

Team Manager Guide



Kenton Soccer Association

Serving Kenton Youth Since 1984

Introduction

Thank you for volunteering to serve as a Team Manager. While this task requires a significant commitment of time, it is our hope that this handbook will assist you and reduce the burden of the duties that are required. We have also attempted to reduce the burden by soliciting additional parental volunteers to assist with other activities.

Role of the Team Manager

- Team managers are not assistant coaches and are not permitted on the team bench
- Serve as the primary communication channel to the entire team on team news and events
- Handle all administrative duties for the team
- Provide parents and players with rosters, practice schedules, contact information, etc
- Serve as an additional communication channel between the coach, parents, and Club.

Please be sure to include a “cc” to the coach in all e-mails between you and the parents. If you are unsure about the content of a particular e-mail, please check with the coach prior to sending it out.

Team Manager Duties

As the Team Manager, you play a pivotal role in the communication process within the team. However, there are numerous tasks that are assigned to the Team Manager. The following describes the common duties required for the Team Manager:

Roster Changes

Following the annual Tryouts and the initial formation of the team, the Team Manager will be provided with a roster of all players, including name, address, telephone number, date of birth, names of parents, e-mail addresses, etc. While great care is taken to ensure the accuracy of the information, it is inevitable that errors will exist. In addition, during the course of the season, numerous changes may occur due to players being added, e-mail addresses changing, or other similar reasons. PLEASE remember to REMOVE any of the personal (payment info) from any rosters you give/show to the parents.

The Team Manager is responsible to update their copy of the roster, and to provide all changes to the Travel Coordinator. They will update the Club’s master database, and where necessary will register a new player and secure the blank player pass.

We recommend that each Team Manager secure an accurate e-mail address for both the parent and player, although the Club wants to maintain only the e-mail address of the parent on its records.

Player Passes

The Club will automatically insure every player on the initial team roster, and will also generate the blank player passes. These passes will be delivered to the Team Manager. The Team Manager must solicit the necessary passport-size photograph of each player, and will need to affix all of the pictures to the passes. In addition, they will need to secure the player's signature, and it must match the name on the player pass **EXACTLY**. Once this process has been completed (which must occur before any competitive play), the Club will facilitate the actual registration and lamination of the player passes.

NO PLAYER SHALL BE GIVEN A PLAYER PASS FOR OUTDOOR PLAY UNTIL THEY ARE PAID IN FULL.

If a player desires to be dual-registered to another team, a "Release to Secondary Team" must be completed and provided to the player. This form is available on the BWNYJSL website. The form is not complete (and the player cannot therefore play on his/her secondary team) until it is signed by the primary coach (Kenton Soccer Association coach). Each player must recognize that their primary commitment is to Kenton Soccer Association, and that they cannot miss any team events. Their ability to participate with a secondary team may be quite limited, so it is incumbent to ensure that they understand that issue.

Medical Releases

The Club requires that a notarized Medical Release must be secured for every player. The standard release is available on the Forms page of the Club web site, and must be completed by each player and returned to the Team Manager. The Team Manager is responsible to maintain the complete set of original Medical Releases and have them available at every team event. The Team Manager should give the originals to the coach and keep a copy for his/her own records. A complete set should be available at all practices/games.

Birth Certificates

The Club requires that a copy of each player's birth certificate be maintained for every player. The Team Manager is responsible for the following:

- Secure the copy of the Birth Certificate from any player where one is not already on file from the prior year, and
- Maintain the complete set of the Birth Certificates and have them available at every competition.
- Insure that the coach also has a complete set of the Birth Certificates.

Codes of Conduct

The Club requires that each player sign a Player Code of Conduct and return it to the manager. The Club also requires that the parents also sign a Parent Code of Conduct and also return it to the manager. The Team Manager is responsible for distributing the blank forms to the parents and players and subsequently collecting the signed forms. The Team Manager should give the originals to the coach and keep a copy for his/her own records.

Budget

At the start of the season, a Club budget is formulated. Most costs are shared, while some may be variable - they can increase in direct proportion to the number of activities. For example, the number of tournaments may affect the team costs. The Team Manager needs to communicate any extraordinary activities to the Travel Coordinator so that they can assure that all costs are properly budgeted.

Collection of Fees

A centralized billing office collects fees through an invoicing system. Fees are collected in at the time the player registers for tryouts. If a player is not placed on a team they will then be issued a full refund.

Fees are payable to Kenton Soccer Association and are generally non-refundable, since we are incurring expenses throughout the year. However, if a player or parent requests a refund, the Team Manager should direct them to submit a detailed request in writing via e-mail to Travel Coordinator. **NO PLAYER SHALL BE GIVEN A PLAYER PASS FOR OUTDOOR PLAY UNTIL THEY ARE PAID IN FULL.**

Uniforms

The Club annually coordinates the selection and procurement of uniforms. Volunteers to assist in this process may be solicited, but the role of the Team Manager in this regard is principally to assist in securing size information, player numbers, and distributing the uniforms. Uniforms are generally ordered in mid-September, so as to ensure delivery prior to the start of competition.

Web Site

The Club has a web site at www.kentonsoccer.com that can be used to promote team activities, communicate information, or share important team or individual accomplishments. The information can include articles, pictures, schedules, team or player biographies, or similar information. Any files that you wish to have loaded to the web site can be sent as an e-mail attachment to [Dave Kreger](mailto:Dave.Kreger). A narrative can be in any format, but pictures should be .gif or .jpg files.

PLEASE ENCOURAGE YOUR PLAYERS AND PARENTS TO ACCESS THE CLUB WEB SITE REGULARLY FOR CURRENT INFORMATION ON ALL OF THE CLUB'S PROGRAMS.

Scheduling

One of the key components of a successful experience is the “art” of scheduling. Every player (and their parents) is involved in a myriad of activities outside of soccer. Therefore, prior to finalizing the team's schedule of activities, it is imperative to identify scheduling conflicts so as to mitigate future problems. The following are examples of activities that you may need to identify for each player:

- School trips
- Vacations
- Dances/Proms
- SAT examinations
- Other school sports (i.e. spring lacrosse, softball, etc.)
- Club soccer games (for those who are dual-registered)

The Team Manager should work with each parent as soon as possible to identify potential conflicts, so that practices, Tournaments and League games can be scheduled effectively. Since we must apply for most tournaments by January, the Team Manager should create a team calendar that provides a ready reference for scheduling conflicts.

It is best to create blank calendars for April, May, June, July, and August and hand them out to the parents in January, asking them to fill in only those dates their son/daughter is NOT available. The manager then collects all the calendars (including the coach's) and creates a master calendar of available dates. When filling in the master schedule please be sure to list the player's name on the days they are not available – this way the coach may decide to play on a particular day when he knows he will only be missing one or two players. Be sure to keep a copy of the master schedule for your records as well as providing one for the coach.

REMEMBER: Coaches have other duties and jobs as well, so the Team Manager needs to include them in their canvass for scheduling conflicts.

Tournaments

Each team is allowed to determine the tournament competitions that they wish to enter. The Director of Coaching will assist in that process, and must approve the final selections. The Team Manager is responsible to coordinate the entry, and ensure that the coaching staff, players, and parents are available on the dates of the tournaments selected. Tournament entry fees are NOT included in the team's fee structure.

Updates

In the event that changes are required in this handbook, we will send each Team Manager an e-mail regarding the changes.

Once again, thanks for lending your invaluable time to the youth soccer players in our community, and our effort to provide them with the optimal training and competition.

Early things to do:

1. Please contact all parents prior to first practice and provide them with time and location of first few practices. I think it a good idea to include an attachment containing the schedule with the initial e-mail you broadcast to the parents. Whatever info you include in the attachment, try if possible, to include the same information in the text of the body of the e-mail for those that have trouble opening attachments. I also typically send attachments in both Word and PDF format.
2. At first practice, please introduce yourself to the coaches and to the parents. Let them know that a second manager will be selected once the teams are split.
3. Please check with the parents to make sure the information you have for them in the roster I sent you is correct. You may want to pass around a clipboard with the current roster info on it for the parents to check. PLEASE remember to REMOVE any of the personal (payment info) from any rosters you give/show to the parents.
4. Please handout practice schedules and contact info for you and the coach at the first practice. I would prefer NOT to hand out roster information for the team to the parents until the teams are selected. I recommend that you write the parents name at the top of any handout that you give the parents so that you can easily determine who hasn't received the information yet.
5. Whenever possible, please give the information to the parents as opposed to the players, my experience is that the latter usually leave the info in their soccer bags for a few days before remembering to hand it to their parents.
6. Be sure to always cc the coach on any e-mails to the parents. We want to make sure that the coach is always aware of everything that transpires related to the team. Also, if you are unsure about an particular e-mail, please send it to the coach ahead of time for his/her approval.

Team Manager Time Line

October

Establish a team checking account. Most banks offer no-fee accounts for youth groups
Establish yearly budget estimate for all activities. Speak with coach to determine the number of activities (winter session, tournaments, team parties, bags, balls, sweatshirts, etc.)

Work with registrar to confirm which players have:

- Made payment for Ken-Ton registration fee and uniform.
- Provided requested uniform numbers
- Confirm roster

Assemble information for the team, such as,

- Contact list with family phone numbers/emails & addresses
- Assemble a first aid kit

Download medical release form from Ken-Ton's website

<http://www.kentonsoccer.com/coach.php>

All players must complete this every year and it must be notarized.

Reserve indoor practice times and locations.

November

Indoor training sessions begin.

At the team meeting give the budget and general medical release form to each family.

Assist the coach with collection of the following items from each family:

- small photo for attachment to player pass
- medical release form
- release to secondary team (if dual card player)
- contact additional information from family, additional phone numbers, emails, etc

December

Registrar will provide you with a team roster. This will be necessary for winter indoor session.

January

If playing an indoor session obtain the schedule and distribute to parents. For the younger teams, make a post game drink and after game snack schedule.

Don't forget to provide a secondary release form to the registrar for each dual card player.

The form can be obtained at <http://www.kentonsoccer.com/coach.php> and must be signed by the premier coach first and then the Ken-Ton coach. We cannot add these players to your roster without this.

February/March

Determine tournaments that the team will participate in. This should be decided as a team.

Reserve outdoor practice times and locations with the field and equipment manager.

April

Complete tournament applications and mail in with checks.

Create match roster

May/June/July

For regular season games - Bring the completed match roster & player passes to each game. You must arrive 30 minutes prior to game time.

Also make a halftime snack (fruit etc) and post game drink schedule for the parents (if applicable).

For tournaments - Bring match rosters, player passes and medical release forms to get the team checked in. Also arrange to have drinks and snacks purchased for the entire tournament.

August

Player tryouts are conducted.

Once teams are determined player registration will be done by the registrar at Kenney Field. The registrar will also do uniform sizing, ask for a jersey number and the Ken-Ton association fee is expected to be paid. For new players to Ken-Ton travel a copy of the player's birth certificate is required.

New team names established, coaches and assistants are identified and they complete risk management forms.

The Team Manager Binder

- Organize your binder
 - Training schedule
 - Match Rosters
 - League games
 - Field directions
 - Treat schedule (if applicable)
 - Medical release forms
 - Official line up
 - Team calendar (tournaments, practice and games)