



Rebels Soccer Club

Team Manager Manual

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ADMINISTRATIVE

Thank you for taking on the role of Team Manager. Having an efficient Team Manager is very important to a successful season. You will need to be a good communicator with the Coach, Assistant Coach, and parents. You will need to set aside the time to be available to do the tasks associated with being a Manager. This manual should help you understand those tasks. Don't hesitate to ask questions if you don't understand how to do something. The Rebels Executive Board (hereinafter referred to as the Board) is available to help you be successful.

Mission Statement

The Rebels Soccer Club (hereinafter referred to as the Club) is committed to serving youth soccer players and their families by striving to reach and adhere to the following goals:

Provide the opportunity for soccer players to play at a competitive level best suited to his/her individual ability and desire.

Provide a professional coach/trainer for every team in each age group. In addition, to provide the opportunity for clinics and instruction designed to permit each player to achieve the highest degree of improvement and success possible.

Provide a positive learning environment and player/parent relationships designed to transfer success on the soccer field to success in school and beyond.

Continually provide quality equipment and playing fields for our players.

Club Organization

The Club is governed by an all-volunteer Executive Board. The voting positions include the President, Vice President, Registrar, Treasurer and Secretary, Uniforms Coordinator, and Club Manager. The Board is responsible for all aspects of the Club organization. They ensure that the Club's mission is adhered to and that the Club is operating in a financially responsible manner. The Board selects and supports the Director of Coaching and ensures that programs are developed which enhance the Club. The Board is responsible for seeing that the Director of Coaching, Assistant Directors of Coaching, Coaches, Team Managers and the teams and players abide by all Club rules and regulations. The Board members are responsible for setting the example for the importance of cooperation, honesty, growth, commitment, organization, team playing, vision, sportsmanship, and ethics within the Club.

In the event that a Team Manager has an issue or a problem that needs to be addressed, they should be sure to follow the chain of command in the Club. If the issue involves their own team they should make every effort to work with their Coach and Assistant Coach to resolve the issue. If that is not possible, the issue should be brought to the attention of the Assistant Director of Coaching for that age bracket. If necessary, the Assistant Director of Coaching will contact the Director of Coaching. If it is still not resolved, the Director of Coaching will bring the issue to the Board.

Club Website

The Club's website can be found at www.rebelssc.com. It is a good source of information for happenings within the Club. If a Manager has news about their team, for example if the team has won a tournament, the news and/or pictures can be emailed to the website coordinator who will put the information on the website.

Basic Responsibilities of a Team Manager

Team Manager responsibilities may vary from team to team. Typical responsibilities include, but are not limited to, the following:

- Preparation of the Team Master Roster
- Player registration
- Administrator registration
- Team communication
- Compliance with Presidio and Cal South rules and regulations
- Game roster preparation and score reporting
- Tournament entry and paperwork completion
- Collect outstanding registration fees
- Collection of coaching and tournament fees
- Maintenance of team checking account

The team manager's most important tool is the team binder, which will contain player registration forms (medical release forms), birth certificates (copy), administrator forms and player ID cards. The internet is another important tool to be used in doing your job as a Team Manager. The internet can be used to register your team for a tournament as well as a source of additional information from Cal South and Presidio Soccer League.

Team Binder

All player registration forms and administrator registration forms should be kept in a team binder. You should have a 3-ring binder with plastic sleeves. A sleeve for each player should be established with the medical release form showing in the front and a copy of the player's birth certificate on the reverse. A ring with all laminated player and administrator cards should also be kept in this notebook and attached to one of the binder rings. Team Managers usually also include their team's Master Roster and the team schedule for practices and tournaments and, when available, the schedule for their Presidio Soccer League games.

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 Binder** 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.

REGISTRATION

Player Registration

All players and administrators must be properly registered in the Cal South On-line Registration System (CORIS). Teams in ages U8 through U10 can have a maximum of 14 players; in ages U11 through U15 it is a maximum of 18 players; and U16 and above can have up to 22 players per team. (Teams U16 and above may only have 18 players on the GAME roster for league play.)

All players are registered using the Player Registration and Medical Release form. The form can be downloaded from the Club website under the Forms tab. Registration is required each year and commits the player to the team for the year unless a transfer and/or release is requested. Original birth documentation (and a copy) must be presented at the time of registration to the Registrar if the player is new to the Club.

Any of the following are acceptable as birth documentation:

Birth certificate

United States Passport

Uniformed Services Identification and Privilege Card

Alien Registration Card issued by the U.S. Government

Certificate issued by the Immigration and Naturalization Service attesting to age

Current U.S. Driver's License

Certificate of a U.S. citizen born abroad issued by the appropriate government agency. Hospital, baptismal, or religious certificates are not allowed.

Registration fees are collected with the registration paperwork. A player registration form (and a copy) is required when registering a player. The original player registration form is returned to the Team Manager to use during tournament and league play.

Player ID Cards

Player cards will not be given to a player who has not paid their registration fees in full. Player identification cards are used to identify the players on a team during all tournament games and regular season league games. The new season cards can begin to be used on or about July 15th of each year. Once a team's roster is finalized, the Club Registrar will print all of the cards for the team. These cards must have a current photo of the player (1x1 size) attached and laminated in order to use them to play in all tournament and regular season games. It is the responsibility of the team manager to attach pictures and laminate the player cards.

Laminating can be done at most copy shops or you can buy instant laminating sheets at any office supply store for emergency laminating. These cards are very important and a Team Manager must always keep track of his/her team's cards. **Players cannot participate in a game without a player card.** If you don't have the cards with you, the game cannot be played. Most referees keep the cards during the game and then the Team Manager must get them back from the referee after the game.

Player Transfer/Release

Players may transfer from the team of original registration to another team from June 1 until July 31. From August 1 until the Monday after Thanksgiving, a player is bound to their team. This is called the roster freeze period. Outside of the roster freeze period, when transfers are allowed, a transfer or release must be initiated online by the parent. Instructions for transfers and/or releases can be found on the Cal South website. All financial obligations to the Club must be met prior to any transfer or release request. In addition, the player card and registration form of a Rebels player must be turned in to the Registrar prior to approval of any requested transfer or release. Players transferring from another club are considered new players and are required to submit the proper documentation. **Transfer fees are \$25.00.**

Administrator Registration & Risk Management

Administrators for a team, including the Team Manager, Coach, Assistant Coach, and any other team parents that will be assisting the team in any way, need to complete a Program Administrator's Registration Form and go through Cal South Risk Management. The Administrator Form can be downloaded from the Club website under the Forms tab. Cal South's KIDSAFE Risk Management program uses Live Scan fingerprint technology, which provides the quickest way to submit and process background checks through the Department of Justice. They also provide for seamless integration into the California DOJ subsequent arrest notification program, providing the following benefits:

Administrators only have to be fingerprinted once for the lifetime of their involvement in Cal South Soccer.

Through the California DOJ subsequent arrest notification program, Cal South retains the ability to screen subsequent arrest activity & make decisions towards keeping KIDSAFE & protecting the best interest of their Member Leagues.

An administrator can be live scanned through any Applicant Live Scan Site they choose throughout Southern California. When you go to do the Live Scan, you must complete and take a Request for Live Scan Form. This form and the instructions for going through the Live Scan process may be downloaded at: <http://www.calsouth.com/downloads/RequestforLiveScanForm10-11-06.pdf>. To find a Live Scan site and a listing of fees, go to: <http://ag.ca.gov/fingerprints/publications/contact.htm>. This will link you to the California Department of Justice website.

Make sure to call any site BEFOREHAND to ensure that you will only be charged the rolling fee that is listed on their website (have the ORI number from the top of the Request for Live Scan Form ready). Retain your receipt from getting your Live Scan done and the Club will reimburse you for the cost.

TEAM FINANCES

Team Checking Account

It is suggested that a banking account be set up to manage each team's finances. COACHES AND/OR TEAM MANAGERS ARE NOT ALLOWED TO USE THEIR PERSONAL CHECKING ACCOUNTS FOR THE TEAM ACCOUNT. The Rebels Soccer Club is a non-profit organization. Be sure and look for a bank that does not charge any set up or maintenance fees. If there are fees charged, they should be minimal. A letter can be obtained from the Team Manager Coordinator that can be taken to the bank when you are setting up your account. The team account will be used for paying the coach's monthly fees, tournament registration fees, and any other team purchases such as a flag, etc. To prevent having to order new checks each season, the printed portion of the check will have your team name with the first year your team is eligible for their bracket. For example, a Boys U-16 team in the 2014-2015 season would be Rebels Boys 98 (August 1, 1998 is the oldest a player could be on this team). If you used Boys U-12, the checks would be wrong next season when the team moves to Boys U-13.

Authorized Signers on Team Checking Account

Each team should have two signers for their account - the Manager and an additional person, preferably an Assistant Team Manager. Having more than one signer on the account is important for your protection. This will also be important in the event that you are unavailable.

Team Finances

Your team will need money throughout the year for many things. The most important and the most regular expense for a team are its monthly coaching fees. The team will also need money to pay for tournament registration fees and possibly tournament travel expenses for the coach. Other expenses for a team might include the purchase of a team flag, a team first aid kit, etc. It is critical that the Manager keeps track of all the payments into and out of the team account to ensure that there is always enough money to pay the monthly coaching fees and registration fees for any tournaments that are coming up.

Receiving Player Payments

One of the most difficult tasks that a manager has to do is the collection of fees for coaching and tournaments and in some cases, for any remaining registration payments. To help make this job easier, it is a good idea to give the parent(s) of each player on your team an accounting statement that lets them know the status of their account at the beginning of each month. This could be done by creating a spreadsheet with all pertinent information.

It is important that you collect the coaching fees in the first two weeks of the month so that you can pay your coach in a timely manner. It's also a good idea to purchase a small receipt book so that as a parent or player turns in money to you, you can write them a receipt and have a record of that payment yourself. You will collect all the fees, deposit them in your team banking account, and then write a check for your team's coaching fees made payable to the coach.

Reconciling Your Team Checking Account

When you receive the statement from the bank for your team checking account, be sure and reconcile the account. As the Team Manager, you must keep a good accounting of all checks and cash coming in and going out and ensure that the team account is kept balanced. At any time, the Club Manager can ask to do an audit of any team's account. Each month you will also receive an accounting of your team's current registration status from the Club Manager by e-mail or phone call. This will let you know if you need to collect any further registration payments from players. These registration payments can be turned in at the Team Manager Meetings or they may be given to the Club Manager or Registrar at any time or at a planned meeting time and location.

Team Fundraising

Teams are encouraged to think of creative ways to raise funds to help reduce the cost to players for team expenses. The Rebels Soccer Club logo is copyright protected and is not allowed to be used for any team fundraising. This includes fundraising flyers, sweatshirts, t-shirts or any other memorabilia that might include the Club logo. If in doubt when determining whether or not to have a team fundraiser, contact the Club Manager or the Team Manager Coordinator for clarification. Not only will you be protecting your team, but the Club as a whole. Teams are not allowed to fundraise for a particular player.

Registration Fees & Refund Policy

Registration fees for the 2014/2015 season are \$495. All registration fees must be paid according to the fee schedule. You must stress to your players and their parents/guardians that the player ID card for the new season will **not** be issued if the Club registration has not been paid in full. A player will not be able to play in any tournaments or league games without a player ID card. If a family is having a financial hardship and cannot make the payments on time, they must contact the Club Manager to set up a payment plan or fill out a financial hardship application (which can be found on the Club website). Refer to the Club Policies and Procedures Letter for our refund policy.

Confidentiality

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

Financial Aid

The Club does offer financial aid on a case-by-case basis. Please direct any interested parents to the Club website so that they may complete the paperwork and submit it to you, the Club Manager, or the Registrar. The form can be downloaded under Forms on the Club website.

Referee Fees

The Presidio League season is from August through November. A schedule of referee fees for the Presidio League season games will be provided just prior to the start of the gaming season. Fees will vary depending on the number of referees in a game. Team Managers are responsible for paying the fees during the season for HOME games only. You should have exact change for the referees. A copy of the referee payment form is included in this manual. Team Managers must have the referees sign the form when payment is made. After each game, this form should be submitted to the Club Manager for reimbursement of those fees. Referee fees for non-Presidio League games are the responsibility of the team and are **not** reimbursable by the Club. This includes scrimmage games within the Club.

PLAYER SAFETY

One vital concern of the Rebels organization is the safety of its players. There are several components to ensuring that a player and the team he or she is playing on are safe. These components include the playing environment, the physical and mental well-being of the player, and making sure that the player is safe from any strangers/child predators. As a Team Manager, you need to be aware of the factors that will keep your players safe.

The Player's Environment

Be sure to check the playing field that your players will be using for practice or games. Make sure there aren't any big holes or other tripping hazards such as sprinkler heads or utility page covers. Also, look for objects on the field that may cause injury such as big rocks, pieces of glass, etc. Goal safety is very important. Make sure that any goals that are being used for games or practices are properly anchored. They should always be checked before use. Never let players hang or climb on the goals.

The Player's Physical and Mental Well-being

A manager should always make sure that there is a first aid kit on hand for any minor injuries during practices or games. It's also a good idea to have ice or an ice pack that you can use. Just make sure and bring a little extra in your portable cooler.

The player registration/medical release form doesn't always have the most recent information. If there is any question of whether an injury is serious or not, don't hesitate to call 911. It is very important that the Head Coach, Assistant Coach and Team Manager always have a copy of the player registration/medical release form on hand at all times during any team event. Medical personnel will not be allowed to treat any injuries without this documentation.

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

Keeping Our Players Safe from Strangers/Predators

Unfortunately, we live in a world that is not always safe for our children. During practices and games, be aware of any people that you don't know who are loitering around the area. Never leave a child alone. Always make sure they go in pairs or with an adult if they have to go to the bathroom. Never leave a player alone to wait for a parent/guardian to pick them up from practices or games. If a parent is habitually late in picking up their child from practice or games, you need to let them know that it is unacceptable and if it continues, the child may not be able to play on the team. You should also let the Coach know about the problem.

There should always be one other adult at a practice besides the coach. If it is a girl's team, one of the adults should be a female. Team Managers, Coaches and Assistant Coaches should be aware of a player's personal space. Touches such as hugs or pats on the back can be appropriate in some instances, but you need to be aware of a player's response and be sure that any touching of a player is appropriate and doesn't make the player uncomfortable. The Risk Management program is an important aspect of ensuring that all Coaches, Assistant Coaches and Administrator's for a team are safe.

PRESIDIO LEAGUE PLAY

Presidio Gaming League

The Rebels Soccer Club is a part of the Presidio Gaming League. Our teams are put into brackets in this league and play a series of games during the regular season. The season starts in late August and continues until just before Thanksgiving. Teams will play a game every Saturday during the season and may sometimes play on Sunday. Half the games are played on the Rebels home fields and half are played on the opponent's fields. There are different levels of play in the league. U8 and U9 teams are placed in three (3) levels of play: Blue (highest), Red (middle), and Green (lowest). U10 through U19 teams are seeded accordingly. Premier is the top level, then AAA, followed by AA-A, AA-B and some age levels have AA-C. A team is seeded according to their results of the previous year. New teams are usually placed in the AA-B level and sometimes in AA-C. The schedule for the games usually comes out in early August and can be found on the Presidio Soccer League website, www.presidiosoccer.com.

The Rebels Soccer Club is also a part of the San Diego Developmental Academy (SDDA). We have several teams that play in the SDDA during the regular Presidio season. The teams are put in Flight 1 or Flight 2 brackets for the season. Teams usually play 10 games per season with additional Showcase events throughout the season. The schedule for these games usually comes out in August and can be found on the Presidio Soccer League website, www.presidiosoccer.com. There is a link to the SDDA website.

A team manager has several responsibilities before and after each game. **In accordance with Presidio League policy, the manager must print three copies of the game roster to take to the game. The Club Manager will provide the paper for printing the roster.** These copies are given to the referee along with the player cards before the game and are used by the referee to record the score and any yellow and/or red cards that are given out. **After the game, the team manager signs the three copies**

of the game roster, one for the opponent, one for the referee, and one for their own team. The referee keeps one copy and each team that played gets a copy.

The game roster is then used to record the score of the game on the Presidio Soccer League website. Instructions that describe the steps to follow to print out the game roster and to enter in the game scores is included on the Presidio Soccer League website. A manager may also have to reschedule a game during the season, usually due to a coaching conflict or games cancelled due to rain. Reschedules are also done on-line and the instructions are included on the website.

The most important thing to remember is that you must clear any reschedules with the Field Scheduler so that they can tell you if and when a field is available and also so that they can schedule referees for the game.

Team Manager Access to the CORIS System

Both Cal South and the Presidio League use the CORIS on-line registration system for team rosters and administration. Team Managers need to apply to get access to their team information. This can only be done after they have gone through risk management and are officially assigned to a team.

Contact the Rebels Registrar to set up an account for the Team Manager.

TEAM GEAR

Ordering Team Uniforms

It is the responsibility of the Team Manager to provide the Uniform Coordinator with the jersey/short sizes as well as the jersey numbers. Returning players keep their numbers from the previous year. Uniforms will not be ordered for teams whose players have not all registered and paid the minimum required registration fees. In addition, uniforms will not be given to players who have not paid their registration in full by the due date.

Ordering Rebels Merchandise

Rebels merchandise can only be ordered through the Club. As stated previously, the Rebels logo is copyrighted and teams are not allowed to use the logo to purchase items. Rebels Spirit wear can be ordered from the online Rebels store at www.soccer.com. A link to the store can be found on the Rebels website. Rebels hoodies and t-shirts must be ordered through the Club using the order form included in this manual. The order form is also on the Rebels website. Rebels hoodies and t-shirts will be kept in stock and readily available. Order forms and money can be mailed to the address on the form.

TEAM PRACTICES & SCRIMMAGES

Practice Fields

Each team will be assigned a practice field and practice time by the Director of Coaching. The Rebels are assigned a number of fields to use through the City of Chula Vista by the Youth Sports Council.

There are many different groups vying for the use of fields in Chula Vista. The Club can only use our designated fields on the days and times that they are assigned to us.

Teams are not allowed to practice on a different field unless it has been approved through the Director of Coaching. A team may also be sharing a practice field with other teams and must be reasonable about the amount of space they use during a practice. **It is important to keep the practice fields in good condition. Make sure your players don't leave trash on the field after practices or games. They need to pick up any water bottles, trash, etc. that are lying around after a practice or game. If the Rebels teams do not take care of the fields that we are assigned, we will lose those fields.**

As the Club grows in number of teams, we need as many practice fields as we can get. Coaches will often arrange scrimmages for the weekend in addition to the practices during the week. Again, please be sure that your players leave the scrimmage fields in good condition before leaving.

Walk-on Tryouts

Sometimes a parent or prospective player will notice a team practicing and come by the practice and ask if they can try out for the team. This type of walk-on tryout should be cleared with the coach and if he/she would like to evaluate the player, a medical release form (aka player registration form) must be filled out and signed by a parent before the player can try out with the team.

TOURNAMENTS

After a team has formed and has been practicing, the coach will decide on a number of tournaments that he/she wants the team to participate in. A full list of all the Cal South sanctioned tournaments is available on the Cal South website at http://www.calsouth.com/sanctioned_tournaments.htm.

Most tournaments are in the summer but there are also tournaments during Thanksgiving and Christmas and during the winter that are used as preparation for the Cal South State and National Cup tournaments.

Applying to Tournaments

After the coach has decided on the tournaments that the team will play in, the team manager must apply to each of the tournaments. Each tournament will have a website that has all of the information needed to apply for that particular tournament. In most cases, these websites allow you to apply to the tournament online. All tournaments are paid for by the team and not the Club. The team manager needs to collect the money for each tournament from the players. The Club policy is that the tournament fee should be evenly divided by the number of players on the team, even if a player will not be able to attend the tournament, as part of the team, they are obligated to pay their share of the fee.

Most tournaments have an application deadline that is 3 to 4 weeks before the tournament date so you need to make sure that you collect the necessary fees in order to be able to pay for the tournament on

time. If the tournament is out of the San Diego area, the team covers the coach's hotel and mileage expenses. In this case, it will be necessary to collect more than what is necessary for just the tournament fees.

Playing in Tournaments

Tournaments can be a lot of fun for the players and the parents, but they require some planning on the part of the team manager in order to make sure that everything goes smoothly.

Check-in: A team manager will usually have to go on Friday night to check-in the team before the tournament. This means you go to the Tournament check-in site where your cards, medical releases and birth certificates will be checked and you will turn in a roster if it was not done online. This is where you also get any last minute information, tournament pins and programs.

Lodging: You may need to book a group of hotel rooms for your team if the tournament is a long distance away. Most tournament websites have hotel accommodation links that will direct you to affordable hotel rooms in the tournament area. Be sure to book the rooms well in advance when you know you will need them and make sure they have a good cancellation policy. Remember that the team is responsible for paying for the coach's room.

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

End of the Season Tournaments (Presidio Cup and League Cup, State and National Cup)

Presidio Tournaments

The Presidio League has two end of the season tournaments - Presidio Cup and League Cup (also known as Premier Qualifying Tournament, PQT).

League Cup is only for Premier teams and AAA teams that have a chance of playing Premier the next season. Doing well in this tournament can secure a spot in the premier bracket for a team that was on the bubble for becoming premier or that was in danger of losing their premier status. League Cup is usually played in early November.

Presidio Cup is for any Presidio league team. This is also a way that a team can change their seeding for the next year. A team that is a finalist in a Presidio Cup tournament has a better chance of moving up a level the next year if they were not originally supposed to move based on their place in the standings. For example, an AA-B team that finished 4th in their bracket, but wins Presidio Cup in the AA bracket has a good chance of playing AA-A the next year.

Presidio Cup is usually played in early to mid-December. Information about the Presidio Cup and League Cup is usually available on the Presidio website in October of each year.

Cal South State Open Cup and National Cup

Both competitions are part of the Cal South State Competition. The principal difference between the two competitions is that the age group winners of the State Cup do not advance beyond the state level whereas the age group winners of the USYS National Cup advance to the USYS Regional and National championships.

AA teams and most AAA should only apply to Open Cup while strong AAA and Premier Teams generally apply to National Cup. These tournaments are played in January and February for the U-9 through U-13 age groups and in March through May for the U-14 through U-19 age groups.

Teams from every part of the Cal South area play in these tournaments so the competition can be very tough. The locations for the State Cup games are generally the large soccer complexes in San Bernardino, Lancaster, Bakersfield and Temecula so your team must be prepared to travel. The first weekend of State Cup is a regular tournament format. Your team is placed in a bracket with other teams through a random draw of all teams entered in their age group. The winner and sometimes 2nd place team in each bracket go on after the first weekend to the next rounds of games which are single elimination. A team's coach will generally decide if a team will participate in these State level tournaments. The Cal South website is a valuable resource for information about these tournaments. Referee fees for State Cup games are paid on the field at the time of the game and are shared equally by all players.