

# TEAM MANAGER GUIDELINES

## FULL YEAR ACADEMY



**W**elcome to Virginia Beach City FC (VB City FC) Player Development (Full Year Academy, Travel Soccer) and thank you for volunteering to manage a team. VB City FC recognizes that team managers play a key role in the success of our club, and we appreciate the time, energy and dedication you have committed in volunteering for this important position.

This document will serve as a guide to help you manage the team, understand procedures and administrative responsibilities and know what to expect. It is intended for new managers and can also be used as a resource for experienced managers.

Again, thank you for volunteering.  
We look forward to working with you!

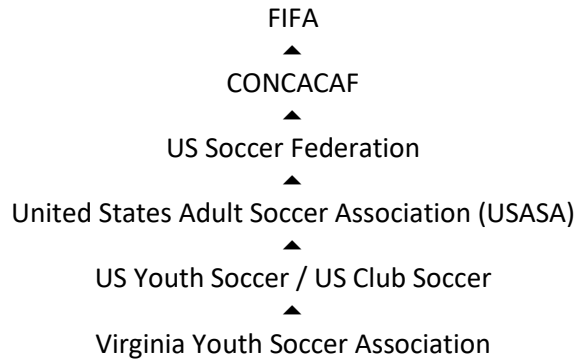


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## HIERARCHY OF YOUTH SOCCER



## VIRGINIA YOUTH SOCCER ASSOCIATION

The Virginia Youth Soccer Association (VYSA) is a non-profit, charitable corporation devoted to promoting youth soccer in the Commonwealth of Virginia and the District of Columbia. VYSA has over 144,000 registered players and VB City FC competes in VYSA Sanctioned Travel Soccer Leagues. Membership in VYSA also brings with it membership in the United States Youth Soccer Association (US Youth Soccer) and US Youth Soccer's Region 1 (Virginia-Maine). Complete information about VYSA can be found on their website <http://www.vysa.com>. Please bookmark this very important site.

### Medical Insurance

Players registered with VB City FC and rostered on a VB City FC travel soccer team are covered by insurance via VYSA. The medical insurance is a supplement to the medical insurance that the player or his/her family may have through other sources or is primary insurance if a player's family does not have health insurance. The insurance also covers any adult aides, such as additional assistant coach(es) and manager(s) who are listed on the official team roster. Information on the insurance program may be found on VYSA's website.

### KIDSAFE Forms and Background Checks

US Youth Soccer has adopted the KIDSAFE program in order to exclude from participation in its activities all persons who have been convicted of felonies, crimes of violence or crimes against children. Background checks are required by VYSA for all personnel (team volunteers, employees, coaches and administrators) working in VYSA clubs and leagues. The VYSA KidSafe/Risk Management Background Check policy and information regarding Risk Management can be found on VYSA's website. Team Managers will complete KidSafe thus allowing their team registrar to add them to the team rosters.

## VIRGINIA BEACH CITY FC (VB CITY FC)

Virginia Beach City FC is an American semi professional soccer club based in Hampton Roads, Va. The club competes behind Major League Soccer, MLS at the semi professional level as a member of the

National Premier Soccer League, NPSL (Men) and as a member of the Women’s Premier Soccer League, WPSL (Women).

Fun Facts:

- MLS Super Draft Selections, 2014 and 2015  
U.S. Open Cup Selection, 2015
- 2017 Mid Atlantic Regular Season Champions (Undefeated)
- Official Hampton Roads Affiliate of D.C. United – Giving players development and identification opportunities at Major League Soccer.

### Virginia Beach City FC Player Development (Travel Soccer)

Similar to the Major League Soccer (MLS) Youth Development initiative established in 2006, requiring each MLS club to identify and develop players in their respective home territories, VB City FC also believes in providing upcoming players with higher level soccer aspirations an opportunity to pursue their dreams while also continuing their education and remaining close to their family at home. The VB City FC Academy program is designed for the elite player (boys and girls), offering a year-round training model and is focused on long term player development and identification at the high school, collegiate, amateur and professional levels. It is run in connection with the VB City FC NPSL (men) and WPSL (women) First Team.

### VB CITY FC STAFF

<p>Name: Steven Wagoner Position: President Email: swagoner@vbcityfc.com Phone: (703) 980-6215</p>	<p>Name: Brian Hinkey Position: VP Soccer Operations Email: brianh@vbcityfc.com Phone: (757) 472-7939</p>	<p>Name: Brandon Ricker Position: Academy Operations Email: bricker@vbcityfc.com Phone: (603) 513-3979</p>
<p>Name: Jady Wright Position: Club Operations / Administration Email: jwright@vbcityfc.com Phone: (479) 657-5549</p>	<p>Name: Dante Dio Position: Media Operations Email: ddio@vbcityfc.com Phone: (757) 416-2465</p>	

### VB City FC Youth Soccer Advisory Committee

The VB City FC Travel Soccer Advisory Committee consists of one (1) team manager from each VB City FC youth travel team. Team Managers, or other designated Team representatives, are expected to attend VB City FC Youth Soccer Advisory Committee Meetings. Advisory Committee Members desiring to address the Advisory Committee must submit a written request five (5) business days in advance of the Advisory Committee Meeting. Such requests must be addressed to the Club Operations, Jady Wright. The Advisory Committee will plan to meet on a quarterly basis with the VB City FC senior management to discuss the following:

- Quarterly club travel soccer survey results
- Plans for the upcoming quarter
- Discuss VB City FC travel soccer policies and guidelines for effective management and operations of the travel soccer program.
- Provide feedback back to the club.

## CLUB LEAGUE REPRESENTATIVES

Club League representatives are Virginia Beach City FC Player Development travel soccer parents who have children playing in the league they represent. The club league reps work with the VB CITY FC Staff in ensuring administrative requirements are met for obtaining permission to play and registering VB City FC Player Development teams. League reps will also communicate league policies and rules and procedures to Team Managers in addition to training new Team Managers in preparation of documents and other administrative tasks required by the league. VB CITY FC Club League reps will also distribute any league materials to teams and will serve as a member of the Advisory Committee.

## YOUTH SOCCER LEAGUES MEMBERSHIPS

### National League

The National League is an extension of the highly successful US Youth Soccer Regional Leagues. The National League provides an avenue for teams to play in meaningful matches against top competition from across the country for continued development. Teams that earn their spot in the National League have a proved track record of success in US Youth Soccer Regional and National competition and are among the nation's best.

### Region1 Eastern Regional League

Region 1 Eastern Regional League is available to those teams within the 15 State Associations of Region I. The competition is designed to allow the very best teams in Region I to play each other in a league format.

### Virginia Soccer League INC (VSLI)

VSLI is a member of the Virginia Youth Soccer Association, VYSA and US Soccer. The VSLI has 200-300 teams compete each season throughout Richmond and Hampton Roads, Va.

### National Premier League, US Club Soccer

The NPL was created to elevate and change the competitive youth soccer landscape by extending developmental principles espoused by U.S. Soccer into more age groups and clubs, by linking competition with player development and identification platforms, and by providing meaningful weekly competition culminating in the NPL Finals.

## TEAM MANAGER DUTIES

Coaches are responsible for player selection, coaching players at practices and games, decisions about playing time, on-field decisions including playing style and positions, the conduct of practices, changes to team rosters, appropriate level of competition and any necessary disciplinary action. In conjunction with technical staff coaches may assist in the selection of tournaments.

Team Managers handle most administrative tasks related to running a travel team such as team and league registration, dissemination of information, collection of dues, logistics of team competition and activities, communicating of uniform orders, team fundraising and social events.

A list of Tips for Team Managers is included in Appendix A

### Where to find Team Management Information

The Virginia Beach City FC Player Development club website can be found at [vbcityfcyouth.com](http://vbcityfcyouth.com).

### Communication

As a team manager, you'll be organizing a variety of information, and events. You'll likely be the backbone of team communication, letting folks know what to expect and answering questions. Each team is unique and will have similar circumstances. Within the guidelines of the club, team managers will be able to determine a path to effectively organize and communicate that suits their style, individual team circumstances and manner of coach involvement.

### Communication from the Club

With hundreds of soccer families enrolled in youth soccer programs each year the club communicates exclusively by email. In addition to specific correspondence sent from VB City FC Staff during the year there are two additional methods the club utilizes to communicate. Be sure and not to "OPT OUT" receiving these very important newsletters.

### VB City FC Player Development Newsletter

At a minimum of once per quarter the club emails a newsletter to all club families. This newsletter contains timely information on current club news, events and special offers from our club sponsors.

### Team Snap

Team Snap is an app that facilitates team management. Each team is responsible for setting up and maintaining a TeamSnap account for their team. The team pays for the account. Managers will use TeamSnap to communicate team information to their coaches, families and players throughout the year. Former team managers will provide log-in information for your TeamSnap account.

### Communication to the Team

The Team Manager is the central communication "hub" for information going to parents and players about all aspects of travel team activities. The manager should check email regularly and forward any important messages from VB City FC and the travel leagues as indicated. Often in the younger age groups 9U-12U the team managers' bcc the other age group team managers to keep them informed. If a



family is not keeping up with team emails or does not have an email address, please set up an alternative means of communication (i.e. print out email sent to team and give to player/parents at the next team practice).

### Communication with Local Travel Leagues (VSLI, NPL, etc.)

Absolutely all communications must go to the league via the League Club Representatives and not directly from an individual travel manager or parent. THIS IS AN ABSOLUTE RULE, and breaking it will result in being ignored by the league, and worse undermining the club's standing with the leagues. PLEASE NOTIFY YOUR TEAM PARENTS AND PLAYERS THAT THEY MAY NOT CONTACT THE LEAGUE DIRECTLY. The only exceptions are specific requests from the league for score reporting from the manager after each game to the division coordinator; and completion of all the on-line forms such as scheduling requests and team contacts. To access the required portions of the league websites for entering team information and requests, each team manager needs the league team number and PIN. These are distributed by the League Club Reps each season, or can be obtained by contacting the League Club Rep.

### Communication with VYSA or US Club Soccer

Questions about rostering with the US Club or VYSA registration database should first be directed to the VB City FC Travel Soccer Administrator. **DO NOT COMMUNICATE DIRECTLY WITH US Club Soccer or VYSA**. Going directly to VYSA is likely to be ignored by them and most questions can be answered by the club's Travel Soccer Administrator. Our club state assigned US Club Soccer or VYSA Registrar may also be able to help, but please funnel questions through the Travel Soccer Administrator instead of directly to the US Club Soccer or VYSA registrar.

### Team Questions / Concerns / Issues

The following technical structure is in place for VB City FC's Travel Program:

This structure will improve the consistency of service across the various age groups. Under the respective Age Group Directors (AGDs), each age group will benefit from better resource allocation, a consistent curriculum and more fluid communications.

One of the benefits noted above relates to communications, and we want to describe what the proper communication process is under this structure. VB City FC's Travel families place a premium on improved communications. In order to get quality and timely communication in the event that you, your player or a member has a technical or administrative issue or concern, you must follow the process noted below.

#### Technical and Administrative Questions:

First Step: Ask the Coach (technical issues) and/ or the Team Manager (Administrative Issues). Often this is the fastest way to get issues taken care of.

Second Level of Escalation: If your issue is not satisfactorily dealt with using the previous option, please contact Jady Wright with the issue and explain the issue and the previous attempts at resolution.

Please help VB City FC staff serve you better by adhering to this process. We are confident that your questions will be more swiftly answered, and to your greater satisfaction, if the process listed above is followed

## Game Day

Please check your league rules for specific instructions on the following topics. Details vary from league to league.

### Prior to Game Day (League Games)

Some leagues require the home team manager to call/email the opponent's manager at least 72 hours before the game. Clarify directions to the field, confirm game time, and establish jersey colors (the home team must change jerseys if there is a color conflict). For away games, if the opposing coach or manager has not called by 48 hours before game time, call or email them. Make sure to confirm directions and jersey colors.

### Prepare Game Report Card

Game Report Cards are handled differently by each league. Some leagues distribute hard copy game reports to team's other leagues require teams to print out game reports on-line. Consult your league rules for specific instructions.

### Team Check-in

Most leagues, tournaments and state cup play require referees to check in the team prior to the start of the game. The team manager works with the referees to accomplish this task. VB City FC has developed a tip sheet to assist team manager in understanding their duties during check-in. The Game Day Guide for Team Managers can be found in Appendix B.

### Team Manager Notebook

Team Managers will need to carry their Team Manager notebook with them to each and every game (league and tournament) as rosters, player passes, and league rules are required to be at the field during most league and tournament games. VB CITY FC has created a list of items every team manager should have in their notebook. Appendix C contains this list.

### League Games

Team Managers will provide schedule information to all team members. The league schedule and field directions are available on-line at each league's website or the club website. Go to your team's page on the league website to find schedule and field directions in one place. The schedule is available about a week before the start of each season. Double check "away" field directions with the opposing coach or manager – the on-line field directions can sometimes be inaccurate or outdated. Managers usually distribute field directions to players/parents at the start of each season and send them by email before each away game.

### Game Day / General Paperwork

Team Managers will collect the paperwork listed below. The club has developed two checklists to assist in this process. Both the Beginning of Year Checklist for Travel Players and the Beginning of Year Checklist for Travel Coaching Staff, Team Managers and Team Aides can be found in Appendix D

## Club Paperwork

VB City FC Code of Conduct, Commitment Letter and Concussion Waiver are part of the on-line travel registration process. Teams will NOT need to collect these items and turn them in to the club.

### *Medical Releases*

Collect a signed medical release for each player. Medical Releases do NOT need to be notarized for local league play but might need to be for tournament play. There are two versions of the Medical release form on the club website [HERE](#). One version has space for a notary signature and one does not. If your team is attending an event that requires a notary signature, then please download this version. Teams should have these medical release forms at all practices & games in case of a medical emergency. Coaches must keep copies of medical release forms at all practices according to VB City FC Player Safety Policies. One idea is to keep the notarized forms in the team manager notebook but make copies of all forms for the coach to keep at all times.

VYSA Medical Release Form Link:

<http://www.vysa.com/docs/VYSA%20MEDICAL%20RELEASE%20FORM.pdf>

See Appendix E (Please use the VYSA Medical Release Form Link as the first option and keep Appendix E In your binder as a last resort for unforeseen circumstances.)

## League Paperwork

### League Code of Conduct

Collect signed league Codes of Conduct from your coach, players and parents if your leagues require them. League Codes of Conduct are posted on the league's website. In the unlikely event your team is called to appear before their league Rules and Discipline Committee for an incident involving a team member/parent/coach the team can verify that all these individuals read and signed the league Code of Conduct prior to the start of the season.

## Player Safety Policies

Team Managers will work with team families to comply with club's Player Safety Policies. These policies must be shared with your team families. Below is an abbreviated description of items contained in the Player Safety Policies. Please read (and have your parents read) the complete Player Safety Policy. The document (in English and Spanish) is located on the club website under the Travel Policies and Form page.

## Transportation Policy

Staff (which includes coaches) are NOT to give players rides to or from VB City FC Events.

## Check in/Check Out Policy

VB City FC requires that specific check-in and check-out processes are implemented for every VB CITY FC activity. Coaches, team managers and team parents should work together to develop workable processes.

## Buddy System During Breaks

A Buddy System should be used for bathroom breaks. At no time should a coach or an assistant coach accompany an individual player to bathroom facilities. The exception is when the assistant coach is also

a player's parent and is serving as the designated Parent Volunteer for that activity.

### Medical Release Policy

Copies of Medical Releases must be at all practices/game. In case of any emergency when the parents are not present, the medical release may be presented as proof of authorization to provide emergency medical and/or transportation services for the players listed. Copies of medical release forms can be placed in a page protector and given to the coach to keep in their equipment bag (provided this bag is brought to all practices).

### Background Check Policy

VYSA requires all VB City FC Staff, volunteer coaches and other team volunteers (team manager, team register) to undergo background checks ("Kidsafe" checks).

### Goal Movement Policy

VB City FC players should NOT move soccer goals. Players should NOT be asked to help adults move goals.

### Injury Information Policy

Parents or guardians of VB City FC players must inform in writing the player's coach if the player is injured (beyond minor injuries like scrapes or bruises) during any VB City FC game, practice, or other event. It is up to the parent or guardian to notify the coach when the injured player has been medically cleared to resume participating in the VB City FC activity and whether there are any restrictions on such participation. In the event of serious injuries (to include breaks/fractures, muscle/ligament/cartilage tears (including partial tears), head injuries (including concussions), anything requiring surgery, or any illness that requires doctor's release to play), a note from the doctor must be presented to the coach (by the player's parent) specifically clearing that player's return to action.

Due to the serious nature of any head injury/concussion, medical clearance from a doctor/neurological specialist who is properly trained and experienced in diagnosing and treating these injuries is required for return to play. An exception to this is for high school athletes who have been cleared to return to play by their high school's athletic trainer.

### Concussion Return to Play Protocol

A concussion is a traumatic brain injury and the effects and implications of any such injury are severe. VB City FC requires any player with symptoms of a concussion to see the appropriate doctor. The player must receive a doctor's note clearing the player to return to team activities before participation in any team events.

### Registration

#### VYSA Team Registration

Background checks are required by VYSA for all personnel (team volunteers, employees, coaches and administrators) working in VYSA clubs and league. The VYSA KidSafe/Risk Management Background Check policy and information regarding Risk Management can be found on VYSA's website. Team Managers and team registrars will complete KidSafe thus allowing their names to be placed on the team roster.

After tryouts are complete team managers are sent information by the club/VYSA on how to register/enter their team in the VYSA database for the upcoming year. Once this step is complete team managers can begin to input players, coaches and team official's names on the team roster.

Rosters and player passes are due by late July or early August to be then forwarded to VYSA for approval. Team Managers will be sent roster submission deadline dates in early July from the Travel Soccer Administrator.

Team Managers should work closely with the Travel Soccer Administrator to ensure rosters & passes on submitted on time for approval. In addition, paperwork such as codes of conduct, club commitment letters and medical releases will need to be collected. The following checklists can be found under Appendix D and will assist you and your team registrar in collecting needed items to be rosters.

See Appendix D

### League Registration

The application and payment for season league play (primary league) is due several months in advance of the start of the season. League fees are covered by player's club fees. VB City FC will make the payment to the leagues to cover the team's application fee.

- In the event Teams are playing in two leagues at the same time (i.e. NPL, VSLI) they are responsible for paying their leagues fee for the second league and the players will be invoiced directly from the club.

Club league representatives will email league specific information and forms (i.e., Division Structure Request, Scheduling Request, High School Sit Out) to team managers. Some of these forms can now be completed online.

Complete the necessary forms and submit BY THE DEADLINE to your VB CITY FC Club League Representative. In addition, some leagues require teams to update their team page on the league website by adding a club logo and coach/team manager contact information. When updating your team page on a league website please be sure and use the VB CITY FC club logo. Team uniform colors should be listed as follows:

Home Uniform Color: Royal Blue Jersey/Royal Blue Shorts with white trim  
Away Uniform Color: White Jersey/White Shorts

### Team Meeting

Starting after tryouts conclude and again several times throughout the year a team should hold a team meeting. Coaches will kick off the first yearly team meeting in late June/ early July once the team has been set for the year. Going forward for future team meetings the coach and team manager will work together to create a team meeting agenda. At least one parent should be at the team meeting to represent the family. Older teams often include the players at the team meeting, so they understand and are part of team expectations and decisions.

A team meeting agenda should be circulated prior to the meeting. During the meeting appoint a parent to take notes and then email all families a copy of the meeting minutes. This ensures that all information

discussed at a team meeting is shared with all parents. If a new player joins your team later in the year you can share these team meeting minutes with the family to catch them up on your team plans.

### Location

Many teams meet in the home of a team family, before or after a practice during the week. Others through work or personal connections meet in work, church or public facilities.

### Agenda

A suggested agenda for a team meeting may be provided upon request. Please contact both Club Operations, Jady Wright and the VP of Soccer Operations, Brian Hinkey for a suggested agenda that can be tailored to your team.

## TEAM PARENT COORDINATOR DUTIES

Travel teams are responsible for the organization and management of their team (while following and operating within club, league, state and US Youth Soccer policies and procedures). Think of your travel team as a business organization that has established goals and philosophies and parents/players who work to handle operational and organizational needs of the team (business). Every parent/family on a team must participate in the running of the team. There are team duties that are small and large, complex and simple, one time and recurring.

Specific duties can be handled by one person or shared among two or more parents.

The most crucial skill for a manager is delegation of tasks to other parents. The scope of managerial tasks is too broad for most managers to undertake alone. In addition, all parents should understand and appreciate the effort required to run a travel team. People tend to support what they help to create, and parents who have team responsibilities will be more supportive of the team than uninvolved parents. The tasks explained below can be performed by the manager or delegated to other parents BUT the club strongly urges team managers to delegate duties! Every parent/family on a team should be tasked with a team duty. Duties listed below can also be shared by more than one parent.

A red asterisk after a title (\*) indicates a required position. Each team must have a team parent fill this position.

### **Team Manager\***

The team manager is the main contact for all relevant team information. Their role is to provide timely, comprehensive communication from the Club Staff, Technical Coaching staff and/or league. This communication includes “where to go,” “when to be there,” and “what to bring” – for all games, practices and other events. In addition to the role of communicator, the team manager maintains the team’s paperwork and oversees the other parent team coordinators.

The team manager registers the team with VYSA, creates rosters in VYSA database, uploads photos for player passes, prints rosters, player passes, and other paperwork needed to roster a team or submit roster changes.

The team manager coordinates with VB CITY FC Travel Administrator and VYSA club assigned registrar to secure approval for team rosters. Computer knowledge necessary. VYSA will train to input and output data from their club database. The team manager will need printer/scanner or printing/scanner access and understand how to scan and upload photos and documents. The main workload is from mid-July to Mid-August.

Other items the team manager will oversee are planning beginning and/or end of year team parties, special events or outings and the team uniform ordering process.

#### **Trident Cup / MLDA Tournament Coordinator\***

Attends tournament planning meetings. Organizes team families to cover tournament jobs such as field marshal, concessions and trash.

#### **Field Coordinator**

Coordinates set up/take down of nets and flags. If needed checks to see (home) fields are lined day prior to game. Teams must set up nets and flags for all week night and Saturday games.

#### **Fundraising Coordinator**

In conjunction with team families creates team philosophy regarding fundraising, including expectations for families' participation in fundraisers. Organize any fundraising activities approved by the team and club

#### **Photographer**

Takes team photos (group, individual and action shots). With parent approval photos are used for team and club website along with articles sent to the media. Please send pictures to our social media coordinator within 48 hours of the game or event. The sooner we have the pictures to upload the better to help have real time social media coverage.

#### **Publicity/Social Media Coordinator**

Coordinate with the club media staff to write and submit short articles about team socials, fundraising, tournament or league championships for the VB City FC website, VB City FC social media or local media. Coordinates with the team photographer to submit photos with articles.

#### **Soccer in College Team Coordinator (for High School Age teams with players looking to play in college)**

Works with VB City FC staff to promote Soccer in College Nights, NCAA compliance talks and other Soccer in College events. Produces or oversees the production of the team's College Brochure. Works with team in producing player resumes and passes on information and articles about college sports recruiting.

#### **Tournament Coordinator\***

Team Parent Tournament Coordinators works with VB City FC staff to ensure timely applications for selected tournaments, showcases and State Cup play. Attends, or designates another parent to attend, tournament registration session (usually night before tournament begins) but sometimes handled on-line. Coordinate transportation arrange hotel accommodations and plan any group meals or other activities for out-of-town tournaments. Keep team tournament and league record histories for use in future tournament applications. VB City FC Teams often assign two parents to tournament chores, dividing the hotel/meal responsibilities from tournament registration/paperwork.

**Tryout Coordinator\***

Works with club to establish yearly tryout procedures. Organizes and staffs one-site registration for tryouts (typically only 1-2 tryout shifts are required). Runs tryout reports for coaches prior to tryout.

## TRAVEL REIMBURSEMENT FOR COACHES

Teams may require coaches to travel for league, tournaments and other soccer related events outside of Hampton Roads. In the event a team requires a coach to travel outside of a reasonable distance to provide coaching services for the club the team shall reimburse the coach for their travel including food, hotel and mileage based on the GSA Per Diem and Mileage Reimbursement guidelines. Since each team will require different travel requirements to meet the needs of their development and competition plans the team will be fully responsible for providing travel reimbursement to the coach. The club will not provide reimbursement to coaches.

The below links provide more information on GSA Per Diem Rates and Mileage Reimbursement.

### GSA Per Diem Rates – Food and Hotel

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

### GSA Privately Owned Vehicle (POV) Mileage Reimbursement Rates

<https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>

To pay the coach we recommend the team manager collect the required reimbursement money (cash or Check) and write one check to the coach. Another option is to use a third party payment application such as Venmo and have each family use this phone app to electronically pay the coach individually. After selecting the best option to pay the coach it is highly recommended that the team manager sends an email stating the amount owed to the coach and the form of payment that the coach will expect to receive payment.

### Venmo – Share Payment Application

Venmo is an application that can be downloaded to apple or android phones to reimburse friends, parents, coaches and players for small expenses.

<https://venmo.com/>

\*Please note Venmo is an example of a third party payment sharing application and is not a mandatory requirement.



## FINANCIAL AID

- The Virginia Beach City FC – Nexus Street Sports, LLC (VB City FC) will offer financial aid for VB City FC Travel Soccer Program Fees, to the extent possible, to financially challenged youth and their families. It is our goal that financial hardship or low income shall not keep qualified players off of VB City FC fields.
- Financial Aid determinations will be made once a year in parallel with tryouts and determination of the next season's roster. The aid provided will cover the entire soccer year.
- Approval for VB City FC financial aid does not guarantee a right to continued participation. Applicants must re-apply each season.
- Applicants will be required to fill out an application form which must be signed by the player's parent or guardian. Families are encouraged to apply for financial aid in April prior to the start of Tryouts.
- VB CITY FC uses the same standards across the club for decisions on awarding Financial Aid. Please see the current Financial Aid application for complete details. The application is on the VB CITY FC website or contact Club Operations, Jacyn Wright directly.
- Financial aid does not cover the entire travel program fee and team fee. Families are then responsible for paying the additional club and team fees left after financial aid is awarded.
- Players awarded Financial aid will have an extended payment plan for their club fees: Initial payment is due by June 1

## SPONSORS

Teams may have corporate or individual sponsors but must work with the President of VB City FC for approval. Logos shall not be included on the club uniform kit without prior approval from the club President. With approval from the club, Sponsor logos may be placed on team banners or non-uniform T-shirts. Sponsors or others who wish to donate to a specific team may do so by making the check payable to "Nexus Street Sports, LLC." and sending it to 10615 Judicial Drive, Suite 403 Fairfax, Virginia 22030. Checks and an accompanying letter should clearly indicate the team name and age group/sex (i.e., U11G Ballhogs) for which the money should be credited. The team should send a request to the VB City FC Club Operations asking for distribution of the donated money to the team.

## UNIFORMS

Virginia Beach City FC is a professional operated soccer club and strives to have a professional image in the community. To help accomplish a professional image all VB City FC teams shall wear the mandatory club uniform to include game day, practice and club approved spirit wear and apparel. This will help continue to have the VB City FC brand identified as representing Virginia Beach City FC no matter the occasion, both on and off the field.

- Adidas is the official supplier for Virginia Beach City FC and VB City FC Player Development. All VB City FC players and coaching staff must wear Adidas gear on game day. Exception: Players may wear footwear, shin guards, and compression/under tops/shorts from a different vendor.

- Teams may also use the VB City FC uniforms for indoor league play and various 3 v. 3 type tournaments as long as the team is registered as an “VB City FC” team. A VB City FC team playing in an event where they are not registered as an VB City FC team (i.e. Black Force, Roadrunners, etc.) may not wear the VB City FC uniform
- Effective 2018 the official VB City FC uniform supplier is Angelo’s Soccer Corner (<https://www.soccercorner.com/>). All travel teams must obtain uniforms through Angelo’s Soccer Corner, and do so in accordance with the VB City FC / Angelo’s Soccer Corner Agreement. Team Uniform Coordinators will set up on-line team rosters in the Angelo’s Soccer Corner ordering system and families will purchase their uniforms online via a credit card. Uniforms, and other purchased items, are shipped directly to the family.

### Travel Uniform Kits

The official VB City FC travel team uniform information will be distributed to the team managers after tryouts. All travel teams must wear this uniform at all times (all league and tournament matches, etc. – anytime that the team is playing under the club affiliation).

### Uniform Kit Modifications

VB City FC teams shall not alter the official VB City FC uniform kits. All our arrangements with Angelo’s Soccer Corner — customization, pricing, and inventory forecasting, etc.—are predicated on the product styles and colors as selected by VB City FC. Beyond that, it is our goal to have a standard uniform for all VB City FC travel players club wide. Sponsorship logos shall not be displayed on the travel soccer uniform kit (shorts, jersey’s, socks, warm ups, back packs or training gear). Any Sponsorship logos shall first be approved by the VB City FC President before imprinting on any item also bearing the VB City FC logo.

Players names on uniform items are not permitted (i.e. name on back of jersey)

### Uniform Numbering

Only single or double-digit numbers are allowed. Jersey numbers for players within an age group (either boys or girls) should not be duplicated. Each player in the age group should have their own unique number. Team managers and team uniform coordinators within an age group should work together to ensure jersey numbers in an age group are not duplicated. This allows for players to play with other VB City FC travel teams for league games (where allowed), to guest play in tournaments and be permanently moved to another team in the age group without encountering jersey number conflicts.

### Practice Uniforms

The practice uniforms will be included in the required purchase for the game day uniforms. Practice uniforms are to be worn at all practices.

\*All players must wear shin guards to train and play in matches.

## Spirit Wear

Angelo's Soccer Corner (Soccercorner.com)): The Angelo's Soccer Corner VB City FC Soccer Uniform web pages have other VB City FC Adidas customized products such as rain jackets, coats, long sleeve t-shirts, etc. that are not included in the required uniform kit. These are optional items.

Please keep in mind if your team elects to purchase a rain jacket, sweatshirt, long-sleeve t-shirt, or any other item listed in the spirit store the team must purchase the item selected by the club and no other company or style. This ensures that all our VB City FC travel soccer players are dressed in a uniform look. The VB City FC Travel Spirit Wear Store can be accessed directly at [www.vbcityfc.com](http://www.vbcityfc.com) or Angelo's Soccer Corner

VB City FC Official Store: Located at [www.vbcityfc.com](http://www.vbcityfc.com), VB City FC has an official spirit wear store on the club main website. All teams must obtain their spirit wear from the official VB City FC online store (Or through Angelo's Soccer Corner). Teams, players and parents shall not attempt to develop or buy their own spirit wear through an alternate third party without written approval from the club President.

## Appendix A - TIPS FOR TEAM MANAGERS

- DELEGATE! Don't try to do it all yourself. By giving a job to each family on the team, you help to create team unity and support.
- Distribute a roster to your families with most of these numbers: home/cell phone, e-mail, home addresses, parents' names, and (for new teams) children's schools.
- Send a weekly email on Wednesday or Thursday (after confirming directions with the opponent) that reminds parents/players of game time, opponent, provides driving directions, and specifies who is responsible for snacks (if league requires)
- Use a loose leaf binder to keep track of official team paperwork (sometimes called a Manager Notebook), such as medical releases, official roster and copies, player status forms. Store player passes in the binder in sports card protector pages and store all papers in clear plastic page protectors.
- Have a well-stocked medical kit at every practice and game. Assign a parent the responsibility of regularly checking and restocking the medical kit.
- In addition to the standard bandages, tape, and cold packs, a medical kit should contain a small ball pump, a pen, shoelaces, loose change, a bag of elastics to keep the girls' (and boys'!) hair out of their faces and plastic bags for players' jewelry
- Make an extra copy of the medical release forms and put them in a small binder to give to the coach to take to all games and practices, in addition to the official set which stays in the manager's binder.
- Make a copy of your team's practice permit, slide it into a page protector and give it to your coach so they can keep it with their team practice gear.
- Someone will invariably forget part of the uniform. Have a spare set of shorts, socks, and shin guards, and an extra team jersey at all games. A player may play using a jersey with a different number if the referee is informed in advance and the substitute number is shown on the game card roster (but please check your league and/or tournament rules to confirm).
- Bring a small cooler filled with ice and plastic zipper bags for making on-the-spot ice packs. The cooler is also a good place for storing washcloths (to clean injuries) and cups.
- Keep a file of handouts, schedules, and other information that is distributed during the season. When new players try out, give them a copy of the file. This will help them know what to expect on your team.

## Appendix B - GAME DAY GUIDE FOR TEAM MANAGERS

### **Prior to the Game**

- Meet up with the opposing Team Manager and take care of the Game Card/Referee Card (pasting on rosters, coach/TSL signatures, etc.). If your league (or State Cup Play) requires Game Day Rosters printed from the VYSA or league database be sure and print and bring the appropriate number of copies to the game.
- Check league rules on maximum number and how guest players must be designated (i.e. an asterisk by their name)
- For age groups/leagues that allow more than 18 players on a roster be sure and count both (yours and theirs) team players to ensure only 18 players are listed for that game. Some leagues require players not on the game day roster to be dressed in street clothes – no uniform parts on.
- Ensure that any players “sitting-out” due to red cards are so noted (check league rules for specifics) and these players are pointed out to the referees. Some leagues require the opposing team to sign and acknowledge the player sit out. Failure to follow the league specific rules will cause the player to sit out again and a possible forfeit for the team. **READ YOUR LEAGUE RULES!**

### **Meet the Referee Crew**

- Go over and introduce yourself to the referees. Tell them to give you a heads up when they are ready to check in the team.
- If you are the home team present the referees with the game ball (and back-ups) if required by league/tournament rules and give the Game Card/Referee Card to the referee crew to sign (if required by your league).
- Introduce your TSL (Team Sportsmanship Liaison) and STARS (Special Team Assistant Referees) to the referee crew (if your league and age group requires these positions)
- The coach or manager should confirm game length with the referee when presenting the card, as game length differs among leagues, tournaments and age groups.

### **Uniforms**

- Players should bring both jerseys, shorts and socks to every game.
- Shirts must be tucked in and shin guards worn.
- Players who play in a jersey which does not bear the player’s official number can cause their team to forfeit their game. Check you league/tournament rules to see if game day jersey number changes may be made and what the procedures entail.
- Jewelry must be removed.

- Players playing with a cast/brace need to consult with the referee prior to the start of the game about the cast/brace. (If playing in a tournament, check your tournament rules – some states do not allow players to play with casts or certain braces)

### **Player Passes and Official Roster**

- Player passes must be brought to all games. Most leagues require player passes to be presented to the referee for verification before the game. Teams that do not have player passes by the league designated time may end up forfeiting the game. Cards and rosters must remain at the field for the entire game.

### **Team Check-in**

While there is probably a standard team check in, most procedures seem to vary by referee crew. Ask your center referee how they would like to handle check-in. Many ref crews are happy if you, the team manager, organize this step.

One quick way is to have the players line up alphabetically (as your roster is organized this way and so should your player cards). Referees often hold the roster to verify the player name and jersey number as you call out this information. One of the AR's (or the team manager) then shows the player card (with the photo) to the referee as the player's name is called. The player can step forward, show his/her face, turn around present their jersey number on their back and once approved by the referee step out of the line. By lining up alphabetically the players seem to fall in line faster and a quick scan will allow you to know all the players are present.

### **Score Reporting**

- Please note that many leagues require scores to be reported by a certain amount of hours post game or by a certain time in the evening. Some leagues require one person in the club to report all scores, other leagues require the home team or both teams to report the score. Again, please check your league rules.
- If your league posts cards (red/yellow) check to see they were posted correctly: Makes sure you understand how cards/points accumulated by guest players count towards your team total.
- To close the loop be sure and report any red cards a club pass player received to their base team. Club pass players (players from other VB CITY FC teams) who are red carded must sit out the next league match (regardless of what team they play with).

## Appendix C - TEAM MANAGER NOTEBOOK

### **Must Have Items in your Team Manager Notebook include the following:**

- Player Passes (Lamination is recommended and required for State Cup) Not having player passes at the games can result in a forfeit for your team.
- Coach/Official Passes (anyone on the team sideline must have their official pass)
- Stamped, Approved VYSA Roster (and State Cup Roster if playing State Cup)
- Player Medical Release Forms
- Game Card/Referee Card \*\*
- Roster Labels or Game Day Roster\*\*
- Pen
- League Rules
- Contact Information for Opponent\*\*
- Team Phone/Contact List (all these numbers should also be programmed into your cell phone)
- Chart to keep track of player cards/points\*\*
- Phone number or web address to report scores upon completion of game\*\*
- Phone number of VB CITY FC Rover (for home games)
- Phone number of you VB CITY FC Club league representative (if issues arise)

\*\* Items vary by league. Consult your league rules for specifics

## Appendix D - Beginning of Year Checklist for Players on Travel Teams

**(Checklist is for Teams to KEEP – do not turn in)**

### Beginning of Year Checklist for Players on Travel Teams

Team Name \_\_\_\_\_ Boys/Girls Age: \_\_\_\_\_ U

Jersey #	Player Name	Submitted info for TeamSnap  (address, cell and home #'s, email address, etc)  Notate each parent's selected volunteer job on contact list (i.e. registrar, etc)	Initial payment Made  Ask Club Operations (Jadyn Wright) to run a team report after July 7 <sup>th</sup> to confirm all players have made their first payment.	Completed Medical Release  Does <u>NOT</u> need to be notarized  Kept in Team Manager Notebook  DO <u>NOT</u> Turn In	Signed League Code of Conduct  *As required	Player Pass		Uniform  <i>Player has ordered a uniform kit</i>
						Proof of Birth  If rostered last year proof of birth docs are already stored in the VYSA database.  New travel players will need to provide one of the approved docs.	Photo for Player pass  Current, full-face, photo. Min. size 1" x 1"; max. size 1.5" x 1.5".  .jpg file REQUIRED  Photos are good for only two years	



## Appendix D (Continued) - Beginning of Year Checklist for Coaching Staff, Managers, Aids and Officials on Travel Teams

**(Checklist is for Teams to KEEP – do not turn in)**

### Beginning of Year Checklist for Coaching Staff, Managers, Aids and Officials on Travel Teams

Team Name \_\_\_\_\_ Boys/Girls Age: U \_\_\_\_\_

				<b>Codes of Conduct</b>	
<b>Position</b>	<b>Name</b>	<b>Completed <a href="#">VYSA</a> <a href="#">KIDSAFE</a> (Risk Mgm't)</b>	<b>Submitted Info for TeamSnap (i.e. home &amp; cell #'s, etc.)</b>	<b>League Coach Code of Conduct</b>  <i>*As Required</i>	<b>Photo for Player pass</b>  <i>Current, full-face, photo. Min. size 1" x 1"; max. size 1.5" x 1.5".  .jpg file required to upload  Player photo good for two years, Adult photos good for five years</i>
<b>Head Coach</b>		Should have completed when contract was signed			
<b>Assistant Coach #1</b>		Should have completed when contract was signed			
<b>Assistant Coach #2</b>		Should have completed when contract was signed			
<b>Team Manager</b>				Will sign Parent Codes of Conducts	
<b>Assistant Team Manager</b>					
<b>Team Registrar</b>					

# Appendix E - CONSENT AND MEDICAL AUTHORIZATION FORM

## VIRGINIA BEACH CITY FC – NEXUS STREET SPORTS, LLC CONSENT AND MEDICAL AUTHORIZATION FORM

As the parent/ legal guardian of \_\_\_\_\_, I request that in my absence the above-named player be admitted to any hospital or medical facility for diagnosis and treatment. I request and authorize physicians, dentists and staff, duly licensed as Doctors of Medicine or Doctors of Dentistry or other such licensed technicians or nurses, to perform any diagnostic procedures, treatment procedures, operative procedures, pain relief measures and x-ray treatment of the above minor. I have not been given a guarantee as to the results of the examination or treatment. I authorize the hospital or medical facility to dispose of any specimen or tissue taken from the above-named player. I request and authorize the hospital or medical; facility and its staff to share the information on the medical condition of my child with the parent, coach or assistant coach associated with her soccer team that represents him/herself as the responsible adult in my absence.

Player's Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_(mm/dd/yyyy) Date of last tetanus booster \_\_\_\_/\_\_\_\_/\_\_\_\_

Known Medical Problems/ Allergies:

\_\_\_\_\_

Parents/ Guardian \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work (Mother): \_\_\_\_\_ Work (Father): \_\_\_\_\_

Cell (Mother): \_\_\_\_\_ Cell (Father): \_\_\_\_\_ Fax: \_\_\_\_\_

Family Physician \_\_\_\_\_ Phone: \_\_\_\_\_

Physician Address: \_\_\_\_\_

Person Responsible for charges (If different from above) \_\_\_\_\_

Person's Address: \_\_\_\_\_

Person's Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Address for Submitting Claims: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/ Guardian

\_\_\_\_\_  
Date Signed