



TEAM MANAGERS

- **Selection:** The Team Manager is chosen from among parent volunteers when teams are selected. The primary responsibilities of the team manager are to serve as a communication link between parents and coach and to assist with the administrative details of running the team. She/He also receives information from the Executive Director regarding the COSC Board decisions and policies throughout the year.
- **Registration:** After try-outs, Team Managers are responsible for overseeing registration procedures for their teams.
- **Communication with Coach:** The team manager and coach determine what assistance is needed to identify the activities requiring support. They will clarify which duties the coach, the team manager, and parent volunteers will handle. The team manager is responsible for coordinating the various team activities and finding the appropriate help when needed.
- **Communication with Players and Parents:** Early in the season, team managers should establish a workable communication system to inform team members and parents of practice and game changes and any other information. This can be done in the form of a phone tree, email list, or a contact person can be designated for team members with a roster with names, emails, phone numbers and a schedule of games, directions to away games, carpool information, etc. Development of your team webpage located on the Odyssey website may also be utilized.
- **Team Funds:** The team manager is responsible for handling deposits and disbursements of team funds with the Finance Manager.
- **Uniforms:** Team managers may assist players with uniform orders for their team. However, it is the responsibility of the individual players to ensure they have all uniform items for each game, including ordering required items through our club supplier: Eurosport

TEAM ACCOUNTS

- The Executive Director, under the direction of the COSC BOD, manages the team funds. All funds are deposited to a single bank account and then allocated to the specific teams for which the deposits are intended. Ledgers for all teams are maintained by the COSC Executive Director and are available for review by Club members. Copies of team ledgers are provided to team managers on a regular basis. Deposits to and disbursements from the team account will be made in accordance with instructions from team managers. Receipts will be required for disbursements. Teams will not be allowed to have a negative balance in their respective account.
- Check requests must be submitted on the appropriate form and submitted prior to Wednesday for receipt of a check on Thursday of the following week.
- Check requests for tournaments and related expenses must be accompanied by a single deposit for greater than or equal to the check being requested, subject to the same timeline as all checks.



TEAM FUNDRAISING

- Individual teams are encouraged to explore options for team fundraising. The team manager is responsible for overseeing team fundraising activities using parent volunteers as needed.
- Teams must request permission from the COSC Executive Director and/or COSC President to engage in fundraising activities. Submitted proposals must specify the fundraising activities. Permission, when granted, will be effective for one year from the date of approval.
- COSC encourages development of teams willing and able to compete nationally and internationally. The Club cannot, however, commit financial resources to support travel for any of its teams.
- COSC reserves the right to forbid or terminate any fundraising activity deemed inappropriate or inconsistent with the image and goals of the Club.
- COSC retains ownership, copyrights and control of usage of the COSC logo.
- COSC may approve the use of the COSC name on appropriate merchandise or other items. Approval requires advance notice of the nature of the merchandise and an information copy of the artwork.
- All sales promotions must contain a disclaimer to the effect that COSC provides no express or implied warranty.

TEAM SPONSORSHIP

- Individual COSC teams may not solicit or accept corporate sponsorship or corporate donations that would conflict with the interests of COSC as a whole.
- Sponsorship is contingent upon review and approval by the COSC Board of Directors.
- Sponsor logos on COSC uniforms, warm-ups and bags shall be prohibited unless all COSC teams receive the sponsorship. Development Academy team sponsorships may be excluded from this policy with BOD approval.

<p>COSC FINANCIAL MANAGER</p> <p>Tiffany Bradshaw</p> <p>email: odysseyfinancial@yahoo.com</p>	<p>COSC CLUB ADMINISTRATOR</p> <p>Dan Mele</p> <p>email: dmele@californiaodyssey.org</p>
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