

# East County Revolution Football Club Competitive Program Team Manager/Treasurer Procedures



Approved by the Board – April 30, 2022  
Updated 8/13/25

East County Revolution Football Club (“ECRFC”) would like to thank you for volunteering to be the Team Manager and/or the Treasurer for your team. It is a vital role in helping the Coach and team function properly. It is up to the Coach exactly what duties he or she would like you to take over, so please discuss with your Coach what duties they expect you to take on.

## Duties:

- Manage players/rosters in PlayMetrics and [www.GotSport.com](http://www.GotSport.com)
- Schedule home games with Club Scheduler (Nicole Farrar/Marissa Reynoso)
- Print game card and bring to the game along with the team binder (with waivers and player passes), and enter final score for home games into [www.GotSport.com](http://www.GotSport.com)
- Enter score in GotSport after home games within 24 hours of game
- Ensure that away game report is filled out (this may be something your coach prefers to complete)
- Register team for tournaments
- Assign team jobs to every family
- Ensure team bench and canopy are brought to games (this may be assigned to other team parents).
  - o If you are a pre-NPL or NPL team you will also need to provide a bench and canopy for the away team for all home games.
  - o If you are an ECNL-RL team the club will provide benches and canopies for each team as well as game day balls. You will be required to record the home match and upload it to the League Exchange.
- Share communications from Coach and Club with parents regarding registration, games, practices, etc. through Playmetrics
- Ensure that all of your families volunteer for home tournaments (Boofest and Cecy Martinez Memorial Tournament)
- Assist Team Treasurer with the team account and keep track of individual player balances.
- Organize or assist with team fundraising
- Assist with purchase of team equipment if requested by coach or team (e.g., bench, team canopy, game balls, Veo camera subscription, etc.)

## Important Contacts:

### Lead Team Manager:

- Linze Antonich [team.manager.coord@revolutionfc.org](mailto:team.manager.coord@revolutionfc.org) (707) 696-8214

### Registration Director:

- Lisa O’Malley [registration.director@revolutionfc.org](mailto:registration.director@revolutionfc.org) (408) 761-1728

### Club Scheduler:

- Nicole Farrar [comp.scheduler@revolutionfc.org](mailto:comp.scheduler@revolutionfc.org) (925) 724-9494
- Marissa Reynoso (209) 403-6313

*Please keep in mind our Lead Team Manager, Registration Director, and Club Scheduler are volunteers and also have full-time jobs.*

## Fundraising:

Fundraising is the responsibility of each team to pay for team-related soccer expenses. All funds raised by the team **MUST** be submitted to the Club Treasurer for deposit into your account. This is for your protection. Please see the sponsorship/fundraising policy as well as team account policy for more detailed information.

Team fundraising ideas include candy sales, raffles, dine-out nights, food trucks, etc. Please go through the **Club Administrator, Sports Office ([office@revolutionfc.org](mailto:office@revolutionfc.org))** for approval and to ensure teams are not competing with club-wide fundraisers that benefit all. The Club strongly encourages fundraising activities to reduce the cost of soccer and for team building purposes. All fundraising monies should be recorded and assigned to the player that raises the money. Any revenue remaining in the account at the end of the season will be rolled over to the next season to the team the player is rostered with. If the player leaves, the money can be refunded and will remain with the team in which the funds were earned. An individual player may use fundraising money that they earn for club fees, uniform fees, tournaments, and other soccer/club related expenses. Players are **NOT** required to participate in team fundraisers.

## Registering Team for Tournaments:

There must be 100% of the total due for a tournament fee available in PlayMetrics at the time of registration. A Team Manager or Team Treasurer will pay for a tournament using the card issued by PlayMetrics.

## Expense Requests:

***The Club HIGHLY suggests creating a team budget BEFORE the first team meeting.*** Each expense will be added to the budget in PlayMetrics and each item will be assigned a due date. Please remind parents if they pay by credit or debit a 2.9% fee will be charged to them and may take 2-3 business days to reach the account. If they pay using their checking account, no fee will apply, but it may take 5-7 business days to reach the account. Please plan the due dates accordingly.

Manual deposit items mailed or dropped off at the Club office may or may not reach the Club Treasurer immediately and the transfer to PlayMetrics may take up to 2 weeks to process. Please do not try to pass items to the Club Treasurer on the field during either training or games (unless they have arranged for you to do so). This is a volunteer with a child training/playing and not on duty 24/7. Also, there is not a banking/filing system at the soccer fields. People must carry them until they get home, which has resulted in lost checks.

Communications to the Club Treasurer and Club Admin will be done primarily via email.

Club Treasurer:

- Sehkar Thapa [treasurer@revolutionfc.org](mailto:treasurer@revolutionfc.org)

Club Admin:

- Sports Office [office@revolutionfc.org](mailto:office@revolutionfc.org)

## ECRFC - Team Manager/Treasurer Procedures

You MAY designate a Team Fundraising Coordinator and a Team Treasurer.

If you appoint someone else to do Team Treasurer duties, they will oversee the team's funds and monthly account balance via PlayMetrics. During the April/May/June period it is EXTREMELY important to share any player updates/moves with the Club Treasurer, who then will ensure the funds are moved successfully to the players new team account.

Although financial commitments vary by age group and team, the following are expenses incurred by the teams:

- Coach Travel Expenses - Travel expenses are to be reimbursed by the team. Coaches will submit their expense reimbursements via Playmetrics to the Team Treasurer for review and approval. In cases where the coach's expenses are to be split between multiple teams, please specify. (Please see the updated ECRFC Coaches Reimbursement Policy)
- Tournaments, showcases, play dates, as well as additional Winter or Summer league registrations, field and referee expenses (Club pays for Spring and Fall League, which includes State Cup)
- Miscellaneous Expenses - These may include items such as warm-up shirts, team bench, canopy, equipment, etc. These items should be discussed as a team and determined how they will be handled.
- Please also ensure that you familiarize yourself with the updated ECRFC Team Account Policy.

Note: Travel costs for the players and their families will be the responsibility of each family.

## Club Sponsored Tournaments:

East County Revolution Football Club is run primarily by volunteers and is a non-profit organization. As such, all parents are expected to volunteer to help run club-sponsored tournaments, including Boofest and the Cecy Martinez Memorial Tournament. In addition, each team is expected to participate in these tournaments. Exceptions can be made with Director of Coaching ("DOC") approval if the level of play isn't appropriate for your team. Volunteer roles are determined and tracked by the Volunteer Coordinator, Adriana Rodriguez ([volunteer.coord@revolutionfc.org](mailto:volunteer.coord@revolutionfc.org)).

## Financial Aid:

We offer financial aid for families experiencing extreme economic hardships through our financial aid program.

Applications are available during the team registration process, along with the guidelines and deadlines for submissions. To be considered, please have your parents submit the application during the registration process in PlayMetrics. It MUST be complete (including paycheck stubs and tax returns to be considered).

Participants in last year's program are not guaranteed eligibility in the current year.

Player's family must register and pay the initial partial registration fee (\$275) and be placed on a payment plan for their application to be considered. Financial aid is paid in the form of a discount. Player's MUST be in good standing with ECRFC Soccer Club from previous year(s), current to date of application, paid monthly and not become past due.

To apply for financial aid please complete the application in PlayMetrics. If you have any questions, please contact the Volunteer Coordinator, Adriana Rodriguez via email at [volunteer.coord@revolutionfc.org](mailto:volunteer.coord@revolutionfc.org)

ALL PARTICIPANTS MUST PERFORM A MINIMUM OF TEN (10) HOURS OF VOLUNTEER SERVICE TO THE CLUB (not the team). Volunteer roles are determined and tracked by the Volunteer Coordinator, Adriana Rodriguez ([volunteer.coord@revolutionfc.org](mailto:volunteer.coord@revolutionfc.org)).

## Team Roster:

Any changes (adds, release, or transfers) to your roster must have approval by the coach.

For ECNL-RL teams, primary league rosters in Athlete One will be inputted by the Registration Director, Lisa O'Malley

US Club Soccer via [www.GotSport.com](http://www.GotSport.com) :

1. Once a player's registration (birth certificate, medical waiver, and photo) is submitted via PlayMetrics, a player pass can be requested. **Please allow for a minimum of five to seven business days for processing of a player pass.** The player must be registered and in good standing or player pass may be requested by the Registration Director.
2. In [www.GotSport.com](http://www.GotSport.com) , teams have the freedom to borrow a player from any team within their own club through a player pool process (if the player meets the age limit requirements).
3. Refer to NorCal team handbook for rules concerning the loaning and borrowing of players and the moving of players team to team, either within a club or between clubs. **All player interclub loans MUST be done by the coach, you may NOT ask parents. Any loan outside the club must go through the D.O.C. NorCal Premier Soccer has very strict rules on recruiting players (perceived or otherwise) outside the club and outside the registration portal.**
4. Player/Coach pictures:
  - US Club Soccer (via [www.GotSport.com](http://www.GotSport.com) ) photos need to be uploaded to the individual player's profile, but still follow the guidelines below.
  - Face 1"x 1"
  - No hats. No sunglasses. No headbands.
  - No cut off heads without the hair and/or ears showing.
  - No black and white photos.

## General Information:

For a team to play any sanctioned US Club game there must be at least one "registered adult" (with a pass for that team) in attendance. It is required Team Managers have a current US Club staff pass.

[www.GotSport.com](http://www.GotSport.com) (NorCal League and State Cup) – you will be provided access to your team page through your log-in. From your team page, you will be able to create a roster, print game cards, update score, update players, etc.

<https://app.athleteone.com> - (ECNL-RL) you will be provided access to your team page through your log-in. Please reference printouts in your team binder for detailed instructions regarding game day procedures.

PlayMetrics – as a Team Manager, you will have access to update your team page. **Do not add anyone manually to the team page. The parent that registered the player, MUST "ADD" an "additional guardian" on their PlayMetrics app.**

## Team Age Group:

Your team's age group is determined by the birth year of the player (beginning August 2016). In US Club, a player's age is his/her age on January 1st immediately preceding the start of the seasonal year. A player who is 10 years old on January 1st may play under-11 (U11) for the entire seasonal year.

## Team Binders:

The team binder should include a waiver for each player and player passes for every player on the team, the coach, and the team manager. It is always smart to have blank waivers and extra printed rosters from [www.GotSport.com](http://www.GotSport.com) .

You or the coach MUST carry a US Club medical release form (waiver) for each player to ALL games. This is for insurance purposes and to be used if medical treatment is needed. The Registration Director will provide you with a team binder for this purpose. If you are not attending a scheduled game, you need to communicate with the coach, or a trusted adult on the team, who will carry the binder and player passes in your absence.

Please check your binders for any missing items. Report any discrepancies immediately to your Club Registration Director.

For tournaments, as a Team Manager, it is your responsibility to check-in the team prior to all games. It is now common practice for tournaments to have online check-in prior to an event. The club hosting the tournament will send an email prior to the tournament with instructions for online check in, and the deadline is typically a few days prior to the tournament. Make sure all passes are in the binder, including any borrowed players. Players will not be able to participate without a player pass. Be sure to collect the passes at the end of every game from the Center Referee. For home games you are also in charge of providing the game card (print 2 copies just in case).

Once your players are registered with US Club Soccer, you will need to create a roster in [www.GotSport.com](http://www.GotSport.com) for your team, by selecting the players in your club pool. Your club pool players will be available through a data transfer process between US Club Soccer and [www.GotSport.com](http://www.GotSport.com) .

Note: The team binder and player passes belong to the Club. They must be returned within 3 business days of vacating the Team Manager position.

## Scheduling Games:

Once NorCal posts your teams home games, make sure to coordinate with the Club Scheduler - [comp.scheduler@revolutionfc.org](mailto:comp.scheduler@revolutionfc.org) . Please follow the below guidelines:

- If your team shares players with another team, please confer with them before you contact the Club Scheduler. This will assist in minimizing game changes.
- Some coaches have more than one team. Please confer with your coach before you contact the Club Scheduler.
- You will also need to contact your Coach or the Club Scheduler before you agree to accommodate requests by opponents for our home games.
- You are responsible for communication via [www.GotSport.com](http://www.GotSport.com) for NorCal and <https://app.athleteone.com> for ECNL-RL with the opposing teams regarding the schedule. *All communication with opposing teams must be through the GotSport and Athlete One chat. If you must contact a team through text or email, make sure to make a note of any communications in the GotSport or Athlete One chat also. This will make sure that NorCal and ECNL-RL have a record of discussions/agreements between teams.* Please ensure you reply to any GotSport or Athlete One messages within the 48-hour guideline, per NorCal Premier guidelines.
- For home games you are to report the final score in [www.GotSport.com](http://www.GotSport.com) as well. Instructions for posting the score are printed at the top of every game card.

## ECRFC - Team Manager/Treasurer Procedures

- Occasionally an away opponent will be unable to host their game. In that case, check with the Club Scheduler for availability AND if the opposing team is willing to cover the referee/field costs (\$110 - \$190 depending on age group), we will request a "swap" from our NorCal Premier Coordinator. Payment for invoice must be paid within 14 days.

## Staff Registration:

US Club background checks are done online through [www.GotSport.com](http://www.GotSport.com) .

Please ensure they upload a 1"x1" photo to their GotSport profile page. Must be a headshot, no hats, sunglasses, etc.

Staff passes are valid for up to 13 months, depending on when the pass is validated. They expire each year on July 31st. Requirements for a staff pass include completing the Safe Sport Certification and Sideline Sports Certification annually.

Process for obtaining a Staff pass (Please note, this process may take up to 10 business days. Please do NOT wait until the Monday before a game to request):

- Please contact the Club Admin for the Competitive Coach/Manager registration link. Ensure that your PlayMetrics profile is updated with your name, DOB, gender, mailing address, email address and cellphone number.
- Once registration is completed, a "membership" will be purchased for the staff member (process is the same for new members as well as returning staff members).
- Staff members will receive the "requirement links" on their GotSport home page to be completed.
- Complete the background first. This can take up to 10 business days to be processed.
- Allow 1.5-2 hours for the Safe Sport Certification
- Allow 2 hours for the Mandated Reporter Certification.
- ECNL-RL requires 5 hours of coaches in order to be cleared for the start of the season



## **Additional Reference Documents Available:**

**ECRFC Coaches Reimbursement Policy**

**ECRFC Competitive Fee Policy**

**ECRFC Injured Player Policy**

**ECRFC Team Account Policy**

**ECRFC Team Account Tracking Form**