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## THANK YOU

Thank you for agreeing to serve as your Select team's Team Manager (the "TM" or "Manager"). The Manager's work is vitally important to the team, your coach, and IAFC. Should you have any questions regarding your responsibilities as Manager, please contact any Select representative on the IAFC board, the Academy and Select Administrator, or the Select Registrar. These contacts may be found under the "about us" tab on AYSA.net.

## OVERVIEW

The Team Manager works to ensure that the team functions as well administratively as it does on the field. TMs handle administrative duties, which allow IAFC coaches to focus on training and player development. In addition, the TM acts as a "buffer" between coach and parents. You should encourage your fellow team parents to consult you first regarding issues or concerns with either IAFC or the team so that such issues may be handled efficiently. Many times, the coach need not be involved, and he or she can therefore focus on the players. Should there be an issue with a coach, please contact your Select representatives on the IAFC board, so that they may assist you as needed.

The most important web addresses to bookmark as you begin your work as TM are:

- INTER website: [www.aysa.net](http://www.aysa.net)
  - Programs/Select Tab
  - Resources/Manager Tab (<http://www.aysa.net/Default.aspx?tabid=185780>)
  - About Us Tab (for registrar, administrator, and Academy chair contacts)
- Georgia State Soccer Assn. ("GSSA") website (for schedules, weekly rosters, entering scores, and directions to ALL fields): [www.gasoccer.org](http://www.gasoccer.org)
- Soccer In College (used by MOST tournaments for registration): [soccerincollege.com](http://soccerincollege.com)

We hope you and your team have a wonderful season.

## I. INTER SOCCER CALENDAR

The Youth Soccer season year runs from September 1 through August 31 . The number of games and length of the playing seasons are determined by the Select programs' respective Georgia Soccer - Youth committees. There are two playing "seasons" within the year – Fall and Spring. The Georgia Soccer - Youth committees will assign teams to appropriate playing divisions at the start of each season. You may wish to bookmark the GSSA calendar: <http://www.gasoccer.org/gacalendar.aspx>.

### A. Spring Tryouts

Spring tryout dates are set by INTER in accordance with Georgia Soccer - Youth Rules and Regulations, and are typically held in late May and early June. Tryout information (including age group birth date requirements) and registration forms may be found at the INTER website, "Tryout" link.

### B. Registration and Signing

Once tryouts are completed and coaches (for Select teams) extend offers to players and players accept the offer, the TM's job begins. When the team's roster has been set, meet with your coach to discuss management of the team and set the date for your initial team meeting. TMs (with help from other team volunteers as needed) participate in the registration process by collecting all forms and documents which must be submitted by the players.

#### 1. Registration Forms and Documents

The following documents must be submitted by each player, and are often collected at Tryouts.

- a. Birth Certificate – for players new to IAFC, two copies should be submitted, one for the Registrar and one for the team notebook. The registrar should have a copy of all returning players' birth certificates, and a copy should be available in the prior year's manager's notebook. (Note: most tournaments are no longer requiring birth certificates. You may choose to leave all birth certificate copies at home, rather than in the binder.)
- b. Medical Release Form –Keep in the team notebook. This form is required before a player may participate in team practices or games.
- c. Player Picture – a 1"x1" picture is required for the player passes. It may be electronically submitted by the family during registration, in which case it will be printed directly onto the player pass. Alternatively, the TM may collect pictures from players (or take pictures) and append them to the player card when the TM laminates.

2. Payment and Registration – after acceptance, each player must register with IAFC. At this time, payment of IAFC registration fees may be made with a credit card. Specific instructions will be provided by the Registrar at the time of registration. Payments for the IAFC playing year may be made in installments, which will be explained by the Registrar at the time of registration. No player will be

allowed to play in any IAFC game without having made the required payments – the Registrar will not issue the player card to the TM until payment has been received. No exceptions.

3. Financial Aid – Financial Aid is granted based on financial need only, and is not based on playing ability. Financial Aid will only be applied to club fees, registration, and coaching fees. Uniform costs, team fees and expenses, tournaments, travel expenses or other expenses are the responsibility of the player. The Financial Aid application and all requirements may be found on the IAFC web site under Resources/Documents and Forms <http://www.aysa.net/Default.aspx?tabid=185772>

4. Uniforms – The TM will coordinate the assignment of player numbers prior to any player ordering a new uniform (on aysa.net under Programs/Select/Uniforms). The player number assignment issue should be discussed first with the coach. Typically, players like to keep their numbers year after year especially if they have invested in extra gear with that number. For a new team, often the players are asked to choose their favorite number. However, the coach should be consulted on this because the coach may have suggestions regarding player numbers. Please check with the prior year's team manager for a list of numbers already assigned on your team. There cannot be two players with the same number on a team. Though it is not required, when there are two or more teams within a single age group, the teams may decide to coordinate numbers across the entire age group (not to issue duplicate numbers). That way, if a player is called to play on another team within the age group, everyone will have a different number.

#### C. Practices

Days and time of practices will be set by IAFC. Typically, Select teams will practice three times each week and play one or two games over the weekend. Generally, Fall practices begin in August and Spring practices begin in February. However, depending on the desire of the coach and team, teams may practice throughout the off-season, getting together in both summer and winter to work on improving soccer skills.

#### D. Constant Communication

You are responsible for communicating with your team throughout the year. At a minimum, you will want to provide your team with:

- A copy of the schedule (and the web address they can use to view it themselves)
- Directions to all away games
- Uniform colors for games (players should wear one and bring the other). If conflict with other team the Home team is required to change). Generally, IAFC wears BLUE for home games.
- Information regarding tournaments and fees

It is recommended that you send a weekly email with that week's game information, directions, uniform color, player absences, IAFC updates and any additional information your coach would like for you to disseminate. You will find a suggested form for this communication located in the Manager Resources section of the IAFC website.

## II. TEAM MANAGER'S NOTEBOOK

Every Team Manager should have a notebook with the necessary paperwork to support the team at home and on the road. This notebook will take a beating during the season, so be sure to use a sturdy notebook and durable page protectors when possible. These supplies can be expensive – consider charging team parents a “supply charge” to defray your costs throughout the year.

The TM notebook should contain, at a minimum:

1. Current Season Player Passes – Player passes should be signed by the player, have a current photo, and be laminated. Use a “luggage tag” style-laminating sleeve so that all player passes may be held together by a ring or key chain (and can then be hooked directly into the 3-ring binder).

Player passes are issued by GSSA in August each year. They are valid through August 31st the following year. DO NOT discard the player passes from the prior year until the current year's passes have been issued. You may need to use older passes for pre-season tournaments. You will also need a laminated pass (with picture) for your coach.

2. Current GSSA Official Roster – The Official Roster will be provided to you by the IAFC Registrar. Make several copies, as you will use them each time the team registers for a tournament. (See section 4C below for additional “club passing” information.)

If you have someone “Club Passing” from another INTER team (Select) or “playing up” from an Academy team, be sure to have a copy of that player's team or pool roster as well (for games as well as for tournaments) in addition to the player's player pass. See club passing instructions on aysa.net under manager resources.

3. Medical Release Form – Each player's medical release form should be available at every game in the event of injury. It is especially critical to have this if the player's parent is not in attendance and medical treatment is required.

4. Player Birth Certificates – This is the ultimate proof of age, but is almost never required at tournaments anymore. It is best practice to keep these at HOME – not in a manager binder as we have previously done. Please consider this, and all player information, confidential, and do your best to keep it protected.

5. Team Contact List – At the first team meeting, or as soon as the roster is set, it is critical to collect all vital contact information for each player. Parent and player email addresses, cell phone numbers, and home numbers are needed for team communication. Distribute copies of the list to the team (or email the list), and request that players and parents keep a copy with them (in the car, in the player's soccer bag, etc.). This comes in handy if someone gets lost or an emergency arises.

6. Please collect the prior year's notebook from that TM, and please save your entire notebook to hand over to next year's TM. Birth certificates may be used year after year, and the prior year's contact list is a good starting point for your new team.

### III. TEAM MEETING

The TM, in conjunction with the coach, should organize a team meeting for parents and players in early summer, or shortly after the team is formed. This is a great time to get everyone together, for the coach to discuss rules, expectations, and review any pre-season or fall tournaments in which the team will be participating. It is very important to review the team's commitments early on to get the parents and players ready for the fall season. In addition, it is important for the coach to know about players' conflicts as early as possible.

Some important issues for the first team meeting are:

- Collect any missing documents and contact information.
- Distribute team contact information (please share a copy with the Registrar as well).
- Discuss practice days and times (if known), and discuss tournament plans and options. Each team will participate in a minimum of two tournaments each season – a pre-season tournament and a post-season tournament. Many Select teams compete in several additional tournaments. You might also discuss the possibility of travel to other states or distant cities, and determine the team's willingness to travel.
- Determine your volunteer needs and sign up parent volunteers. Please encourage all of your parents to volunteer for the team and INTER duties. INTER is primarily a volunteer-run organization, and we depend on volunteers to make this a quality club.  
Black out dates. Separately with your coach, discuss black out dates. You are allowed to indicate 4 days during the fall season that you would prefer not to be scheduled for games. Please check with your coach AND look at your tournament schedule (so that you are not scheduled for a regular season game during a tournament weekend), and let the registrar know what dates you would like by early July. The registrar will submit these dates to the state when registering the team.

The TM does not have to do all the work! Team positions you might consider (and which will lighten your workload) are:

- Team Treasurer – One of the most significant functions involving team management is the exercise of financial responsibilities. Some teams may find it helpful to appoint/elect a treasurer to work in tandem with the TM. Coaches do not take responsibility for collecting money or paying for tournaments. This is the responsibility of the Team Manager or Team Treasurer.

Some team activities involving collecting money and paying bills include tournament fees (registration and coaching fees), travel expenses (hotel rooms, meals, mileage reimbursement for the coach), coach gifts and team equipment (both of which are optional team expenses).

Since many of these expenses can be estimated, some teams choose to pre-fund anticipated expenses. Others may choose to assess as expenses arise. In either case, parents (especially those new to the team) should be informed about projected costs as the season begins. If there

are scholarship players, the scholarship is provided for registration fees only; scholarship families are told that they will still be responsible for tournament and other fees. The club will reimburse each team \$100 / season for each full scholarship player towards tournament registration, and partial amounts for each partial scholarship player. For teams with greater expenses (such as out-of-town tournaments), please contact the Academy and Select Administrator regarding special exceptions.

if your team chooses to pre-fund anticipated expenses, make sure the treasurer provides a summary of expenses and an accounting of all expenditures to the team at the end of each season. Many treasurers open a separate bank account to keep and account for team funds.

Social Events Organizer – This team parent plans activities for the team's families throughout the year. Not all activities need to be big productions. Just organizing a spur of the moment pool party can provide a great way for players and parents to get to know each other better.

- Tournament Coordinator – The Tournament Coordinator works with the Team Manager to complete the paperwork for tournaments, arranges for a hotel if an overnight stay is required, and may organize some social activities for the weekend.

If the team has a Treasurer, the Tournament Coordinator will work with that person to ensure fees, coach's fees, per diem expenses (if any) and other costs are accounted for. The IAFC coach travel and tournament reimbursement policy may be found in the Manager Resources section of the IAFC website (<http://www.aysa.net/Default.aspx?tabid=185780>). The Tournament Coordinator will also register and check the team in for tournaments.

- Emergency Kit Coordinator – See the final page for a suggested list of supplies.
- Team Bench/Shade – Some teams find it helpful to bring a folding team bench and/or portable shade to games. A family on the team may already own these items and may be happy to bring them along for the season, or the team may want to divvy up the cost of providing these items.

#### IV. GSSA/ADGSYSTEM AND SCHEDULE ORGANIZATION

Team registration, game scheduling, rescheduling games with other clubs, and reporting scores are among the myriad of tasks you will accomplish on-line using the GSSA website. This section outlines the most common tasks – please take some time to investigate the web site to become familiar with the information it provides.

##### A. GSSA/ADG System

Most of the information you need to navigate the system, which provides rosters, schedules, and permission to travel may be found on the GSSA web site under the “Documents Instructions-Forms” link. [www.gasoccer.org](http://www.gasoccer.org).

As a TM you will have an account on the GSSA/ADG system. The IAFC Registrar will create your “team administrator” account and provide you with a user ID and password. Once your account is established you may print game cards, report game scores, loan or borrow players and much more. After your account is established, be sure to log into the system to update your contact information (you want other teams to be able to reach you) and reset your username and password, if you desire.

To log into your account, and for all management needs, go to <http://gs.affinitysoccer.com>. Spend some time exploring this site as well.

## B. Roster, Schedule and Schedule Changes

1. Roster – Once your team is “accepted” by GSSA, you will need to update the player roster to enter jersey numbers and other information. Log in as manager (at the Affinity site, above), and click on the player roster tab. The players on your team should be listed (if a player is missing, please contact the IAFC Registrar immediately). Click on “edit” to access each player’s profile. Make sure name the birth date and GSSA ID# is correct and enter the jersey number for each player. This will create the roster you will use for each game. Complete instructions can be found at the GSSA site, Documents Instructions-Forms link under Resources, Youth section, “Affiliate/Club Instructions” section, “How to Enter Jersey Numbers on Game Day Lineup Roster” document.

2. Schedule – GSSA will release preliminary season schedules showing only dates and opponents approximately two weeks before the first game. Once the preliminary schedule is released, each club’s field scheduler will schedule game times and fields (TMs do not need to do anything to make this happen). Check the schedule site often to get time and field updates (they will trickle in and times may change as schedules are finalized before the first game). The schedule should be finalized by the time you play your first game.

To access the schedule you may go to both a “public” page and your team/account page. The “public” page, which your entire team can access, shows schedules, standings and general team information. Send your team to the main GSSA web site, the “schedules” link at the top of the main page.

As soon as the schedule is released, ask parents to let you know if their player has an unavoidable conflict with any of the games (this is a good time to remind players and parents of the commitment form they signed). Keep track of that information, and remind the team and coach of who will be missing in your weekly game reminder. Your coach may want to call up additional players for games where there will be absences, so it is a good idea to remind him or her of any absences with enough time to contact potential club pass players if desired (see section C below).

3. Schedule Changes – If there is a rainout or other problem with a scheduled game, you will need to work with your coach and the manager from the opposing team to reschedule the game. You will find contact information for the manager and coach of the opposing team by clicking on the team name in your Affinity schedule listing. Once rescheduling becomes necessary, check your team’s schedule and the opposing team’s schedule to determine which weekend days during the season both teams have open. Both managers will contact their players and determine which weekends you can field a team.



When the date is narrowed down, the home team contacts their club's field scheduler to arrange for a field and time (the scheduler will secure referees). If you are rescheduling a home game (especially in the fall), you may want to investigate field space before investigating dates, since open fields are hard to come by, and will be even harder to come by if there has been a rain-out.

Once the new date, time and field have been agreed upon by the two managers, the home team manager will contact the GSSA age group coordinator. The coordinator will require information regarding the original time and the new time in order to "sanction" the rescheduled game and enter it in the system. You can locate the contact information for your age group coordinator by going to the main GSSA web site ([www.gasoccer.org](http://www.gasoccer.org)), the "state information" link, the "committee listing", and then clicking on Athena or Classic committee/age group coordinators link. The direct link is: <https://www.gasoccer.org/org/orgcommittees.asp?o=672&wzb=3>. The IAFC website also provides guidance on the rescheduling of games at <http://www.aysa.net/LinkClick.aspx?fileticket=ERJqUDvYqGE%3d&tabid=19198463>. The age group coordinator will also require an email where both managers and coaches have agreed to the new date and time.

#### C. Club Pass Player Assignment, Line-up & Roster Forms and Scoring Information

Each of these tasks is thoroughly explained in the GSSA documents section.

1. The Georgia Soccer Club Pass System allows a player to play up in age group and/or up in competitive level within the same league. The main objective of the club pass system is to allow coaches to move players freely within their own association, based on player development needs and specific team needs. Players can only play in the same age group at a higher division of play or in an older age group at the same or higher division of play. Players can only play for one team per day. The Club Pass System is used in the Athena, Classic, U-14 and above recreation programs, and for Academy U-12 players club passing on their U-13 first and second team only.

For complete instructions, go to the GSSA site, Documents-Instructions Forms link under Resources, Youth section, "Affiliate/Club Instructions" section, "How to Assign Club Pass Players" document.

2. Printing the Line-Up Sheet/Game Day Roster Form – For each game you will print two copies of the roster/score card to give to the referees at check-in. From your team manager's account site, you will be able to access and print the roster by clicking on the "Schedules/Game Scoring" link in the Tournament Applications/Game Scoring section. You will be able to access the Line-Up sheet for each game several days before the game, usually by the Thursday prior to game day. For complete instructions, go to the GSSA site, Documents-Instructions-Forms link under Resources, Youth section, "Affiliate/Club Instructions" section, "How to Print a Game Day Lineup/Roster" document. Note that all players on your team need to be included on your printed roster, so it is a good idea to check the roster carefully before you go to the game. Teams are not permitted to hand write in a player who was not included.

3. Reporting Game Scores – after each game the referee will hand back one copy of the Line-Up Sheet/Game Day Roster to you or the coach. You will need this document to record the score with GSSA. You will need to record the score within 24-48 hours of the game; after that time, the system may close. Both teams will report the score, including any yellow or red cards issued for both teams. You may also record which players scored goals. You will access the scoring section by going to your manager's account, the "Schedules/Game Scoring" link. Click on the box under "score" for the game you are reporting and fill in the form. For complete instructions, go to the GSSA site, Documents-Instructions-Forms link under Resources, Youth section, "Affiliate/Club Instructions" section, "How to Report Scores in the ADG System" document. \*Be sure to keep your copy of the Line-Up Sheet/Game Day Roster for each game until the season ends – just in case a question or dispute arises.

#### V. TEAM MANAGER GAME DAY RESPONSIBILITIES

Communicating with your team prior to each game is critical. You will need to:

- Notify team of time and location of game, with directions if necessary.
- Confirm that all players will be in attendance.
- Let your coach know of any player absences.
- Ensure that there will be a first aid kit and ice at the field (usually the manager has the first aid kit)
- Print out two copies of the game day roster (from your Affinity schedule).
- Contact opposing manager to confirm directions to the field, jersey color, or other information. Scheduling issues are rare, but they are significant when they happen. It is always best to confirm everything with the other manager several days before your game.
- Bring Team Notebook to the game (with player passes, medical releases).

At the game, the referees will need player passes and two copies of the game day roster at the time of player check-in. It may be easiest to give these to the coach during warm-up so that the coach handles check-in. Just be sure to collect the passes, and one copy of the game day roster (which is also a scorecard), after the game.

After the game, you will report the score, yellow or red cards for both teams, and identify the players who scored or were carded by going to your Affinity site, the schedule section, and clicking on the "score" box.

#### VI. TOURNAMENTS

Tournaments expose players to higher levels of competition and foster team spirit and camaraderie. They are an important part of every player's development. INTER considers tournament participation as important as regular game attendance, and players should consider tournaments part of their regular season.

Select teams will participate in a least two tournaments each season, a pre-season tournament and a post-season tournament. Most teams will participate in additional tournaments. Classic I and Athena A

level teams are strongly encouraged to participate in the State Cup in the spring. Other teams may choose to participate in the Georgia President's Cup.

At the beginning of the year, it is important to discuss tournament participation with your coach – pre-season tournaments may require registration during the summer, so it is best to plan ahead. In addition to your coach, the Director of Coaching and other team managers are great resources for tournaments.

Tournament registration generally occurs through Soccer in College or the GSSA website. Your team (or some portion thereof) will already be registered with Soccer in College from prior years. If you are a new manager, you will need to register and identify yourself as a manager. Please contact either last year's manager or coach to confirm the team's listing.

Once you are registered with Soccer in College you will receive tournament announcements from all over the southeast.

#### A. Tournament Travel

If your team decides to travel out of state for a tournament, you will need to obtain "travel permits" from GSSA. Information on this process may be found on the GSSA website, under Documents, Georgia Soccer – Youth, Travel and Tournaments category. In addition, GSSA has prepared a helpful guide for getting the most out of your tournament travel (including helpful hints regarding establishing supervision and hotel rules).

Be sure to discuss travel with your parents before registering the team for an out-of-state (or any overnight) tournament. The added expense of travel may require the team to fundraise so that all players can afford to attend. (Any fundraising efforts must first be approved by the IAFC board. Please contact your Select representatives for guidance.) If you travel to a tournament, whether out of state or just overnight, check to see if there is an "official" tournament hotel. Many clubs have outside entities arrange lodging and negotiate rates. Some tournaments specifically require that teams stay with the official hotel.

#### B. Tournament Check-In

Tournament check-in usually occurs online, or in person the night before play begins. In addition to player passes and medical releases, each tournament usually requires a waiver or release signed by all parents and an official tournament scorecard. Instructions will be available on the tournament website. Plan ahead so that you have everything ready before check-in.

### VII. MISCELLANEOUS

First Aid Kits – the TM, or other team volunteer, must ensure that a well-stocked first aid kit is available for the team at every game. You will want extra ace bandages and instant cold packs in addition to the standard drug store first aid kit package. It is a good idea to keep bee sting spray or ointment in the kit as well.

Arizona Field Layout – It may be helpful for you to share the field layout map with your team and opposing teams. It may be found under the Fields/Arizona tab at:

<http://www.aysa.net/Default.aspx?tabid=185756>

Financial Aid – INTER offers a financial aid program for soccer athletes who are in need of financial assistance in order to play soccer. This program is available to all youth, and a formal evaluation process will be initiated once the parents or guardians of the player complete and submit an application and required supporting documentation.

The amount of assistance is limited each year, and based on availability on a first-come, first-served basis. Financial Aid will cover (depending on need – all or a portion of) club fees, registration, and coaching fees only but will not cover uniform costs, team fees and expenses, tournaments, travel expenses or other expenses. The Financial Aid application and all requirements may be found on the IAFC web site under Resources/Documents and Forms:

<http://www.aysa.net/Default.aspx?tabid=185772>

Additional/Optional Training Expenses – throughout the season, teams may determine that they wish to hire additional trainers, hold additional practices, provide a supplement to their current coach's salary, or pay for other professional development services. Please consult with your Select representatives and the Executive Director for guidance on any such additional training fees. As with all costs, please be mindful of the ability of all team members to make such additional payments.

## VIII. HELPFUL DOCUMENTS

Helpful Documents – Successful managers have, over the years, come up with a variety of documents to help keep their teams organized. We have collected these for you, and they may be found in the Manager Resources section of the IAFC website: <http://www.aysa.net/Default.aspx?tabid=185780> these documents include:

- Local Tournament Information Pack
- Travel Tournament Information Pack
- One & Two Game Information Packs – Home
- One & Two Game Information Packs – Away
- Confirming Email Templates (for communicating with opposing managers/coaches)

Other Documents you will need (several are referenced throughout this document) include:

- Coach travel and tournament reimbursement policy – [http://www.aysa.net/Portals/1165/docs/Manager\\_Resources/aysa%20tournament%20fee%20and%20mileage%20policy.pdf](http://www.aysa.net/Portals/1165/docs/Manager_Resources/aysa%20tournament%20fee%20and%20mileage%20policy.pdf) For every tournament, a coach's tournament fee is paid directly by the team. Depending on travel requirements, there may be additional per diem expenses and hotel expenses, which must be reimbursed by the team. Please consult this policy when calculating tournament expenses. The policy may be found in the Manager Resources section of

the IAFC website. Be sure to keep accurate records and receipts for all reimbursements paid to your coach.

- Medical Release Form – <http://www.aysa.net/Default.aspx?tabid=185772>. Our forms are not notarized, because Georgia does not require notarized medical releases. If you are traveling to an out of state tournament, make sure the state in which the tournament will be held will not require you to have notarized medical releases.