

Electric City Soccer Club

Thunderbolt Team Manager Guide



Adopted October, 2009

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THUNDERBOLT TEAM MANAGER RESPONSIBILITIES

Responsibilities of Thunderbolt team managers include the following activities:

- Schedule and conduct a parent meeting in conjunction with the coach to provide information necessary for parents to understand the program and their responsibilities
- Complete the collection of roster information to include parent contact information and jersey numbers and submit the final roster to the ECSC Administrator
- Ensure that all players have uniforms that meet the ECSC uniform policy and facilitate jersey orders for players as necessary and appropriate
- Collect travel funds from player families as appropriate for the team travel schedule and pay coaches for travel expenses throughout the season
- Register the team for all tournaments that the team will participate in, with the exception of the State Tournament and Montana Cup, which are paid by ECSC
- Reserve rooms for families attending out of town tournaments
- Attend annual pre-season coach, manager meeting
- Coordinate volunteer activities directly or through delegation to another individual on the team.
- Collect player pictures and upload onto www.gotsoccer.com for the creation of player cards
- Obtain player signatures on all player cards and laminate
- Act as point of contact for communications for the team and facilitate the sharing of important information from ECSC to the team
- Communicate with parents to answer questions and assist with resolution of issues
- Communicate with coaches and act as liaison between coaches, parents and ECSC as necessary
- Communicate with individuals associated with the ECSC to provide all information needed and requested throughout the season

Some managers and coaches may agree to have the manager help with other duties such as managing the team player book throughout the season. Talk with the coach to find out if there are any other tasks that you may be able to assist with.

ECSC CONTACTS

Contact information for ECSC Board Members and Staff can be found on the ECSC website at www.gfecsc.com.

TRYOUTS

Tryouts are held in the summer and/or fall. Notice of dates of tryouts will be listed on the ECSC website.

REGISTRATION FORMS

Registration forms and required fees must be completed before a player is allowed to try out. Registration is completed on the www.gotsoccer.com website with a link from the ECSC website. The Club Administrator is in charge of registration forms and the creation of the team book. When teams compete in tournaments after July 31 players, coaches and managers must fill out new registration forms for the next season. Contact your club registrar for new forms and instructions.

Coaches/Assistant Coaches and managers also need to fill out the appropriate registration. No registration fee is required. This needs to be completed each year. This also must be turned into the Registrar and kept with the team book.

Scholarships are available in the ECSC organization. Parents wishing to apply for a scholarship must complete the scholarship forms available on the ECSC website.

INITIAL TEAM MEETING

Once a team has been selected, the coach or manager will arrange for a **mandatory** parent meeting to go over important information for the upcoming season, collect necessary information and funds, discuss coaching topics, and to answer questions for parents and players.

The following are suggested topics/activities for this initial meeting:

Roster – Upon completion of tryouts, a team roster will be compiled by the ECSC Administrator listing the players for each team. The initial parent meeting is a good time to obtain information to complete the roster. If your primary method of communicating with the team is via email, it is a good idea to get all of the e-mail addresses that a family might have (work and home for instance) and all phone numbers where they can be reached (work, home and cell numbers for use during travel weekends). Each player needs a jersey number and the jersey number must be listed on the roster when it is sent to the club registrar.

The roster must contain the following information:

- Home mailing addresses
- email addresses
- Work, home and cell phone numbers
- Player jersey # (make sure you do not have any duplicates)
- Player's date of birth

It may be helpful to keep copy of the team roster at work, at home and in your car so that you are always prepared to deal with a change in plans or unexpected circumstances.

A copy of the completed roster should be given to each family. When sending the roster to families, it is helpful to also include:

- Website addresses (team, club, tourneys, Gotsoccer, etc)
- Team representative name and phone number (found on ECSC website)

Inform parents at this meeting how you will be communicating with them throughout the season.

Birth Certificates – The registrar will need a copy of the player's birth certificate. It will be kept in the coach's team book throughout the season. If a birth certificate was provided last year, the club does not need another one.

Emergency Consent Forms – emergency consent forms are completed on-line via the Gotsoccer website. The forms are printed by the Club Administrator and must be signed by a parent or guardian before the season begins. The signed form is maintained in the team book.

Player Cards – **Explain** the need for player cards and the information needed to complete them. See *Player Cards* section of this document for more detail.

Uniforms – All players must have an approved club uniform to play Thunderbolt soccer. See *Uniforms* section of this document for information relating to the uniforms, the ordering process and the associated costs.

Costs – Players are responsible for covering travel costs for the coaching staff, additional tournament registration fees, team related responsibilities, and any other items that the team agrees upon as a whole. These other costs may include providing food or water for the team during the game or at halftime, an end of season team party, etc. Information regarding the calculation of travel costs and suggestions on the collection of these funds can be found in the *Team Costs* and *Travel Policy* sections of this document.

Tournaments – The players/parents must decide what tournaments the team will participate in during the season. It is helpful to send tournament dates and locations ahead of the meeting so that families can check for conflicts prior to the meeting. More information on tournaments can be found in the *Tournament* section of this document.

Volunteer Expectations and Responsibilities – With the success of the ECSC program depending so heavily on volunteer assistance, it is important to stress the importance of all families pitching in to help with various soccer program activities. Volunteer effort helps reduce expenses for the club and fundraising activities help increase revenues for the club, both of which help reduce the costs to players. Each team should identify one individual to coordinate volunteer activities for the team.

Communication for all volunteer activities will be sent to both the identified coordinator and the team manager. If any coordinator is unable to complete their duties or will be unavailable for meetings, etc. they should contact the team manager to discuss the situation and determine an appropriate resolution. Communication between the coordinators and the manager is important to ensure that the team's responsibilities are covered throughout the season.

Parent Referees - Each team **needs** to have two **parent referees**. Get a list of parents on your team who are certified referees and the level of certification. If there are no certified referees on your team, solicit volunteers willing to complete the necessary training to become a referee. More information regarding responsibilities and training can be found in the *Team Referees* section of this document.

Club Web Site – Inform the parents about the ECSC website, www.gfecsc.com. It should be the first place to look for an answer and provides information relating club activities, upcoming training and clinics and field closures.

Sports Stories for the newspaper – If your coach doesn't want to send in write-ups for your games, designate a parent to do this. That parent should be able to observe the game from a technical standpoint. Articles should be submitted in a timely fashion to the designated communications liaison.

TEAM BOOK

The Team Book is created by the Club Administrator and contains all of the team information necessary for state and local club compliance. The coaches or the manager will decide who will be responsible for the Team Book. It must stay with the team for all games the entire season and will be turned back into the Club Registrar at the end of the season. The following will be in the Team Book:

- **Player Registration Forms/Medical Consent Form**
- **Copy of Birth Certificates** – copy of Certified Birth Certificate make sure you have one for each player.
- **Team Rosters** – Managers make several copies, as the referees will need a copy for each game played for their records.
- **Player Cards** – each player, coach/assistant coach and possibly manager will have a player card. The referees will need the player cards for each game played. Games cannot be played without player cards.
- **Staff Registration form/ Medical Consent Form– mandatory for each Coach, Assistant Coach and Manager**

PLAYER CARDS

Photo - When the teams have been chosen, player cards will need to be made before the first game. Cards are needed for all players, coaches and managers. Coaches, assistance coaches and managers must take and pass a rules clinic course in order to receive a sideline card.

Your players will need to provide the team manager with an updated 1” X 1” photo each year. Coaches and managers may use previous photos if they are still accurate (no new gray hairs).

Manager can (early in the season or at the parent meeting)

- Collect the photos from each player/coach/assistant coach/manager
 - ◆ **On the back of the photo** write: 1) player's name and 2) team name.
- Or, take a digital picture of each player/coach/assistant coach/manager and crop to 1x1 inch picture
 - ◆ Below each picture write the players name – identify the team’s name on the document Hold pictures and players information until the Registrar contacts you that they are ready to make your player cards or upload photos to the Gotsoccer website.

Signature – When player cards are created by the Registrar, you will need to have each player, coach and manager sign the card. **The signature on the card must match the name on the registration form exactly.** If signature doesn't match the name, the card will need to be redone. Bring the registration forms with you when you have players and coaches sign the cards so they will be done correctly.

If the name on the player card shows as:

Jane Doe (first and last name), the signature would have to be Jane Doe

Jane W Doe (first middle last), the signature would have to be Jane W Doe

UNIFORMS

All players must have a club approved uniform to play Thunderbolt soccer. A “Uniform” is a home jersey, and alternate jersey, shorts, two pairs of socks (home and alternate) and shin guards. Uniforms are available for purchase at approved location specified by the board of directors. Other pieces of apparel are recommended, but not required: warm-up suit, gear bag, cold weather under armour.

TEAM COSTS

In order to avoid the manager paying team costs up front and collecting them later, you may want to “bill” your families ahead of time. Keep the following potential costs in mind:

- Tournament fees - anywhere from \$200-\$400 per tournament
- Mailing costs
- Coach travel costs (see *Travel Policy* enclosure)

At the beginning of the season, it is usually reasonable to charge each family \$50.00 - \$75.00. Depending on the number of tournaments you attend and the amount of travel required during regular season play, it is likely that you will ask the families for more money throughout the season.

Collecting: Collect at the initial meeting or request that your families write a check and mail it as soon as the money is requested, so you are not required to ask several times.

Record keeping: Keep accurate account of the money collected and money spent. This information should be shared periodically with the parents.

Suggestions for keeping track of the Team Soccer Funds –

- Open a special checking account to keep track of the soccer expenses
- Document in Excel or Word your transactions

TRAVEL POLICY

- a. The intent of ECSC is to provide travel arrangements and accommodations for coaches and players at a reasonable cost. Each Team Coach is responsible, with the assistance from his/her team manager and/or assistant coach, to coordinate travel arrangements and accommodations for his/her team.
- b. **All teams will assess travel costs for the Team Coach and if applicable, the Assistant Coach.** It is assumed that in most instances, the Team Coach and Assistant Coach will travel together in order to minimize the travel related expenses. ECSC believes that the teams should act as units and bear their financial responsibilities for the season as a group. Therefore this policy directs that the team costs associated with regular spring season games and the state tournament be born equally by all players regardless of whether or not they make the trip.
- c. The team costs associated with travel include: **1) Coaches’ mileage, 2) Coaches’ per diem, 3) Coaches’ lodging, and 4) Tournament entry fees.**
- d. **For all regular travel** (spring league games and state tournaments) team costs will be assessed to all players on the team, regardless of whether or not they participate in that weekend’s play. Total costs will be divided by the number of players on the team.

- e. ***For all extraordinary travel*** (pre-season, spring league tournaments, and post –season), the team costs will be assessed to those players who commit to the tournament when the decision is made. Exceptions made only in the case of extraordinary circumstances.
- f. Each player’s individual costs may vary as they are subject to the player’s family needs and preferences. These individual costs are *in addition* to a player’s contribution to team costs.
 - 1. **Mileage:** Mileage costs are subject to change at the discretion of the ECSC board in order to accommodate substantial fluctuations in the price of fuel. The Team Coach and Assistant Coach, traveling together, shall receive **25 cents per mile** to help cover their travel expenses. Refer to mileage chart for calculations.
- g. It is suggested that players riding with other drivers contribute to the cost of fuel at **8 cents per mile**.
 - 1. **Per Diem:** The Team Coach and Assistant Coach each will be reimbursed an amount of **\$25 per day** for meals on overnight trips.
 - 2. **Lodging Costs.** Necessary lodging costs for the Team Coach and Assistant Coach will be paid by the team players. When possible, the Team Coach and Assistant Coach should share a hotel room in order to minimize the team costs.
- h. In the circumstance where players are not staying in rooms with their parents, four players will occupy each room when possible. General player lodging assignments will be at the discretion of the Team Coach for each team.
 - 1. **Tournament Fees:** For all tournaments, only those players who attend will share the cost of the tournament fee. As stated previously, if a player initially indicates she/he will travel on a pre or post-season trip, but subsequently does not travel, she/he will be assessed at ½ the normal team costs.
 - 2. **Record Keeping:** Any excess funds collected for mileage, per diem, lodging or tournament fees will either be refunded to the players or deposited in a team account established by the team manager or travel coordinator. Records shall be kept detailing the contributions and balances for each player. A copy of these records will be shared with the players’ families at the end of the season. Funds shall be disbursed at the end of the season.
- i. Coaches and/or team managers are strongly encouraged to calculate and collect funds in a time frame where they are able to pay coaches – preferably in cash – **prior to the travel.**
- j. **Player’s Driving:** Players cannot drive a vehicle to out-of-town games unless accompanied by a parent or legal guardian. Players may drive themselves to games or tournaments within the city of Great Falls.
- k. **State Tournament Fees:** ECSC will pay an amount equal to the Far West Regional Qualifying Tournament, Montana State Cup or the Montana Showcase, for each team as a Club expense (this cost is included in player registration fees). Any additional expense to attend those tournaments will be borne by the individual’s teams.

TRANSPORTATION MILEAGE (round trip) & COSTS (.25/mile) from GREAT FALLS to:

City	Mileage	Payment	City	Mileage	Payment
Billings	438	\$109.50	Helena	178	\$44.50
Boise	1,276	\$319.00	Kalispell	453	\$113.00
Bozeman	354	\$88.50	Missoula	338	\$84.50
Butte	306	\$76.50	Spokane	730	\$182.50
Coeur d'Alene	664	\$166.00	Whitefish	440	\$110.00

TOURNAMENTS

Three tournaments occur for teams across the state and are held in various locations around the state at the end of the season. These tournaments are:

- **Far West Regional Qualifying Tournament U14, U16, U18 & U19** teams who are classified as the Premier/AA Teams.
- **Montana State Cup U14, U16, & U19** teams who are classified as the Select & Classic/A & BSL team.
- **Montana Showcase U10 Academy, U11, U12, U13** teams who are classified as the Classic team (includes Royal, White and Silver Teams).

Registration and fees for these three tournaments are handled by the Club Administrator.

Application forms and fee information for other tournaments can generally be found on the Internet. Managers should follow the guidelines established by the host organization and complete all necessary forms and information for the specific tournament. If the team is going to participate in a tournament, the team manager will collect the appropriate fees, submit the tournament application and book a block of rooms at a hotel in that area. Always make a copy of the application form and the entry fee check before you mail it. Copies of application forms and the travel roster should be added to the coach's blue book and the coach will take it to the tournament.

Out of State/Country Tournaments - Out of state and out of country tournaments require specific documentation that must be completed prior to the tournament. Follow the guidelines below.

Out of State Tournaments

Thirty (30) days prior to the tournament, a \$10.00 application fee must be paid to MYSA with the following documentation:

- Fully completed Application to Travel form (download from the Montana Youth Soccer Association (MYSA) website at www.montanayouthsoccer.org).
- Correct copy of the roster as issued by the state registrar and a correct copy of any roster, which is requested by the out-of-state competition
- Correct copy of the approved application for a guest player
- Correct copy of the tournament rules, registration form and tournament officials
- Pre-stamped address envelopes which are addressed to (1) the club or team requesting the travel papers, (2) the host of the tournament or games, and (3) the state association where the games are to be played.

Mail all of the above information to: Karen Grenager, MYSA Administrator; P.O. Box 386, St. Regis, MT 59866

Out of Country Tournaments

Paperwork for out of country tournaments must be completed 90 days prior to the tournament. Teams who wish to travel out of the country must contact Karen Grenager at (406) 649-6283 or email her at momsocc@aol.com for information and forms.

Tournament Roster - Some tournaments require you to fill out the tournament roster form they send you (instead of your state travel roster form). If this roster requires your players' signatures, make sure this signature is exactly the same as the signature on their player cards.

Directions - You will want to provide parents with directions to the hotel and the fields. Field maps and directions will come to you from the tournament officials; you will need to gather hotel directions on your own. You can always utilize websites for this (yahoo travel, map quest) but remind parents the Internet directions might not be completely accurate.

Hotels – You can locate hotels at numerous sites on the Internet. Sometimes tournaments will have hotel information for you, but you probably won't receive tournament information as early as you need to make room reservations. Don't wait! You will need to speak with the person in Sales during daytime hours to reserve a block of rooms. You will usually ask to reserve a block of 18 rooms and the hotel will probably send you a contract to sign and return. For your protection, it is best to have a contract but if the hotel doesn't have one, send a letter explaining your understanding of the agreement and keep a copy for yourself.

Potential questions for hotel representative:

- Nonsmoking?
- Price w/ tax?
- Amenities (breakfast, pool, room for team pizza gathering)?
- Require a rooming list?
 - ◆ Option to send the rooming list w/ credit card #'s **or** send a list of names and have each family call w/ credit card #'s? (list of names is easiest for the manager - have families call in their own credit card numbers)
- Any penalty for early departure?
 - ◆ It will depend on how your team plays if they make it to the last day - if there is no penalty, **get it in writing.**
- Can we cancel the reservations if we are not accepted into the tournament?
 - ◆ You may need to tell the hotel the date you will be notified of tournament acceptance.
- What date will the unsecured rooms (rooms not secured with credit card) in the team block reservations be released to the public?

*****Make reservations as soon as you learn the dates of the tournament. Hotels get booked quickly. If your team decides not to go, you can always cancel the reservation before you sign a contract.**

T-shirts - Sometimes tournaments will send t-shirt order forms. It's best to order that way, so players will be sure to get one. Parents must pay right away so you can send a check with the order form (make copy of the check). Bring your list of sizes and names to the tourney, in case tourney officials have given you the wrong order. Check the order at the t-shirt location **before** you hand out any shirts.

To Check on Tournaments in other states or Canada:

<http://www.calgaryminorsoccer.com> and under tournaments click boys or girls

<http://www.socceramerica.com> and go to their tournament calendar <http://www.usysa.org> and go to their tournament database on the left column (only US Tournaments)

<http://www.oregonyouthsoccer.org/test/admin/tourn.shtml> Oregon tournaments

VOLUNTEER WORK

ECSC is a non-profit organization run by a volunteer board. The Thunderbolt Program responsibilities are carried out by family member volunteers. Your team will be asked to assist with duties required to run the program. The volunteer work and fundraising activities help reduce the costs of running ECSC programs and maintaining the fields. Offsetting these costs and reducing expenses helps keep registration fees as low as possible.

Areas where volunteers are needed:

Fundraising

One individual from each team will be responsible for coordination of all fundraising activities for the team.

Field Marshall

The ECSC Club Administrator will assign teams that are playing at home to be in charge of Field Marshall duties for the weekend. The Club Administrator will contact team managers about their responsibilities keeping the peace with fans and parents, requesting unruly individuals to modify their behavior, seek help when needed – emergency or otherwise, enforcing rules of the fields such as not allowing dogs in the complex, picking up garbage on the fields, directing out of town families to local restaurants, etc. Field Marshalls wear orange vests so they are easy to identify at the fields.

Fields

The Thunderbolt teams who have home games will be required to prepare home fields for the upcoming weekend. The coach or a team representative will need to paint the fields, and secure goals no later than Thursday or Friday prior to their home game. The coach or a team representative will be required to set up corner flags Saturday morning before the first game and take down corner flags Saturday evening after the last game.

TEAM REFEREES

Each Thunderbolt team will be required to have two certified referees from their team. Referees can be parents, players not on the team and available to referee games, or other individuals who are certified and agree to represent your team. They do not have to referee games for your team, but need to be willing to referee other games. Occasionally, referees are called upon to be AR's for their own family member's game. Also, some tournaments require that you bring a referee(s) to work at the tournament. At the initial parent meeting, find out **who is certified on your team and at what grade level**. If you

don't have two referees on your team, you need to have parents volunteer to get the training, and keep them informed of when/where the training will occur. **Referees should travel with their uniforms in case the need arises to officiate a game and are encouraged to arrange out-of-town assignments ahead of time on gotsoccer.com.**

All ECSC games must be officiated by trained, objective referees currently certified by and registered with the United State Soccer Federation. All games must use the Diagonal System of Control using a center referee and 2 Assistant Referees. On some of the youngest recreational games, parent volunteers are used as unpaid Club linesmen but as such indicate only that the ball has gone out of play.

Referees receive 8 hours of initial training and 2 hours of annual refresher training for recreational referees (grade 9) and 15 hours initial training and 5 hours of annual refresher training for full referees (grade 8). Referees pay approximately \$50 to become referees and \$30 per year to continue to be registered. Most referees don't do it for the money but Referees do get paid from \$30 to \$45 per game and approximately half that amount when they are Assistant Referees (AR's.)

Individuals interested in becoming a referee may contact the Referee Representative or the ECSC Administrator to get more information. Referee clinics are posted on the ECSC and MYSA websites.

SCHEDULING OF GAMES

Both the coach and managers will be notified when games have been assigned for the season. Managers should create a document providing the site, date, time and location of the game. It is helpful to also include directions to the fields when located in other cities, especially for families new to Great Falls, or for changes in field locations from the previous year.

All games will be pre-scheduled by a scheduling committee. If a team does not play a scheduled game, there will be a \$500.00 - \$1,500 penalty which must be paid before the next weekend. If not paid, the team will not be allowed to play until the penalty is paid. A second offense will create further consequences for the team.

COMMUNICATION

Communication from ECSC will be sent through email to the coach, manager and identified team coordinators as appropriate. Managers, coaches and coordinators are encouraged to use emails as their first means of communication as well. Families who do not have email will still need to be called. Encourage families to check their email everyday. Families whose emails are returned back to you, for whatever reason, need to be called.