



HERITAGE SOCCER CLUB

TEAM MANAGER HANDBOOK

Revision Date: May 2017



Overview

Thank you for volunteering to be the Team Manager of your child's HSC team. Your time and commitment to the players, team and HSC is greatly appreciated!

This Team Manager Handbook will serve as a guide to help you manage your team successfully. Please know that help is always near should you have any questions about your role as Team Manager.



Team Manager Responsibilities

As Team Manager, you are the liaison between the coach, club and the parents/legal guardians. Your primary responsibility is to handle and oversee the team administration, including:

- 1) At your coach's discretion, register your team in league play and any tournaments that the coach decides to play in.
- 2) Maintain team roster and team contact info in **TeamSnap**.
- 3) Obtain player and staff cards and other necessary hard copy paperwork.
- 4) Administer, communicate and support coach's development plans for the players and the team, including communicating calendar of events on **TeamSnap**.
- 5) Enter practice and game schedule and team events in **TeamSnap**
- 6) Create and maintain Team Binder for tournaments.
- 7) Assist coach with directions to parents on the purchase of **HSC** uniforms.
- 8) Understand and communicate both home and away field rules.

While you may be required to handle all of the team's tasks above, it is highly recommended that you reach out to your team parents to get assistance on some of the jobs.

Examples of Team Parent Volunteer Jobs include:

- **Team Treasurer (may not be the same person as the Team Manager)**
- Social Coordinator – send HSC updates for club fb/instagram, community newsletters/papers
- Team Bench Carrier – brings bench to games
- Team Canopy Carrier – brings canopy to games
- Tournament Hotel Coordinator – if needed
- Fundraising Coordinator – for team fundraisers
- First Aid Kit Preparer – brings to games (including water and ice)
- Team Statistician to record goals for, against, shots, saves, final scores, cards, fouls, etc.



What Team Managers Should Not Do?

Although Team Managers have a crucial role in running a team, there are certain responsibilities that should be left to the coach.

Team Managers should not:

- Make roster decisions
- Make decisions about playing time
- Coach by the sidelines

Communication

One of the most important part of your job as Team Manager is to communicate with your coach, the team parents, **HSC** and the teams within the league your team is participating in.

There are many ways for the team to receive communication:

- 1) **TeamSnap**
- 2) Emails through GotSoccer Registration accounts
- 3) Text Messages
- 4) GotSoccer Chat* Communicating with other teams with your coaches permission only.
- 5) Heritage website and Heritage Facebook page

TEAMSNAPE

Maintaining open and regular communication with your team and your coach will keep everyone happy. Parents like to stay informed particularly when it comes to their child's practice and game schedule.

TeamSnap is a preferred great tool that will help you manage your team. It is not mandated that you use **TeamSnap**. It's simple to use and has additional features that your team may enjoy using, like posting team photos. Depending on the **TeamSnap** program options selected, there may be a cost to the teams for using it but it can be used at no charge.



Your players/families will be responsible for maintaining their own contact information in **TeamSnap**, so you will not need to keep a separate email list. Please refer to the Getting Started section below for more information on how to use **TeamSnap**.

In order to set up your account with TeamSnap go to www.teamsnap.com

Text Messages are another means of communication that are immediate and can be set up within **TeamSnap**.

Getting Started

Information from your Coach

Once the players for your team have been selected, you will need the following information from your coach:

- 1- **Team Roster** – A list of the players so you can create a roster in **TeamSnap**. If you already have one created from last season, make sure you remove any players who are no longer on the team and add any new ones.
- 2- **Practice Times** – Practice days, times and locations.
- 3- **Tournaments** – Tournament List the coach would like to register for. Team Treasurer will need to be aware of the tournament registration fees and their due date so it can be included in the team budget.
- 4- **Team Equipment** – Team may wish to make purchases of additional equipment (bench, canopy, etc.) You'll need to know what expenses your team will have when your Team Treasurer creates a team budget.
- 5- **Team Meeting** – Decide on date/time of Team Meeting and what the coach would like to discuss. **The meeting should take place before the new season begins.**

Team Meeting

Your team meeting should take place before each season begins. Your coach must approve any organized parent meeting. You can meet at a field, park, parent's house or rent a room. Feel free to hold more than one



meeting per season if necessary. Organize yourself before the meeting by creating a team meeting agenda.

Topics to discuss at the Team Meeting:

The coach should discuss objectives and goals for the team and player expectations on sporting behavior for your players and parents.

- Distribute contact information for Coach, Assistant Coach, Team Manager, and Team Treasurer.
- For families who may not have Internet access, determine individually the best alternative means to maintain contact with the player and family for updates on all team activities.
- Provide **HSC** mail in address for payments
- Present and complete sign up sheets for team volunteer jobs
- Review practice attendance requirements and schedules.
- Honor the 24 hour rule. All parents must hold all questions and comments regarding games, playing time, team/player performance, etc. for 24 hours after the completion of a game.
- If your team is new to **TeamSnap**, introduce them to it and inform them that they will receive a **TeamSnap** email invitation that they will need to accept. You should also provide instructions on how to add contact information and remind them to keep that information up to date.
- Collect any necessary paperwork that you need for registration and team binder (wet copy of Youth Player Registration Form, current player photo,* birth certificate) Birth certificates are **not** to be included in team binders.
- Concussion Information Forms – Must be signed by parent and athlete before they can practice with the team
- Recruit team volunteers for various team jobs (treasurer, team photographer, canopy and/or bench holder, first aid person...).
- Discuss team expenses such as expected tournament fees, travel and hotel costs, and equipment needs.
- Discuss financial aid
- Review field rules for all **HSC** fields as well as game day responsibilities (help needed for goal set-up, tear down...)
- Update team on any upcoming club related events.



- Encourage parents to become active participants at **HSC** (volunteer for a board position or other job and attend board meetings)
- Discuss opportunities for fundraising – welcome suggestions
- Address any questions and concerns from parents
- Head Injury Prevention and Protocol Concussion information is on heritagesc.com under Resources

Registration

The one thing to remember about Registration are the **DEADLINES**! Make sure you know when they are. What steps you need to take to register your players.

Coaches are the only ones who will manage the roster and send their roster to the Registrar.

Coaches need to send their Roster to Registrar@HeritageSC.com and to send any updates so the registrars can be sure that all players are issued passes.

Player Registration Instructions for US Club Soccer

Players can register through **HSC** web site (www.heritagesc.com) Click on **PLAYERS > PLAYER REGISTRATION > ONLINE PLAYER REGISTRATION**.

1. All returning players will have an account from last year. To access a forgotten User Id or Password, use the player password lookup feature.
2. If Matching Player Profile Found is displayed, and the family has not used GotSoccer to register in the past, it is because a default player account has been set up. GotSoccer is used to build almost all local soccer league and tournament rosters. To proceed, check the box by "I do not yet have an account" and



select Continue. If you are in doubt, select “I do not yet have an account” and Continue.

3. Problems, please contact a Registrar at Registrar@heritagesc.com
4. Payments can be made by Credit Card, Debit Card, Check, Money order or Cash. Checks, Money orders and Post-Dated Checks can be mailed to our PO Box: Heritage Soccer Club, PO Box 23772, Pleasant Hill, CA 94523. Payments can also be turned into your coach. (Coaches let us know if you need a receipt book)
5. Limited Financial Aid is available. Application forms are on the **HSC** web site under **Club Information > Resources and Forms**. Deadlines do apply. Please consult your coach for deadline dates. Please also check Financial Aid Application Requested during registration. Player Deposit, Club Volunteer Hours and Income verification is required. All fields on the application must be completed.
6. For families without internet access, complete **HSC's Competitive Team Registration and Waiver Form** (on the **HSC** Website under Club information > Resources and Forms). This form is 2 pages long. **REQUIRED:** Initials acknowledging the refund policy and a parent signature authorizing parental permission to play for **HSC**.
7. Our registrars will input your registration into the online system. Your deposit is required when turning in the form.
8. In addition to registering to play with **Heritage Soccer Club**, all players must register to play with US Club Soccer. All players will need to have a US Club Youth Player Registration Form (FORM #R-002Y) signed by their parents/legal guardian. The League is NorCal Premier Soccer. Verification of birthdate and a player photo are required by US Club Soccer. Only new players to **HSC** will need to submit a copy of a government issued document



indicating the player's birth date such as a birth certificate or passport.

9. For players transferring from another club, please contact the prior club's registrar ASAP to request to be released. Players must be released before we can process a new US Club Soccer Player pass.

Once you have collected all of the above information for each player on your team, please submit to Registrar@HeritageSC.com. This information should be scanned and submitted electronically. It may also be hand delivered. Please include your Team Name and Age Group.

- a) A copy of the team's complete roster
- b) A copy of the US Club Player Registration Form for every player
- c) For new players only:
 - i. Copy of Government issued proof of birthdate such as birth certificate or passport.
 - ii. Picture of the players face (no hats or sunglasses)

Requests for US Club player passes may take up to one week or longer to fulfill, so plan ahead.

Entering your Team Roster in GotSoccer.

For GotSoccer instructions, go to:

<http://home.gotsoccer.com/support.aspx?content=support§ion=Teams&HelpID=44>

Please keep in mind that some events have deadlines for entering rosters.

Please know those dates before your roster is frozen.

Team Binder

Each team is required to carry at all games and tournaments a "team binder". The following outlines what should be included in the binder:



- 1) Print out and keep a copy of your league rules in your team binder. If you are playing in multiple leagues, make sure you have a copy of each one. Be familiar with the rules especially rules involving yellow and red cards. League rules are found on www.norcalpremier.com. Also check the Bulletins.
- 2) Check your binder:
 - a) US Club Medical Release forms signed in “wet ink” (no photo copies) of all players on your fall league and state cup rosters
 - b) US Club Roster that matches your fall league roster
 - c) US Club Roster that matches your state cup roster
 - d) Player and Staff passes must be readily available Laminated player and staff cards placed in a metal ring (place cards in alphabetical order as they appear on the roster)
 - e) Concussion information and HSC Head Injury Report Form can be found on heritagesc.com under Resources. Include a hard copy in your team binder.
 - f) Forms for suspension write off and loaner player forms.

DO NOT include your players’ birth documents in this binder. Due to privacy concerns, this is no longer allowed. Keep these documents in a safe location at home. The registration of your players for league play and tournament play should already have ensured that they are of the correct playing age.

HSC Uniforms

Coaches only are to manage uniforms and will assign player numbers.

Team Fundraising

HSC teams are encouraged to find ways to raise funds for their team to help defray costs. Brainstorm with parents (and players) on your team and



look for creative ways to fundraise. It is also important that your parents are aware of all club fundraising efforts, such as the HSC Golf Tournament, Casino Night and eteamsponsor. When you receive information regarding these events please distribute it to your parents so they can support our events by either contributing or volunteering their time. For more help regarding fundraising please contact our VP of Fundraising.

Scheduling Games

At times on GotSoccer web site game schedule will be posted. Please review and post the game details such as field location, time, and any special instructions on **TeamSnap**.

There is a “chat” feature on GotSoccer where opposing coaches may request a game time change. **ONLY YOUR COACH CAN RESPOND TO THESE CHANGE REQUESTS! Any communication on the GotSoccer “Chat” feature should be done by your coach within 48 hours.**

Playing League Registration

Please see **HSC** website under resources for specific instructions on this process.

Building or Generating your Game Roster on GotSoccer

Master Roster (Primary/Default Player List)

- Players are assigned to teams by a registrar. Players must register in gotsoccer.com before a registrar can place them on a team. This roster will be used for each NorCal event. To add or remove players for specific events read further. How To Add or Remove a Player for a Specific NorCal Event



How to Add or Remove a Player for a Specific NorCal Event

- Within the NorCal Leagues games players can be borrowed from other teams within the club. State Cup games have certain restrictions, please see below.
- Use the Add Guest Player function from within the Roster management section of your Team Account.

Pre-conditions

- Players must be on the roster of a team that is part of your Club. Guest Players from other clubs are not allowed in ANY NorCal events.
- Make sure to understand all specific NorCal State Cup roster rules. For example, for NorCal State Cup players may be rostered on a team in multiple age groups but may NOT be rostered with two different teams in the same age groups.

Information you need to have

- Player's name (identical to the name used on the Roster of his/her team and the real age group (not the age of the team (s)he is playing on)).

Steps

From NorCal: FOLLOW THESE STEPS TO CREATE YOUR ROSTER:

- a) Log into your team page and you will see a list of events for which you are registered
- b) In the 'Roster' column, click on 'Default' or 'Created' (if 'Created,' skip to step d)
- c) Click on the BLUE button that says 'Generate Roster' - some or all of your players will populate in the roster
- d) To find the rest of your players, use the RED 'Search Player Registrations' tool. IMPORTANT! Enter ONLY the first three letters in both the first and last name fields to search for the player. Use the exact spelling that appears on the player card
- e) When the player is found, hit the add button by the search tool (not at the bottom of the page) and the player will show with a yellow highlighted 'V' in the DOB column. This means the player data has been validated in KYCK and has transferred to GotSoccer.



(If there is no 'V' in the column please notify your registrar.)

- f) If the player shows up as 'Primary' when you search, then the add button in the Primary Player List will work.

Player ID numbers will no longer transfer from KYCK to GotSoccer. These numbers are not necessary for game cards or in the identification of players. IF A PLAYER'S FIRST/LAST NAME AND DATE OF BIRTH MATCH THE PLAYER CARD, THAT IS ALL THAT IS REQUIRED FOR ROSTERS AND GAME CARDS.

Handwritten game cards will not be allowed for league games. Generate a game card to see if all players are visible on the roster.

If you have followed **ALL** the steps outlined above for creating your roster and are still having trouble, contact your HSC Team Manager Coordinator for help. Please specify which players are missing and the steps you've already taken to find them.

Game Day Responsibilities

Week of Game

Your game should already be in TeamSnap and an automatic email reminder about the game will be coming out soon.

Make sure that you've entered in the game event notes to pack **all uniform colors** in case there is a last minute on site change in uniform colors. Get into the habit of always bringing all jerseys (including practice jerseys) to every game. Remember that the Home team will be asked to change jerseys if there is a color conflict with the opposing team. Also include other pertinent information in the notes, like specific driving directions, if necessary.

BEFORE THE GAME



1) **Game Cards** – Print out the game card (see Printing a Game Card) for both home and away games no earlier than 48 hrs before game time (to insure suspensions are recorded). If you are the home team, you may need to bring 3 cards to the game. Effective March 2016 per NorCal, player ID numbers will no longer be transferred from KYCK to GotSoccer. These numbers are not necessary for game cards or in the identification of players. ***IF A PLAYER'S FIRST/LAST NAME AND DATE OF BIRTH MATCH THE PLAYER CARD, THAT IS ALL THAT IS REQUIRED FOR ROSTERS AND GAME CARDS.***

2) **Make sure you have the player and staff passes!**

3) Be sure coach has First Aid kit, and someone to bring ice/baggies

4) Home Games – contact the opposing team regarding field directions and field rules. Be sure to remind everyone that for Homeland Security reasons at Tesoro there is no smoking, no dogs permitted, nor player drop off at the fence alongside the fields. Additionally, be sure to instruct all participants that they are **NOT TO RETRIEVE** errant soccer balls that leave the fields on the secured sides. Ask the guard shack personnel to please retrieve any balls that go over the fence. Please honor all parking and Homeland Security rules at Tesoro; College Park High School and Diablo Valley College Turf fields rules regarding water only on the field and all spectators in the bleachers (only adults with passes on the bench, no chairs or umbrellas on the field).

5) **Home Games** – check refscheduler.net to insure the game is listed correctly and refs are assigned.

a) Click on USSF and Continue

b) On the Welcome to Refscheduler.net page select:

State is CA-N

Region is 4 (South of WC is Region 3)

Club is HSC: Heritage Soccer Club (or home club for away games)

Click on LOGIN

Select VIEW SCHEDULE AS GUEST

GAME DAY



Bring the following to the field:

- 1) **Player and Staff passes** – you will give these to the referee before the game begins. Note that you cannot play a game without an adult with a valid pass. Referees are asked to enforce **NO PASS – NO PLAY – NO EXCEPTIONS**.
- 2) **Game Cards** – you will give these to the referee before the game begins. Cross off any names of players who will not be playing the game.
 - If a player has been suspended from a previous game red card and is required to sit out the current game, that player must be present to serve his/her suspension.
- 3) **Team Manager Binder** – This stays with you at all times.
- 4) **First Aid Kit** - make sure it includes instant ice packs or ice.
- 5) **Team canopy and team bench** – your assigned team parents should remember to bring these items to every game.
- 6) **Extra water**, or wet hand towels for very hot days – optional
- 7) **Local Fire and Police Department Numbers** - bring a cell phone and program in the direct (7 digit) phone number of your local fire and police department. Dialing 911 on a cell phone send your phone call to California Highway Patrol.
- 8) **You may be required to check in the team with the referee or a tournament representative.**
 - You will need your Team Binder and Player Passes

DURING THE GAME

- 1) Players and parents/ spectators are on different sides of the field. Only credentialed adults (coaches/managers) can be on the same side as players. As a Team Manager, your coach may ask you to help the players on the bench, especially for younger teams. There are advantages to staying on either side. If there isn't an assistant coach or trainer, it is helpful for you to be on the players' side should a situation occur where a player needs assistance. If you are there, then the coach can focus on coaching and the player gets the help



he/she needs. However, staying on the parents' side can also mean you are there to make sure parents are behaving! Talk to your coach and discuss if he/she has a preference of where you should be.

YOUR COACH NEEDS TO MAKE THIS DETERMINATION.

- 2) Keep track of yellow/red cards issued during the game and confirm with the referee after the game that the correct player has been recorded
- 3) Stay positive while watching the game and encourage your team parents to do the same.

AFTER THE GAME

- 1) Keep a copy of the signed game card- check that game is recorded correctly!
- 2) Verify that correct player has been recorded correctly for and yellow/red cards issued.
- 3) **Pick up your player cards.**
- 4) Home team posts score within 24 hours on GotSoccer home page under EVENT SCHEDULING AND SCORING. Click SCORING INPUT, enter EVENT ID NUMBER which is located on your game card, enter EVENT PIN NUMBER, which is also on your game card, and click on GO.

RED Cards and Incident Reports ~ managed on the PAD page on www.norcalpremier.com

If red cards are issues/referees do not keep the player passes. VERIFY player name and number recorded on game card. Referee reports are entered online and required suspensions/rulings are found online. All red cards must be reported. Players must sit out until ruling of games to serve is issued, they cannot play in any game until then. Games sat out can be counted towards penalty. MUST have verification form completed and signed by referee for all games served.

Website Help – from www.norcalpremier.com under LEAGUES Guidelines

- At this level, we expect the teams to be available to play on any scheduled date at any reasonable time.



- Home games vs. teams traveling from more than 1 hour away should be scheduled to play after 10:30AM.
- Rescheduling done in common agreement by both teams is acceptable and is to be coordinated by the coach only.
- Communication between the home and away teams are welcome and common agreement is sought but some clubs do not have too many field choices and each of their teams are assigned game times/locations.
- Ultimately, the home team has the final say in regards to the time and location.
- Date changes after the scheduling deadline must be approved by both teams and the league.

Printing a Game Card

- Log In to your GotSoccer team account
- Under Event Application History click on the link for the event (NorCal State Cup, Fall League, NPL, etc.)
- Click on the Schedule tab
- Click on the game number to download a printable game card

Reporting a Score

- Go to <http://home.gotsoccer.com/?p=login>
- Click on Scoring Input
<https://www.gotsport.com/events/scoring/Default.aspx>
- Enter Event ID and PIN (should be printed on Game Card)
- Enter Game number and update score – Click on Save

Tournaments

After you have received tournament options from your coach and a decision has been made as to which tournaments the team will be participating in, you'll need to register the team and then prepare for your team's participation at the tournament.

45 Days (or sooner) before the Tournament Date



- 1) Tournament registration is usually done through the hosting club's website. Make sure you know when the last day to register is and when the due date for your payment is. If your team is not registered by the deadline you may be placed on a waiting list.
- 2) If tournament is out of town, make hotel arrangements (or have someone on your team handle this) for your team, including your coach. Some tournaments have designated hotels that teams must stay at. Please check the tournament website to find out what those are. Group rates are common and the sooner you plan to get one, the better chance your team has of staying at a hotel with the best deal and/or the closest location to your games. This can be done even before you've been accepted provided you can cancel without any penalty fee. Provide the group rate and code to your team parents so that each can book his/her room. Discuss with your coach if he/she would like you to book their room.

Three – Four Weeks Prior to Tournament

- 1) Confirmation of acceptance email should arrive at this time.
- 2) Check tournament schedule repeatedly once schedule is released. It can change as teams drop, or are added.
- 3) Inform team parents and coach of schedule and brackets.
- 4) Post game schedule to **TeamSnap**. In the notes section, include that all uniforms are to be brought to the tournament, field number and any specific field directions that the team needs to know about. Review tournament-specific rules and procedures. **Sometimes important information on check-in, rules on uniforms, parent/coach conduct is included which can be the NIGHT BEFORE the tournament.** The team does not have to accompany you at this time.
- 5) Print out a copy of tournament rules and highlight key points including; duration of halves and halftime, substitution rules, points from group play, tiebreaker rules and rules for overtime in elimination games. Give a copy of tournament rules to your coach.
- 6) If tournament is out of town, have a team parent arrange between-game activities and Saturday evening dinner.

Week of Tournament



- 1) Handle roster check-in. You will receive information from the tournament coordinator about an official roster check-in date and time. Make sure you know when that is. In some cases it is the night before the tournament. Other times, it is the morning of. At roster check-in you will present your team binder with US Club Forms, team roster and ID cards (both player and staff cards) to tournament officials for review. Generally they put a sticker on each player card so in the games the ref's know that the players are checked-in for the tournament. Print out a couple of copies of your roster. These might be needed for the TBD games such as semifinal or final game. Roster check-in is different than player check-in, which occurs 30 minutes before kick-off.

During the Tournament

- 1) Handle roster check-in if tournament does this the morning of the first game. Otherwise you should have already checked-in your team the night before. Player check-in will take place 30 minutes before every game at the check-in booth. You will need your player cards at player check-in. Players will be asked to line and identify themselves when their name is called out. Tournament officials will also check that players have the proper gear on (cleats, shin guards) and that they don't have any items that are not allowed (jewelry, hard hair accessories). You may leave your player cards at the check-in booth if your second game of the day is at the same field. Otherwise, please remember to pick them up after each game.

Safety and First Aid

First Aid Kits

- 1) All teams must have a first aid kit and carry it with them to all games and tournaments. Remember that if a player is bleeding, and blood and the open wound is visible, referees will not allow the player to return to the field. Make sure your first aid kit is replenished regularly.
- 2) It is also a good idea to have your coach carry a first aid kit for practices. The coach should also carry at all times the Player's



Medical Release medical waivers - form R002-Y for NorCal/US Club Soccer teams in case of an injury at practice.

- 3) It is extremely important that players get plenty of water before, during and after a game. This is especially important in hot weather. Players must start drinking extra water 72 hours before games in hot or dry weather. Among other things, it helps to prevent cramping. Be sure there is plenty of water at games.
- 4) If you are attending a tournament in extremely hot weather, it is a good idea to have an ice chest filled with ice water and several hand towels. When players come off the field and at half time, give them a wet towel to place on the back of their neck to cool them down.

Player Injury

- 1) If a player is injured such that they need to be transported by ambulance, have a parent wait by the street to direct the ambulance to the injured player. The Team Manager should have a responsible adult follow the ambulance to the hospital (preferable the parents of course, unless the player is unescorted). The adult should carry with them the player's medical release form.
- 2) If a player experiences a blow to the head during a game or practice, they must sit out of all games and practices until released by a medical professional. Please refer to the Concussion information materials in your binder..

When Lightning Strikes

Lightning is not something that occurs very often in our area, however it's important to know what to do should lightning strike. Clear the field and end practice if lightning and thunder are nearby. Use the 30-30 Rule to determine if a potential risk is present if they're not sure. Count the seconds between seeing lightning and hearing thunder. If this time is less than 30 seconds, it is a potential treat. Have players immediately clear the field and seek shelter (a car is a safe place). Do not have players put goals or other equipment away as they conduct electricity. They may return at a later time, at least 30 minutes after lightning has stopped, to put equipment away. Please note that persons who have been struck by lightning receive an electrical shock but do not carry an electrical charge and can be safely



handled. Victims may be suffering from burns or shock and should receive medical attention immediately.

Media Contacts

Let's say your team has just taken first place in a tournament, in league or in State Cup and you want the people in our community to know about the achievements of our HSC team,

Below are the local news media contacts that should receive information about our successes. Please make sure that you include our web site address somewhere in the article.

- 1) **Heritage Facebook page**
 - a. Send Pictures and Write up to News@Heritagesc.com
 - b. Encourage your parents and friends to "Like" our Facebook page.
- 2) **Community Focus:** Our Community Focus has a large distribution serves Pleasant Hill, Martinez, Walnut Creek, and Lafayette.
 - a. Contact: Elena or Becky 925-335-6397
 - b. Email: info@ourcommunityfocus.com
 - c. Specs:
 - i. *Deadlines are the second Friday of every month for that month's issue. (Please call to confirm that)
 - ii. *Articles are no more than 100 characters. (That's not much wording, please call to see if there are exceptions.)
 - iii. *Pictures are to be emailed in actual size with high resolution.
 - iv. *If there are several persons in the pictures those persons are to be named left to right.
- 3) **"Clayton and Concord Pioneer"** serves Concord and Clayton
 - a. Contact: No direct contact 925-672-0500
 - b. Email: tamara@claytonpioneer.com
 - c. Specs:
 - i. Deadline: you will need to call to verify
 - ii. Articles: you will need to call and verify



- iii. Both the Concord and Clayton Pioneer are handled through the same office.
- 4) **Friday Papers in Contra Costa Times:** Youth Results Section. Includes PH Record, WC, Lafayette, Concord etc.
 - a. Contact: Nick Roth
 - b. Email: Nroth@bayareanewsgroup.com
 - c. Deadline: Monday by noon for Friday paper
 - d. Articles: Send write-ups directly to Nick. Unfortunately, the youth photos never run in print (unless our photo staff took the pic or it's a front page/feature item) but we do have an online site that you can upload photos (as well as add a caption) and direct people too.
<http://yourviews.mercurynews.com/mycapture/photos/Upload.aspx?CategoryID=23410&EventID=256434> Can reference online link on **Facebook** page