

# **Bay United Soccer Club Team Manager Handbook**

**(2014-2015)**

Bay United Soccer Club (BUSC) Team Managers are the primary interface between parents, coaches, and the BUSC Board of Directors (BOD). This handbook defines the primary roles and responsibilities of Team Managers and provides important dates/actions required throughout the season. Team Managers are critical for our BUSC teams to be successful throughout the year. We appreciate the commitment you are making to BUSC and hope you find the information helpful. We welcome any comments and suggestions.

## **Communication:**

**Team Communication** - The Team Manager is the primary source of communication for all related team and club information and should be the first point of contact for any questions from team parents. Electronic mail is relied on heavily to distribute information to everyone at the same time. The Team Communication Policy states that all team communication and correspondence should come from the Team Manager to the team. This eliminates parents receiving multiple emails and also eliminates any confusion with the teams' schedule and information regarding the season, tournaments, hotels, fundraisers or events for the team. However, there will be instances, such as a last minute cancellation of practice due to weather, which may require another means of communication. If fields are closed due to weather, the DOC will make the final decision and contact the webmaster to have the cancellations posted on the BUSC website, [www.bayunitedsoccer.org](http://www.bayunitedsoccer.org). Parents can also utilize the BUSC Hotline which will be updated as needed to announce field closures, upcoming events, or other important information. Please make sure that parents are aware of this phone number (850) 250-3083 as well as the option to hear the updates from the link on the BUSC website. When the BUSC president or other officer requests information please respond in a timely manner.

**Tournament Policy** – The Tournament Policy states that only the Club President, Director of Coaching, Team Coach or Team Manager are approved to contact Tournament Directors regarding your team's needs. Only those people listed above may address referees or tournament officials at tournament events or playdates.

**Chain of Communication**—Questions, related to schedule or travel arrangements, by parents should be addressed with the Team Manager. Concerns or complaints related to the team should be addressed to the coach. The 48-hour rule must be

observed. If a resolution is not reached, the issue can be taken to the Director of Coaching or to a Member of the Board of Directors. Issues that are not resolved can be set on the agenda for a Board of Directors' meeting by the following process: Members registering complaints must do so in writing to the attention of the President. Upon receipt of the written complaint no later than three (3) days prior to a scheduled monthly meeting, a complaining party will be permitted to address the Board of Directors. If the president does not receive the written complaint within three (3) days of a scheduled monthly meeting, the complaining party will be permitted to attend and address the Board of Directors at the next monthly meeting.

### **BUSC BOD Members-at-large:**

Each year Team Managers may nominate members in good standing to be voted upon by the Executive Board to participate on the BOD. These are referred to as Members-At-Large, and up to four can serve on the Board of Directors for a seasonal year. Responsibilities include the following:

- Attend monthly BOD meetings, held on the third Wednesday of each Month
- Provide monthly team status to the BOD
- Disseminate club information to team players/parents as requested
- Ensure that each Manager of each team is assisting the Coach as needed
- Serve as a liaison between the parents and the Board of Directors

All Team Managers shall assist the BUSC BOD with the following:

- Attend monthly board meetings
  - Assist Coaches and Executive Board with planning and conducting tryouts each year, as required
- Attend scheduling meetings with Coaches and Team Managers
- Answer data calls for team information, as required.
- Assist with planning, working, and recruiting volunteers for BUSC events like Fun Day, Endless Summer, Cinco de Mayo, etc.

## **Pre-Season Responsibilities:**

The soccer year begins on 1 August and runs through 31 July. Upon completion of tryouts, BUSC Coaches and the Director of Coaching will determine the rosters for each team. The team roster will be provided to Team Managers after the coaches have contacted each player. Prior to the start of play, the following must be accomplished:

- Contact all new players to answer any questions they may have (the Coach will have already contacted them to let them know they have made the team).
- Schedule: Work with team coach to finalize schedule. If you will be sharing a coach with another team you will need to coordinate schedules with that team as well. Playdates and Friendlies are encouraged and can be scheduled by the Team Manager and the Coach. Please inform the DOC whenever an additional event for your team is scheduled. If the event is to be played at FNP, field scheduling must take place through the Director of Coaching in order to reserve the fields and to schedule lights.
- Player forms: All paperwork and fees should be completed online through our website by the deadline set by the club in order to secure each player's position. This allows the Coach and Manager to confirm their roster for the season. Ensure parents understand all forms needed for each player for the season. All forms must be completed before player(s) will be authorized to train/compete. These include the medical release form, birth certificate (if not on file), and US Club Youth Player Registration form.
- Managers will need to go online to the team pages in GotSoccer and upload current pictures for any new players before player cards can be printed. Managers will also need to verify Official Rosters in GotSoccer and communicate any necessary changes to the registrar. Once the rosters are confirmed and pictures have been uploaded, please email the Registrar so that Player cards can be printed and delivered.
- Player fees: It is recommended that all fees be paid online, via the BUSC website. However, if fees cannot be paid that way, they should be mailed to the address on the website by the due date listed in fee agreement (financial responsibilities defined below). Team Managers should not collect checks or payments. All transactions should be completed via online payment or through mailing checks to the Club's P.O. box. In the event a player becomes financially ineligible the Team Manager will forfeit that player's pass to the BOD.

- **Uniforms:** All uniform orders must be submitted online via the BUSC website in accordance with the schedule published by the BOD. Jersey numbers are assigned to players by the Club so that there are no duplicate numbers within each age group. Players who play up an age group will have their reserved number in their age appropriate group as well as on the team they are rostered to. Team managers will be asked to coordinate jersey numbers and provide the information to the designated point of contact for uniforms.

**Note:** If possible, teams need to be set by 1 August for the Fall and 1 February for the Spring along with all paperwork and fees. This is crucial so that registrations can be completed and the club doesn't incur unnecessary costs for registration changes.

**Player Passes and Roster:** All players, volunteers (you) and coaches must have validated FYSA and US Club passes with a current photo to participate in scheduled events. Once registration is complete, all paperwork completed, and fees paid for your team, the club registrar will provide pre-printed passes for each player along with an official roster. Each pass will need a current photo. You may obtain a small photo from the players or you can use a digital camera and take photos of all players. Each player must sign his or her pass and then the pass must be laminated. This is an FYSA requirement. You may laminate yourself or take to a business that laminates (Office Depot, UPS Store, etc.). Once all passes have been laminated, you will need to keep them together. A key ring/lanyard works well. It is recommended that you add a card with your contact information to the ring where you keep the player passes in case they get misplaced. You will need to have them available at every event. Player passes are to be kept by the coach or the team manager. Player passes are not to be distributed for guesting or other purposes unless given permission by the coach and DOC – once the Club's Guest Player Policies have been followed. Note: FYSA has transitioned to [gotsoccer.com](http://gotsoccer.com). Photos can be uploaded into player accounts. The club registrar will disseminate information for uploading photos as it is available.

### **BUSC Guidelines for Adding New Players After Tryouts have been Completed:**

- No new players may be added after official tryouts have ended and teams have been formed without approval from both the Board of Directors and the DOC.
- Before a player is brought to a team practice/scrimmage for evaluation, the Head Coach must discuss the requested addition with the DOC. The DOC must

give permission for a player to be added to the team before the player is evaluated or considered.

- If a player is rostered to another Club, then his or her status must be cleared by his or her primary Club's DOC or Executive Board Member before communication takes place with the player/family.
- Players may be evaluated for no more than two sessions. The Head Coach must make a decision whether or not to add the player and communicate that decision to the DoC and to the Board after the second session.
- If a player is added, he or she must complete the online registration and submit all required paperwork--medical release, Head Injury Awareness, etc., before attending team practices.
- A player must pay all fees that are past due (i.e.--deadlines were missed because of joining the team late) immediately upon joining the team or must establish a payment plan with the Club's Treasurer and be in good standing to join the team.
- Training Fees will not be pro-rated if a player joins the team after the season has started.
- Added players must be charged the same amount as the other players on the team for the events they will participate in for the remainder of the season with funds to be deposited to the Team's Event Fees Account.

**Guest Players:** Please use the proper process when requesting a guest player. The requesting Coach or requesting Director of Coaching should contact the Director of Coaching for the guest player to gain permission to ask them to play. If their DOC gives permission, then the requesting Coach should ask the guest player's Coach for permission to have them guest. Once permission is granted, the following steps need to be taken:

If you need to take guest players to an event, what you will need depends on which club they are from. It is recommended to use players within BUSC teams when guest players are needed.

Managers need to notify Registrar with a 72 hour notice of any changes needed to the rosters before a tournament. If 72 hours notice is not provided then no guarantee can

be made that changes will take place. All effort will be made to accommodate changes, but no guarantees if proper notice is not provided. Please send emails to [bayunitedregistrar@gmail.com](mailto:bayunitedregistrar@gmail.com) so that appropriate forms can be completed.

- If they are players registered to BUSC and you are going to a playdate, you will need a copy of the roster from their team, their player pass and notarized medical release.
- If you are taking a guest player from another BUSC team to a tournament, the club Registrar will need to prepare an event roster that has the player added to your roster or a guest player form. Provide the event name and date, team code, name of guest player(s) to the Registrar and an event roster will be emailed back to you for the event.
- If the guest player(s) are registered to another club, the Registrar for their club will need to fill out the guest player paperwork and forward to you. You will need to provide your team code for the paperwork, as well as the dates they will train and play with your team.
- Guest players may practice with a BUSC team for the two practices prior to the event they are attending.

### **Team Notebook:**

The team notebook is required for all events and contains the following, as a minimum:

- Player medical release forms
- Player Birth Certificates
- player passes,
- copies of roster
- schedule,
- team contact information.

We recommend putting each medical form in a clear sheet protector because they will be reviewed many times. Put medical forms in alphabetical order (passes also). Rosters are listed in alphabetical order also. This helps when checking the team in at events. You may also want to keep tournament applications/check-in info in the notebook. Keep the notebook with you at all times at events. Please remember that this notebook contains a lot of private information, and keep it secure at all times.

## **Team Finances:**

Once the schedule has been finalized, a team budget must be developed to accurately estimate player event fees. In addition to the entry fee for each event on the schedule, the Coach's expenses must be estimated, as well as any team equipment costs. If a Coach has more than one team attending an event, those expenses will be equally shared by each team. Coach's expenses include mileage, meals, and hotel. The Club Treasurer provides the yearly rates for mileage and meals and a spreadsheet with set expenses calculated. BUSC Coaches will be reimbursed for their travel expenses, so plan accordingly. If a coach offers to ride with one of the families, that is his or her decision and he or she will be reimbursed for lodging and meals, but not mileage.

The team must have an adequate balance in the team account in order to sign up for an event. It is the Team Manager's responsibility to ensure the team account is up to date. The Club treasurer will track individual player accounts.

Team Managers need to submit an itemized budget to the Club Treasurer that lists all estimated expenses for the season **by August 23rd**. A copy should also be given to all team parents. Expenses not listed on the itemized budget should be approved by parents before the money is spent.

It is critical to have transparency with team event fee finances. Remember that this is the parents' money, and they should be clearly notified of the expenses and budget.

## **Responsibilities for the Season:**

- Practice: Each team will have an established practice schedule as determined by the Director of Coaching (DOC). The Coach will notify the Team Manager if there is a change/cancellation and the Team Manager will notify all players/parents. The website and the team pages are a great place to notify players of any changes or cancellations.
- Uniforms: Only the approved uniform (jerseys, shorts and socks) may be worn in a game. Parents will place order online and they will be shipped directly to the player. Uniforms include two game jerseys (royal blue and white), shorts (also used for practice) and socks. Players also need to purchase practice dry fit shirts. It is recommended that each player has at least two t-shirts, two shorts and two socks to provide adequate supplies for a week's worth of practice and tournaments. Optional purchases include warm-up suits, team bags, goalie jerseys and spirit items.

## **Scheduling Events:**

The Head Coach and Manager will develop the team schedule based on the players' parents desires and limitations in regards to travel and expense commitments. The schedule will be a combination of tournaments, playdates and friendly matches. Each event will have different requirements for scheduling. Check event websites for application entry deadlines and required information. Managers fill out applications and apply to each event. A team name has been assigned by the Club Registrar in compliance with FYSA requirements. This assigned name must be used when registering for events. Once you have completed an application, provide a copy of the event application, amount of entry fee and deadline to apply to Club Treasurer. The Treasurer will then send a check and a copy of the event application to the hosting club. Check event websites to ensure you are aware of the latest event information. Ensure you have the required documentation for checking your team in, as well as when/where you are supposed to check the team in. Remember to notify the DOC whenever an additional event is scheduled and to schedule all events requiring FNP with the DOC for field use and lights.

- The team tent and water jug should be at every event. The Team Manager should delegate the responsibility to team parents for providing these items. These items are not reimbursable from the club.
- Each team must have a medical kit that contains basic first aid supplies, sports tape and any other items you may need. The team is responsible for purchasing the medical kit.
- Lodging: Most teams will prefer to stay in the same location for events. The Team Manager may make reservations or delegate to a team parent. Note: the Team Manager should ensure the Coach has a room reserved. If the Coach uses a personal credit card, he/she will submit receipts to the Club Treasurer for reimbursement. If the Team Manager pays for the coach's lodging with a personal credit card, they may turn in receipts for reimbursement.
- Provide timely information to team parents/players about upcoming events – game times and locations, directions, etc.
- Maintain a contact sheet for all players/parents. This sheet should include contact information for daytime, nighttime and travel days, as well as contact information for the Team Manager and Coach. All parents should have a copy of the contact information, especially for traveling.
- Ensure you are available during team events for any updates/changes that may occur. If you are unable to attend an event, assign an alternate to carry the team



notebook and carry out your duties.

- Promote and display conduct and behavior that is consistent with all Bay United policies, bylaws and parent contracts. Assist in creating an image of Bay United Soccer Club as a premier organization with the highest level of players and spectators to other clubs, teams, officials and spectators.

### **Disciplinary Action:**

In the event that disciplinary action is required for a member of your team – either a parent or a player, it will be the Team Manager’s responsibility to provide a report of the behavior in question to the Board of Directors upon request. This report will contain the Team Manager’s eyewitness account of events or report of the events from others. If requested, be prepared to provide the names of other witnesses or documentation such as emails to the Board. The Board of Directors is solely responsible for determining if disciplinary sanctions will take place. All matters of disciplinary sanctions are to be held in the strictest confidence. Please be proactive and report matters of concern immediately to the Board of Directors so that they can be handled promptly.

**Club Sponsored Events:** Each year BUSC sponsors the Endless Summer Tournament. All club members are expected to volunteer some of their time to assist with the planning and execution of this event. Team Managers are responsible for coordinating team participation in this event. The tournament director and tournament volunteer coordinator will provide guidance on what kind of help is needed. Fundraising events are held periodically throughout the year. Some events will be for individuals to raise money to offset the costs for the season and some events will be for the club to raise money for our scholarship program and other club needs. Participation is voluntary for the individual fundraisers, but each team is expected to participate in the club fundraisers. Team Managers will coordinate team participation in fundraising events.

**Websites:** The Team Manager is responsible for maintaining and updating the Team’s page on the BUSC website. The site should be updated monthly with current information such as upcoming events and Tournament results. It is also the Team Manager’s responsibility to update the national websites such as SoccerInCollege and GotSoccer with game results and events so that State, Regional, and National rankings can be up to date.

## **Team Manager's Responsibilities Summary:**

A. One (1) representative for each team operated within the Club shall be selected by the parents of the players on the team and/or the coach to be the team manager ("Team Manager" or "Manager") for the seasonal year (Fall and Spring). The Team Manager will serve as the team's representative to the Board of Directors.

B. Team Manager's duties shall include the following:

1. Working with the Coach to develop a schedule based on team level, experience, and parent input.
2. Serving as a liaison between the parents and coach(es).
3. Nominating individuals to serve as Members-At-Large for final selection by the Board of Directors.
4. Facilitating the collection of fees due from parents to BUSC. Assisting the Board of Directors as requested. Completing registration in accordance with FYSA requirements or other affiliation requirements.
5. Creating an itemized team budget in conjunction with the Coach which will detail all team expenses that make up Event Fees such as Coach's travel expenses (mileage, hotel, food), tournament entry fees, equipment costs, and any other team fees.
6. Submitting an itemized copy of the team's budget to the BUSC Treasurer and to all team parents with an amount due by each player for Event Fees.
7. Collecting all required paperwork (such as birth certificates, notarized medical releases, etc.) from team parents and submitting them to the BUSC Registrar.
8. Registering the team for any scheduled tournaments, playdates or friendlies and facilitating team check-in at the events with all necessary paperwork, player passes, or player information.
9. Communicating regularly with team parents regarding any BUSC information, team events, scheduling, practices, fundraising, financial matters, etc.
10. Reserving or designating a person to reserve blocks of hotel rooms as needed for team travel. Facilitating the ordering of uniform items for all team members.
11. Attending monthly Board of Director meetings and any other meetings that require Team Manager attendance.
12. Maintaining and regularly updating the BUSC websites' Team Page as well as national websites such as SoccerInCollege.
13. Coordinating the schedule for all team activities with the Coach and parents. Serving as an ambassador of model behavior and ethics for the club at all times.