the team.
- Social Media – a parent who is willing to take pictures and share updates about the team to our marketing group for social media.



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## Season Chronology

The list below provides an overview of the season timeline. Note: the Team Manager is not responsible for all events listed below but will generally have a role to play as described in the major sections of this document.

- May/June – **Team Formation**: OEFC Camp and tryouts.
- June – **Complete roster** and player team assignments; Team meetings held.
- June- **Submit Uniform Orders**/Families order team uniforms and training kits
- June/July – **Complete League Registration; Complete Player registration.**  
All forms submitted to Team manager (Player BC and Med Release).
- August – Team **practices begin**
- August – ESC Beat the Heat Tournament
- August thru December – Fall season **league games & tournament play**
- Dec/Jan/Feb – **Off-season Planning** (Indoor, Futsal, Break)
- February thru May – **Spring season league games & tournament play**
- May – **League State Tournaments**

## Team Formation

Although new teams and players can be added to the club at any time during the season, May – July is the time that mainly defines how many teams the club will field for the year. Returning teams, and youth academy teams which are moving up to play, form the foundation for the new season. OEFC uses both placements and open tryouts to fill out rosters of the returning squads as well as to build new teams.

## Team Manager's Role during Tryouts

The role of the Team Manager during player placement sessions is to be an advocate for the parents. During each tryout, the Team Manager should be able to provide club and team information. For example, information regarding registration cost, uniform costs, coaching fees if applicable, key dates, etc., should be made available to the parents while the kids are participating in training sessions. In addition, the Team Managers should help counsel parents on establishing a GotSoccer account through the website and making sure players are signed up for the OEFC Soccer Club via that online account.



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### Team Manager's Role in Registering Players

Helping to get the players who have been assigned to the team officially registered is one of the key roles of the Team Manager. It generally falls to the Team Manager to direct all families get their players registered online, that the parents FULLY complete the forms, that registration payments are paid, and uniforms have been ordered.

Please remember, although it is the Team Manager's responsibility to coordinate collection of the Medical Release forms and copy of player's birth certificate, completion is ultimately the responsibility of the PARENTS. Do not run yourself ragged trying to accommodate parents. If they miss a deadline, it is their responsibility to bring the information to you.

**Players cannot practice until they are registered AND the manual forms are completed for your use.**

**“So,...Where do I start??!”**

**...One step at a time!**

- 1. After Tryouts, meet with Coach and Treasurer to determine club, team fees, tournaments, volunteer roles, fundraising, social events, etc. Also, agree to and request practice fields, days, and times.**
- 2. Pre-Team Meeting:** Communicate with the coach to see when they would like to hold their first Team Meeting. This should be held shortly after tryouts. Send a group email to team parents providing contact information and introducing yourself as Team Manager, briefly explaining the registration process, reminding them of any forms\* or fees you'll need from them, birth certificate copies, and to upload a picture for their player card, all of these can be easily collected at the Team Meeting.

***\*Only 2 forms need to be turned in to you; they are the Birth Certificate and the Medical Release Form.***

- 3. Team Meeting:** Many teams/Coaches prepare a Team Information sheet with “the



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plan" developed in #2. This is also a good time to recruit a Treasurer, Fundraising person, Hotel Coordinator if you travel, etc.

Policies: Most were AGREED to through the online Registration process. Therefore, it's always good to REFRESH everyone about what they agreed to!

- **Code of Conduct:** EVERYONE is RESPONSIBLE FOR THIS INFORMATION.
- **Covid Return to Play Policy**
- **Medical Release Policy**

Sometimes parents have concerns-please let them now that they need to respect the 24 hour rule before communicating their concerns (especially if they are heated!), either through written or verbal means.

4. **Registration fees:** must be paid online -YOU DO NOT NEED TO TURN IN ANY PAPERWORK TO THE ADMINISTRATOR.
5. **No player may practice until their Registration process is complete!**
6. **Coaches, Managers and Volunteers that will be working directly with the players need to have a background check completed.** Please send the Administrator the volunteer's legal name and email address. The information will be submitted through Got Soccer, and they will receive an email that guides them through the process. The Team Official Agreement in GotSoccer should be completed by every team volunteer.  
**NO ONE may coach or help until they have been cleared through OEFC Leadership!**
7. **ALL Coaches and Team managers are required to complete the CDC's Concussion Management awareness course, called, "Heads Up".** This can be found where you will go to submit your Background check and/or update your profile. It is 30 minutes long and needs only to be done once in your career! There is a certificate you can print off, however, the system will keep a record, so there is no need to turn in a copy.



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### 8. SAFE SPORT 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, OEFC 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. OEFC has adopted a 3-module on-line training program called Safe Sport.

The following topics are covered in the Safe Sport Training: Emotional & Physical Misconduct; Mandatory Reporting; Sexual Misconduct Awareness Education

All OEFC Coaches and Team Managers are required to complete the Safe Sport training. Upon completion of all 3 modules in the program, a master certificate is generated. After the initial training is completed, the subsequent training will be a much shorter refresher course. Team Managers and Coaches who complete the Safe Sport training in the Spring of 2019 will need to re-certify in June 2020.

Please go to [www.safesport.org](http://www.safesport.org) to create your account and begin your Safe Sport training. Select U.S. Soccer as the organization and use the following code when creating your account:  
See Admin for codes

- 9. Player Passes:** Once the Registration process has been completed for the team, the player/coaches/manager passes will be generated. Each player needs a shoulders up photo – most players will upload it to their player account, or it may be easier to take photos at a practice, log into the GotSoccer team account as the manager and load them into the players' profile. Don't forget photos for your manager card and the coaches. The cards **MUST** be laminated and put on a ring. Keep the cards in a **SAFE** place and bring them to **EVERY** game.

- 10. Team Binder:** To make your life easier at any tournament/event check in, here's how to arrange your Team binder:

- a. A 1" binder will do. Sleeve protectors are a good idea!
- b. Organize players in alphabetical order by last name.
- c. In each sleeve protector, put the following back to back:
- d. Player Birth Certificate/Medical Release
- e. Keep extra Concussion forms in your binder
- f. Players also need to upload a copy of their Birth Certificate to their GotSoccer Player Account
- g. Any foreign-born player (even if a U.S. Citizen), must go through the FIFA International Clearance. Contact the Administrator immediately to see if they have been previously cleared. See Appendix D.



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## PROTECT the PLAYERS' Personal Information

### Team Manager's Role for Games & Tournaments

*The most important thing a Coach and Manager can do it become familiar with League and Tournament rules. Each League and Tournament posts a version of their rules on their website each year. Please take time to read through them and have a copy handy.*

Depending on the coach, the Team Manager may have the responsibility for signing the team up for League play as well as tournaments. ***Discuss your role with your coach.***

In order to play in the various league teams must be registered by specific deadlines for fall and winter/spring play. Pay attention to the league website as the deadline varies, though it is typically in July and December. You will use your Manager/Team Account to register for events in GotSoccer.

Also, please try to keep up-to-date on the League process for either requesting bye week(s) and/or rescheduling games for tournaments.

**Game Cards:** You are responsible for bringing the game card, it can be found in your Got Soccer Team account.

**Score Reporting:** Teams are ***REQUIRED*** to enter game scores if you are the Home team

**Tournaments:** These are usually selected by the coach, who may ask for your input. There are a variety of local, OK, and out of state tournaments to choose from. There is a Got Soccer Tournament Directory that one can filter by state. **Deadlines:** to register, pay fee, and submit rosters.

- Teams playing out of state, will need to request a "Permission to Travel". Once approved, print this and take with you.
- You will also be asked about your Team history and flighting preference. ***This is something you should discuss with the coach.***
- **Costs:** Will vary depending on tournament and age group. Team Manager or Team Treasurer will need to collect money from players to pay tournament registration costs. Some teams collect estimated Team Fee money which include tournament costs, making this easier than collecting money for each tournament. It is in Your BEST interests to use this system to when collecting money or paying for tournaments, and not use your own credit card or check as a loan until the team can pay you back.
- It is OEFC policy that all players on the team roster are expected to pay the tournament fee as well as the head coach's travel expenses, **REGARDLESS** of





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whether the player participates in the tournament or not. 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.

### **Player Movement**

#### **Player Transfer to Another Club**

This is done by the player. THEY must initiate the transfer through filling out and submitting a Player Release Form to the Administrator. The Administrator receives this information and is asked to approve it. Any request for transfer needs to be discussed with the Coach so that everyone is on the same page. Players will need to be caught up on all Club and Team fees before they will be released.

Please check League Rules for the appropriate Transfer Window dates if it exists.

#### **Player Transfer between OEFC Teams**

Players are often moved between OEFC teams on a permanent basis. In order to request a player transfer, please send an email to the Administrator with the Parents and Coaches of both the "to" and "from" teams included providing the player name and birthdate and requesting the move. Moves will be handled within 48 hours of the request.

#### **Player Club Pass Playing (CPP) Within the Club**

Each Club Player Pass can be used for any age appropriate team in the our club. Thus, players have the ability to move up and down within their club, giving individual teams the ability to make changes game to game for development or due to illness, injury, vacation or other conflicts. It is considered unethical for teams to move players down within a club for the purpose of creating a competitive advantage. There is a maximum of 3 players allowed to CPP for any given match.

Have coaches approve the CPP per game; the team wanting the CPP player, needs to arrange to both pick up and return both the player card and medical release to the manager.

The Club Administrator needs to be notified of the CPP so that the player may be added to the Game Card Rosters. This is done by emailing [admin@okenergyfc.org](mailto:admin@okenergyfc.org) with the Player Name, To Team, From Team, Game Number, and Game Date. Please have this submit by



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the Thursday before the game to allow enough time to add the player and acquire the player pass. Any request after Thursday is not guaranteed.

### **Tournament Guest Players**

Please see the specific tournament rules regarding Guest Players and how to add them to your Tournament Roster. Follow those instructions. Guest Player are often added via GotSoccer through your team account, but some tournaments do not use GotSoccer and guest players must be added in whichever system the Tournament uses. Please reach out to Tournament Officials or your Administrator for more details.

**GOT SOCCER Team Accounts:** These already exist for teams and are set up by the OEFC Administrator. You cannot transfer, add, or delete players in Gotsoccer as a Manager. All requests must go through the Admin. You will access your Team Account via your Manager Account in the new GotSoccer 2.0 after you have been assigned to the team.



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### Uniforms

**Uniform Provider:** Soccer USA: 405- 755-7261  
[soccerusa@sbcglobal.net](mailto:soccerusa@sbcglobal.net)  
10803 N May Ave, Oklahoma City, OK 73120

For 2021-23 we will be acquiring new Adidas uniforms for all teams. All new uniform kits will be ordered from Soccer USA via an online ordering tool, [teamuniformorders.com](http://teamuniformorders.com) .

*Note: There will be no exceptions to the club uniform and training kit. Our teams will only wear the authorized match kit items for OEFC matches and OEFC sanctioned matches/tournaments. In addition to representing our club well, it is part of the agreement we have with our various sponsors.*

### Team Managers' Role in Ordering Uniforms

The Team Manager DOES NOT directly order uniforms but will help facilitate the process. Make it clear to the parents that THEY will be doing the ordering. However, just to be safe, the Team Manager may also want to keep a list of uniform numbers.

*Every player must order an OEFC kit. Each player on a team must have a different number. Your team is recommended to acquire one or two extra Home/Away kit that is needed in case someone on the team gets blood on their jersey during a game or you have a CPP/Guest Player with a conflicting jersey number. Be sure to collect money from your players to pay for these jerseys. It is important to get a size that will fit most of the players.*

Each team will have an order deadline date communicated from the Vendor. Remind your families to place their orders quickly so that the uniforms will be available in time for games in August.

Once the order is ready Soccer USA will contact the Team Manager and let them know. **Most orders will be shipped to players from the ordering process. There is an option to pick up uniform orders in the store.**

*Note: It is critical that uniform samples be tried on by players before ordering as the*



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*product lines fit differently than other product lines. Once ordered, apparel items are final and there will be no refund.*

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### **Team Accounting Information**

#### **Team Bank Account**

Each OEFC team/Treasurer should setup a dedicated bank account to manage all team accounting. All funds collected for your team and all reimbursements must be handled through this team account. The account is managed by the Team Treasurer and Coach. Team Treasurers provides all deposits and request all reimbursements through the Team Bank Account.

Coaches and parents work through the Team Treasurer so the Team Treasurer are aware of all team transactions.

#### **Team Fees**

The Team Treasurer is responsible for collecting Team Fees funds from each player to cover the costs for league entry, tournament entry, and other miscellaneous team expenses (Team Fees).

All Team expenses must have a receipt. The Team Treasurer is responsible for collecting the receipts and they must available should the Club request them.

Please notify the OEFC Administration of any player 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.

#### **Club Dues and Registration**

Club Dues and Registration Fees will be collected through Got Soccer, established when the player registers online. Any change or refund requests must be made to OEFC Treasurer for approval by the player or parent.



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## **SCHOLARSHIPS**

OEFC has a limited amount of scholarship money to award to players based upon need. Scholarship applications must be submit to the OEFC Scholarship Committee, whose address is found within the application. If a player enquires about a scholarship, refer them to the coach or the scholarship form. Scholarship applications are reviewed by a committee and are awarded to players who may not otherwise be able to afford playing for OEFC. Scholarships cover training fees only. Players will still be responsible for Registration and Team Fees.

## **Teams Account Statements**

The OEFC Treasurer may ask for a balance statement from each team at any time throughout the year. If asked to produce these statements, please do so as soon as possible. Please keep copies of all transactions to help verify balance statements.

## **Other Rules and Procedures**

### **Medical Insurance**

Players registered with OEFC and rostered on OEFC soccer team are covered by insurance via USYS or US Club Soccer. The medical insurance is a supplement to the medical insurance that the player or his/her family may have through other sources or is primary insurance if a player's family does not have health insurance. The insurance also covers any adult aides, such as additional assistant coach(es) and manager(s) who are listed on the official team roster. Information on the insurance program may be found on USYS and US Club Soccer's website



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## Frequently Asked Questions

This section of the Team Managers Guide is intended to address specific areas of concern that most new managers have when first taking on this job.

### 1) What is OEFC's website and Social Media?

Our website is [www.okenergyfc.org](http://www.okenergyfc.org)

Twitter - @Oklahoma\_FC

Facebook - @okenergyfc

### 2) Where do I find our team's schedule?

You can go to [www.okenergyfc.org](http://www.okenergyfc.org) for links to League Schedules. You can also access the schedules directly at:

- **OPL: Oklahoma Premier League - OSA (Local/State League)**
  - [http://www.oksoccer.com/extranet/oklahoma\\_premier\\_league\\_opl/](http://www.oksoccer.com/extranet/oklahoma_premier_league_opl/)
- **Frontier Conference League (Regional League)**
  - [http://www.oksoccer.com/extranet/frontier\\_conference\\_former\\_srpl/](http://www.oksoccer.com/extranet/frontier_conference_former_srpl/)
- **US Club Elite Clubs National League (National League)**  
**US Club Elite Clubs Regional League (Regional League)**
  - <https://www.boysecnl.com/>
  - <https://www.ecnlgirls.com/>

### 3) Who can I call or email if I need help?

If you can't find the answer in this Handbook, or it's not clear, contact us:

Brian Gordon, Administrator ; [bgordon@okenergyfc.org](mailto:bgordon@okenergyfc.org) , 405-818-1411.

Melissa Henderson, OEFC Treasurer ; [mhenderson@okenergyfc.org](mailto:mhenderson@okenergyfc.org)

### 4) How much are the Program fees?

All Players pay a **Registration Fees** of \$275/yr collected during Registration

**Club Dues** are based on the League the team plays in:

OPL and FCL - \$900/yr

ECRL - \$1050/yr

ECNL - \$1300/yr



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Each Team collects “**Team Fees**” that cover all team expenses shared across the team and vary by team activities.

### **5) What does the “Club Dues” cover?**

This dues fee covers our operating costs, Coach pay, Coaching Education, and other paid services.

### **6) What are “League fees”?**

This is the cost, per player, of entering into and playing in league events.

### **7) Why are “Field Fees” this year?**

Fields are one of our biggest costs! Each team pays \$1000/yr for use of ESC and/or NOKC Complex fields for practices and home games.

Complex Coordinators

- ESC – James Soesbee ([gm@edmondsoccer.com](mailto:gm@edmondsoccer.com))
- NOKC – Alli Fasher ([admin@nokcsoccer.com](mailto:admin@nokcsoccer.com))

### **8) Where are all these fees broken down?**

We will post our annual Fee Structure on our website at [okenergyfc.org](http://okenergyfc.org)

### **9) Where can I find last minute changes to practice and games due to weather?**

As soon as we know, we will post changes to Field Status Notices on our website and Twitter Feeds. You can also check ESC’s website ([www.edmondsoccer.com](http://www.edmondsoccer.com)) and NOKC’s website ([www.nokcsoccer.com](http://www.nokcsoccer.com))

### **10) How else can I or my families get involved?**

OEFC is a nonprofit, primarily volunteer run organization. WE NEED ALL OF OUR MEMBERS TO HELP WHERE THEY CAN! This may be through volunteering as a Team Manager, Treasurer, Event Volunteer, etc., but it also means helping the “Club” through donations, sponsorships, event management, or the OEFC Showcase Tournament in December.



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### 11) What if one of my players gets hurt?

If a player gets injured in practice or at a game they should inform their Coach of their status. If a player is going to be out for a lengthy time, then they can request a release from the Club. Then, if the parents of the player are going to file a claim, they must file an **US Club Medical Claims Form**. <https://www.usclubsoccer.org/members-area-insurance> or a **USYS Medical Claims Form**.

[http://www.oksoccer.com/main/administration/player\\_volunteer\\_accident\\_insurance\\_information/](http://www.oksoccer.com/main/administration/player_volunteer_accident_insurance_information/)

Players **CANNOT** return to practices or games until they are released by a medical practitioner. Should a player suffer a concussion, The **OEFC Concussion Return to Play Policy** and form can be found on the OEFC website ([www.okenergyfc.org](http://www.okenergyfc.org))

### 12) Are there leagues in the off-season?

**INDOOR SOCCER AND FUTSAL LEAGUES** - OEFC teams may choose to participate in indoor soccer and/or futsal leagues during the off-season. It is up to the discretion of the coach and team. The cost of the indoor soccer or futsal league must be shared by all team members.





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## Appendix A – Contacts and References

### OEFC Club Contacts

For the most recent list of board members, volunteers, and contact information, please visit our website at <https://www.okenergyfc.org>.



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## Appendix B – Important Information and Relevant Club Policies

### OEFC Team Names

All teams within the club need to follow the same naming convention. The naming convention has 3 parts and allows the team to be identified by club affiliation, age group, and Team Color. The name will be consistent no matter what season it is.

**Examples:** OK Energy FC 02; OK Energy FC 07 Green; OK Energy FC 04 Black

The first part of the name identifies our club “OK Energy”. The second section identifies the age group. The last part the team color designation representing the “development level” of the team relative to the other teams in the age group.

The Team Color sequence is as follows:

- |                                 |                               |
|---------------------------------|-------------------------------|
| 1 <sup>st</sup> team – No Color | 2 <sup>nd</sup> team – Green  |
| 3 <sup>rd</sup> team – Navy     | 4 <sup>th</sup> team – White  |
| 5 <sup>th</sup> team – Black    | 6 <sup>th</sup> team – Red    |
| 6 <sup>th</sup> team – Gold     | 7 <sup>th</sup> team – Silver |

**Helpful Hint:** *When registering for Tournaments, it helps to provide notes around what level your team color represents so Tournaments can properly seed your team.*

### Use of the OEFC Name and Logo

In order to preserve the integrity of the Oklahoma Energy FC name and logo, unauthorized use of the OEFC name and/or logo on apparel or other items is prohibited without the permission of Oklahoma Energy Football Club.

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

Soccer USA is the official supplier of all OEFC Adidas uniforms and training apparel. Other branded and unbranded OEFC merchandise may be acquired by the OEFC Shop. The use of any other suppliers is prohibited without the permission of OEFC.

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



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## APPENDIX C - FIFA International Clearance

*This was enacted to protect youth soccer players from being taken advantage of by agents and/or large clubs.*

### An International Clearance is **REQUIRED** for:

- Any player born outside of the United States (even if a U.S. citizen)
- OR
- Any player who has previously registered with a club outside the U.S.
  - If previously cleared, still valid if they have not registered with a foreign federation in the interim.

### Clearance Methods

- Prior to 10 years of age (Ex. report card)
- First registration of U.S citizen
- Minors Process
- First registration of U.S. citizen
- International Transfer Certificate

### YOUR ROLE AS TEAM MANAGER

- ✓ Identify any players that were born out of the U.S. as soon as you can
- ✓ Notify the Administrator

**This process CAN take a while, so the sooner we know, the better.**

Go to <https://www.ussoccer.com/federation-services/international-clearance/about> for more information.



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### APPENDIX D - Checklist for Team Managers

- Refer to the Team Manager's Manual as your first resort to getting questions answered
- Spreadsheet with player's email, phone #'s, DOB, jersey #'s, parent's email, phone #'s
- Assist with Online Registration Process for players
- All players must turn in BOTH Medical release form and a copy of their Birth Certificate to you BEFORE they can participate in any activities. Get these signed early and have extra copies available.
- Notify Admin if ANY players were born outside of the U.S.A. - EVEN if U.S. citizen ASAP!
- Refer new players to Soccer USA for Uniform Orders. Work with the store on Jersey Numbers.
- Got Soccer and Team Snap login information from Administrator.
- Take or have parents send a "headshot" ONLY of the players who have not uploaded their own pic to their account. You can upload this to Got soccer so Administrator can make players cards.
- Laminated player cards, coaches cards and managers cards. Coaches and Managers should be in the back. Players in alphabetical order on a ring or lanyard.
- For anyone that will be working directly with players, they must have a background check. No one can work with players without one.
- If you haven't completed concussion course, do that ASAP, everyone is required to complete. You only have to do this one time.
- 1" Binder
- Plastic sleeve protectors (for binder)
- Medical release forms
- Copy of Official Roster from Got Soccer
- Concussion Policy (for binder)
- TeamSnap to relay information quickly to player's and parent's
- First Aid Kit is helpful
- Team Budget which includes break down of everything included in monthly fees, this should include tournaments, coaches fees, coaches travel expenses, field fees, league fees. It's easier to include everything in the budget rather than have to go back to parents and ask for more money. Work with Treasurer to complete.



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- Talk with your coach about who will sign the team up for tournaments. Some coaches do it, some have managers do the sign up. Send a list of planned tournaments out to parents, so they can plan accordingly. If you sign up your team for tournaments, it's often done through Gotsoccer and all tournaments have deadline dates for registering.
- Send weekly emails with game time, location, time players should arrive, and any other important information. Double check on league games the night before games, I've seen game times and/or locations change at the last minutes.
- Game cards, printed out from Gotsoccer. Print out and take to game whether you're home team or away team.
- Make sure you have someone reliable that can get game cards and players cards to the coach if you cannot be there on game day.
- Ask for volunteers from your team for help with fundraising, hotel coordinator, etc. You don't have to do it all by yourself.



## OKLAHOMA ENERGY FC PARENT CODE OF CONDUCT

I hereby pledge to live up to my membership in the Oklahoma Energy Football Club by following the OK Energy FC Parents' Code of Conduct.

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or any other OK Energy FC event.
- I will place the emotional and physical well-being of my child and their teammates ahead of any personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will provide support for coaches, officials, and club officers working with my child to provide a positive, enjoyable experience for all.
- I promise I will never argue with or complain about referees' calls or decisions.
- I will refrain from actions that will detract from the enjoyment of the game for either the children playing or those watching.
- I will support an environment for my child's team that is free of tobacco, illegal drugs, alcohol, profanity, abusive language, and conduct which could be deemed offensive, and I will refrain from their use at all practices, games, and OK Energy FC events.
- I will do my very best to make youth sports fun for my child, as well as for all children participating in the sport.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I will provide positive reinforcement as the best way to help my child achieve his or her goals.
- I will leave any sideline coaching to the coach while attending games and practices.
- I will remember that the game is for the children and not for me.
- I understand and will support a "24 Hour Policy" where I will not approach the coach(es) about playing time or other concerns directly until after 24 hours following the completion of any game or practice regarding playing time or other soccer issues. If the matter cannot be resolved between the coach and the parent at that time, then the DOC's can be brought in to help resolve any concerns or issues.
- I will abide by the policies, guidelines, and decisions of the Oklahoma Energy Football Club Board of Directors.
- I understand that if I do not comply with the Code of Conduct, I may be asked to leave the facility or be banned from USYS, US Club, and OK Energy FC events if deemed necessary by the OK Energy FC Board of Directors.

Signed by \_\_\_\_\_ Date \_\_\_\_\_