



Team Manager Meeting

May 16, 2016

Ann Fuller, Board President
Cheryl Roe, Comp Registrar
Susan Eaton, Board Secretary





Team Manager Position Description

The Team Manager is a volunteer position within SCUSC whose purpose is to work with the coaches, other team volunteers, and SCUSC management, to ensure all the communication and administrative responsibilities of their individual team are performed per SCUSC guidelines.

You are a critical and vital part of our success!





3 Ring Binder – your team Bible!

- ✓ Laminated player passes on a ring
- ✓ Up to date Roster
- ✓ Referee fees, when applicable
- ✓ Medical Release Form for each player (FYSA & US Club for NPL teams)
- ✓ Signed Parent Code of Conduct Form
- ✓ Game Schedule
- ✓ Practice Schedule
- ✓ Field Maps
- ✓ Guest Player Forms
- ✓ Team Agenda for Games (travel/tournaments)
- ✓ Statistics
- ✓ Notification of Possible Head Injury Form
- ✓ FYSA signed Informed Consent about Concussions and Head Injuries form
- ✓ Monthly Financial Reconciliation





Registration

Current team registration guidelines and forms can be found on the club website, www.spacecoastsoccer.org

Player Registration Packet

- Signed Player Parent agreement for each player
- Signed Informed Consent About Concussions and Head Injuries
- Birth Certificates needed upon request of the Registrar
- Photo restriction form available upon request
- Medical Release Form (FYSA and US Club if NPL Team)

Key Contact: comp-registrar@spacecoastsoccer.org
(Cheryl Roe)



You will have **2 accounts** with separate logins.

Manager Account

- Keep your contact information updated
- Perform your Background Check
- Perform your Concussion Course

Team Account

- Upload current player photos
- Update jersey numbers
- Access and print rosters and player passes



GotSoccer Login



User Login | Support | Home



18th Annual Cherry Hill FC Tournament

Cherry Hill, NJ June 3rd-5th, 2016 Girls U8-U19 & Boys U8-U18 Come join us for our 18th Annual Cherry Hill FC Tournament, June 3rd to June 5th. Open for ages U8 to U18 for both boys and girls. 1st and 2nd place awards for all age groups. 3 Ref system for all games U12 and older. 3 game minimum. Low prices at \$445 for U8 to U12 and only \$500 for U13 and older. Great location, great facilities and great competition. For

Rankings Magazine Sheuneenio News Local Featured Tournaments Videos Club Directory Tournament Directory Software

Member Account

Universal Account

Member Account Login



Team Account

Username SCU9900Girls

Password

Login

[Team Account Lookup](#)

New to GotSoccer?
[Create Your Account](#)

Individual Coach

Username

Password

Login

[Coach Account Lookup](#)

Individual Manager

Username

Password

Login

[Manager Account Lookup](#)





Background Check Information

Current Risk Management Report

Your profile is attached to the following background check report:

Report #	00660453
Submitted	7/13/2015 11:21:31 PM
Response	7/13/2015 11:32:04 PM
Status	Florida Youth Soccer Association (FL): Approved - (Expiring on: 6/30/2016)
	Report#: 660453
	Submitted: 7/13/2015
Card	Print Card

Risk Management

Risk Management Enforced: **Florida Youth Soccer Association (FL)**

Contact Information

Phone **863-268-8220**
 Fax **863-268-8221**
 Email info@fysa.com
 Address **2828 Lake Myrtle Park Road**
Auburndale, FL 33823

Reports older than 5/30/2015 have expired

[Submit New Report](#)



Center for Disease Control (CDC) Heads Up Concussion Test

Take the CDC's ,*Heads Up*, concussion course today! We will keep a log of the test and you will be able to print a certificate after completing the online course from your GotSoccer account.

[Go to Courses Page](#)





GotSoccer > Team > Team Profile



Soccer >> Teams

Home Events Game History Email Team College Search Player Suspensions Help Log Out

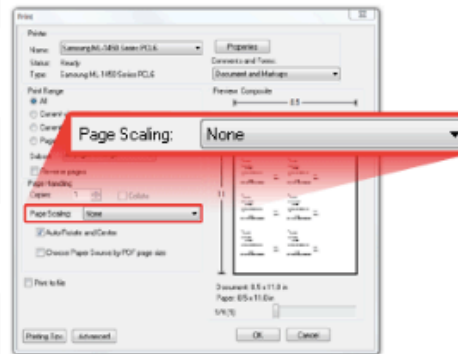
Overview Team Profile Manager Coach Roster Roster History Account Assistance

Basic Team Info Team Record Contact Person Travel Coordinator Documents Website

Girls U16 99/00 Girls Travel

Document	Event	From	Created	Accessed
Official Roster	2015-2016 FYSA Registration Event (8/1/2015)	Cheryl Roe	3/29/2016 8:35:30 PM	4/11/2016 7:13:56 PM
Official Roster	2015-2016 FYSA Registration Event (8/1/2015)	Cheryl Roe	1/11/2016 10:06:44 PM	3/29/2016 8:35:12 PM
Official Roster	2015-2016 FYSA Registration Event (8/1/2015)	Cheryl Roe	12/26/2015 6:44:49 PM	12/26/2015 6:45:02 PM
Player ID Cards	2015-2016 FYSA Registration Event (8/1/2015)	Cheryl Roe	8/7/2015 11:45:52 PM	8/8/2015 9:45:09 AM
Official Roster	2014-2015 FYSA Registration Event (8/1/2014)	Bryan Bachelder	4/15/2015 1:32:04 PM	N/A
Official Roster	2014-2015 FYSA Registration Event (8/1/2014)	Nicholas Cannavo	4/3/2015 1:36:31 PM	4/10/2015 2:17:34 PM
Official Roster	2014-2015 FYSA Registration Event (8/1/2014)	Nicholas Cannavo	3/23/2015 2:54:54 PM	N/A
Official Roster	2014-2015 FYSA Registration Event (8/1/2014)	Bryan Bachelder	3/9/2015 5:06:02 PM	3/14/2015 9:03:49 PM
Official Roster	2013-2014 FYSA Registration Event (8/1/2013)	Bryan Bachelder	3/17/2014 8:10:48 PM	5/2/2014 2:52:14 PM

Important Printing Tip
For correct alignment of ID card fields, make sure the **Page Scaling** setting in Adobe Acrobat is set to **None**.





GotSoccer > Team > Roster



Soccer >> Teams

Home Events Game History Email Team College Search Player Suspensions Help Log Out

Overview Team Profile Manager Coach Roster Roster History Account Assistance

Girls U16 99/00 Girls Travel - Team Player List and Rosters

View by Event:

Primary Player List

Print Contacts >>

Email Players >>

Register New Player

Full Team Player List

Photo	L.Name	F.Name	ID#	Jrsy#	Gender	DOB	State	Updated	Last Reg.	Login
	BARR	ELENA	1922397	7	Girls	9/21/1999	FL	8/27/2015	7/8/2013	Ok
	Bodi	Emily	3203679	13	Girls	2/3/2000	FL	8/7/2015	9/30/2013	Ok
	Castillo	Camille	3426279	3	Girls	9/24/1999		8/29/2015	6/21/2014	Ok
	Clark	Kristen	6384731	11	Girls	10/4/1999	FL	8/27/2015	N/A	Ok
	Dearing	Hannah	3210802	17	Girls	9/8/1999		8/27/2015	6/11/2012	Ok
	FOSTER	ABIGAIL	1922383	12	Girls	11/17/1999	FL	8/16/2015	7/24/2012	Ok
	glass	stephanie	3415122	15	Girls	11/26/1999	FL	8/7/2015	5/22/2015	Ok
	Greenfield	Layne	2061851	16	Girls	6/16/2000	FL	10/27/2015	10/27/2015	Ok
	HOLLAND	KAILEE	1938911	4	Girls	10/8/1999	FL	8/7/2015	5/26/2015	Ok
	Howe	Hannah	2300444	20	Girls	1/26/2000	FL	10/9/2015	5/18/2014	Ok
	JONES	RACHEL	1922989	14	Girls	9/30/1999	FL	8/7/2015	N/A	N/A
	McGonagle	Brooklynne	2980870	1	Girls	2/22/2000	FL	8/7/2015	9/22/2013	Ok
	MOSSING	ISABEL	1927063	8	Girls	8/3/1999	FL	8/7/2015	9/13/2012	Ok
	ROE	MOLLIE	1922956	2	Girls	2/25/2000	FL	9/21/2015	9/21/2015	Ok
	TOSCHES	ALISON	1963886	10	Girls	12/10/1999	FL	8/7/2015	11/14/2014	Ok
	WALKER	HALEY	1984864	6	Girls	1/29/2000	FL	8/7/2015	N/A	Ok
	Zumsteg	Jaclyn	4537223	5	Girls	6/12/2000	FL	8/27/2015	8/6/2012	Ok





GotSoccer Team Creation

- As players register in Blue Sombrero they will be added to the team. When the team is complete it will be exported to GotSoccer.
- There will be “stragglers” that you will need to pursue.
- Take player headshots at an early practice and upload when you have access. Think license photo cropping.
- When you are notified that the first roster has been generated, check that it includes all coaches, players and correct jersey numbers.
- New players added throughout the year go through this same process.





play.kyck.com *or* usclubsoccer.org

- When you are added as a manager you receive an email to create your account.
- You must also perform the US Club background check at usclubsoccer.org under **RESOURCES**.
- You can print rosters, print cards and edit player jersey numbers.





US Club/Kyck Account



SPACE COAST UNITED ...

All Teams



OVERVIEW

STAFF

TEAMS

ORGANIZATION OVERVIEW



SPACE COAST UNITED ...

SCU FPL 99/00 Girls Travel



OVERVIEW

CARDS

ROSTERS

SCU FPL 99/00 GIRLS TRAVEL OVERVIEW

QUICK SCROLL

STAFF

PLAYERS

ROSTERS

COMPETITIONS





Player Passes

The passes are to be printed out in color on white cardstock paper AND laminated.

If access to a laminating machine is not available, self-adhesive sleeves can be found in the stationary aisle at Walmart or Target. Contact the SCUSC Registrar for passes for players that are added to the team in the middle of the season.

- **FYSA** Player passes will be available in the team's GotSoccer account in the **Document** tab along with your roster. You cannot print individual passes.
- **US Club** Player passes will be available from your Kyck account from the **Cards** menu. You can print individual cards. Rosters are available from the **Roster menu** use the "Official Roster."



Requests should come from the Manager or Coach to the Registrar
comp-registrar@spacecoastsoccer.org

- GCF only allows guest play in Division I
- FYSA within club, request from Registrar
- FYSA from another club, their Registrar must provide, player requests
- NPL within club, player must be US Club carded, write-in on roster and provide copy of their roster as well
- NPL outside club, must obtain a Loan form signed by both Registrars

When requesting Guest or Loan form, provide:

- Full player name
- Team on which player is primary
- Team on which player will guest play
- Name of Event (ex., Disney Showcase, GCF Game)
- Dates of Event



Uniform Ordering

Team Managers populate the uniform ordering spreadsheet template provided by the SCUSC Uniform Coordinator with: players name, email address, and requested player jersey number (all players required to have different numbers). Email this spreadsheet to the SCUSC Uniform Coordinator to begin the order process. Uniform orders are recommended to be placed by the end of June in order to have them in time for games, especially teams that start games in August.

Key Contact: Jason Halsey,
Jason.halsey@spacecoastsoccer.org





Communication (Team)

- Create e-mail group list to communicate with parents/players (both parents, if possible)
- Create text group to communicate immediate notifications (i.e. weather, field change, etc.)
- Other communication platforms:
 - www.teamsnap.com
 - www.shutterfly.com
 - Team page on club website
- You cannot communicate too much!





Communication (Team)

- **Conflict**
 - 24 hour rule
 - Head coach, then DOC
- **Game Etiquette**
 - Ensure parents understand club's behavior expectations
 - Field marshal, if necessary! Our reputation matters to us



The club is dedicated to promoting the success and activities of all our teams. We don't know what you are doing unless you tell us! We want to know about all of the following:

- Tournaments
- Big league game results
- Fundraisers
- College signings
- Anything else you think may be of interest



Key Contacts: mediadirector@spacecoastsoccer.org
or secretary@spacecoastsoccer.org (Susan Eaton)



Banking

Every competitive team must have a bank account with Chase Bank in order to pay for tournament registration, referee fees, coach travel expenses, and any other team-specific expenses. Do not use a personal bank account for this!

Contact Ann Fuller at ann.fuller@spacecoastsoccer.org any time you need to:

- Open a new team account
- Close a team account
- Order a debit card
- Add someone to the account
- Delete someone from the account





Finances



Know your budget! The head coach is responsible for helping determine the team's likely expenses for the year to figure out everyone's fair share and any fundraising goals.

A lot of transactions are in cash. Keep good records!

Deposits: From whom, for what, date of deposit, form of payment, check number if applicable.

Payments: To whom, for what, date of payment, form of payment, check number if applicable.

Several team managers have already created useful spreadsheets in Excel they would be happy to share if you need help with record keeping.





Finances

- **Coach Travel Expenses**: SCU will provide you with a travel policy designed to be easy to manage and fair to both coach and team.
- **League Registration Fees**: Paid for by the Club
- **League Referee Fees**: The Club deposits funds into your account to pay the referees at home games.
- **Tournament Fees**: Paid for by the Team
- **Fundraising**: Teams are encouraged to engage in fundraising and the Club will help promote events on social media. Contact mediadirector@spacecoastsoccer.org
- **Sponsorships**: Teams are encouraged to solicit sponsorships from businesses in the community. Contact secretary@spacecoastsoccer.org for the latest Sponsorship Information Packet.





Summary

- You are a key part of our Club and your team's success
- We are here to support you and resources are available
- We appreciate you volunteering

THANK YOU!

