



PASS FC

Team Manager Manual

Team Manager Responsibilities

www.pass-fc.com
www.gvsoccer.org
www.msysta.net

Team Manager Responsibilities

Thank you for volunteering to serve as a team manager. Your role is vital to the success of your team and our club. This manual is designed to serve as a tool to help you with the duties of team manager. The team manager is responsible for the administration and coordination of the team's activities and communication between the families and the coaches and the families and the Club. You are critical to the success of the season and the positive experiences of the families involved. Your work helps to make our Club run smoothly and the players to have a great year. Again, THANK YOU!

While a lot of the paperwork and organizing must be done exactly as listed, you can do what works best for you and your team. If you discover short cuts, helpful information, or tips as team manager please share them with us as they may help another manager along the way.

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PRE-SEASON

What to do first

All coaches and team managers need to be registered with the league, the Grand Valley Soccer Association (GVSA). You will need to fill out an **Individual Player/Coach Registration Form**. This form can be found on the GVSA website at gvsoccer.org or on the PASS website at pass-fc.org. Give this form to the Club Registrar.

All coaches, assistant coaches and managers are required to have **Risk Management cards** before the season begins. Most tournaments will require a copy of these cards, and league referees may ask to see them. You can obtain a Risk Management card by going to gotsoccer.com. When you receive your card please email the Team Manager Coordinator ([Gloria Campbell gbcampbell@comcast.net](mailto:Gloria.Campbell@comcast.net)) your number and expiration date.

CHECK IT OFF!

_____ *Fill out Registration Form – give to Registrar*

_____ *Apply for a Risk Management Card – email information to Team Manager Coordinator*

Team Registration Night

Once the team is formed and all players notified after tryouts, they will be required to attend Registration Night to turn in their paperwork. If possible you will be at a table on that night to collect the paperwork for your team. The coach may also be there to welcome the players. The player will have a photo taken for their Player Card and a representative from Gazelle Sports will be there with uniform samples so they will be able to try them on to determine sizing. The players will have been given a packet with the necessary forms at tryouts and should have them all filled out when they arrive. The forms are:

- GVSA Individual Player/Coach Registration Form
- MSYSA Medical Release Form – this form must be notarized
- MSYSA Consent to Travel Form
- Player/Parent Code of Conduct Form
- Player Information Form – player will indicate jersey number

It will be helpful for you to have a checklist form. As parents turn in the forms you can check off the items on your form to make sure you have collected everything. Players new to GVSA must turn in a birth certificate. The last thing the parent must do at registration night is make the payment for the team fees at the Treasurer's table. They will write a check for payment in full or make arrangements for payment plans. A translator will be available for parents who may not speak English. If any of your players do not come to Registration Night you must contact them to obtain the forms from them. (If you need extra forms go to gvsoccer.org and pass-fc.org.) The GVSA Registration Form

goes to the Club Registrar and you **keep all of the other forms for your binder**. Once you have all of your forms, create a contact information form, update your email address book and send out a welcome email with it attached. Ask them to verify the information to make sure it is correct before the rosters are made. If the coach has planned a player/parent meeting you can inform them of the date and time.

CHECK IT OFF!

____ *Attend Registration Night to collect paperwork*

____ *Obtain forms from players not at Registration Night*

____ *Create a Contact Information Form*

____ *Send welcome email to players and parents*

Assemble Team Binder

The best way to keep all of the paperwork and information organized is to use a 3-ring binder with sheet protectors. A zipper pouch is useful to hold pens and keep player cards secure. You will need to carry all the necessary forms to each game. Here are some recommended tabs for your notebook:

- **Contact Information** – for all players, parents and coaches
- **Schedules** – game schedules (with spot for results), practice schedule, referee schedules and keeper training schedule
- **Club Information** – Club Directory, manager meeting minutes and notes
- **League Information** – Official roster, copy of league rules
- **Medical Releases/Consent to Travel** – alphabetical order (make copies of these for the coach to keep in his equipment bag)
- **Birth Certificates** – if applicable
- **Maps**– keep copies of maps to away games
- **Risk Management** – information for all coaches and manager
- **Code of Conduct** – keep these forms that players and parents have signed alphabetically in this file
- **Tournament Information** – keep registration forms and hotel information here

You may also want to have a tote container for extra items to bring to each game such as an extra pair of shin guards, socks, hat, gloves, sunscreen, bug spray and a first aid kit. Suggestions for the first aid kit are athletic tape, pre-wrap, band-aids, Motrin, antiseptic cream, paper towels, water bottle for rinsing, hydrogen peroxide to remove blood, scissors and instant ice packs. Also helpful are garbage bags for players' bags in case of rain, shower curtain to put down and wrap bags in and quick ties for nets.

CHECK IT OFF!

____ *Assemble team binder*

____ *Make copies of paperwork for coach*

____ *Gather items for tote container to bring to games*

Player Cards

Player pass cards are official identification. You or the coach **MUST** have the cards in order to play a game. The cards are processed by GVSA and you will receive them along with the player photos taken at Registration Night. You must attach a photo of each player to their card and have them sign the card. You will also have cards for the coaches. When they are complete laminate them to protect them from wear and weather. Once they are laminated, place them on a key ring. Putting them in alphabetical order so they match the roster sheets makes sense and saves time.

CHECK IT OFF!

____ *Attach photo on each card*

____ *Have player sign card*

____ *Laminate and place on key ring*

Communication

Email is the quickest and most efficient way to communicate with your families. Make sure that each family provides you with an email they will check each day. This will help with last minute schedule changes or cancellations. Ask for a return message confirmation and follow up with a phone call to those who did not reply. Create a Phone Tree if desired to help communicate last minute information. This is optional.

Give each family a folder that contains a copy of the team roster and schedule of games with maps to away games (or direct them to the GVSA website to obtain maps). Consider making a laminated business card sized listing of players' names, jersey number, parents' names phone numbers and coaches' names and phone numbers. This is useful if people are lost, a car breaks down, or in case of emergency. When giving out hand-outs throughout the season it is helpful to **write each player's name on it** so you will know who has and has not received the information.

CHECK IT OFF!

____ *Make a folder for each family with team roster, schedule and maps*

____ *Laminated business sized card*

____ *Optional – create a phone tree*

DURING SEASON

Game Schedules

All game schedules will be posted on the GVSA website at gvsoccer.org. As soon as the preliminary schedules are posted carefully check out the schedule with you coach to see if there are any conflicts. Games should not be rescheduled “just because,” but for a valid reason such as a tournament or if your coach has another team and the schedules conflict. Scheduling changes should be done by phone or email with the opposing coach. For all home game changes first check the GVSA website under “Field Schedules” for our club to see if the field is available on your chosen date and time. Please try to look at times for back-to-back games with other teams in our club for ease in scheduling refs. (NOTE: Special requests for use of the Northview turf fields on Sundays must be made at least 1 month prior to the start of the season.) For reschedules after the preliminary schedule cutoff, the club referee assignor, **John Corbett**, must be informed so he can schedule refs for the game. He can be reached at [245-4858](tel:245-4858) or jscsails@aol.com. Once all changes are made, send an email to **JoAnne** at jmvanslooten@sbcglobal.com with the age group and gender, division, game number, old date, time and location and the new date, time and location. If a game must be rescheduled due to a rainout, it is the home team managers’ responsibility to coordinate the make-up game with the opposing team manager.

CHECK IT OFF!

_____ *Look for preliminary schedule on gvsoccer.org*

_____ *If a game has to be rescheduled first check with opposing team, then with GVSA to confirm field availability, alert John Corbett if refs have already been assigned, and notify JoAnne of the change*

_____ *Confirm with opposing team*

_____ *Print off **final** schedule for parents*

Referee Fees

You will receive a check for referee fees for all home games of the season. The home team pays the refs so you will have enough money for four games. Referees require cash payments, so cash the check and divide the money into three envelopes for each game. You will have one for the center ref and two for the side refs. Label the envelopes with the game date, number, team name, center ref or side ref and the amount. You will find the amounts to be paid to the refs for your age groups on the GVSA website and in your team packet from GVSA.

CHECK IT OFF!

- _____ *Find out the amounts to pay the refs for your age group*
- _____ *Cash referee check getting proper denominations to pay refs*
- _____ *Label 3 envelopes and divide money for each home game*

Game Packets

You will receive a game packet from GVSA with a Game Report sheet for each game. Prepare the proper sheet before each game by listing the player number next to their name and crossing off any player who will not be at the game and listing any player that is not on the roster list. (You may have added after the reports were printed.) You will receive an envelope for each home game in which the game report will be sent back to GVSA. Put a stamp on each envelope. You can keep your prepared referee payment envelopes in this packet. After the game make sure the Game Report sheet is signed by the coach and that the score is correct. The referee will use the envelope to mail this report to GVSA. The game packet will contain a Referee Evaluation Form for one of your games. The coach will fill this out at the designated game and send it in to GVSA.

CHECK IT OFF!

- _____ *Prepare Game Sheet before each game*
- _____ *Put a stamp on the Game Report envelopes*
- _____ *Inform coach of Referee Evaluation date*

PRE-GAME CHECKLIST

- ____ Confirm game with opposing team
- ____ Confirm game with referees
- ____ Prepare the Game Report Sheet
- ____ Gather payment envelopes for referees
- ____ Gather items for tote
- ____ Make sure team flag is ready to go
- ____ Pull player cards of players that are not up-to-date on their team fees

AT-GAME CHECKLIST

- ____ Give the Game Report Sheet to the main referee
- ____ Give the 3 payment envelopes to the main referee
- ____ Give the player cards to the referee to check in the team
- ____ If home team, provide the game ball to the main referee

POST-GAME CHECKLIST

- ____ Get the player cards back from the ref if they have kept them
- ____ Make sure the Game Report is signed by the coach and confirm the score
- ____ If your team has won the game post the score online at gvsoccer.org
- ____ Make sure the field is cleaned up after the game – pick up trash at your bench

Tournaments

If your team is scheduled to go to a tournament please refer to the following to make sure you know what to do.

1. Read through and understand the required paperwork for the tournament
2. Handle registration – fill out and gather necessary forms and paperwork and send money yourself or have club pay the fee
3. Make sure guest players fill out the proper paperwork. Forms can be found at www.michiganyouthsoccer.org/forms/etravel.html
 - A. Guest Player Roster signed by coach, asst. coach or manager (\$10 fee – guest player pays)
 - B. Medical Release
 - C. Consent to Travel
 - D. Player pass card
 - E. Roster from players original team
 - F. Obtain a uniform for the guest from another player not going, another team that has an extra or the PASS office.
4. Make hotel reservations or make sure your families make their reservations (Check with hotel to see if they will provide a room for the coach at no charge)
5. Print a copy of the tournament rules
6. Provide schedule information as soon as it becomes available
7. Provide maps to hotel and tournament fields
8. Be responsible for team check-in and registration the day of the tournament

Fundraising

Each team can do their own fundraising to help pay for tournament expenses, additional training, warm-up gear, etc. The team manager can organize it or ask for help from one of the other families. Teams have collected returnable cans and bottles, sold plants, coffee, donuts and soccer balls.

Team Party

The team manager can appoint someone to arrange for a team party at the end of the season. This is optional and entirely up to the players and parents.

Off- Season Training

Most teams will elect to participate in additional training during the winter months or play games on an indoor league. General coordination, options and fee collecting can be done by the team manager, coach or other team volunteer. PASS will inform you of any club-organized training.