

CCU Team Manager Meeting Fall 2026 Part II

**Game Schedule/Reschedule
Game Day Procedures
Tournaments**



To have completed:

- ▶ US Club requirements completed
- ▶ Gather player availability
- ▶ Schedule practices (Google Sheets / PlayMetrics)
- ▶ Register for tournaments

TCSL Coach/Manager Requirements

Requirements					
Type	Enforced By	Expiration Date	24/25	26/27	
Staff Registrant Annual Certification	US Club Soccer Reports older than 2024/05/31 have expired	07/31/2025	Fulfilled	Expired	
Adverse Eligibility List Review (Staff)	US Club Soccer Reports older than have expired	None	Fulfilled	Fulfilled	
Safe Sport	US Club Soccer Reports older than 2024/05/31 have expired	07/31/2025	Fulfilled	Expired	
Background Check	US Club Soccer Reports older than 2024/05/31 have expired	07/31/2025	Fulfilled	Expired	
Membership Registration Payment Status		N/A	Valid	Not Valid	

SafeSport:

- Federal requirement
- Completed or updated yearly
 - Year 1: Complete Course
 - Year 2: Refresher 1
 - Year 3: Refresher 2
 - Year 4: Refresher 3

Coaches online: Concussion Education Course – MN State Law

You will receive an email generated by GotSport with links to complete the above.
REQUIRED to generate a US Club pass.

Systems Utilized



Club centric - Used by entire club
Club to teams/family communication
Club rosters
Schedules – practices and games
Registration



League Centric - Used by managers and coaches
TCSL game schedule
US Club passes
TCSL rosters
Game day/roster management

Club Resources

- ▶ Helpful Links
- ▶ How-to Documents
- ▶ Templates



MANAGERS

Name	
	Game Day Procedures
	Manager Emails
	Meeting Information
	Schedules and Reschedules
	Team Contacts
	Tournaments
	Training Resources
	Photo Upload Link
	Manager Resources Website - NEW
	Summer 2026 Game Day Nights
	Home Game Reschedule Request Form



Manager Resources

Training Materials

TM Scheduling | TM Tournaments



Team Manager Manual

Manager's role throughout the season

Manager Manual



US Club Manager Requirement Instructions

How to complete requirements

US Club Reqmt's



Manager Season Check List

Check List



Getting Started

Introductory Email Template

Intro Email

Sample weekly email

Weekly email

Team Meeting Guide

Meeting Guide



Other Helpful Info

Link to GotSport

Summer Game Nights

Summer 2026 Contacts

Coach / Manager List



TCSL Resources

TCSL Resource Page -
TCSL/NPL

TCSL Resource Page -
ECNL RL

NEED MORE HELP?

TCSL SUPPORT CENTER



The screenshot shows the TCSL Support Center website. At the top, there's a navigation bar with the TCSL logo and links for 'CONTACT US' and 'HOME'. Below the navigation bar is a large hero image of a soccer field with a TCSL banner. Overlaid on the hero image is the text 'HOW CAN WE HELP?' and a search bar. Below the hero image, there are seven category tiles: 'LEAGUE RULES & SOURCES', 'CLUB ADMINISTRATION', 'TEAM MANAGEMENT', 'TCSL EVENTS', 'REFEREES', 'FOR PARENTS', and 'GENERAL'. Each tile contains a brief description of the resources available. At the bottom, there's a 'Featured Content' section with three articles: 'TCSL 2025 ID Card', 'Track Staff Progress and Progress Toward Equity', and 'Monitor and Update Parent Equity Status'. A 'Help' button is located in the bottom right corner of the featured content section.

TWIN CITIES SOCCER LEAGUES

CONTACT US HOME

HOW CAN WE HELP?

CLUB

LEAGUE RULES & SOURCES
League Rules & Rules of Conduct, Tackling Policies, Referee Policies, Soccer Media Policies

CLUB ADMINISTRATION
League Management, Player & Staff Registration, Member Resources for Club Executives and Parents

TEAM MANAGEMENT
Game Day Procedures, Referee & Coach Policies, US Club Soccer Requirements and Member Resources for Coaches and others...

TCSL EVENTS
TCSL Fall, Fall League Tournaments, Minnesota Cup, Fall Summer Final 4, Fall 44 TCSL Games, Fall 44

REFEREES
Quick Entry for officials working TCSL matches and events

FOR PARENTS
Helpful Resources for Parents of Players Participating in TCSL Leagues

GENERAL
Answers to Frequently Asked Questions and Other Helpful Resources

Featured Content

TCSL 2025 ID Card
Track Staff Progress and Progress Toward Equity
Monitor and Update Parent Equity Status

US Club Soccer Requirements for Players 12 and Older
Complete US Club Soccer Manager & Coach Requirements
Minnesota RP, Soccer Guide

TCSL Parent Day Guide
Where can I find my Team's Day Guide?
How Can I Provide Match Day Feedback?

Help

Fastest path: search the Support Center first — most gameday questions are answered there.

GotSport Roster Prep

New Naming Convention

NOTE: Do not change team name in GotSport
Do not add CC United

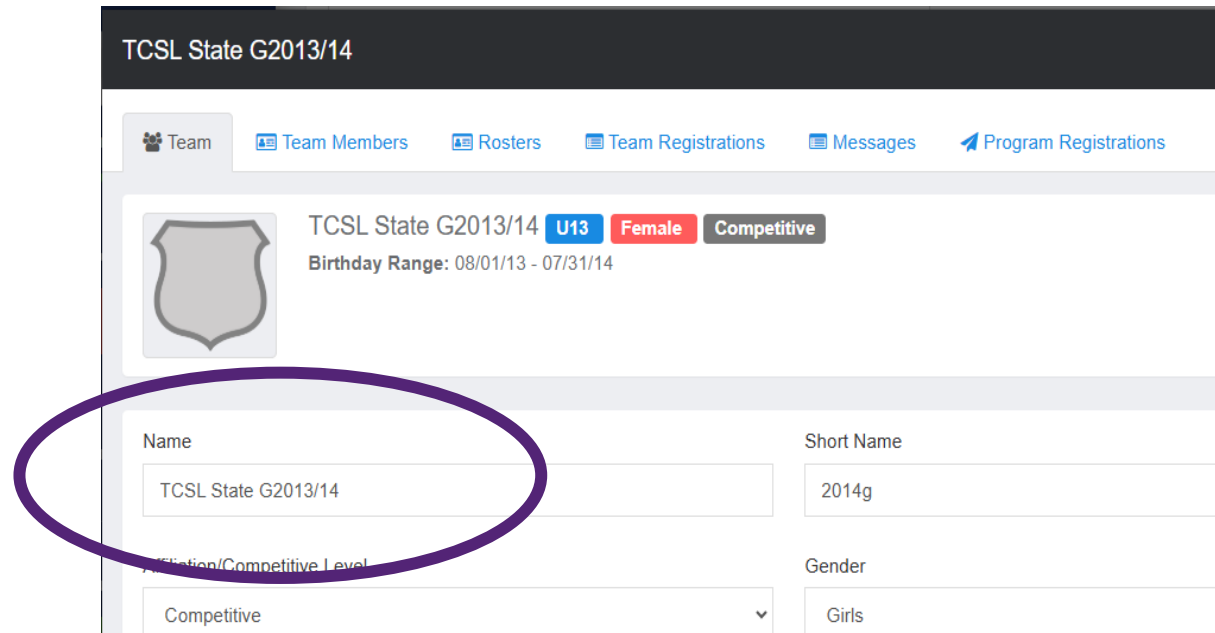
NEW NAMING CONVENTION

[Club] [League] [Gender] [Birth Years]

Girls U13 State will show up as:

TCSL State G2013/14

N1 G2012/14



TCSL State G2013/14

Team Team Members Rosters Team Registrations Messages Program Registrations

TCSL State G2013/14 U13 Female Competitive
Birthday Range: 08/01/13 - 07/31/14

Name Short Name
TCSL State G2013/14 2014g

Registration/Competitive Level Gender
Competitive Girls

GotSport
Team
Page

Compare Rosters in PlayMetrics vs GotSport

PlayMetrics is the base to compare.

Players missing/wrong in GotSport?
Email admin@ccunitedsoccer.com

Roster Review

Player Eligibility

1

Enter jersey
numbers

Managers enter in
GotSport

2

Head shot photos

Managers can
upload in
GotSport

3

Proof of age
uploaded

Done by club

Enter jersey numbers and upload any missing photos

Team Team Members **Rosters** Team Registrations Messages Program Registrations

Select Event Roster
TCSL Fall 2026

Search

Application Information

Event Group TCSL Fall 2024
Club Name CC United Soccer Club
Team Name 2016 Boys Blue 5
Team Association
Roster Source Event Twin Cities Soccer Leagues - 2024-25 US Club Soccer Registration/Passcards & Rosters

Players Coaches Managers Documents and IDs

Add Club Pass Player

Name	Level	Id Number	Jersey
 		USCLUB	37
 		USCLUB	47
 		USCLUB	97
 		USCLUB	

Jersey Numbers and Photo PlayMetrics

- ▶ Managers or parents add Jersey Numbers in PlayMetrics
- ▶ This is optional – does not affect information in GotSport



Default Number - ignore



PLAYER

JERSEY NO.

28

Birth Name Date of Birth Gender Grade Dominant Foot Address

Teams Forms Registrations Resources Contacts Eligibility Notes

Current Teams

Team	Season	Position	No.
Boys 2012 U13 NPL	2025 Competitive Summer	Select position...	20
Boys 2012 U13 NPL- Fall	2024 Competitive Fall	Select position...	20

Jersey Number for roster – enter here

Passes – Coach/Manager/Player

- ▶ Coach required to present laminated pass to referee before EVERY game
- ▶ Coach can take a photo of pass and show from phone – last resort option
- ▶ Make 2 copies – 1 for coach, you keep one
- ▶ Manager should have pass on hand (in case you need to step in)
- ▶ **Managers are not required to be at games**
- ▶ Physical player passes – only needed if tournament requires it



Accessing US Club Soccer Passes/ID Cards

Team Team Members Rosters Team Registrations Messages Program Registrations

Select Event Roster

Twin Cities Soccer Leagues 2026-27 Club Soccer Registration/Passcards and Rosters Search

Application Information

Event Group	Twin Cities Soccer Leagues 2026-27 JS Club Soccer Registration/Passcards and Rosters
Club Name	CC United Soccer Club
Team Name	2006 Girls Regional
Team Association	
Roster Source Event	Twin Cities Soccer Leagues 2026/27 Club Soccer Registration/Passcards and Rosters

Players Coaches Managers Documents and IDs

Affiliation

US Club Soccer

ID Cards Roster PDF

- Coaches -
Print/cut/laminate
- Pouches available at office
- Tournament if needed:
Hole punch and
alphabetical order



Game Schedule/Reschedules

TCSL Game Schedule

- ▶ TCSL releases game schedule to team in GotSport – Aug. 24
- ▶ Enter games into PlayMetrics
- ▶ Schedules are TENTATIVE until after reschedule period
- ▶ Team to team reschedule deadline – Sept. 4
- ▶ Games are initially scheduled for Friday/Saturday/Sunday
- ▶ 5-6 game schedule

Game length by age:

- U9/10 – play 2-25 min. halves. Schedule 60 min. games
- U11/12 – play 2-30 min. halves. Schedule 75 min. games
- U13/14 – play 2-35 min. halves. Schedule 90 min. games
- U15/15 – play 2-40 min. halves. Schedule 90 min. games
- U17/18/19 – play 2-45 min. halves. Schedule 100 min. games

GotSport – Game Schedules

To access your schedule:

- Select Team Registrations/Fall 2026
- Select Schedule tab

2005 Girls Regional

[Team](#)[Team Members](#)[Rosters](#)[Team Registrations](#)[Messages](#)[Program Registrations](#)

Event

Team Registrations

Event

TCSL 2023 Summer Final 4

Summer 2023 - TCSL

Team Registration - 2005 Girls Regional

[Info](#) [Registration](#) [Roster](#) [Scheduling Requests](#) [Schedule](#) [Team History](#) [Add Ons](#)

Results

Points	27
Matches Played	9
Wins Draws Losses	9 / 0 / 0
Goals For Against	27.0 / 3.0
Goal Differential	26.0

Matches

Match Number	Date	Time	Venue	Home Team	Away Team	Division	
3341	Wed 2023/05/03	18:00 CDT	Bandimere - CCU01	 CC United Soccer Club 2005 Girls Regional	 North United SC NUSC 04 Girls Platinum	Regional	Rosters
3339	Mon 2023/05/08	17:45 CDT	Diethelm Park - CCU06	 CC United Soccer Club 2005 Girls Regional	 Legacy FC 2005 WCS Girls Elite	Regional	Rosters

Team-team Reschedule Period Deadline – Sept. 4

REASONS TO RESCHEDULE

School event (band/choir concert)

Missing too many players and cannot find subs**

Playing in a tournament

- Use Club Pass Players

NOT A REASON TO RESCHEDULE

Coach conflict

** Coaches are available to fill-in



TCSL RESCHEDULE PROCESS

Step-By-Step Instructions

1. INITIATE RESCHEDULE

Teams communicate with each other in GotSport about the need to reschedule and possible date options.



2. HOME TEAM CHECKS FIELD AVAILABILITY

The home team checks with their club field scheduler about field availability on various dates discussed in Step 1.



3. CHECK BACK WITH OPPONENT

Loop back with the away team to confirm the details for the new match - date/time/location.



4. SUBMIT THE FINAL DETAILS TO TCSL

In GotSport, the Home team submits the new date/time/field location to TCSL. TCSL will approve the request and notify all appropriate parties.



Rescheduling TIPS:

- Do not "submit a request" until final reschedule details have been received from the home club...this IS NOT the place to initiate team chat to work out details. Use the chat bubble next to the match in your schedule to access team chat.
- New date, time, field are set in the appropriate "submit a request" fields, NOT entered as notes in that request form. Details entered into notes are not pushed to the schedule when the league accepts the final reschedule.
- Once final details have been submitted the AWAY TEAM should approve the details submitted by the HOME TEAM, this acknowledgement of agreement by both parties helps the league approve the request more efficiently.
- Requests can be edited by the home team after they have been submitted and before the away team accepts...please check the details entered carefully after saving and make the appropriate edits.

RESCHEDULE PROCESS

Managers contact opponent through GotSport **CHAT** agree on alternative date/time
(try to get 2)

Initiate Reschedule:

- ▶ Contact opposing manager via CHAT for new dates/times

Home Team Check Field Availability

- ▶ **CCU Field Reschedule Request Form**
- ▶ Form located in Playmetrics – Resources / Managers

Check back with opponent

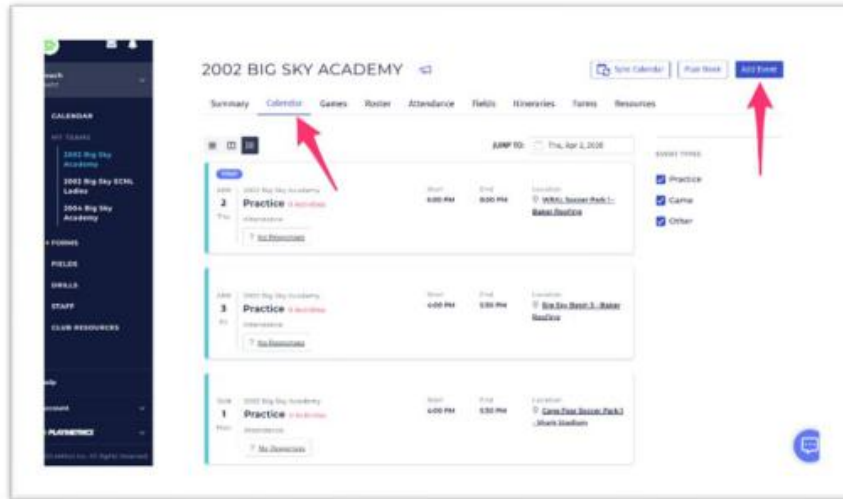
- ▶ Confirm with opponent via CHAT

Submit Final Details to TCSL via GotSport

- ▶ Away team must **APPROVE** in GotSport
- ▶ Confirmation email will be sent to all

*****CAN RESCHEDULE TO ANY NIGHT**

Enter Games in PlayMetrics



This will open the "Add Event" window.

- Enter in the opposing team's name.
- Game Type – can leave blank or enter league/tournament, etc.
- Uniform - enter purple or white (black = home, white = away)
- Include game in records – this can be toggled off.

Date and Time

- Select the date or TBD
- If you know the date but not time (ie tournaments), leave time fields blank and they will show up as TBD.
- Arrival time is when the coach would like the team to arrive.
- Start time is the exact time assigned by the league.
- Game duration (see below)
- Reminders are any notes to your team (ex. Bring both jerseys.).

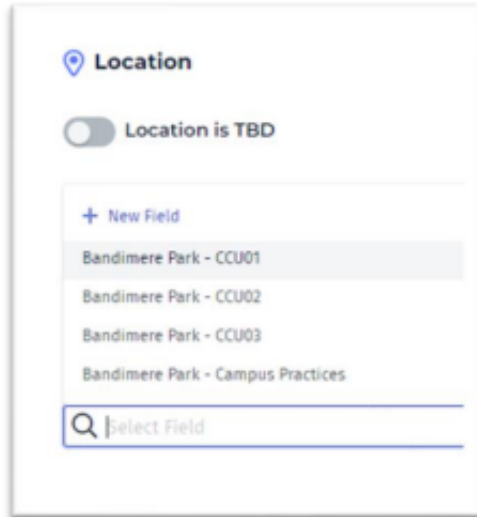
How long do I allow for a game when scheduling?

Use the following guidelines when entering game duration:

- U9/10 - 60 minutes (play 2-25 min. halves)
- U11/12 - 75 minutes (play 2-30 min. halves)
- U13/14 - 90 minutes (play 2-35 min. halves)
- U15/15 - 90 minutes (play 2-40 min. halves)
- U17/18/19 - 100 minutes (play 2-45 min. halves)

Location

For home games, select the field from the list.

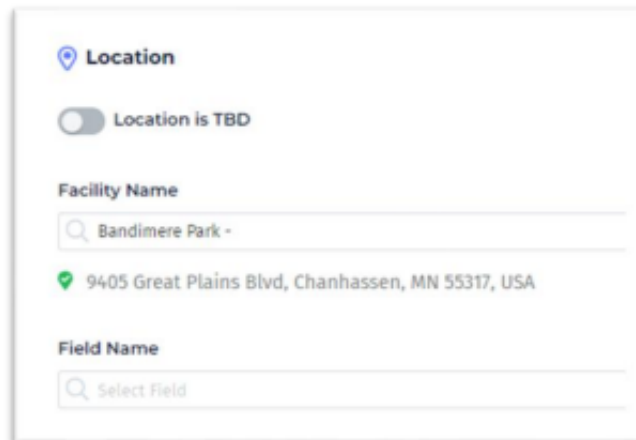


This screenshot shows the 'Location' section of a form. At the top, there is a location pin icon followed by the text 'Location'. Below this is a toggle switch labeled 'Location is TBD'. Underneath the toggle is a list of fields to choose from, each preceded by a plus icon: '+ New Field', 'Bandimere Park - CCU01', 'Bandimere Park - CCU02', 'Bandimere Park - CCU03', and 'Bandimere Park - Campus Practices'. At the bottom of the list is a search bar with a magnifying glass icon and the placeholder text 'Select Field'.

For Home Games select the field from the list and then select the exact field.

NOTE: Do not guess on a field – it must be the exact field.

For Away Games enter in the field name and add that location.



This screenshot shows the 'Location' section of a form for away games. It starts with a location pin icon and the text 'Location'. Below this is a toggle switch labeled 'Location is TBD'. Underneath the toggle are two input fields. The first is labeled 'Facility Name' and contains the text 'Bandimere Park -'. The second is labeled 'Field Name' and contains the text '9405 Great Plains Blvd, Chanhassen, MN 55317, USA'. At the bottom of the form is a search bar with a magnifying glass icon and the placeholder text 'Select Field'.

Revisit Field Space / Google Sheets

After Sept 4, reschedule field space in Google Sheets.

Games > Practices

May need to change practice space

Game Day Prep

LEAGUE GAMES – Prep

- ▶ Printed passes for coaches
- ▶ Club pass players in GotSport
- ▶ Set roster before each game

Mangers are NOT required to be at games. You can send paperwork with your player.

One person with a valid printed pass is required on the sidelines.

League Games and Rosters

TCSL Game Day Prep – Managing your Roster

- ▶ DIGITAL THIS YEAR
- ▶ Set match day roster
- ▶ Jersey numbers

Uniforms

- ▶ Purple/Home, White/Away
- ▶ Always bring BOTH

Referee Issues

Text Daneen 612-203-2575

Field Issues

Contact Katie

katie.clark@ccunitedsoccer.com

Game Score

Referees enter game scores

** But look in GotSport to confirm

Short players for a Game?

Club Passing in GotSport

To search for player in GotSport you will need:

- First / Last Name and DOB – MUST match exactly
- Jersey number

Coach will notify you of club pass player:

- Club pass in GotSport
- Step-by-step instructions in Resources

Club Pass U9-U10 Rules

League Rules: No restrictions.

- ▶ Can play any level within an age group
- ▶ Can play at any level up an age group

CC United Rules:

- ▶ DOC restricts players from playing down levels within their age group

CLUB PASS (CP) RULES

PERMITTED

- ✓ Play down ONE competitive level within the age group
- ✓ Play up divisions — no restriction
- ✓ Play up age groups — no restriction

CC United Rule:

- DOC restricts players from playing down a level within their age group

NOT PERMITTED

- ✗ Playing down two or more levels
- ✗ Playing down an age group
- ✗ Same-age CP more than one level below the primary roster

Coaches: when using CP players, YOU are responsible for compliance — check before game day, not after.

Club Pass in GotSport

Team Registration - 12 Boys Blue 3

Info Registration **Roster** Scheduling Requests Schedule Team History

Match
vs 2012 Boys (09/19/2021) Search

Players Coaches Managers

Add Club Pass Player Clone Prev Match Roster

Add Club Pass Player Hide

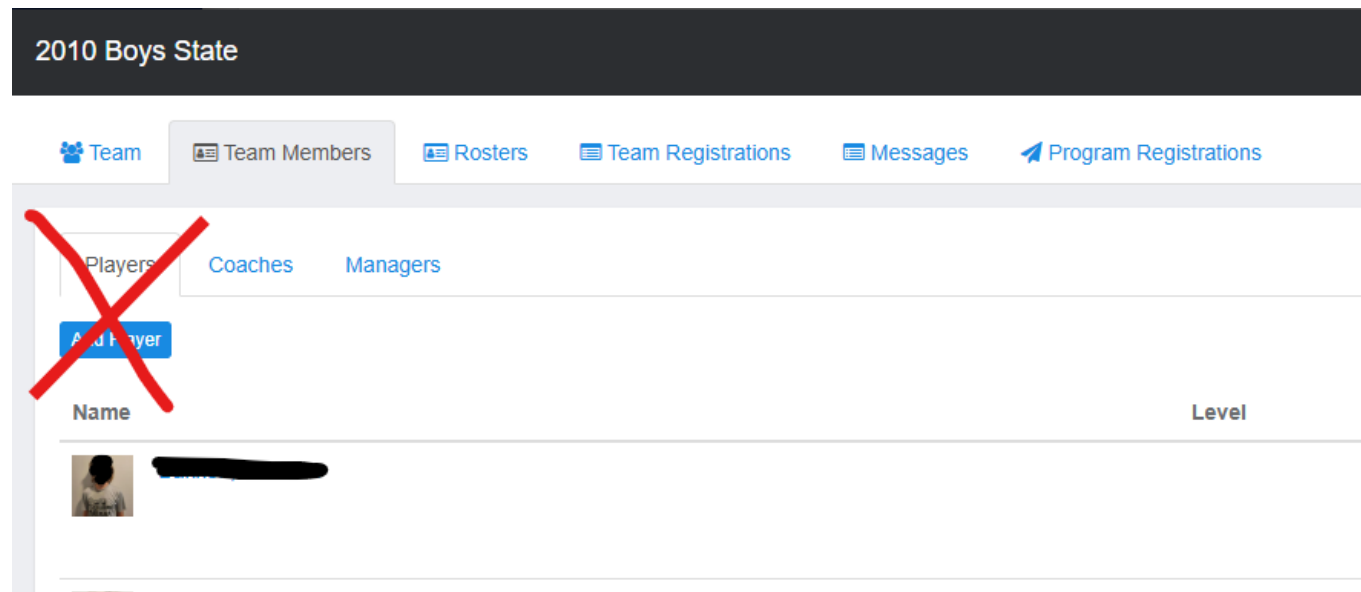
Search for players within the team's club to add him/her to the team.

First name Last name DOB Search

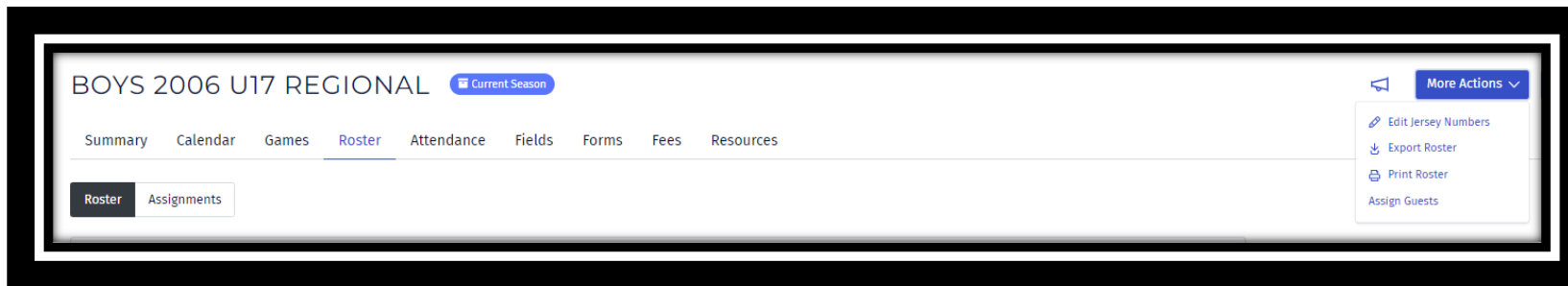
- First / Last Name and DOB – MUST match exactly

Club Pass in GotSport

**Do NOT
ADD Player**



PlayMetrics: Guest Player



BOYS 2006 U17 REGIONAL Current Season

Summary Calendar Games **Roster** Attendance Fields Forms Fees Resources

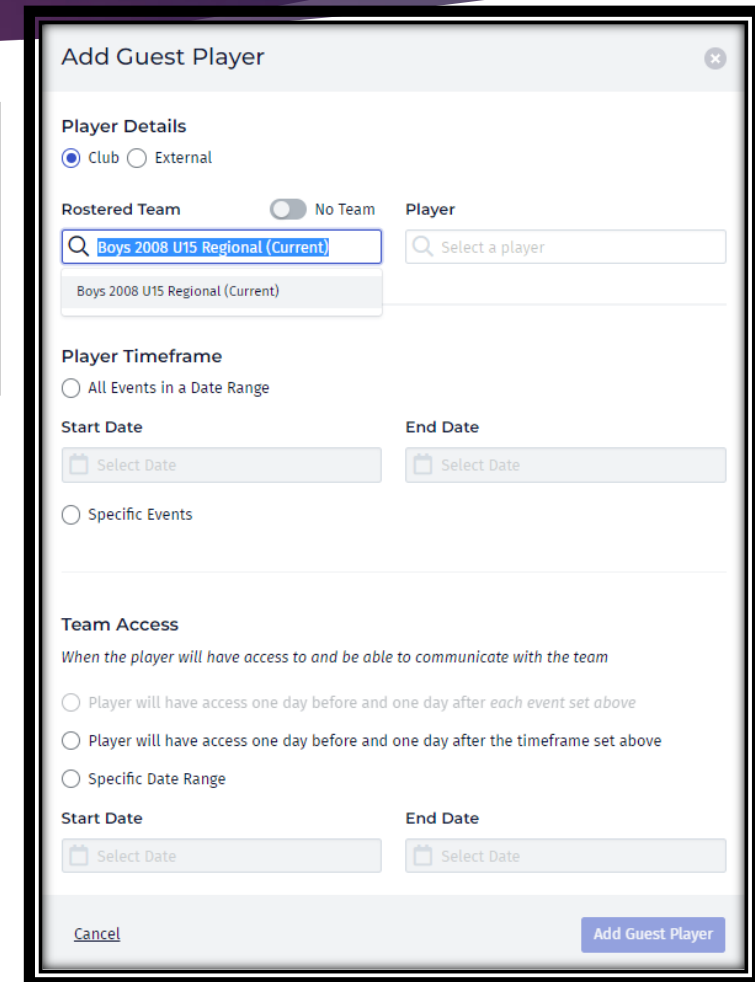
Roster Assignments

More Actions

- Edit Jersey Numbers
- Export Roster
- Print Roster
- Assign Guests

PlayMetrics allows coach/manager to add player to a roster as a Guest Player

- For a specific time frame
- For a specific event
- Will receive team communications
- Can access team's schedule



Add Guest Player

Player Details

☒ Club ☐ External

Rostered Team ☐ No Team **Player**

Boys 2008 U15 Regional (Current)

Player Timeframe

☐ All Events in a Date Range

Start Date End Date

☐ Specific Events

Team Access

When the player will have access to and be able to communicate with the team

☐ Player will have access one day before and one day after each event set above

☐ Player will have access one day before and one day after the timeframe set above

☐ Specific Date Range

Start Date End Date

[Cancel](#) [Add Guest Player](#)

Digital Match Rosters

GotSport –Game Day Rosters

NEW THIS SEASON

DIGITAL GAMEDAY

Effective this season, all TCSL leagues are digital. For your teams, everything runs through the GotSport Live app.

1

SET YOUR ROSTER

Managers set the match day roster in GotSport Live before the game

2

SHOW THE REFEREE

Present the digital roster at the field — no printed match card

3

SCAN TO REPORT

A QR code presented to the referee handles score reporting after the match



Digital Game Day

TCSL webinar for all coaches/managers

Thursday, 8pm

At the Game

EVERY MATCH

NEEDED FOR GAMEDAY

- 1 Set your match day roster in GotSport Live
- 2 Present the DIGITAL roster to the referee
- 3 Present adult pass(es) to the referee
- 4 Report scores if you receive a request

NEW THIS SEASON: no printed match card. GotSport Live is the digital gameday platform for all TCSL leagues.



Game Day

Managers are not required to be at games.

League rule is one person with a US Club pass needs to be on the sidelines.

If a coach is late or missing, a manager can step in on the sidelines.

9U/10U: 14 players may be active on your match card

11U/12U: 16 players may be active on your match card

13U – 19U: 18 players may be active on your match card

VEO Cameras

CCU has 5 VEO cameras that can be checked out to record games.

Recommend to find 1-2 parents that would be willing to check out/pick up/return a camera at the club's office.

More information going out with check-out instructions.

After the Game

Referees are responsible for entering game scores.

If a score is not reported, TCSL will send out a message to the teams and a coach/manager can enter score.

Score will be confirmed by referee.

Cancelled League Games

- ▶ For cancelled HOME games – if a home game is cancelled ahead of time due to weather/field closures, managers must contact the opponent and begin the reschedule process.
- ▶ Request a confirmation of receipt
- ▶ Club will notify referees



TOURNAMENTS



CHAMPIONS

Tournaments



Should be registered



Collecting funds

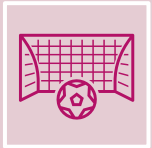


Check in – follow tournaments guidelines



Need help collecting funds? Email me

PlayMetrics Calendar - Tournaments



Add tournaments to calendar as an EVENT



Create Recurring until games are known to block out weekend



Coaches can add guest players to games/tournaments

Add Event

Add Event

PRACTICES ARE ASSIGNED BY THE CLUB.

Title

Description *(optional)*

Date

Start Time

End Time

☒ Recurring

☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐ Sa ☐ Su

Recurring Until

TEAM BUDGET- Fall

Collecting Funds:

- ▶ Check/Cash/Venmo/Paypal
- ▶ Assign in PlayMetrics

Options:

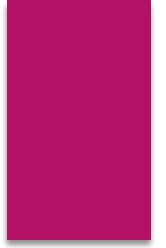
1. Pay for tournaments and collect
2. Collect ahead of time and register

Items to include in team budget:

- ▶ Tournament Expenses
 - ▶ Tip: divide tournament expenses by # players – 1 to give a cushion (injuries, move to a different team)
- ▶ Paid coach travel expenses



PLAYMETRICS™



Team Fee Settings

Payment Type

1.

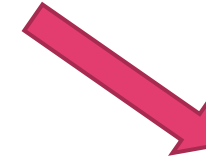
Payment Link

Add Another Payment Type

Cancel

Save Changes

Setting Team Fees



Current Season

More Actions

Create Team Fee

Fields Fees Resources

Set Payment Links

Export Player Fees

Outstanding \$0.00

Paid to Date \$0.00

No Team Fees Found

has not created any fees for this team yet.

Girls 2014 U9 Blue 1 - Fall

Create Team Fee

Save Draft

Publish Fee

Give your fee a name...

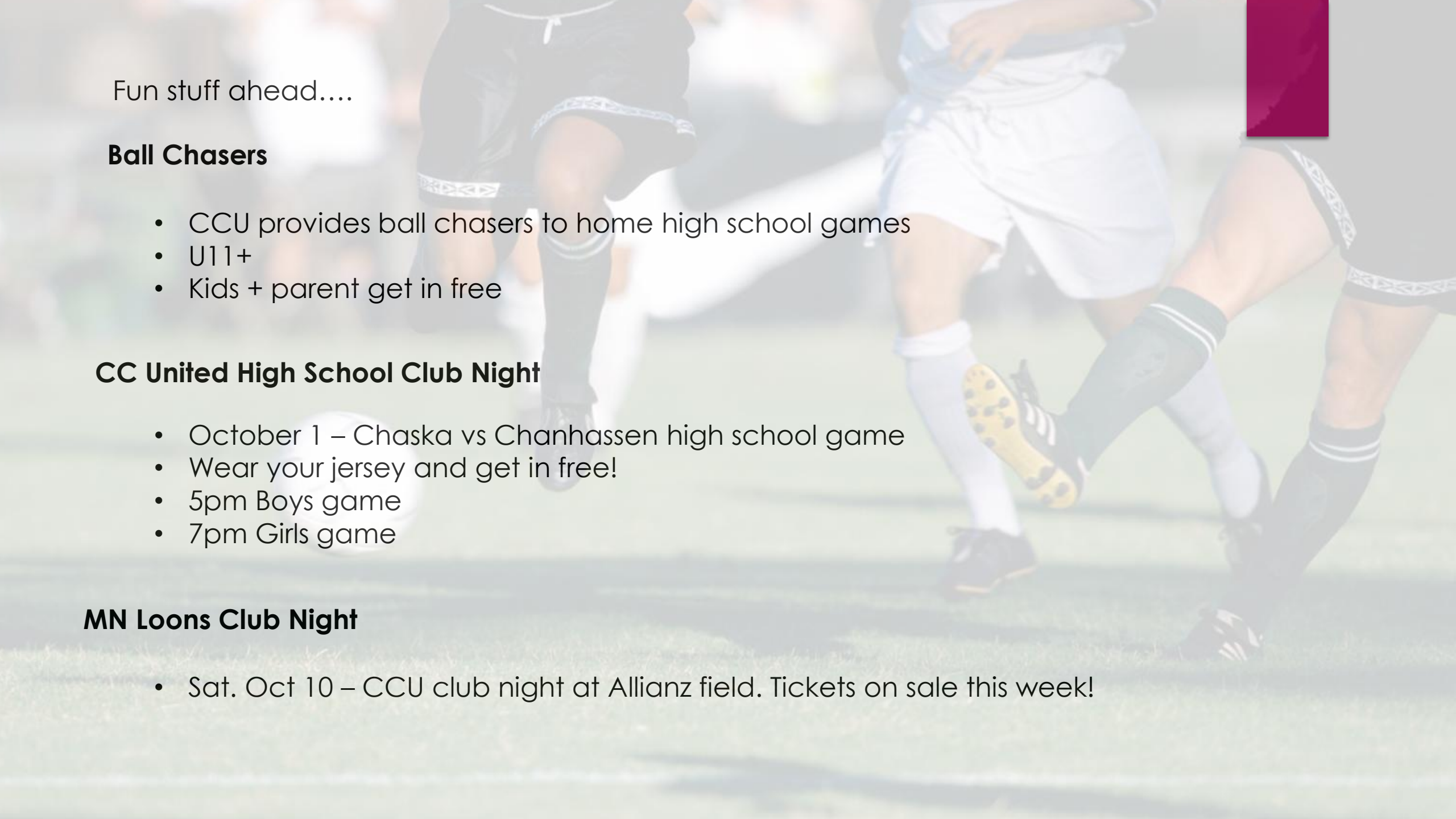
Due Date

Amount per Player

\$ 0.00

Apply to Each Player

Player	Due Date	Total Fee
		\$ 0.00



Fun stuff ahead....

Ball Chasers

- CCU provides ball chasers to home high school games
- U11+
- Kids + parent get in free

CC United High School Club Night

- October 1 – Chaska vs Chanhassen high school game
- Wear your jersey and get in free!
- 5pm Boys game
- 7pm Girls game

MN Loons Club Night

- Sat. Oct 10 – CCU club night at Allianz field. Tickets on sale this week!



PAISLEY CUP

CC United Paisley Cup
September 19-20, 2026

[Register Now!](#)

Questions? Email tournament@ccunitedsoccer.com

TCSL End of Season



2026 TCSL FALL FESTIVAL, PRESENTED BY TRIA

October 10 – October 11, 2026

Blaine, Minn.

REGISTER BY
SEPTEMBER 14, 2026



TCSL FALL FINAL 4 LEAGUE CHAMPIONSHIPS, PRESENTED BY TRIA

October 9 – October 11, 2026

Blaine, Minn.

REGISTRATION BY
INVITATION ONLY

Fall 2026 CCU and League Dates

- Aug. 6– black out date submittal deadline
- Aug 24 Games Released
- Aug 28 TCSL league games begin
- Sept 4 – Reschedule Deadline
- Sept 11 N1/ECNL games can begin
- Sept 19-20 CCU U9-U15 Paisley Cup
- Oct 1 (Thursday) CCU Club night - District 112 Varsity Soccer (Chaska vs Chanhassen)
- Oct 4 League Games End
- Oct 10 CCU MNUFC game (tickets will be available to purchase)
- Oct 10-11 TCSL Autumn Final 4 (11U-14U Autumn League teams)
- Oct 10-11 TCSL Autumn Festival (9U-10U)
- Oct 25 Final game day for N1

What to be working on now...

- Complete US Club Requirements
- Compare rosters in PlayMetrics / GotSport
- Upload any missing player photos
- Enter jersey numbers
- Coach/manager passes – print and laminate

Next week:

- Access games
- Enter in PlayMetrics (TENTATIVE until Sept 4)
- Reschedules
- Download GotSport Live app and set first game roster

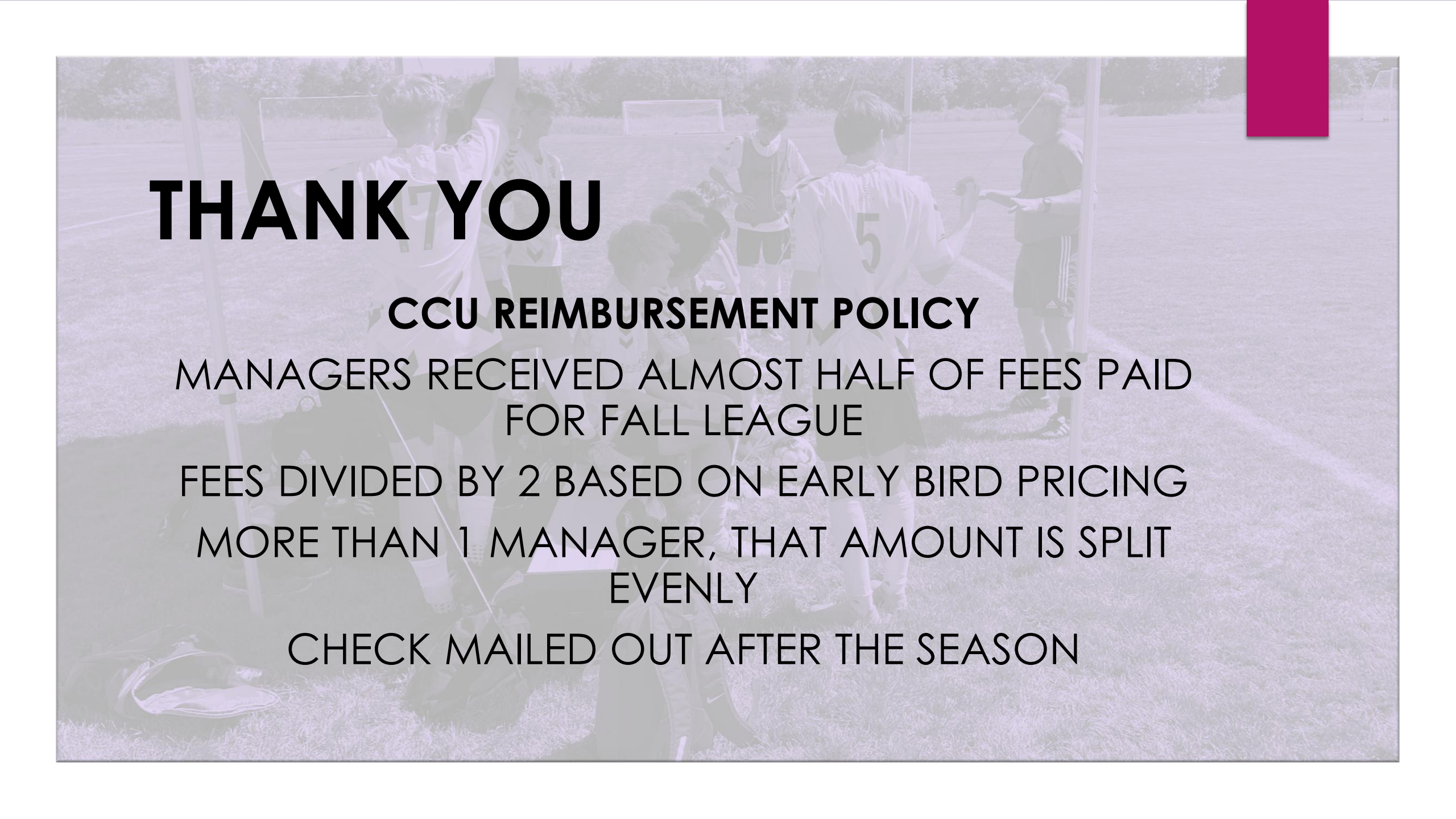
Conflicts/Issues

- It is NOT your job to resolve player/parent/coach issues
- Discuss with your coach or notify me immediately

Uniforms

- ▶ Uniforms run on a 2-year cycle.
- ▶ Fall 2026-Summer 2028
- ▶ Soccer.com
- ▶ Adidas
- ▶ Email
Trisha.leck@ccunitedsoccer.com





THANK YOU

CCU REIMBURSEMENT POLICY

MANAGERS RECEIVED ALMOST HALF OF FEES PAID
FOR FALL LEAGUE

FEES DIVIDED BY 2 BASED ON EARLY BIRD PRICING
MORE THAN 1 MANAGER, THAT AMOUNT IS SPLIT
EVENLY

CHECK MAILED OUT AFTER THE SEASON