CHELSEA SC

ADMINISTRATOR HANDBOOK

WWW.CHELSEASC.ORG
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CHELSEA SC
21520-G YORBA LINDA BLVD., PMB 420
YORBA LINDA, CA 92887

Chelsea SC Board Members

Chelsea SC is governed by a committee (Board) and all Board positions are volunteers. Each position carries the responsibility of the implementation of the duties and activities associated with the Board position. The Chairman is elected during the Chelsea annual general meeting. The Chairman appoints the other Chelsea board positions.

OFFICERS	NAME	EMAIL	PHONE
Chairman	Lori Bolin	chariman@chelseasc.org	(714) 225-4390
Vice-Chairman	Eric Coe	vicechairman@chelseasc.org	
Treasurer	Cassie Bandong	treasurer@chelseasc.org	
Secretary	Jennifer Deane	secretary@chelseasc.org	(714) 588-6442
Legal Affairs Director	Michael Bradford	legal@chelseasc.org	(714) 686-3138
Communications Director	(open)	communications@chelseasc.org	
Fields & Equipment Director	Jeff Leech	equipment@chelseasc.org	
Directors of Coaching	Boys – Mike Stauber Girls – Jenny Hammond	doc@chelseasc.org	(714) 943-1064
Director of Team Administrators	Shelley Gray	admincoordinator@chelseasc.org	
JUSA Recreational Main Board President	Doug Knaar	d.knarr@att.net	

APPOINTEES	NAME	EMAIL	PHONE
Chelsea SC Champions Cup Coordinator	Mike Greco	kickoffcoordinator@chelseasc.org	
Webmaster	Frank Tomeo	webmaster@chelseasc.org	
Newsletter	Jennifer Deane	newsletter@chelseasc.org	
Registrar	Michele Morlang	registrar@chelseasc.org	
Asst. Registrar			
Volunteer Coordinator			
Yorba Linda City Liaison	Greg Stull	gjstull@pacbell.net	
Board General Info		info@chelseasc.org	(714) 943-1064

Mission Statement:

Chelsea SC provides players a fun, safe, competitive environment for youth soccer. We strive to develop individual skills as well as team excellence. Chelsea SC employs the highest qualified coaches available to allow each player the best opportunity to reach their full potential. Chelsea SC creates a unified and dynamic soccer organization that will continue to thrive and give back to the local community.

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Important Websites:

WWW.CHELSEASC.ORG

- FORMS
- CALENDAR
- TEAMS
- FIELDS (OPENED OR CLOSED) UPDATED BY 3 P.M.

WWW.COASTSOCCER.COM

- TOURNAMENTS
- FIELD STATUS
- LEAGUE SCHEDULES
- LEAGUE CUP SCHEDULES

WWW.CALSOUTH.COM

- RESOURCES
- PLAYER REGISTRATION FORMS
- ADMINISTRATION FORMS
- COACHES FORMS
- WAIVERS, ETC.
- STATE CUP
- NATIONAL CUP
- TOURNAMENTS

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COMMUNICATION PROTOCOL:

AT **NO TIME** DO WE WANT PARENTS / MANAGERS / COACHES CONTACTING THE CSL OR CAL SOUTH ORGANIZATIONS. WE WILL HAVE A BOARD MEMBER MAKE THESE CONTACTS AND ADDRESS ANY QUESTIONS OR ISSUES. WE WILL HAVE OUR CONTACTS LOOK INTO THESE ITEMS AND REPORT TO THE TEAMS.

IF A FAMILY HAS AN ISSUE WITH COACHING STYLES OR PLAYING TIME THEY WILL FOLLOW THIS COMMUNICATION CHAIN.

PARENT → MANAGER

MANAGER → COACH

MANAGER → COACH → PARENT

DOC → COACH

DOC → MANAGER

DOC → COACH → MANAGER

DOC → COACH → MANAGER → PARENT

THE BOARD OF DIRECTORS WILL ASSESS THE FOLLOWING ISSUES:

- PLAYER LEAVES TEAM
- MANAGER LEAVES TEAM
- COACH LEAVES TEAM

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EVENT CALENDAR 2012

JANUARY	FEBRUARY	MARCH
APRIL	MAY	JUNE
JULY	AUGUST	SEPTEMBER
OCTOBER	NOVEMBER	DECEMBER

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RESPONSIBILITIES FOR EACH OFFICIAL OF CHELSEA SC

COACH / TRAINER:

All responsibilities applicable to the Coach listed in the Player and Family Contract

Player evaluation and selection from tryouts, scrimmages, practices, games, etc.

Outside trainer selection and scheduling, including GK specific training

Tournament selection

Attend all club meetings

Recommend soccer related events to improve parent/player understanding

ASSISTANT COACH:

Assist coach and trainer in all responsibilities listed in the coach section

Maintain a backup of all current player documentation in one 3-ring binder, along with tournament information

Attend all club meetings and act as a representative of the club along with the Team Manager

Organize additional off the field training and classroom sessions for players to cover overall program

TEAM ADMINISTRATOR:

Ensure player registration information is complete

Schedule and organization of tryouts, maps, times, etc. are available to all applicants

Ensure tournament applications, correspondence and registration information is completed as required

Ensure a team representative attends all club meetings

Maintain all current player documentation in one 3-ring binder along with tournament information

Ensure all referee payments are made at games when required

Ensure other parent volunteers perform their duties as allocated

Schedule meetings as necessary

TEAM TREASURER:

Maintain the team checking account and all the financial records in accordance with the club policies

Provide various financial reports, budgets, etc. to the team and club officials

Ensure that referees fees are paid at every game as required

Coordinate the fund-raising with volunteers

The team treasurer **MAY NOT** be a member of the coach's family

Team Volunteers:

Team Manager _____

Treasurer _____
(May not be a member of the coach's family)

Team Publicity Coordinator _____

Team Uniform Coordinator _____

Medical Kit Person _____

Team Canopy Person _____

Team Activities Coordinator _____

Equipment Person _____

Fundraising Coordinator _____

CHELSEASC

PREMIER YOUTH SOCCER

IN SOUTHERN CALIFORNIA

2011-12 CHELSEA SC VOLUNTEER OPPORTUNITIES

DATE	VOLUNTEER OPPORTUNITIES	APPROX TIME	PLACE	NEED

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PREMIER YOUTH SOCCER
IN SOUTHERN CALIFORNIA

FAMILY VOLUNTEER HOURLY LOG

DATE	PROJECT	HOURS	SUBMITTED TO ADMIN	RECD BY BOARD

Parent/Adult Name

Team Level

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CREATING YOUR TEAM BUDGET

- Use sample budget provided by Chelsea
- Determine your trainer's fees
    - How many months you will train
    - Use recommended pay scale provided by Chelsea technical trainer
- Fill in monthly trainer cost and the number of months of training expected
- Fill in Referee cost for your age bracket and the expected number of Coast Soccer League. (Don't forget to include at least three games for League Cup)
- Determine the number of Tournaments your team will attend and fill (or estimate) in the cost. (Quantity column will always be 1 for this)
- For tournaments out of town and other reimbursement expenses, estimate the cost of trainer.
- Identify any other team expenses that will be incurred and any expected fundraisers (Fundraising activities can be kept separate and apart if you prefer.
- Determine the number of "Participating Players"
- Determine the number of payments.
    - Note: Trainer will be paid only amounts provided to the club at the time of payroll. Payroll occurs once per month and funds must be to the Chelsea bookkeeper by the 15th of each month.
    - Trainers are paid monthly in the first business day of the month.
    - Trainers are paid in equal payments throughout the year.
    - Trainer's contracts are from June 1 through May 31st.
    - Trainer's can train teams between 8 months (minimum) and 11 months (maximum).

Player Statement: Create a way of keeping track of player's payments by keeping a player statement for each player. Example;

EXPENSE	AMOUNT	DUE DATE	PAYMENT AMOUNT	CHECK #	DATE PAID
Club Fee					
Team Fee					
Team Fee					
Team Fee					
Team Fee					
Fundraising					
Other credits					
	TOTAL $				
	BALANCE DUE $				

Sample Payment stubs:

Sample check register:

See attachment

SPONSORSHIP LETTER

Abc South Pine Ridge

Yorba Linda, CA 92886

Date 1, 2011

Jaguar of Anaheim Hills

5425 E. La Palma Ave

Anaheim, CA 92807

Dear Mr. Jerry De Souza:

Chelsea SC is a more advanced (club) division of the Junior United Soccer Association (JUSA). Chelsea SC provides the opportunity for over 500 children and young adults in the communities of Yorba Linda, Placentia and Anaheim to develop their athletic skills by participating in an organized sport. While enjoying the game, these young athletes also learn self-discipline, teamwork as well as good sportsmanship among other valuable skills.

The experience helps to build many of the characteristics that make for productive members of the community and future leaders. Unfortunately, the total cost per child, which includes registration fees, uniforms and accessories as well as tournament fees is $1,800.00, making it prohibitively expensive for some kids who are very passionate about the game of soccer. Consequently, their parents cannot afford these costs.

By sponsoring a child/team (Chelsea Girls under 12) in the upcoming season, you can help support the community and potential employees of the future. The core group of this team has played together for 4 years and is looking to have their best season yet this year. Our web site address is (Chelseasc.org).

Your donation is 100 percent tax deductible, our clubs Tax Id # is as follows: 23-7375377. Attached is a sponsorship form to accompany your donations. Please let us know if it will be possible to assist the team as soon as possible as registration fees are due now. With your reply, please send the sponsorship form and check, which should be made payable to Chelsea SC, to the above address.

Both I and the coach can be reached at the following e-mail addresses or telephone numbers. In anticipation to an early reply, thank you for your generosity.

Team administrator (phone number)	Coach (phone number)
Girls U12	Girls U12
Title (such as Team Admin)	Coach
E-mail address	E-mail address

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Enclosed: Chelsea SC sponsorship form

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