

OKLAHOMA COSMOS

TEAM MANAGER MANUAL 2025-2026

Purpose

The Team Manager is the eyes and ears of the Coach. The role of the team manager is to be a conduit between the coach and parents. Key elements to being a successful team manager are a proactive approach to managing your team and timely open communication between parents and the coach.

This guide is intended to assist new team managers in setting up the management of their team. It also serves as a source of information for all team managers. This is not the work of one person, but a compilation of many people who have been and/or are currently serving as team managers. Some information may seem simple and “old hat”, but to new team managers, it can be rather overwhelming and confusing to get started.

Your input as a team manager is important to assure the continued success of this guide. We’d like to make sure you always feel free to contribute to the guidebook. This will only make our team managers stronger. Please share your ideas, comments and suggestions with us. You can e-mail them to administrator@slsc.info.

Thanks!

A great big thank you for taking on the task of being the manager of your team! Having a good Team Manager is very important to the success of a team. You will need to be a good communicator with the Coach/Assistant Coach of your team and with the parents of your players. You will also need to have the time to be available for the tasks associated with being a manager. This manual is provided as a guide for those tasks. Communicate with your coach to see how you can best help him/her with the team. Don’t hesitate to ask questions if you don’t understand how to do something.

Basic Responsibilities of a Team Manager

Team Managers responsibilities may vary from team to team, but the typical responsibilities include:

- Player registration documents
- Team communication
- Game roster preparation and score reporting
- Tournament entry and paperwork completion
- Entering players into soccer.com for uniforms

You will find that your most important tool is your team notebook, which will contain your medical release forms, birth certificates, player passes, rosters, and important phone numbers.

Get help from your team parents! Remember that this is not a job to be done solely by the team manager. You are managing a team and everyone should be a team player and help!

Some areas for volunteers could include:

- Automated messaging system
- Team Parties/Social
- Sponsorships
- Travel Coordinator
- Treasurer
- Fund-raisers
- Photos/videos

Tryouts/Registration

Registration is required each year and commits the player to the team for the year unless a transfer and/or release is requested. Original birth documentation must be presented at the time of registration, if the player is new to OKLAHOMA COSMOS. Hospital, baptismal, or religious certificates are not allowed. Registration fees are collected at the time of online registration. Payment plans are available with early registration.

New Players

- Completed online registration form
- Copy of certified birth certificate
- Medical release form (jotform can be found on the Team Manager Resources page of the website)
- Photograph (easiest to take a digital photograph and crop it square).

Returning Players

- Completed online registration form
- New medical release form (if any changes)
- Updated photograph

After Tryouts

The registrar will assign the players to teams in GotSport. You will need to log in and verify all player information. Your GotSport login will give you access to the unofficial team roster, which includes player contact information. You will also need to provide jersey numbers for each player to the administrator. You can also upload their pictures into GotSport, but please ask your parents not to change pictures since they display on the player cards. The photos need to be individual, head and shoulders, forward facing, and free of pets, hats or sunglasses. You will also need to provide the OKLAHOMA COSMOS Administrator with a copy of the players' birth certificates (if it wasn't uploaded at registration). If you are missing a copy of a document, please contact the OKLAHOMA COSMOS Administrator before reaching out to the parent. We don't want to ask the parent to provide something that we already have on file. Once they are approved, a player card will be issued. Rosters and player passes are accessible in

GotSport. You will then need to have the player passes laminated (ECNL RL player passes are virtual). The easiest way to keep them is to punch a hole in the corner, put them in alphabetical order on a ring, and then keep it clipped in your team notebook.

Athlete One is the system used by ECNL for rosters and player passes. Each year, participating players will be required to register in Athlete One for the current season (after they register in GotSport). This is a free registration. The club will register returning players, but all new players must be registered by a parent. All players over the age of 13 are required to have a unique email (this cannot be a parent email). This is a requirement from ECNL and is used for college recruitment and Safesport training. Emails must match in all systems (GotSport, Athlete One, & Safesport). The club administrator will send you the ECNL RL official roster.

US Club requires any player who turns 18 before the end of the soccer year (July 31), to complete SafeSport training. If they are under the age of 18 when they are completing Safesport, a parent is required to login to their own GotSport account (which must be listed as a parent on the player's account) and give consent prior to the player beginning the training. Once consent is given, the player will login to their own GotSport account and initiate the Safesport training from the GotSport dashboard. The email used in Safesport must match the GotSport email or the training will not sync. Please encourage the player to save their SafeSport completion certificate in the event the training does not sync. If the player is an ECNL RL player, they must upload their Safesport certificate to Athlete One once they complete the training.

League Registration

The club will register your team for the appropriate league OPC (Oklahoma Premier Clubs) League, ECNL RL (ECNL Regional) League, or the NPL (National Premier League). The club will let you know what amount to collect from your team for registration and when the fee is due. You will send one check to SLSC for payment of the fee or you can pay online through GotSport (plus a credit card fee). Your coach will let you know which league you will be playing in.

Uniforms

Each team orders their own uniforms. Individual parents/players will place their own orders. Once teams are built online, each team manager will input the players in the soccer.com site and it will send out a link to each player. They will order and pay for all gear individually. FYI - If the wrong size is ordered, since it is customized, it will be non-returnable. *Please emphasize* so that your parents make sure they are ordering the right size.

Team Notebook

- Roster copies
- Player passes (keep in alphabetical order on ring)
- Sheet protector for each player (birth certificate facing front, medical release facing back, (keep in alphabetical order)

- Spreadsheet with player & parent contact information
- Current season tournament information (copy of application/check, tournament rules, hotel information, etc.)
- Coach Handouts (for future reference & questions)

League Games

OPC and NPL

Prior to each OPC or NPL game, login to your GotSport account and print the game card for that game. All teams should print a game card in GotSport. The game card should list both team's rosters. Please do not print your game card until after 12:00 pm (noon) on Friday before the game. This increases the likelihood that both rosters will be match, in case one or both teams have requested club pass players or in case the field assignment has changed.

Pre-Game: BOTH TEAMS should give their Game Card and player passes to the referee during warmups.

Post Game: The center referee will record the score, record any red or yellow cards and sign both game cards. The two AR's should sign as well. Both game cards are handed to the HOME team's manager or coach.

Scores: HOME team manager enters scores following instructions on the GotSport game card. The web address, event ID and pin number are listed at the top of the game card. This should be done within 48 hours of completion of your game.

Don't forget you will need to upload the actual game card. The easiest method is to take a picture with your phone and upload. The link to upload the cards can be found on the Oklahoma Cosmos website under the "Competitive" tab, then "Team Manager Resources".

ECNL RL

Prior to each ECNL RL game, login to the ECNL app and set your roster for the match. All game cards and player passes are virtual for ECNL RL.

Pre-Game: BOTH TEAMS will give their phone to the referee for player check in during warmups. The referee will check the players in and scan a QR code to enable them to record the score and any cards.

Post Game: The center referee will record the score and record any red or yellow cards. The team manager should virtually sign the game card through the app.

Scores: The scores will be automatically recorded since they are entered in the app.

Referee Pay Rates

Each team is required to pay the referees cash on the field. The home team will pay 100% of the costs of the referees for that game. The rates are subject to change each year and can be found on the Oklahoma Cosmos website under the "Team Manager Resources" tab.

Reschedules

ECNL RL does not typically allow individual team reschedules. ECNL RL teams travel together, meaning that they all play on the same day in the same location. Any reschedules are usually done as a club for all teams and are usually only allowed under special circumstances, such as inclement weather. The ECNL director will handle the reschedules. Your coach should be in communication with the ECNL director regarding any rescheduling concerns.

The OPC reschedule policy is located on the okpremierclubs.com website under the "Reschedules" tab, and is listed below.

Must be done 14 days in advance of scheduled match.

1. Contact your opponent to agree on a new time or a new date and time
2. Fill out online JotForm to request reschedule. This form can be found on the Oklahoma Cosmos website under the "Team Manager Resources" tab.
 - a. The following information is needed to complete the form:
 - i. Team Name
 - ii. Coach / Manager Name, Email, Phone Number
 - iii. Opposing Coach / Manager Name, Email, & Phone Number
 - iv. Age Group / Gender / Division
 - v. Match Number
 - vi. Original Match Date, Time, and Location
 - vii. Proposed Match Date, Time, and Location
3. OPC will approve or deny the reschedule request based on the following:
 - a. Has the form been submitted at least 14 days prior to the scheduled match?
 - b. Has your opponent agreed to the reschedule?
4. If your request has been approved, OPC will make sure the fields and referees are available and move the game into GotSport
5. OPC will then notify all teams involved of the change in GotSport
6. If your request has been denied, OPC will notify all teams involved of the reason for the request denial
7. If the reason for denial is because fields/referees are not available, please agree on a new time/date and email opcscheduler@gmail.com while copying your opponent's coach/manager

PLEASE NOTE: There could be additional fees (such as referee fees) assessed based on the home club policy if a reschedule is requested within the 14-day window. Check with your home club for details. Example: If a team no shows or cancels a game with 3 days' notice, the team who canceled will be liable for the full referee fees.

Tournaments

After a team has formed, the Coach will decide on a number of tournaments that he/she wants the team to participate in. After the tournaments have been decided on, you will need to apply for each of the tournaments. Each tournament will have a website that has all of the information that is needed to apply. In most cases, you can apply online using your GotSport individual account information.

IMPORTANT: PLEASE DO NOT CREATE A NEW TEAM IF YOU ARE REGISTERING FOR A TOURNAMENT IN GOTSPORT. A team already exists so if you don't see it when registering, contact the administrator to ensure you have been assigned as a team manager in the system.

You will need to coordinate with the team treasurer on when to collect for each tournament. The club policy is for teams to divide the tournament fee evenly by the number of players on the team. Most tournaments have an application deadline that is 3-4 weeks before the tournament date so you need to make sure that the necessary fees are collected early enough in order to pay for the tournament on time. If the tournament is out of the OKC area, a team will need to pay for mileage/hotel/per diem for the Coach.

When registering your team for a tournament that is not in GotSport, use the following format for your team name: Oklahoma Cosmos 14G Elite, Premier, or Select depending on which team you are. For ECNL RL teams, the proper naming convention is ECNL RL G10. This will allow us to be easily identified as belonging to the same club and will help us make a strong presence at tournaments. Note: This naming convention should be used on all documents (team information scheduling form, etc.)

Guest players: You will need to review the tournament rules and information pertaining to them. DO NOT add guest players to your roster when registering for the tournament because this will add them to your team on our end. You will also need to get the player pass, a copy of their birth certificate, and a medical release.

Check-in: Usually check-in is on Friday night. This means you go to the Tournament check-in site where your roster, player passes, medical releases, and birth certificates will be checked. Most tournaments offer online check-in now. You will need to follow the instructions on the tournament website and upload the items needed by the deadline. Instructions on how to check-in for a tournament in GotSport can be found on the Team Manager Resources page of the Oklahoma Cosmos website.

Lodging: see Hotel Coordinator section

Game Schedule & Directions: It is very frustrating to a Coach when their players are not on time before a tournament and frustrating to a parent when they can't find the tournament fields. Be sure to give a copy of the game schedule and directions to the fields to all of the players/parents several days before the tournament. Schedules are usually available about a week before the tournament on the tournament website. That is also where you will find directions to the fields.

US CLUB DOES NOT REQUIRE TRAVEL APPROVAL FOR TOURNAMENTS.

Adding New Players

Documents needed:

- Completed online registration form
- Copy of certified birth certificate
- Medical release form
- Photograph

Send documents to club Admin. Ask to update your roster and player cards.

Spring Season

Register for league play (OPC)

Field & Light Fees

Each team is required to pay field and light fees in the fall – due on October 15. The purpose of this fee is to help cover the costs to operate and maintain the fields. Failure to pay this fee may result in the team not being able to practice at the complex. For the 2025-2026 soccer year, the fees are as follows:

- 11v11 teams - \$900
- 9v9 teams - \$750
- Academy teams - \$250

Club Website

The Oklahoma Cosmos website can be found at www.slsc.info. It is a good source of information for what is going on with the Club. The Team Manager Resources page will contain helpful information for you. If a manager has news about the team (such as placing in a tournament), the news and/or pictures can be e-mailed to slscnews@yahoo.com and info will be put on our social media platforms for all to see!

Risk Management/Player Safety

Each Coach, Assistant Coach, and Team Manager, need to have a background check on file with US CLUB. This is completed online and you will contact the Oklahoma Cosmos Admin for instructions.

It is very important that the Head Coach, Assistant Coach or Team Manager always have a copy of the player medical release form on hand at all times during any team event. Medical personnel will not be allowed to treat any injuries without this document.

As a manager, also be aware of any situations that might be affecting the mental well-being of a player. For example, you might see a player being harassed or bullied by other players or on the other hand, players that are overly aggressive to his/her fellow teammates. In these cases, the team manager can bring it to the attention of the coach, in confidence, so that it can be dealt with.

Confidentiality

As a Team Manager, you will have access to confidential information about the players on your team and in some cases, about their family. Remember to keep this information in confidence and to be careful about respecting the privacy of the players and parent/guardians on your team.

Fundraising

Teams are encouraged to think of creative ways to raise funds to help reduce the cost to players for team expenses. Group fundraisers are also great for team building. Some ideas of fundraisers that have been done in the past are raffles, yard sales, car washes, Blue & Gold Sausage, and Sonic peeler cards. Although the club is a non-profit organization and is tax-exempt, that does not apply to team fundraisers. Individual teams have been able to apply for their own Tax ID # with no relation to the club at all. There are a few limits, so you may want to ask more specific questions when you go through the process.

Please share your ideas with your fellow team managers, or perhaps even get two or more teams to go in together on a fundraiser.

NOTE: Any use of the Oklahoma Cosmos or South Lakes Soccer Club, name, logos, or likeness must be approved by the Board. Furthermore, there is a usage fee of 10% of the gross proceeds from any sale of items using the club's name, logos, or likeness. Team sponsor shirts are exempt from this usage fee, so long as they are not selling shirts to anyone outside of their team for a profit.

Training Fees:

Coaches may ask team managers to assist in the collecting of training fees. Detailed info is not required when assisting, but the coach will need to provide guidance on how you can help.

Brandon Lawless is in charge of training fees and will work directly with parents on their individual accounts. However, when it comes to setting up Autopay or GotSport issues, the club Admin will be the best person to contact.

Coach per diem revisited:

Tournaments may be easy, but league play can be a little more difficult. There is a flat fee of \$80 for a day trip outside of the metro area for league games. Based on the coach's schedule for the weekend or the location of the game, this can turn into mileage, hotel, and per diem. If you are unsure of which way to calculate, ask your coach for assistance. You will also always want to know how many teams the coach has traveling and what expenses they plan to have. Do not assume! The current mileage rate / per diem can be found on the Oklahoma Cosmos website under the Competitive (or Academy) About tab. Per diem is given for every day that the coach would incur meals. For example, if you have a tournament in Tulsa on Saturday & Sunday, most teams will travel on Friday. Per diem would only be paid for Saturday and Sunday since Tulsa is fairly close and the coach could eat dinner before they started traveling. However, if the tournament is, for example, 8 hours away, per diem would be paid for the travel days since meals would be taken on the road.

Contact information

Brandon Lawless – Executive Director
E-mail: brandonslsc@yahoo.com

Brandon Goff – Secretary
E-mail: secretary@slsc.info

Brandi Ylla – Club Administrator
E-mail: administrator@slsc.info

Amy Miller – Financial Administrator
E-mail: amy.miller@slsc.info

Trey Twyman – Referee Assignor
E-mail: refassignor@slsc.info

Treasurer

Checking Account

Open a team bank account at the bank of your choice. Have the team manager or another parent on the account as well.

Records

Create a spreadsheet for the team as a whole, and for each player. Keep all receipts. Document, document, document (cover yourself). Have your team manager provide you with a copy of each tournament application showing the cost for your documentation.

Expenses

Training fees are paid directly to the club. You will need to collect all other expenses (tournament fees, coach travel reimbursement, etc.). You will also need to collect the Field/Light fee from each player and submit as one payment to the club by Oct 15th. You will also have league fees due to the club by August 15th. They will need to be made payable to SLSC and mailed to:

SLSC

PO BOX 890112

Oklahoma City, OK 73189

Tournaments

Work with the team manager to determine tournament due dates and when you will need to invoice players for them. Most deadlines are 3-4 weeks prior to the tournament. Start looking at due dates immediately after tryouts – don't get caught off guard.

Travel Coordinator

Hotels

Many tournaments require you to use their booking service. Verify if this is the case before making reservations. Check tournament field location and try to find something fairly close. Some coaches have preferences on hotel features (no outside doors, etc.) Check with coach. Reserve a block of rooms for the team. Many hotels will comp the coach's room – try and negotiate this. Send hotel information/reservation deadline out to team.

Team Dinner

If your team is planning a team dinner, check schedules and work around that. It's sometimes hard to find a restaurant that can seat 30+ people. Get creative – have pasta catered into the hotel and use their lobby/dining area (check with hotel beforehand). If you are fortunate enough to have a hotel with ovens in the rooms, recruit parents to help cook pasta, salad etc. If it's not too hot, try a picnic at a local park.

Club Volunteers

Oklahoma Cosmos is based on the support of volunteers. Whether an elected official or a tournament volunteer, Oklahoma Cosmos is run by those willing to volunteer their free time to make soccer the best experience possible for their children and those in the community. Volunteers are used for club functions such as: concession duty, registration, field maintenance, and field marshalling, etc. This group of volunteers will be vital in the success of the Cosmos Cup and other annual events as well as day to day success of the club. Often Oklahoma Cosmos falls short of adults willing to volunteer their free time to help make the club successful. If you are interested in volunteering, please contact the Oklahoma Cosmos Administrator at administrator@slsc.info. With the right group of motivated individuals Oklahoma Cosmos can be taken to the next level.