
Legends FC

Team Managers Guide

2018-2019 Season



ONE CLUB ONE FAMILY ONE MISSION



GENERAL CLUB INFORMATION & DIRECTOR CONTACTS

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[Manager Resources Page Link](#)

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George Sipa - Regional Director SGV
soccerinfo65@gmail.com
626-203-7752

Jonathan Davila - Regional Director SFV
SOCCERJCD@gmail.com
818-326-1615



FIELDS & FACILITIES

Please familiarize yourself with each facilities rules via Regional Directors

NORTH

- Ayala Park
- SilverLakes
- Rincon Park
- Veterans Park
- Walnut High School

EAST

- UC Riverside
- Reid Park

SOUTH

- Rancho Christian Stadium
- Birdsall Soccer Complex

WEST

- Esperanza High School
- Tuffree
- Sierra Vista
- Morse
- Wagner

SGV

- Louie Pompei Sports Park
- Pomona Fairplex
- La Verne Lutheran High School

SFV

- Woodland Hills Academy
- Balboa Sports Center



Index

Legends FC	1
Team Managers Guide	1
GENERAL CLUB INFORMATION & DIRECTOR CONTACTS	2
FIELDS & FACILITIES	3
Index	4
Regional Support Manager (RSM)	5
Team Manager (TM)	7
Registration & Rostering	9
Registration Systems	13
Team Communication	14
Team Finances	15
Uniforms	19
Team Binder	20
Game Day Procedures	21
Cup Play	22
College Placement Program u13-u18	23
BLANK PAGE	26



Regional Support Manager (RSM)

OBJECTIVE: To provide support to team managers in designated region helping ensure management of the team.

GENERAL RESPONSIBILITIES:

- Train & provide support to team managers in designated region
- Works with Admin support to ensure managers receive the correct information
- Helps with registration questions
- Liaise with admin support to provide quality service to team managers
- Attend to administrative matters as directed.
- Represent the club in a professional manner
- Liaise with club admin to ensure managers are aware of volunteer, golf tournament & car raffle responsibilities

REQUIREMENTS:

- Complete Cal South Admin form (annually)
- Rostered Admin must complete Heads Up Concussion Course through Cal South
- Verification of Cal South Risk Management Clearance
 - First time managers must complete Live Scan through Cal South

SPECIFIC SUPPORT: (All information will be provided by the club)

- Rostering
 - Assistance with confirming accuracy of rosters
 - Invitations
 - SCDSL Team Application
 - Roster freeze/Team activation
 - How to manage rosters - understanding of various league rostering requirements
- Registration
 - Registering
 - New Season/Invites
 - Support on how to complete Concussion Waivers
 - Uploading forms Elite

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- Summer ID Cards
 - Provide Tournament support (Master tournaments schedule provided by Regional Director)
 - Which tournaments to Register for (club provided)
 - How to register teams for tournaments
 - Help with different platforms
 - When to register teams
 - Communication
 - Entry deadlines
 - Summer ID Cards
 - How to collect team fees for tournaments
 - Managed in budget
 - Team finances
 - Help creating & managing a team budget
 - Assistance with communication about club team bank account
 - Collect team's monthly reconciliation reports
 - Club Fundraisers & Team Fundraising
 - Golf Tournament & Car Raffle
 - Guidelines & approval form
 - Uniforming
 - Assist in club wide sizing nights
 - Coordinate additional sizing within region after sizing nights
 - Support on how to order online through Soccerloco
 - Facilities
 - Work with Regional Directors to ensure members know and follow rules at respective practice site

RELATIONSHIPS:

- Reports Administrative support staff.
- Supports team managers

Team Manager (TM)

OBJECTIVE: To ensure the successful management of the team and welfare of the players in their care, whilst making sure that all off field matters are dealt with efficiently and timely.

Provide support to the coach and any support staff.

GENERAL RESPONSIBILITIES:

- The manager is responsible for team coordination of activities & communication through direction of the team coach.
- Represent the club in a professional manner
- Attend to administrative matters as directed.
- Liaise with Regional Support Manager to resolve questions
- Maintain team binder with medical releases & ID cards for each player

REQUIREMENTS:

- Complete Cal South Admin form (annually)
- Rostered Admin must complete Heads Up Concussion Course through Cal South
- Verification of Cal South Risk Management Clearance
 - First time managers must complete Live Scan through Cal South
- Communication
 - Liaise with all team members, parents, coaches and officials to ensure all are informed of training, competition and club functions.
 - Set up TeamSnap account to facilitate communication
 - Use of email to communicate
 - Document any problems that arise between team members, parents, coaches and supporters and present these to the Regional Director. Any soccer related issues should be directed to the team coach
- Team Finances
 - Create & oversee a team budget
 - Fee collections for budgeted expenses
 - Set up team bank account through club admin

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- Team managers are not debt collectors. Note that failure to pay tournament fees, travel expenses, and misc. team expenses (i.e. tournament expenses, coach travel reimbursement, college profile brochures, referee costs for scrimmages, etc), may lead to non-participation in Legends events.
 - Game day responsibilities
 - Coordinate printing & submission of team rosters & game reports to Referees before and after both home and away games.
 - Ensure team binder is at all games
 - Ensure player cards are at all games
 - Coordinate payment of referee fees
 - Ensure all players are named on team rosters, with coach direction
 - Check your league procedures for score reporting & red card reporting
 - Events
 - Register & submit payment for tournaments as directed by coach
 - Organize team travel to out of town tournaments (i.e.hotels)
 - Liaise with club admin for teams tournament volunteer hours
 - Liaise with club admin for teams Golf Tournament requirements
 - Liaise with club admin for teams Car Raffle requirements
 - Event registration such as tournaments, leagues & State Cups as directed by club

RELATIONSHIPS:

- Reports to the Coach, Regional Director, Regional Support Manager, Administrative support staff.
- Supports the coach and other staff.
- Liaise with players, parents and club supporters on non soccer items.

Registration & Rostering

REGISTRATION:

All players register through Elite Soccer System. New, returning & interested in trying out

1. Parent registers player each club season via provided tryout link
 - North, South, East, West: [LINK](#)
 - SGV:
 - SFV:
 - West - East Developmental: [LINK](#)
 - Development Academy: [LINK](#)
2. Coach & Regional Directors submits new season team rosters to Office Administration
3. Parent receives INVITE to team via email from Elite System
 - (E-mail will come from noreply@elitesoccer.com)
 - Invite email will state specific team with a unique link for each individual player to go through the online registration process
4. Fill out and upload required forms to Elite System
 1. Cal South Player Registration form
 2. Copy of Birth Certificate
 - Original BC must be verified by Admin on NEW Cal South players
5. Complete Club Membership agreement
6. Complete payment and enter credit card for payment installments

Concussion Waiver Requirement:

7. Each team manager will be notified by Admin when the Cal South Rostering process is completed
8. All parents must complete a concussion waiver through their personal Cal South online account

<http://media.calsouth.com/data/Downloads/Resources/DICKSSigntheCalSouthConcussionInfoSheet.pdf?rev=26DB>

Questions/requests regarding player payments and the online registration system MUST be via EMAIL to Cheri Giltner (cheri.giltner@legendsfc.net) from parents of the player ONLY.



ROSTERING:

Only coaches can submit requests for players to be rostered to a team. ALL requests must be via email

GAMING LEAGUES:

- US Youth Soccer (USYS)
 - Cal South
 - All players are rostered through Cal South
 - This is how ID Cards are obtained
 - Used for State & National Cups, CRL, SCDSL, NL, DPL
 - Input and managed by Legends Admin
- US Soccer
 - Developmental Academy
 - Processed by office Admin
- US Club Soccer
 - ECNL
 - ECNL cards are processed by office admin
 - NPL cards
 - Separate fees apply, not covered by club fees
 - Processed by office Admin

ROSTER CHANGES:

- Removing players from rosters
 - Only coaches can submit requests to remove players from a team
 - Team managers turn their card and paperwork into the office.
- Roster Freeze
 - Cal South: Between July 1st & the Monday following Thanksgiving
 - Parents must complete release/transfer online via Cal South in order to be removed from team once a player is activated to Cal South in a seasonal year
 - “Seasonal year” ends upon completion of teams participation in State or National Cup
 - DO NOT give card to the player or the player’s parent(s) during seasonal year if player is leaving club.
 - SCDSL transfer rules between SCDSL clubs apply



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- Reference SCDSL Player Transfer Rules http://scdslsoccer.com/_files/SCDSLRules2017.pdf

PLAYER CARDS:

- 2 types: Fall & Summer
 - Valid til August 31st
 - Issued by Cal South
- Fall cards: Required for all players starting September 1st
 - Included in LFC player registration fees
 - Distributed by club prior to start of Fall gaming season
 - Must provide office:
 - (1) original player Cal South Medical Release form with “wet signature”
 - Collect (2) originals each season
- Summer cards: Needed for:
 - New players that has never played club,
 - A player who did not play club in the previous year
 - Players coming from another club should obtain their player card from their previous club.
 - By team, no individual requests
 - Submitted by team manager to Cheri Giltner, cheri.giltner@legendsfc.net
 - Deadline to submit for May tournaments - April 25th
 - Requires a separate Cal South form
 - Costs \$30 per card
 - U8 & U9 new teams follow amended Summer ID Card instructions from admin

CLUB PASSING

- SCDSL - Players registered to a SCDSL club may player pass to play on another SCDSL team from within their club.
 - Managed by coach, team manager
 - Managers hand write player’s name roster
 - Players must have Cal South Medical Release and ID Card to play for another team



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- Players can only play for one team in a given day with the exception of the GK.
 - CRL - All club pass players must be added via the on-line system by the LFC Office Admin
 - Maximum 5 club passes per game
 - Rosters will be frozen when Cal South State/National Cup rosters are frozen per age division.
 - NL - All club pass players must be added via the online system by the LFC Office Admin
 - Players must be on team's official verified & stamped National League roster
 - National Cup & State Cup - All club pass players must be added via the online system by the LFC Office Admin
 - Players can only be rostered and play for one team in Cup play

TOURNAMENT REGISTRATION

- Tournaments will have different registration platforms (Gotsoccer, TGS, Affinity Sports)
- Follow each tournament's registration instructions to ensure your team applies under the correct age for that specific tournament.
 - Username/Passwords: Keep it simple. Do not use personal login/passwords
 - EX: username - Legends FC G05 / password - Legendsg05
- Team labeling: Team names should be listed with birth year, **NOT** age
 - Example of **correct** team name: Legends FC G05Blk
- Seasonal Age - New 2018/2019 seasonal age doesn't start until July 15th.
 - Managers will register teams for tournaments using your 2017/2018 seasonal age until then.
- Travel papers may be required by any tournament out side of Cal South jurisdiction
 - If required contact Angela (angela.wright@legendsfc.net)
 - 2 week minimum prior to tournament
- Questions about tournament registration can be directed to the RSM



Registration Systems

- Elite Soccer System:
 - Used for Legends FC player registration & billing
- Cal South: Member Login
 - Player's main account, managed by parent
 - Concussion waivers
 - Team Manager account
 - Players jerseys numbers
 - Used to print State/National, CRL match reports
 - All rostering functions in CAL South must be completed by LFC Registrar
- TGS: Link
 - Used for various tournaments
- Gotsoccer: Link
 - Used for various tournaments
- US Club: Kyck Registration platform
 - Used for ECNL, National Premier League, EGSL
- USYS:
 - National League , Regionals, Nationals
 - Team Manager follows Event Management system LINK
 - CRL
 - Rosters maintained through Cal South
 - All rostering functions must be completed by LFC registrar



Team Communication

EMAIL

- Communication to and from the club will be mainly via email, this includes: club announcements/news, administrative subjects, Regional Directors updates, financial matters, any major concerns or problems, etc.
- Communication to the team via email can be done through team snap, if a personal email is used you must:
 - CC the coach on all communication to the team
 - Bcc the parents email addresses on all communication

TEAM SNAP (required)

- Free mobile app that streamlines communication for the team. Available on desktop & tablet
 - Encourage parents & players to download the application
- Parents & players access to:
 - Team schedule- training & game times, events
 - Game information- Time, location, map, field #, uniform color
 - Messaging through - email, alerts, posts
- Team managers set up team account and invite parents, coach and Regional Director to join Team Snap
 - Send an email to the team PRIOR to sending invitation to join. (Initial TeamSnap e-mails may go to junk mail)
 - Parents take necessary steps to set up a login/password

TEAM SNAP TUTORIALS via YOUTUBE

- [Adding Members](#)
- [Adding Spouse or Family Member](#)
- [Member Roles](#)
- [Setting Up Teams](#)
- [How to Set up A Team Snap in 5 easy Steps - FOR PARENTS](#)



* Note videos reflect a “club” overview. Legends will not be setting this up. Teams will have individual accounts

Team Finances

TEAM BUDGET ITEMS:

- Additional league registration and referee fees; other gaming leagues registration & referee fees (CRL, NL, NPL)
- National Cup & State Cup registration and referee fees
- Tournaments fees
- Coach travel expenses
 - Not provided for regular season games
 - Tournaments outside of 60 mile radius of base region
 - Hotel covered for overnight tournament stay
 - Meal per diem \$45 a day unless breakfast is included at hotel
 - Optional reimbursement for 2 tanks of gas
 - All travel expense fees split between teams if the coach is taking multiple teams to the same tournament.
- Club fundraisers
- Team Equipment (canopy, bench, etc)
 - Any equipment that the team does pay for belongs to the teams, not the coach.
 - Teams are NOT required to pay for coach's equipment such as balls, cones, goals, etc.
- Scrimmages/Friendlies
- Miscellaneous items to consider: Team functions, gifts, admin live scan, printing college brochures (u13 -u19), upgraded Team Snap, October Pink shirts, Grey Dri-Fit, Bank checks, Holiday Party, sponsor/donor thank you gift.
- Purchase one guest uniform jersey for the team.

MANAGING A BUDGET

- Collecting team fees
 - Collecting Methods
 - Use of Apps are okay as long as documented (Ex: Venmo, ApplePay, TeamSnap, QuickPay, PayPal)
 - Coaches need to be in the loop but, should not collecting fees and/or handling money.
 - Communicate often with your coach regarding the team's financial status.



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- What to do if a family does not pay team fees
 - Notify the team's coach
 - Failure to pay may lead to non-participation in LFC events.
 - What if a player leaves the team?
 - Fees are not refundable
 - Once budget is set, share with parents, office admin
 - Set a payment schedule
 - Options 1.) Parents pay fees in full or 2.) set a payment schedule that will allow you to pay tournament registration fees by each deadline.
 - Monthly Reporting
 - Submit reconciliation report to RSM and Office

TEAM BANK ACCOUNTS : All bank accounts are under Legends FC's 501(c)3, and we have a duty to report these monies to the government; you are required to obtain a bank account under the Legends FC banking umbrella.

Purpose of a team bank account:

- Keep teams finances accounted for
- Handling of league referee fees
- Cover fundraising requirements

Acquiring an account:

- Must be Cal South Risk Management cleared
- Fill out applicable bank account forms
- 2-4 week turn around
- Chris Ramirez (chris.ramirez@legendsfc.net) AND Angela Wright (angela.wright@legendsfc.net) via email.

CLUB FUNDRAISERS: Entire team participation is mandatory

- Expectations/requirements will vary depending on the fundraiser and team age group
- Specific requirements/details will be communicated to the membership 3-4 months prior to each Fundraiser.
 - Golf Tournament
 - Car raffle

TEAM FUNDRAISING: All LFC teams are encouraged to raise funds for their particular team expenses.

- Suggest that team managers create a parent committee to help with team fundraising
- Prior Approval needed
 - LFC requires all team managers to submit a fundraising request form for any fundraising events associated with Legends FC
 - Submit request form to Angela Wright: angela.wright@legendsfc.net
 - Anticipate seven (7) business day turn around for requests
- Guidelines
 - Logo and Name Use: Legends FC and its logos are registered trademarks. "Legends FC", "LFC" and/or all logos may not be used or reproduced in any form, for any purpose, on any item or any medium without the express prior written consent of Legends FC BOD.
- Club encourages team managers create a parent committee to help with team fundraising

DONATIONS/SPONSOR FORMS: Teams and individuals may solicit businesses for sponsorship. *Note: Club does not provide sponsor/donor with thank you gift

- INSERT LINK TO FORM
 - Do not solicit for or on behalf of any personal businesses through the club/team email system.

CLUB FEES:

Club fees include but are not limited to: training fees; game and practice fields; referee fees (Fall Gaming League); (1) Legends Tournament; Cal South registration; Fall Gaming League registration; College Fit Finder program (Olders U15-U19); prorated cost for College ID Camp (Olders U15-U19); Administrative/Office support.

* Please note that the services listed above are not all inclusive. The membership fee is similar to tuition. If a player is unable to attend a tournament or train due to illness or injury, no refund is due.

- Club fees do not include uniforms; training gear; warmups; State/National Cup registration fees, State/National Cup referee fees; additional team fees for extra tournaments, travel (including coach's travel expenses), Regional and National Gaming Leagues.
- Club sanctioned uniform kits, dri-fit training shirt and warmups are mandatory for all players.

VOLUNTEER HOURS: Required

- Each family is responsible to donate 10 hours, per child, during the one seasonal year commitment
 - One volunteer shift at each Legends Tournament your team participates in
 - Legends Classic (May)
 - Legends College Showcase (JUNE)
 - For Legends FC Tournaments team managers will receive an email from the Tournament Director with the team's shift schedule.
 - Managers help parents coordinate their desired shift.
 - Send the completed shift schedule back.
 - Remaining hours may be fulfilled through various Legends activities
 - A "Volunteer Buyout" will be offered during online Registration process ONLY
 - This buyout will be \$100 and will fulfill required hours for seasonal year
 - Volunteer hours will be tracked, failure to fulfill volunteer hours may result in player suspension
 - Tournament specific volunteer buyout may NOT be available; if offered (1) four hour tournament shift buyout will be \$75

Uniforms

SIZING

- Sizing nights are coordinated by region
- Sizing forms available to record players needs
- Additional sizing opportunities will be coordinated with the RSM & office admin to borrow sizing samples

ORDERING: All uniforms are ordered by parents online via Soccerloco

- Instructions will be distributed
- Uniform # must be assigned BEFORE parents can order online
 - Coach decides how numbers will be given
 - Jersey numbers cannot exceed #36.
 - Only goal keepers may wear #'s 0, 00 or 1.

Uniform package:

Images Coming soon [LINK](#)

- Club provides (1) Gold training top
- Distribution of gold top is in bulk to team
 - Coordinate with office, RSM & Team manager

***Estimated ordering cut off date to receive uniform prior to Legends Classic will be April 13th**

Optional items: Only allowed if ENTIRE team purchases

- Grey pre game warm up top
 - Bulk orders only: Youngers order in May; Olders order in June/July

Recommend:

- Budget to purchase one guest uniform jersey for the team.
- Club does NOT have loaner uniform inventory for guest or club pass players

Team Binder

A Team binder contains all the important information to have with you at all times.

Required items:

- Player Cal South Medical Release form with “wet signature”
 - Collect (2) originals each season
 - Submit (1) original to the office upon pick up of new ID cards
- (1) Copy of player’s Birth Certificate
- Cal South Player Cards
 - New seasonal year player cards will come from the office a week or two prior to the start of of the fall SCDSL season.
- Gaming League rules for each league the team participates
 - SCDSL Game Day Procedures
- Copies of match reports (suggest taking a picture with your phone)

Useful items:

- Admin Emergency contact sheet
- Referee fee matrix provide by Cal South (Note Referees like exact cash)
- Envelopes for Referee fees
- Team Roster Contact List
- Blank Cal South forms
- Donation/Sponsor forms
- Concussion waiver instructions for parents
- Sharpie, highlighter, pens
- Protective sheets for paper



Game Day Procedures

Academy (Separate document)

DPL (Separate document)

ECNL (Separate document)

CRL - [Link to General Information](#)

SCDSL - [Link to 2017 SCDSL Game Day Procedures](#)

NL - [Link to National League Game Day Documents](#)

Cups: State & National- Emailed by Cal South prior to start of games



Cup Play

State Cup: 3 levels - Presidents, Governors, Mayors

National Cup: 1 level

Registration Process:

- Regional Directors & coaches determine which Cup is appropriate for each team depending on teams level, age and roster size.
- Managers register and pay for teams participation in appropriate Cup after direction from the Regional Director and Coach
 - Early bird discounts may be available
- Prior to Roster Freeze, Regional Directors work with Coaches to submit rosters to office for verification
- Office staff adjust rosters as necessary
- Teams must pay for referees and have appropriate paperwork for check in



College Placement Program u13-u18

COLLEGE COORDINATOR: Assists the club in providing our Coaching staff and membership with valuable information which will assist in the college recruiting process.

- Gather information regarding the Colleges that are attending our games at various events across the country
- Track the performance of our Legends players in college
- Serves as primary Club contact for the College Fit Finder recruiting tool

Richard Antoine

collegecoordinator@legendsfc.net

TEAM ADMIN COLLEGE PLACEMENT:

Duties can either be completed by Team Manager, or assigned to Parent on team:

- Ensure all College related emails are forwarded to the team and copy coach, Legends Director (Josh Hodges), Legends Girls Technical Director (Kevin Boyd), Legends Boys Technical Director (Brent Broadhurst) and Legends College Coordinator (Richard)
 - This allows questions on college materials to be directed toward the staff
- Maintain the College Fit Finder (CFF) team profile for your team roster

COLLEGE FIT FINDER: College Fit Finder is an essential resource utilized by the club in the college recruiting process and is offered to all of the older players at the club at no additional cost to our members.

- [College Fit Finder Link](#)
 - Works best through either Google Chrome or Mozilla Firefox, instead of Internet Explorer
- Set up by team managers and managed by players
 - Team admin will obtain the username and password for their team's CFF profile
 - Team admin will confirm the accuracy of roster and provide College Coordinator updates on any roster changes so CFF can be updated accordingly
- Players default **username** and **password** are the firstname and lastname of your player (i.e. Denae Antoine would be :denaeantoine).
 - After logging in you can change your password in the General tab

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- Ensure all players have updated at least the basic profile requirements, which allows the creation of the team brochure for college coaches

UPDATING PLAYER PROFILES

- All of the buttons to the left of the College Search Icon enable players to update their profile information.
- The College Search icon allows players to perform college searches and create a list of favorite schools that meet the player's athletic and academic criteria.
- Once the profile has been updated, a unique Profile URL will be created that each player can provide to college coaches:
 - To send this unique profile type the following with the specific player names at the end www.collegefitfinder.com/members/firstnamelastname
- Reference of fully completed player profile <https://www.collegefitfinder.com/members/sampleprofile1>

BROCHURE PRINTING:

- Team admin should instruct team to use a Legends uniform/training top headshot for the image for their individual profiles
- Manage guest player updates related to "Club Passes"
 - CFF allows team admin to add/delete any player in the club with a CFF profile to their team roster for specific events
- Print team brochure for distribution to college coaches at various events (League games, CRL games, National Cup, College Showcases, etc.)
 - Team admin can select or de-select the players on the roster that they would like to have included on the brochure for each event
 - Includes the ability to update the player's numbers for a certain event to avoid the duplication of jerseys
 - Once roster has been finalized for an event, the team admin should coordinate the printing of the team brochure
- Teams are responsible for the printing cost of their team brochures
 - General club standard is that team brochures should be printed in color and double-sided.



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- Team admin should work with coach to determine the appropriate number of brochures to print for each event
 - Distribute team brochures to college coaches at each event and obtain at least name and school for each coach in attendance
 - Depending on the event, the team admin may require assistance to pass out brochures to coaches and track those in attendance
 - Upon completion of the event, team admin should forward a list of all coaches that attended the event to the team, coach and Legends College Coordinator



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