



Parent Handbook

Welcome to City SC! We hope this information packet clearly outlines the expectations we have set forth as a club for our members, and what our members can expect from us as Club and your experience with City SC. It should provide you with answers to many of your questions regarding the upcoming season. We look forward to having your family as part of our City SC family.

For more information we invite you to visit our website cityscsantaclarita.com

Club Mission/Philosophy

We build great players and great people. With soccer programming for players of all ages, levels and aspirations, there is a place for everyone in our City. We have both a plan and a pathway to guide each player to achieve their individual goals in soccer, however it is that they define success.

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-** Making our city healthier, happier and safer. One club for all. Giving Back to our society
- **INNOVATION-** Empower each other to overcome roadblocks. Embrace creativity and new ideas. Think big, take risks, create solutions.
- **TEAM FIRST-** Develop a servant-leader's mindset. Do what's best for the team. Establish connection.
- **YOU-** We believe in you. We want the best for you. We expect the best from you.

Organizational Structure

Our club is comprised of a team of qualified coaches, administrators and dedicated volunteers. We are proud to have a full time administrative staff involved with running daily operations, while our directors of coaching work closely with our volunteer board of directors to make decisions that are in the best interest of the club and all of our members.



Directors of Coaching

The directors of coaching oversee all soccer operations. We have a designated director of coaching to oversee each of our programs. Our directors have an open door communication policy and encourage you to contact them with questions or concerns about the Club.

Executive Director

Eli Galbraith-Knapp

eli@cityscsantaclarita.com

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Technical Director

Coby King

coby@cityscsantaclarita.com

Director of Boys Program

Aiden Lynch

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Director of Girls Program

Marc Bergman

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Parent/Player/Coach Communication Policy

We encourage an open door communication policy between parents, players, coaches, and our directors of coaching.

Topics we encourage you to discuss with your coach:

- 1) Ways to help your player improve
- 2) Short and long term goals for your player
- 3) Club philosophy and player pathway
- 4) Your player's mental, physical and emotional well being

Topics that are not up for discussion:

- 1) Playing time that falls within the Club guidelines
- 2) Team tactics and strategy
- 3) Any player other than your own child

Should you have any questions or concerns about your child or your team we ask that you follow the protocol below to address the issue:

24 Hour Rule: If you are upset about an incident that has occurred during a game or practice, do not approach your coach on the field immediately following the incident. Please allow 24 hours before contacting the coach to discuss the issue. After 24 hours have elapsed please address the issue through the following channels:

- 1) Discuss the issue with the head coach. *If not resolved...*
- 2) Discuss the issue with the appropriate program director. *If not resolved...*

- 3) Discuss the issue with the appropriate Director of Coaching. *If not resolved...*
- 4) Discuss the issue with the Board of Directors.

Should you need to speak with a Director, email them to set up a time to discuss the issue.

Club Communications and Parent Resources

The Club communicates general information to its members primarily through the Club website: cityscsantaclarita.com, email, social media and quarterly newsletter. Members are strongly encouraged to check the website regularly and monitor emails daily for important information.

Specific information that affects your team such as training/game schedules and inclement weather announcements will be communicated directly through your coach and/or team manager.

The club provides all teams with a communication platform in the City SC 360 app for team communications. These platforms are to be used strictly for disseminating information. They are not to be used as a social platform for parents to air grievances and complaints. Concerns regarding your coach, team, or the club should be communicated via our Parent/Player/Coach Communication Policy outlined above.

Administrative questions can be directed to our office staff:

Shannon Gerson:

shannon@cityscsantaclarita.com

The Role of the Parent: Parent Expectations

As a parent, your job is to support your child in their soccer goals and enjoy watching them play. We ask parents to adhere to our basic Parent Guidelines to help facilitate a positive experience for your player and your team.

As ADULTS on the sideline, we expect our parents and coaches to model professional and respectful behavior for our young players on the pitch. Each coach may have additional parent expectations, but as a club we demand that all parents abide by the following rules:

- 1) **No coaching from the sideline:** Let the coaches coach. Do not instruct or berate your child or anyone else's child at any time during games or practices. Anything you say should be positive and non-instructional.
- 2) **Respect Referees:** Under NO circumstances should parents ever berate or shout at referees.
- 3) **Respect opposing coaches, players and parents:** We expect City SC parents to do their part to de-escalate tense situations on the field by remaining in control of your own actions, words and emotions.

- 4) **Follow proper club communication protocol:** Should you have a complaint, please address it through the appropriate channels, starting with your coach and always respecting the 24 hour rule.
- 5) **Represent the club well in the community:** By enrolling your player in our program, as a parent you are also making a commitment to the program and are expected to represent the club in a positive light off the field. The club reserves the right to remove families from the club who do not comply with club expectations.

Player Expectations

We hold our players to the highest standard of conduct and expect them to represent the club in a positive light both on and off the soccer field. Playing competitive sports is a privilege and should be treated as such. As a member of City SC players are expected to adhere to the following standards:

- Attend all games and practices and arrive on time
- Abide by all team rules and standards set forth by the coach and the Club
- Demonstrate a positive attitude and focused effort to individual player development
- Be respectful of coaches, teammates, parents, referees, and opponents at all times
- Respect the opportunity to play
- Exhibit good sportsmanship at all times
- Wear City SC training jersey to all practices and games
- Consult your coach before guesting or training with other teams
- Demonstrate good judgment away from the field while at school and in the community

Club Curriculum and Player Pathway

We rely on our progressive Player Development Curriculum to standardize learning throughout the Club. Our coaches, Program Directors and DOCs work together to ensure players receive the same level of education and training, regardless of which team they are placed on within a specific age-group.

The curriculum is structured in 8-week training cycles and covers the fundamental techniques relative to each age group. It ensures that we are focused on long term development and preparing players for the next step on the player pathway. It means we do not bypass learning the fundamental technical elements of the game in an attempt to win more games at the younger ages. Throughout the season, players may be invited to participate in games/practices with other teams as part of the pathway.

Tryouts and Team Selection

Each year our coaches work together to evaluate players and place them on the team that will be the best fit for their development. City SC will determine team placement based upon player ability. We ask that all parents respect the tryout process and recommend keeping a good distance away from the fields to avoid becoming a distraction to the players.

Player Movement

All players develop at their own rate and player development is not always a straight line. Per our commitment to individual player development, our goal is to ensure players are in the right environment to foster their development and love of the game.

If at any point during the season the coach feels that a move to another team within the club would be in the best interest of a player's individual development, the coach will engage the parents in that conversation and will look to move the player if all are in agreement that is the best fit.

Players may also be offered a "hybrid" model that allows for training and participation in games with other teams if the coach feels this will help the player on their individual development pathway.

Season Timelines and Commitment Expectations

Please keep in mind that schedules may vary depending on the age and level of the team and the league in which they play.

As a member of City SC we expect you to commit to your team as your first priority for extracurricular activities during the season. Players are expected to complete the season with their team including all post-season tournaments.

Training Policies

- During the regular season there will be a minimum of two training sessions per week (more for National League platform teams)
- Players should arrive at training with a ball, cleats, shin guards and water
- Wear City SC practice jersey to all training sessions
- If you are unable to make a practice you must contact the coach at least 24 hours prior to the session
- Training with other City SC teams is permitted with prior agreement from your coach

We strive to create a professional training environment in which our players can be fully engaged with their team and the instruction provided by our professional coaches. We recommend that parents avoid sitting on the sidelines at practice to prevent distractions and allow the players to focus.

Practice Schedules and Locations

Your coach will work with the directors of coaching to determine your training schedule throughout the season, this includes the days, times, and locations of your team training sessions.

From time-to-time your practice location and time may change based on field availability. Any changes to your training schedule will be communicated through your coach or team manager with as much notice as possible.

League Play

City SC teams all participate in one of the following leagues for the regular league season:

- SoCal League
- Developmental Player League (DPL)
- Girls Academy League (GA)
- MLS NEXT
- Elite Academy League (EA)

The Club will place teams in the leagues which we believe will provide the most appropriate and balanced level of competition, allowing the players to compete and develop in an environment that is challenging but still allows them the opportunity to experience success.

SOCAL League General Information

The SOCAL Season runs from the weekend after Labor Day through mid-November. Teams will play 10-12 league games. Games may be scheduled on Saturdays or Sundays. Home games are played at Santa Clarita fields, away games are played at various locations throughout Los Angeles County.

SOCAL League players may also be offered the opportunity to exercise the Club Pass option and participate in games with other City SC SOCAL League teams throughout the course of the season at their coach's discretion and within the SOCAL League rules.

National Platform League Play General Information

For National league platforms, regular league games typically span 8-10 months between September and June.

League conferences are regionally based and may require out of state travel depending on the conference alignment. The number of league games will vary based on the makeup of the conference. Teams will play a home and away fixture against each team in their respective league.

Tournaments, Showcases and Playoff Events

SOCAL League Teams

SOCAL league teams typically play in a minimum of three tournaments over the summer, and 1-3 post-season tournaments including State Cup. Your coach will work with their head of player development to determine the tournaments that will be the best fit for your team.

Your tournament schedule will be communicated by your coach.

Tournament costs are split evenly between all players on the roster. Your team manager or team treasurer will create a team budget to cover the cost of tournament fees and any misc. team expenses. The team manager/treasurer will collect and manage these funds on behalf of the team.

All players are responsible for paying 100% of tournament fees, regardless of if they are participating in the tournament or not. Cards will be held if players are delinquent on team fees or registration fees.

National Platform League Teams

Teams participating in these leagues play a minimum of two league sanctioned Showcase events which may require out of state travel, as well as local tournaments determined by the club and your coach.

National Playoffs for (MLS/EA/GA/DPL) take place in June or July. Should your team qualify for playoffs all players are expected to participate. The team is responsible for covering all fees associated with the playoff event.

Players are expected to commit to participating in all Showcase events, tournaments and playoffs with their teams, and are required to share equally in the cost and pay 100% of their share regardless of if they are participating or not.

Guesting and Training with Other Teams

The club does not allow City SC players to guest or train with teams from competing clubs.

The Club does allow players to train and guest with other City SC Santa Clarita teams with approval from all coaches involved. ALL guest play must be approved by your coach in advance.

Playing Time Philosophy

Playing time is not guaranteed and will be allocated at the coach's discretion. There are many factors that contribute to playing time beyond performance on the field. Players are expected to earn their playing time through consistent practice attendance, work ethic in games and practices, attitude, and improvement throughout the season. If you have questions about how your child can earn playing time, please speak directly with your coach.

SOCAL League Playing Time Policy

So long as players are compliant in attending all practices and games, adhering to club and team standards and demonstrating a positive attitude and work ethic, SoCal League coaches are encouraged to deliver a minimum of 50% playing time throughout the course of the fall league season. Please understand there will be some games where your child will play more and some games where your child will play less.

When representing the Club at State Cup and elite level tournaments coaches have full discretion to allocate playing time on an as needed basis. While coaches are encouraged to try and play every player at some point in each game, there may be times where your player does not play at all based on the demands of that specific game.

MLS NEXT/EA/GA/DPL Playing Time Policy

Playing time is not guaranteed at MLS/EA/GA/DPL levels and is allocated at the coach's discretion based on the demands of each match.

Player Evaluations

Each player will receive at least one formal, written evaluation via email from their coach during the season. Parents are encouraged to review evaluations with their player and contact the coach with any questions.

Pre-Season Training Camps

All players are required to attend a pre-season training camp during the summer. These mandatory camps are run by our directors of coaching and play an important role in delivering the club curriculum and philosophy. Players will work with the directors and other coaches in an environment that is both physically challenging and educational.

Pre Season Training Camp dates, times and locations will be posted on the City SC website, and will be communicated by your coach and/or team manager.

Additional Camps, Clinics and Private Lessons

Throughout the season City SC offers a variety of optional camps and clinics for our competitive players. Some clinics are mandatory and included in registration fees. Others are optional and have a separate registration process and fees.

Players are also welcome to participate in additional camps, fitness training, skills clinics and private lessons at the player's own expense. Information and registration links for additional camps and clinics.

Tournament/Game Day Procedures

Game day procedures and expectations will be determined by your coach. Most coaches require that players arrive at the field at least 45 minutes prior to their game to allow ample time for warm up.

Players are expected to wear their City SC training jersey to the game for warm up.

Please keep in mind that what your player eats prior to the game will impact their performance. It is recommended that players eat a small meal including complex carbohydrates and protein 2.5-3 hours prior to the game. Pack a snack such as an energy bar, banana or almonds if needed closer to game time.

In Between Games:

- 1) Take off shoes, socks, and shin-guards. Wear sandals or slip on shoes.
- 2) Change out of game jersey to training shirt

- 3) Eat light and drink plenty of water. No fast food, fried food or soda!
- 4) Get out of the sun and heat. Find an air conditioned place or stay in the shade.
- 5) Stay off your feet and relax

Inclement Weather

On training days your team manager or coach will contact you if practice is canceled due to inclement weather. Likewise, your team manager will inform you if a league or tournament game is canceled or postponed. Field closures for league games and tournaments will be communicated to team administrators via the respective leagues/events.

Costs and Fees

Registration fees vary by age group.

The following costs are not included with registration fees and must be paid separately:

- **Tournament Fees (Team Fees*)**: Tournament fees are divided equally between all players. All players are responsible for paying their share regardless of if they will participate in the tournament.
- **Coach Travel Fees (Team Fees*)**: If your team attends out of town tournaments, or travels out of town for league games, you will be responsible for covering coach travel expenses which may include mileage, hotel, and daily per diem.
- **State Cup Ref Fees**: Should your team participate in State Cup you will be responsible for paying registration fees for the tournament and AND ref fees for each game. Fees will be communicated to team members by the team manager or team treasurer.
- **Uniforms and City SC Gear**: Uniforms and City SC gear are NOT included with registration fees.

***It is the responsibility of each team's respective team manager/team treasurer to determine and manage the budget for team fees. The club is not responsible for managing, accounting for, collecting or reimbursement of any team fees.**

Delinquent Payments

Club Registration Fees:

- Players will receive multiple notices via our registration system if a payment fails and is past due.
- Any player whose CLUB REGISTRATION FEES are 15 days past due will have their player card revoked and will not be permitted to play in any games or participate in practices with their team until their fees are brought current or other arrangements are made with the Club.

Team Fees:

- Any player whose TEAM FEES are unpaid or past due will have their player card revoked and will not be permitted to play in any games with their team until their fees are brought current

or other arrangements are made with the team officials (team manager, treasurer, and/or coach).

Refund Policy

City SC's competitive program has a stringent refund policy because a player's acceptance has the effect of denying another player an opportunity to play on a competitive team. Additionally, costs accrue to the Club for services provided to the team based on player headcount. Accordingly, fees are not refundable and not transferable. Fees for participation in the club cover the entire soccer year. A player who accepts an invitation to play with the Club commits to pay the entire fee for the full soccer year. No refunds, partial or full, will be made to players who choose not to participate at any point after registration for any reason, including players suspended from the program. There will be no reimbursements granted for any programming canceled due to forfeited games, weather, pandemic, epidemic, natural disaster, or acts of God.

The only exceptions are:

- (1) In the event that a player has a season-ending injury, the board may consider a partial refund after review of records provided by the treating physician or facility
- (2) For families that move during the season. The board may consider a partial refund in these circumstances on a case-by-case basis

- The initial deposit is never refundable
- All refund requests must be submitted within 30 days of the injury or relocation. Refunds will be issued in the original form of payment within 30 days from the date the refund was approved. This policy applies to registration fees only.
- Team fees are non-refundable.

Uniforms

Required Uniform: All City SC players are required to purchase a complete uniform kit including home and away socks, home and away shorts, home and away jerseys, training jersey, training shorts, warm up jacket and backpack. Full time Goalkeepers are required to purchase a full goalkeeper kit which includes home and away goalkeeper jersey, home and away goalkeeper shorts, home and away socks, training jersey, training shorts, warm up jacket and backpack. Full time goalkeepers do not need to purchase a field player kit, only a GK kit.

Uniform Cycles: The duration of each uniform cycle is two years. Every two years, all players, new and returning, are required to purchase an updated kit.

Jersey Number Policies:

The club assigns jersey numbers to all players prior to ordering uniforms. Numbers are assigned to ensure that no two players in the same age group have the same number. This allows for seamless

guest play and player movement throughout the season. Returning players keep their jersey number from the prior season. New players are assigned a jersey number based on number availability.

Fan Gear and City SC Branded Merchandise

Official City SC Fan Gear can be purchased online via the following link:

<https://wearecitysc.com/#shop>

Official City SC Branded Canopies and other equipment can be purchased through Impact Canopy:

<https://impactcanopy.com/pages/city-sc-shop>

Social Media Guidelines

City SC Santa Clarita has three official social media accounts: instagram, facebook, X. The handle for all accounts is @cityscsantaclarita. **Teams are prohibited from setting up their own social media accounts using the club logo/branding and referencing the club name in their title/handle.**

The quickest and easiest way to get media promoted is to post it to your Instagram “story” and tag “cityscsantaclarita”. We will then share your media on the official instagram 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 social@cityscsantaclarita.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.

Any questions, please contact City SC social media coordinator at social@cityscsantaclarita.com

Team Volunteer Roles

Team Managers:

Each competitive team must have one or more volunteers perform the role of team manager. The primary role of the team manager is to act as the team administrator and communicator. As a parent volunteer, it is not the manager's job to answer questions about coaching related issues such as playing time or positions. Coaching related questions should always be directed to the coach.

Team Treasurers:

Each competitive team is responsible for maintaining their own team budget. The Team Treasurer is responsible for oversight of the team budget, collecting and accounting for team fees from all team members. The treasurer must keep detailed records of all income and expenses and provide team members with quarterly financial recaps for transparency.

Additional Volunteer Roles:

Every family on the team is expected to volunteer to support the team in some capacity. Your team manager will determine volunteer roles within your team. Common team volunteer roles include:

- **Team Treasurer-** Manages team bank account and team budget, collects team fees
- **Social Coordinator-** Coordinates team social events and get-togethers
- **Team Snap Coordinator-** Keeps TeamSnap up to date
- **Social Media Coordinator/Team Photographer-** Submit content to club for social media posts
- **Team Canopy-** Brings team canopy to all games
- **Team Bench-** Brings team bench to all games
- **Travel Coordinator-** Coordinates hotel room blocks, transportation, team meals etc. for out of town tournaments
- **First Aid Kit-** Bring to all games

Team Fundraising

Teams are encouraged to plan fundraising activities to defray tournament costs, however in order to have continuity we ask that you follow these guidelines:

- Fundraisers that require the club's taxpayer ID must be approved by City SC.
- There shall be no individual team fundraisers that use the City SC logo. Use of the logo on merchandise is reserved for club fundraisers where the whole club benefits.

Funds raised through any team fundraiser should be shared among the families who participated, not necessarily the whole team.

Insurance Claims

The respective governing associations for all leagues in which City SC teams participate offer 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.

The process for submitting a claim varies by association. If you plan to submit a claim, review the claim process via your respective league/association website immediately to ensure you do not miss the claim window.

[US Club Claim Form and Instructions \(SOCAL League Teams\)](#)

[USSSA Claim Form and Instructions \(GA, DPL, EA\)](#)

[MLS Next Claim Form and Instructions](#)