



TEAM MANAGER MANUAL

Revised 7/28/2026

Emerald Coast Rush is NW Florida's Soccer Center of Excellence and a primary provider of soccer opportunities for youth across the Emerald Coast region. We support kids aged 4-18 with a wide range of abilities between our recreational, academy and competitive programs. Our club provides excellent learning and character-building experiences for youth and has a broad impact on the local economy.

Our mission is to provide exceptional training, produce highly skilled players and a unified soccer community that love and respect the game.

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KEY ORGANIZATION CONTACTS

Website	Uses	Website Link
Emerald Coast Rush	General Information	https://www.emeraldcoastrush.com/
GotSport	Manager login and Rosters	https://system.gotsport.com/users/login
Us Club Soccer	Our carding organization	https://usclubsoccer.org/
SincSports	Tournaments	https://www.soccerincollege.com/

CONTACTS FOR ASSISTANCE

Title	Email
Club Director	louis@coastalrush.com
Treasurer (Team Accounts/Sponsorships)	treasurer@emeraldrush.com
Registrar (Roster and Passes)	andy@sportsoffice365.com
4v4	dalton@coastrush.com
Director of Coaching	dalton@coastalrush.com
Admin Manger	emily@coastalrush.com

Manager Expectations

Attend Manager Meetings

Managers will be **expected** to attend meetings hosted by the Admin Manager to assist in identifying Club needs and solutions, helping at our tournaments, assist in communication within the Club, and assist in coordinating activities. These meetings are usually scheduled quarterly throughout the year.

Nobody affiliated with the club in an official role should make public statements which are demeaning or derogatory toward any other team or individual. A violation may result in immediate termination of that role.

Communication

Good communication between the Team Manager, Club, Coach, players, and player's parents is critical. **Each Team Manager must communicate using HEJA App.** Consistent and timely dissemination of accurate information is very important and should be posted as soon as you have accurate details.

All parent questions must be directed to the manager. Do your best to find the answer for the parent in this manual or the website. If you cannot answer the question, please direct the question to the Admin Manager. Please stress to your parents that we are a large organization and the most effective way to receive an answer is through the proper chain of communication. **Meaning – all questions should be directed to the manager first.**

All issues dealing with **coaching (ie. playing time)**, should be addressed to the team coach. Parents with questions regarding game decisions should request a meeting with Coach at least 24 hours after the event. However, the manager is the liaison for setting up these meetings.

At times, questions and issues will come up that cannot be answered or dealt with at the team level. If an issue arises, that in a parent or team's opinion cannot be solved by the team manager or coach, they should be escalated to the president.

Conduct yourself professionally

Managers are expected to conduct themselves in a professional, respectful and courteous manner when representing your team, your coach or your club. You are typically the first impression anyone sees of the club. Your professionalism (or lack thereof) will play a major role in your team's success and the success of the club in the future.

Manager Roles

Familiarize yourself with our Club website

Our website emeraldcoastrush.com has all the information you need to set your team up and get ready for the season.

Familiarize yourself with Leagues/Tournaments

ECR teams play in a variety of events including leagues and/or tournaments depending on their age and level of play. Our Coaches work with our DOC to determine which league(s) and/or tournaments each team will participate in and will provide your Team schedule.

Leagues

Consult with your coach on which league(s) your team will participate in for the season. Know your rules and league expectations.

General League Rules

- Managers will sign a game card
- Home/winning team will enter the score
- You will have to get cash out ahead of time in specific increments for referee fees (see league rules for this)
- Uniforms: Home Team – White/Grey Set, Away Team – Blue Set

Snap Soccer Playdates

- Sanctioning Body: US Club Soccer
- Provides a good environment for teams not eligible for any of the above competitions. This is a very informal league with no rosters or team cards needed. Must sign a snap waiver.
- <http://snapsoccer.com/playdates/>
- Ages: U9-U14

Tournaments

All tournaments and games are first planned according to the schedule developed by the Coach and Director of Coaching and based upon the goals established for that team and considering their potential level of play. **Managers and parents are not to plan tournaments, extra practices, or initiate friendlies, without coach approval.**

- Read tournament rules to determine eligibility requirements and application due dates. All this information will be found on the tournament website.
- Register for the tournament and send payment, in a timely manner.
- If the coach intends to use Guest Players, please refer to the Guest Player Policies and procedures [here](#)
- If your team needs, secure a block of hotel rooms for your team and coach if overnight stays are required. Pay close attention if the tournament is a stay-to-play and explain to the parents this obligation.
- Notify your team of event details through Heja (i.e.-schedule, directions, itinerary, Etc.).
- Upload tournament roster & all required paperwork needed for check-in.
- Complete tournament “Check in” online. That ensures you have it complete before play. A Fee may apply for online check in. There is a convenience fee when paying by credit card.
- Submit player and staff player cards and rosters to Referee or Field Marshall before each game begins and collect at the end of each game.
- Keep track of Scores / Rules / Playoff Possibilities.
Please download the SincSports app to help keep track and encourage parents as well. We would also encourage the SNAP app as well.

Getting started as a Manager

Register as your Team's Manager.

Follow directions sent by the Registrar for registration. This must be done each year.

GotSport link is ***<https://system.gotsport.com/>***

1. Enter your account email and password, and then click "Log In." If this is your first-time logging in or you cannot remember your password, click on "Forgot Password," you can then enter your email to have your login credentials sent to you.
2. If your email is not recognized by the system, DO NOT create a new account, please reach out to the Club Director for assistance.

Once you have registered, follow the steps below to complete your required background check, Safe Sport, Adverse Eligibility, Staff Annual Certification. All are mandated by USCLUB and must be completed before you can serve in any capacity with our youth.

Please be aware that new managers will have to complete the full courses, while returning managers sometimes only have a refresher course to complete.

The instructions for the **SafeSports** training are as follows:

This step is the most time consuming so please start this ASAP. Be sure you have uninterrupted time as you can't exit the videos.

Click Details. Please read all the instructions, note the help article!!

If you are a returning coach, please note the "INSTRUCTIONS- APPLY SAFE SPORT COMPLETION.." Do this before completing any training.

-Start Course>My Courses **EVERYONE WILL DO EITHER THE FULL COURSE OR REFRESHER!**

- **IF** you see Refresher courses, do those three (30 minutes each).

- **IF** you only see the 90 minute course, do it and be sure to save your certificate as you will need to go back in and upload it.

- **IF** you are unsure, check inside Safe Sport, on the top right corner is a hamburger menu, click it, then transcripts.

Your soccer Book/Binder

Once you, your Coach and players have registered, our Registrar will assign them to a roster for your team in GotSport.

Once all required registration forms are received, you will print your team's player cards and official roster. These will be emailed to you as the team manager. The player cards will have to be cut and laminated, or printed on waterproof paper (available at UPS Store). Be sure to include all supplies you must purchase in your calculation of your team fee (see Team Fee section). We also recommend hole punching and placing on an easy opening circular key chain.

In addition to your laminated passes and rosters, your book should include a copy of your player's medical releases. The medical releases are provided by the registrar, so if you need a hard copy, please contact the Registrar.

You can also save all documents as a PDF onto a thumb drive or a server that you can access anywhere. You will need these often for the online check in process.

Manager Financial Information

The Club handles all matters of collection of Registration and Club Dues payments, but **please make sure your parents know there are 4 types of fees involved with club soccer. This is the most asked question from parents. The more you share it the better.**

- **Registration** - fee to cover club costs. This is payable upon accepting registration and must be paid before they are allowed on the field. The amount is reduced for players joining after January of the seasonal year.
- **Club dues** - cover the cost of training by our professional coaching staff. They vary based on the age of the player.
- **Team Uniforms** - ordered directly with Capelli. Usually the uniforms will be good for two years, but check with the director to determine what uniform year we are in.
- **Team Fees** - includes team administrative costs, tournament events, coach travel and food, etc.

Managers will be notified of player accounts that are **past due 30 days** and in jeopardy of having their player pass revoked. Player cards will be revoked when the account becomes past due 30 days. Managers will be informed when a player's status has changed (i.e. players moved from training roster to regular roster, player injured, player resign, player request release, etc.).

A **team bank account** at Relay will be established by the Admin Manager, once the Manager confirms you are added to the account you receive a debit card. If for any reason you need to add an assistant financial manager to the account please contact the Treasurer.

If you plan to turn over your manager duties to another parent at any time please email the Admin Manager and turn in any financials you have with the debit card.

The [Finance Sheet Expenses page](#) is where you will start your player cost estimate.

- Create this spreadsheet at the start of the season and base it on the total number of players for your team.
- Fees are collected for the team's seasonal participation, as such, there are no refunds if a player does not participate in an event. The fee collected is still necessary for the team to compete in all events for the season.
- Team Fees should be requested from parents as soon as you know the schedule so you can pay for your earlier events.
- You should make a payment schedule parents to help with the overall costs.

- If a player is past due 30 days from the due date you set, contact the Admin Manager and Director for assistance.
- Managers will use Heja to collect and track all Team Fees.
- Managers will make payments to vendors as required.
- **Do not use your own personal credit card to pay for costs.** If there is a scenario that you must then make sure you clearly document the paper trail and make a note in the file and to the treasurer.

Financial documents are due by June 30th to the Treasurer in the form of a Google Folder upload. The Treasurer needs the completed **Financial Spreadsheet Expenses and all associated receipts.** **This is a Club requirement and not optional.** To make it easier, pay for all tournaments, referee payments, and presented invoices in a timely manner and keep all records of debits and credits. The only cash transactions you should have are for referee fees.

Coaches Expenses

When your team travels (anywhere other than home fields), coaches should be reimbursed for the following expenses. Coach Reimbursement should be paid for gas and food on or before the Thursday prior to the event.

Hotel

- The coach is responsible for booking their hotel.
- Typically, a hotel is only booked when the team is traveling more than 1.5 hours from home fields.

Meals

- \$35 per day on event day. \$20 on travel day (if traveling Friday).

Mileage

- .50 cent per mile starting from the club.
- If the coach travels with a parent, gas will not be reimbursed

Sharing Expenses

If a coach travels with multiple teams, all expenses will be equally shared by each team. It will be worked out between the managers as to how the coach is reimbursed from multiple teams.

Do not accept cash.

Fundraising __need Treasurer Information

Teams are encouraged to fundraise to lower the cost of each player's team fees. Team fees go towards the payment of tournament entry fees; coaches travel fees, referee fees, league entry fees, etc. **This is not to offset the cost of monthly club dues or club registration fees.**

Fundraising Activities

1) Team Sponsorship Program – This does not need board approval.

- Managers work with the sponsor to determine what they would like. Examples sharing their business on social media, thank you plaque, etc. The sponsorship can be the team or an individual player. The form is located under the Finance Folder under Manager Resources.

2) Other Fundraising Ideas – This DOES need the Treasurer's approval.

- If a team wishes to do a fundraising activity the manager must get written approval by the Treasurer. Please fill out the Fundraising Form under Finance Folder in Manager's Resources.
- Examples of Ideas of fundraising activities: letter writing campaign, car wash, garage sale, adopt a day, silent auction, bake sale, etc.

Use of fundraising and sponsorship funds – must be used to pay soccer related expenses such as team soccer gear and equipment, tournament costs, and team travel, etc. Receipts for all team expenditures must be retained and submitted to our Treasurer with the seasonal financials.

Donations—Tax deduction receipts cannot be given for donations made directly to team accounts where a player or family will benefit from the donation. Donations where a tax deduction letter is expected should go through our Treasurer. The Club Tax Exempt letter is in the Manager's Resources Finance Tab. Thank you notes must be given to the donor and cc Treasurer.

Manager Information on Game Play

Game Time Coaching Conflicts

Part of the Manager event/tournament preparation is to get game coaching conflicts prevented and then fixed. This can occur when your Coach coaches more than one team playing at the same time. Work closely with your shared Coach's other Manager.

Indicate a shared coach on event applications. Then confirm when the schedule is posted that conflicts do not occur.

Game Play – Team Bench

- Only carded members are allowed on the team bench (coaches and players preferred).
- Managers should roster and supplies, but do not sit on the bench during the game.
- Exception: If a Coach is kicked out of a game or not available, the manager will serve as the carded official on the bench for the game(s).

Guest Players

When a guest is needed from another club, here are the necessary steps -

***PLEASE ALLOW FOR 7 BUSINESS DAYS FOR ALL GUEST PLAYING REQUESTS**

1. Manager is to inform Coach sufficiently in advance of player absence so Coach can review positional needs and reach out to other teams for guest discussions.

2. Ensure that the player being considered is registered with the affiliation you are registering under (FYSA or US Club) for the event as you cannot 'mix' player passes. For example, if you are registered under USClub for a tournament and you need a guest, you will need a player that is registered as an USClub player (or with their State Association, i.e. Alabama Soccer Association, ASA) so that you have all the same player passes, forms and rosters necessary to play. You cannot present both FYSA & US Club passes at check in.

- If a guest player is carded with another state association, an interstate permission form must be completed by both State Registrars.
- If a guest player is registered USYS "only" with their club, and both clubs agree, work with our Registrar & Finance Manager and have the player register with PFC and USClub. **This process will require the team to pay a \$25 carding fee and could take up to 2 weeks to process.**

3. Your Coach will notify you that a guest player is needed, you will follow the procedure to

request guest players. Registrar will work with DOC to find guest players. Once agreement has been obtained, Registrar will forward a copy of the email to you with available guest players.

4. Manager will send details (Player Name/Age/Gender, Event Name, and specific dates of the event) to our Registrar to process the request and issue you new rosters and cards for the event.

5. You will calculate the team fee needed by guests for the event. Bear in mind, as a team, you may decide to waive the guest event fee if you are in dire need. If you do it for one, you need to be consistent.

6. Work with other Managers to find a uniform with a number that doesn't conflict with any others on your roster for the guest player to wear (both colors). OR, complete the Guest Kit Request form. Be sure to return it clean and inspect for any damage.

***Parents should NEVER be in possession of any player passes or guest forms.

If one of your players is requested as a guest player for another team or club, you must inform the Registrar for approval by DOCs

Procedures when our Club Players Guest Playing/Dual Roster

All players wanting to guest play/dual roster with another team needs to be brought to the attention of the manager and approved by the coach. The coach then needs to make sure the DOC is aware of the situation.

These steps are similar if a player on your team wishes to guest play with another club. If one of your players is requested as a guest player for another team or club, you must inform the Registrar for approval by DOCs Under no circumstances should player documents be given to parents to carry.

Field Request / Scheduling Procedures

In order to schedule a field for extra practice or a friendly event, contact the Club Director at director@pcolafc.com or by calling the Club Office at (850) 477-7842 at least 5 days prior to the requested date of practice or event.

Friendly Play Referee Rate Schedule

Current fee schedule for matches at our park is as follows. Please contact Ref Assignor: Giovanni Volpara at gvolparassignor@att.net to schedule and confirm referees. You should expect Ref assignor fees as well as field rental fees which need to be included, depending on the location

of the friendly.

- Center Ref: Age + \$25
- Line Ref 1: Age + \$15
- Line Ref 2: Age + \$15

Note you must pay the rate that applies to oldest age team (if a U14 team is playing a U13, then must pay the higher U14 rates)

Referees must be paid in **CASH** based on the rate schedule above. (Bring \$5 and \$1 bills to make it easy to split among the refs)

If a scheduled game (at our complex) is canceled, you must contact our Ref Assignor ASAP to cancel referees. If the ref assignor is not contacted, your team will be responsible for paying the referees if there is no game and proper notification was not given.

Manager Uniform Policy

The Pensacola Futbol Club strives to project a professional image. Every player should adhere to the following practice and game uniform policies. Only official Capelli uniform sets and practice gear should be worn.

Uniform Ordering Process

All managers will be in charge of making sure each player has ordered the necessary uniforms. The Director will send specific timelines and instructions; however, it is good to produce a spreadsheet after tryouts with the necessary information.

All uniforms will be shipped to the individual player/parent.

Uniform Numbering

- All Pensacola Futbol Club team uniforms must display numbers on the jerseys.
- The manager oversees assigning the numbers.
- If two players would like the same number, the club policy is seniority. Please contact the Director if you need further information.
- No duplicate numbers are allowed.
- If more than one team exists at an age group, select numbers to avoid possible conflicts for multi-team play or future teams.
- For High School age groups, it is important on a new uniform year to coordinate with the team manager the age group above and below yours to avoid duplicate numbers for the fall birthday players that will play with a different team their senior year.

Guest Kits

Can be requested by completing the "Guest Kit Request Form". You can also try to find guest kits from players who are not playing in that event, or other teams. Please be respectful of the guest kit, and return it cleaned and in the same condition it was received.

Field Player Game Uniform/Practice

League play has designated rules for uniform color (see league play).

Tournaments – it is at the discretion of the manager which uniform will be worn.

All players should have both game uniform sets and their warm up jersey with them at all times in case of a conflict. They must also arrive with their soccer bags, soccer balls, and water or sports drinks.

- Primary game uniform is our dark kit for all season Games/Tournaments and all invitational tournaments. This is also considered our 'away' uniform for league play.
- If color conflicts, 'Home' team always changes to their alternate uniform.
- Our 'home' uniform is the light kit for league play.
- Tapes or wraps, to hold up the socks, must be the color of the sock worn.
- For U15 and above - all players should arrive at a game wearing their black training jersey, game shorts, and game socks. Players will warm-up in their black training jersey, and then change to their game jersey 5 – 10 minutes prior to game kick-off.
- For U13 – U14 it is strongly suggested to do the same as U15 and above, but not mandatory. Training shirts can also be used instead of black jerseys.
- Cold weather gear and compression under-shirts (black)

Goalkeeper Kit

Goalkeepers are encouraged to order the official goalkeeper kits offered. They will receive two colored kits and can choose which one to wear (color must not conflict with the opposing team). However, this is not mandatory. A practice training shirt or penny can be worn if need

Team Coordinators

It takes a village and it is ok to assign coordinators for the following:

- Finance Coordinator - They can share access to Pen Air Account
- Tent Coordinator - Brings tent to events and sets up
- Photo Coordinator - Responsible for taking team photos and sending them to the social media coordinator for the club.
- Event Coordinator - Arranges Team Dinners during travel or end of year event