



Team Manager Handbook

Thank you for volunteering to be a Team Manager! As a team manager, you play a vital role for City SC and your team. A good team manager will strongly enhance the soccer experience for both players and parents as the person with whom everyone communicates. The job requires time and organization, but primarily requires a positive attitude and a desire to help give our kids a good experience in competitive soccer. You will play a vital role in helping the club carry out our mission:

Our Why:

- To ignite a lifelong passion for the game of soccer.
- Bring joy and fun to our community
- Leave a legacy that lasts forever

Our How:

- Create passion in an environment where players want to play
- To unite a connection between our families and the community in creating an unforgettable experience
- Developing better people, through teaching life lessons, through the means of soccer

Our Pillars:

- **COMMUNITY-** We are one club. There is a place for everyone in our City.
- **INNOVATION-** We embrace creativity and new ideas. We think big, take risks and create solutions.
- **TEAM FIRST-** We do what's best for the team. We create connections with each other.
- **YOU-** We believe in you, we want the best for you, we expect the best from you.

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The Role of the Manager

As a Team Manager, your primary role is to function as the team administrator and communicator. You act as a liaison between the coach, parents, players and the Club on NON-COACHING related issues. Please direct any questions or concerns regarding playing time, positions, and on the field issues to the coach. As a team manager and a parent volunteer it is not your responsibility to answer these questions. It is important that you are a positive advocate for your coach, your team and your club. Others will look to you as an example of how to behave on the sidelines and represent our club in the community. The example you set will influence the dynamic and atmosphere of the team throughout the season.

Team Manager Tasks and Duties:

1) *Compliance Requirements:*

- Complete US Club Administrator compliance items as directed each year (requirements vary yearly, but may include background checks, SafeSport online course, concussion online course, sudden cardiac arrest online course, mandated reporter online course)

2) *Team Administration:*

- Keep the team schedule up to date on the application that your team is using (i.e. TeamSnap) including details on locations, arrival times, what to wear, etc.
- Send communication to the team as directed by the coach
- Collect Paperwork for Team Binder (signed medical release forms, signed player/parent code of conduct)
- Bring Team Binder to All Games
- Manage roster in GotSport (or similar program used by your respective league) & ensure all players have photo uploaded for player card
- Bring Player Cards to all games
- Player registration – collect outstanding Spring registration fees

3) *Team Budget:*

- Create team budget (include summer tournaments, team “blood jersey,” post season tournaments, state cup ref fees, potential coach travel expenses, first aid kit, team canopy/bench, miscellaneous funds for team parties, supplies, ref fees for scrimmages etc.
- Manage team budget (collect funds from team members, document payments and expenses)
- Maintenance of team account

4) *Register team for tournaments*

- Coach will provide list of tournaments
- Register and pay via the respective tournament websites
- Monitor communication from tournament directors, rules and schedules
- Communicate schedules to team
- Collection of tournament and referee fees

5) *League Play Administrative Responsibilities*

- Check websites regularly for schedule updates
- Stay up to date on league rules and communication from your respective league
- Print game day rosters as directed by the league on game day
- Print referee receipt form and populate it
- Bring Referee Fees as directed by the league on game day (ref fees for the Fall Season provided by the club) and have the referees sign the referee receipt form
- Report scores as directed by the league after games
- Complete and submit Referee Payment Reconciliation Form at end of season and include the Referee Receipts

6) *Miscellaneous*

- Coordinate team travel logistics for out-of-town tournaments
- Help manage sideline behavior and set a positive example for other parents
- Attend all scheduled managers meetings
- Be familiar with club policies and procedures and league rules

Engaging Others in Volunteering: Suggestions for Delegation

We strongly encourage team managers to engage other parents in helping run their teams by delegating administrative responsibilities. As a manager, it's up to you which responsibilities you wish to delegate.

The following are commonly delegated tasks:

- **Team Treasurer**- Manages team bank account and team budget, collects team fees
- **Social Media Liaison/Photographer** - Submit team content for City SC Social Media outlets
- **Social Coordinator**- Coordinates team social events and get-togethers
- **Team Canopy**- Brings team canopy to all games
- **Team Bench**- Brings team bench to all games
- **San Diego Charity Cup Tournament Liaison**- coordinate field marshals as directed by club
- **Hotel Coordinator**- Coordinates hotel room blocks, transportation, etc. for out-of-town tournaments
- **First Aid Kit**- Bring to all games

Best Practices for Team Finance

1. Preparing the Team Budget:

At the beginning of the season, arrange a time to meet with the coach to determine which tournaments the team will participate in for the upcoming season. This will be the base for your team budget. Your budget should also project monies needed from each team member for the season to cover the cost of things like:

Compulsory Budget Line Items:

- Tournaments
- Projected Coach Travel Fees (may include mileage, per diem, lodging, for games outside SD County & parking for local games)
- Any extra leagues not covered by the club (Arena, Futsal, etc.)
- Ref Fees for State Cup and any additional league outside of your regular fall league if applicable

Optional/Recommended:

- “Blood Jersey” (emergency backup uniform)
- Pink Socks for October
- Team Socials

2. Collecting Monies from Team Members

Communicate projected team fees to team members and establish a payment schedule. You can collect all at once or you can collect in increments (i.e. April, June, September). Base your initial budget off the number of players that are on your official roster at the start of the season.

UNDER NO CIRCUMSTANCES SHOULD TEAM MANAGERS EVER FRONT MONEY FOR THE TEAM!

Roster Movement and Team Fees

If players move teams within the club after fees are collected, tournament fees stay with the TEAM. The player should be refunded for any misc. funds that were collected for team socials, etc. that they will not

participate in with their initial team. They'll only pay for tournaments with their new team in excess of the number of tournaments they paid for with their initial team. They will pay their share for any socials, misc. funds, etc. that they will participate in with the new team moving forward.

Notes:

- 1) If players quit the team or leave the club after team fees are paid, they are not entitled to a refund of team fees.
- 2) If there are any discrepancies on how to handle team fees and roster movement, contact the Board Members for assistance mediating the issue and devising a solution that benefits all parties: info@cityscchulavista.com, 626-893-2297.

All team members are responsible for paying the full tournament fees for the season, regardless of if the player is able to attend. It is up to the coach and manager to determine if a player may play in a tournament if they are delinquent on their team fees, however, it is recommended that player cards are held if players are behind on fees for summer tournaments and all fees MUST be paid and current prior to State Cup play. It is the responsibility of the coach/manager to make sure that players are held accountable for their team fees.

3. Tracking Expenses and Payments

All payments and expenses should be tracked and recorded. Some teams use programs such as QuickBooks, Quicken or TeamSnap. A simple Excel sheet can also be used as long as the records are kept up to date.

Maintain an "account" for each player where you record player deposits, fundraising deposits and player expenses.

The club has sample budget templates that can be customized for your team. Please don't hesitate to reach out if you need help getting started with this.

4. Managing Team Funds

In all cases where payments are made to the Treasurer/Manager be sure to keep detailed records:

- Make a note in the memo on checks (i.e. G2006 Premier Team Fees for Sally Soccerplayer)
- Keep all receipts/records from programs like Venmo and PayPal
- Use QuickBooks, an Excel spreadsheet, Team Snap, to track all payments and expenses
- Balance the account on a monthly basis

Your team account will stay with your team each year.

If there is a change in team manager and/or treasurer for the next season, arrange a time to turnover any unused checks and previous account reconciliations to the new manager/treasurer. It is the responsibility of the new manager/treasurer.

Club Fundraisers

As a 501c3 the club relies heavily on a handful of fundraisers and volunteer support to keep our programs running and keep registration fees down, and to boost our financial aid fund to ensure that finances are not a barrier to participation in the program. Below are ways that we ask our members to support these fundraising events:

- 1) **San Diego Charity Cup Tournament:** Families are able to assist with this tournament by setting up equipment, being a Field Marshall.

Team Fundraising

Teams are encouraged to plan and participate in team fundraising events throughout the season to help offset tournament and team fees. The club provides opportunities throughout the year such as:

- Raising funds from restaurants

Teams are also welcome to coordinate their own creative ideas such as garage sales, car washes, etc. as long as the following guidelines are met:

Promotion:

- Club will assist with team specific fundraisers however, it is the team responsibility to promote it as much as they can.

Branding:

- Use of the City SC club logo/branding on promotional materials such as flyers and emails must be approved by the Board Members.
- All promotional materials must make it clear that the fundraiser benefits an individual team, not the Club

General Guidelines for Dividing Funds Raised

Some fundraisers are done on an individual basis in which case funds raised go directly towards the individual who raised them.

For TEAM fundraisers such as Garage Sales, Dine Out Nights, funds are generally split evenly among all families who PARTICIPATED in the fundraiser unless otherwise agreed on by the team.

Registering for Tournaments

The club will work with your coach to determine which tournaments are the best fit for your team. After the tournament schedule has been finalized and communicated by the coach, the manager should take the following steps:

1. Check the tournament website immediately for the registration deadline and cost to play
 - a. The cost for each tournament is divided among all players. **(Players are responsible for their portion of the fees regardless of attendance. The Coach is advised to hold the player's card if they are not current on team fees.)**
2. Ask your coach which bracket/level the team should be entered in (i.e. bronze, silver, gold)
3. When registering tournaments, enter your team name using the following formula:

City SC Chula Vista, B or G for Team Gender, Birth Year, Team Name-Coach

a. Example: City SC Chula Vista G2004 Premier- Eckerlin

4. Check for details regarding roster/player card requirements, check-in procedures, rules
5. **If the tournament is out of town, confirm if it is a “stay and play” requiring you to book hotels through the tournament hotel coordinator.**

Tournament Check-In:

Most tournaments require you to check in at the field one hour before your first game. Read each tournament's rules to confirm when and where to check in, and what kind of documentation they require.

Coach Reimbursement for out-of-Town Tournaments:

If your team is traveling to a tournament outside of San Diego County and if the players are paying coaching fees, the team will need to reimburse the coach for any travel expenses such as mileage, hotels and per diem, so please budget accordingly. If the players are not paying coaching fees, then this does not apply.

Use the [Coach Travel Reimbursement Form](#) to calculate expenses and cut a check or Venmo the coach. Please note this form is updated regularly based on standard IRS rates so rates are subject to change.

Guesting with other teams:

The Club does not allow City SC players to guest or train with teams from competing clubs. City SC players have opportunities to club play and train with other teams within the City SC brand.

Club play must always be approved by your coach. Before releasing player cards to families on your team, first confirm that the coach has approved for the player to be loaned out.

If the player is a guest player from another club, the [Player Loan Form](#) needs to be filled out by both clubs

and must get a Board Member to sign off.

Coach Travel Reimbursement Policies (this applies to paid coaches)

1. Out of County Coach Travel Reimbursements

Teams are responsible for reimbursing their coach for travel expenses when traveling outside of San Diego County for games. **This includes round trip mileage and parking if your team is just driving up and back for one game.** If the distance traveled or format of the event necessitates an overnight stay, the team is also responsible for reimbursing the coach for any necessary airfare, hotel accommodations, etc.

Per Diem (When to pay the Full Day vs. When to Pay the Half Day):

- a) Team has 2 out of county games in one day but is driving up and back the same day = **Half Day Per Diem** NOTE: Per Diem includes parking.
- b) Distance traveled for game(s) necessitates an overnight stay= **Full Day Per Diem** for each day on the field, regardless of number of games per day. NOTE: Per Diem includes parking.
- c) Any day that the coach travels but does not coach (i.e. drive to Vegas Friday Night for Saturday Game), Friday Travel Day= **Half Day Per Diem.**

2. Within SD County Coach "Travel" Reimbursements

Teams are responsible for reimbursing their coach for parking fees if applicable for games within San Diego County.

If the team is participating in a tournament within San Diego County and plans to stay in a hotel (i.e. Coronado Cup), the team should cover the cost of the coach's hotel room **but** does not need to pay the coach per diem.

3. Calculating Coach Travel Reimbursements:

- Use the [Coach Travel Reimbursement Form](#) to calculate coach travel reimbursements. Mileage and Per Diem Rates are updated annually based on IRS Standard reimbursement rates.
- If a coach has multiple teams competing in an out-of-town tournament, showcase or league event the same weekend, travel costs are split between the participating teams.
- If the team is not traveling/making reservations as a group, rates for coach accommodations, airfare, rental cars, etc. should be competitive rates that are comparable to rates secured by the team.
- For games outside the county, but within reasonable driving distance (i.e. Temecula, Norco) the team is NOT required to cover hotel expenses for the coach unless the majority of the team is staying in a hotel OR it makes logical sense for the coach to stay in a hotel based on the drive time and arrival time (i.e. 8 a.m. game. If the coach is requesting a hotel stay for games within reasonable driving distance, this must be voted on by the team. If the team does not want to cover

the cost, the coach must do so on their own.

Round Trip Mileage is calculated starting and ending at the following locations:

I-5 North: San Clemente Border Patrol Station

I-15 North: Temecula Border Patrol Station

I-8 East: Descano

What's included in per diem?

Per Diem covers meals & incidental expenses. This includes parking. You do not need to reimburse the coach separately for parking if they are being paid per diem.

4. Coach Travel Reimbursement Procedures:

- 1) Coach or Manager complete [Coach Travel Reimbursement Form](#)
- 2) Manager/Treasurer reimburse Coach from team account
- 3) Coach Sign Completed Travel Reimbursement Form
- 4) Manager submit copy of signed Mileage Reimbursement Form to club office for Coach's file
 - a. If email is preferred, send to karen@cityscchulavista.com.

The Team Binder

As team manager, you are responsible for assembling the team binder, keeping it updated and ensuring that the binder is brought to all games.

Contents:

- Signed Medical Release form for each player
- Signed “Code of Conduct” for each player

Preparing the Binder:

- For each player place Medical Release Form and Code of Conduct in a page protector
- Arrange the sleeves in alphabetical order by last name

Manager’s Team Bag

It is a good idea for the manager to carry a team bag that contains all the items that they will typically need. This is a good place to keep your **Team Notebook** and **Player Cards**. Other items that are useful to keep in the bag are pens, a couple of instant laminating sheets, scissors, a hole punch, sunscreen and a small first aid kit.

Player Cards/Administrator Cards (Coach & Team Manager)

All players are required to have a league sanctioned player card unless otherwise communicated by the league. Player cards should be kept on a ring with the team binder and must be brought to every game.

- The team manager is also required to have an administrator card on the ring
- The head coach and any assistant coaches are required to have a coaches card on the ring
- Cards must be laminated and include a recent player photo.
- Player Cards for the new season are typically available after July 1
- Last season’s player cards will suffice until that time

**Always remember to get your player cards from the ref after each game. Your team will NOT be able to play without them.

League Play

Regular Season Leagues:

All City SC teams play in one of the following leagues for the regular season:

- SoCal League: <http://socalsoccerleague.org/>
- Girls Academy League (GA): <https://girlsacademyleague.com/>
- MLS Next : <https://www.mlssoccer.com/mlsnext/>

- Developmental Player League (DPL): <https://dpleague.org/>
- Elite Academy League (EA): <https://eliteacademyleague.com/>

The Club covers all registration fees and ref fees associated with these leagues.

Player Transfer/Release

Players must be PAID IN FULL per the player agreement signed in order to be transfer from the team of original registration to another team before July 1. After July 1 until the end of competition, including State Cup, the player must be PAID IN FULL per the player agreement signed AND the Director of Coaching MUST approve the transfer.

Game Day Procedure

Game Day procedures, requirements and paperwork vary by league.

Each respective league will communicate game day procedures as we approach the start of the season.

General Game Day Checklist will include:

Game Day Checklist:

- 1) Laminated player cards, administrator cards and coaching cards
- 2) Team Binder including signed medical release form and code of conduct for each player
- 3) Printed roster/game cards
- 4) Referee fees if required

Referee Fees:

SoCal League

- The SoCal League requires each team to pay HALF the ref fees on the field for each game.
- The club will issue a check to all SoCal teams to cover ref fees for the league season.
- Deposit this check in your team account and withdraw the necessary ref fees for each weekend.
- At the end of the season submit the [City SC Referee Receipt forms](#) to confirm that you received the correct amount of ref fees and that there is no balance due back to the club or no balance due to the team.

EA/DPL/GA

- The EA, DPL and GA leagues require the HOME team to pay ref fees in full on the field.
- The club will issue a check to all EA, EPL and GA teams to cover ref fees for the league season.
- Deposit this check in your team account and withdraw the necessary ref fees for each weekend.
- At the end of the season submit the [City SC Referee Receipt forms](#) to confirm that you received the correct amount of ref fees and that there is no balance due back to the club or no balance due back to the team.

MLS Next

- City SC pays the MLS Next directly for all referee fees.

Season Timelines

The following are examples of the typical season timeline for SoCal League teams. Please keep in mind that schedules may vary slightly depending on the age and level of the team and the leagues in which they participate.

U7 – U9:

January

- Tryout Callbacks (if needed)
- Finish previous season for teams advancing in State Cup

February

- Parent Meeting
- Finish previous season for teams advancing in State Cup
- Practice seasons start – times TBD

March

- Practice sessions continue
- Order Uniforms
- Spring Break

April

- Spring Break
- Practice sessions continue
- In-house scrimmages

May

- Practice sessions continue
- In-house scrimmages
- Summer Tournaments (varies by team)

June

- Practice sessions continue
- CVESD & SUHSD on Summer break
- Summer Tournaments (varies by team)
- San Diego Charity Cup

July

- Practice sessions continue
- Summer Tournaments (varies by team)
- Summer Camp
- CVESD & SUHSD back to school

August

- Practice sessions continue
- Summer Tournaments (varies by team)

September - November

- Practice sessions continue
- League season – Begins weekend after Labor Day, ends second/third week of November
- Fall Break (CVESD & SUHSD have 2 weeks off from school)

December

- Holiday tournament (varies by team)
- Tryouts for Next Season
- Holiday break

U10 – U15:**February**

- Finish previous season for teams advancing in State Cup
- Tryouts and Registration

March

- Parent Meeting
- Order Uniforms (uniforms good for 2 years)
- Practice Sessions continue
- Spring Break

April

- Spring Break
- Practice Sessions continue
- In-house scrimmages

May

- Practice sessions continue
- In-house scrimmages
- Summer Tournaments (varies by team)

June

- Practice sessions continue
- CVESD & SUHSD on Summer break
- Summer Tournaments (varies by team)
- San Diego Charity Cup

July

- Practice sessions continue
- Summer Tournaments (varies by team)
- Summer camp
- CVESD & SUHSD back to school

August

- Practice sessions continue
- Summer Tournaments (varies by team)

September - November

- Practice sessions continue
- League season – Begins weekend after Labor Day, ends second/third week of November
- Fall Break (CVESD & SUHSD have 2 weeks off from school)

December

- Practice sessions continue
- Holiday tournament (varies by team)
- Holiday break

January

- Practices sessions continue
- Post season tournament play
- State Cup (continues into February for teams that advance to knockout stages)

U16 – U19:**April**

- Tryouts and Registration
- Parent Meeting

May

- Practice sessions
- Summer Tournaments (varies by team)
- Order Uniforms

June

- Practice sessions continue
- CVESD & SUHSD on Summer break
- Summer Tournaments (varies by team)
- San Diego Charity Cup

July

- Practice sessions continue
- Summer Tournaments (varies by team)
- Summer camp
- CVESD & SUHSD back to school

August

- Practice sessions continue
- Summer Tournaments (varies by team)

September – November

- Practice sessions continue
- League season – Begins weekend after Labor Day, ends second/third week of November
- Fall Break (CVESD & SUHSD have 2 weeks off from school)

December – February:

- Players playing with high school teams
- Combined practices for U15s not in high school yet and players not playing for high school teams
- Players begin returning from high school teams (depending on playoffs)

March:

- Players return from high school teams
- Practice sessions continue
- State Cup for SoCal League Teams (continues into April for teams advancing to knockout rounds)

Uniforms

The club changes uniform kits every TWO years. All players are required to have a full uniform kit and are responsible for ordering and payment.

The current complete uniform kit includes:

- White Game Jersey
- Navy Game Shorts
- White Socks
- Navy Game Jersey
- Navy Socks
- Red Training Jersey
- Warm up Jacket
- Backpack

What to wear when:

Training: Red Training Jersey, Navy Shorts, Navy Socks

Home games: wear full WHITE kit (pack navy jersey if change is required)

Away games: wear full NAVY kit (pack white jersey if change is required)

Goalkeepers are required to have an official City SC keeper jersey but are not required to order field player jerseys if they do not play on the field. If you are unsure if your keeper needs to order a full kit, please ask your coach.

Uniforms for Late Roster Additions

If you add a new player to your roster later in the season, contact the Board Members for uniform order instructions.

Extra Gear Orders:

Extra training gear, backpacks, warm-ups etc. can be ordered year-round through www.soccer.com.

Uniforms for Borrowed Players:

It is the team's responsibility to find uniform kits for loan players. We recommend reaching out to siblings or friends on other teams in similar age groups to coordinate kits for borrowed players if needed.

Ordering "Blood Jerseys"

- 1) Email info@cityscchulavista.com with the following information
 - a) Team Name (i.e. B2008 Premier- Martin)
 - b) Player Name: "Blood Jersey"
 - c) Manager Email
 - d) Preferred Jersey Number (recommend 90-99)- MAKE SURE NOT ALREADY ON ROSTER
- 2) SOCCER.COM will create a custom order link and email to the manager
 - a) Mark as "EXEMPT" from club required ordering (this will allow you to order just the blood jerseys without the rest of the uniform package)

City SC Social Media

Please designate a social media liaison to serve as the point-person to promote your team on our social media platforms - Instagram, Facebook, and Twitter.

The quickest and easiest way to get media promoted is to post it to your Instagram “story” and tag “cityscchulavista” and “ourcitysc”. We will then share your media on the official City SC Chula Vista and OurcitySC story feed.

Images/Videos of team bonding events, pre/postgame team pics, “buddy”/teammate poses, goal/game highlights, skills, and tricks should be posted to Instagram.

Images/Videos of more notable moments such as community engagement, tournament championships, etc. should be sent to info@cityscchulavista.com - with a blurb or description.

Please send tournament accomplishments within 24hrs of completion of the tournament. Championships are preferred, but “Finalists” can receive promotion if it’s a notable accomplishment for a particular team.

Notes for Instagram posts/shares:

Player name and Year (example: ‘Ashley 2010’ or ‘Ashley Smith 2010’) is most beneficial in terms of individual player promotion.

Team Name and Year (example: ‘MacKeller 2012’) are most beneficial in terms of team promotion.

City SC ‘Stickers’ and frames are available on Instagram by searching for “City SC Chula Vista” when creating a post/story/reel under ‘stickers’

Useful Websites

Club:

City SC Chula Vista: cityscchulavista.com

City SC: ourcitysc.com

Governing Organizations:

US Club Soccer: <https://usclubsoccer.org/>

US Youth Soccer: www.usyouthsoccer.org

Leagues:

SoCal League: <http://socalsoccerleague.org/>

Girls Academy League (GA): <https://girlsacademyleague.com/>

MLS Next : <https://www.mlssoccer.com/mlsnext/>

Developmental Player League (DPL): <https://dpleague.org/>

Elite Academy League (EA): <https://eliteacademyleague.com/>

Rankings and Resources:

Got Soccer: www.gotsoccer.com

Useful Forms

The following forms can all be found on the Club website at: <https://cityscchulavista.com/>

[Parent/Player Code of Conduct](#)

[Coach Travel Reimbursement Form](#)

[City SC Parent Handbook](#)

[Referee Reconciliation Form](#)

[US Club Soccer Player Registration/Medical Release Form](#)

[Player Loan Form](#)

Key Contacts

Administrative Issues and General Inquiries:

info@cityscchulavista.com

(626) 893-2297

Player Cards, Registration Issues, Roster Changes:

Sharon Faustino, Registrar

sharon@cityscchulavista.com

(619) 818-0072

Financial/Reimbursement:

Karen Weebe, Finance Manager

karen@cityscchulavista.com

(760) 434-5600

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City SC Chula Vista

PO Box 212842

Chula Vista, CA 91921

Phone: (626) 893-2297

City SC Chula Vista Board Members

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marco@cityscchulavista.com

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Steve Cowell, Executive Director

steve@ourcitysc.com

(760) 822-5994

Danilo Stefanelli, Technical Director

danilo@ourcitysc.com

(858) 699-1181

Insurance Claims

US Club Soccer offers secondary insurance coverage for players who sustain injuries on the field. If a player is injured on the field, they may be eligible to file a claim for additional coverage for medical expenses not covered by their primary insurance. Claim forms must be submitted within 30 days of the first treatment expense.

For form instructions and claim forms, visit: <https://usclubsoccer.org/claim>