



**COMPETITIVE SOCCER
TEAM MANAGER'S MANUAL
2016-2017**

Table of Contents

[Purpose](#)

[Space Coast United Soccer Club Mission Statement](#)

[Space Coast United Soccer Club Useful Links](#)

[Official Logo](#)

[Team Manager Position Description](#)

[Duties and Responsibilities](#)

[Team Manager Binder](#)

[Communication](#)

[Registering Your Team](#)

[Player Registration Packet](#)

[Player Passes](#)

[Uniform Ordering](#)

[Game Day Information](#)

[Parent's Code of Conduct & Etiquette](#)

[Game Etiquette](#)

[Guest Player Forms](#)

[Conflict](#)

[Posting Scores](#)

[Postponement of Game](#)

[Reschedule Procedure](#)

[Scrimmages](#)

[Inclement Weather](#)

[Soccer Goals](#)

[Team Pictures & Publicity](#)

[SCUSC Finances](#)

[Accounting Procedures](#)

[Registration Fees](#)

[League Referee Fees](#)

[Fundraising Guidelines](#)

[Tax ID Number](#)

[Volunteers](#)

[Tournaments](#)

Purpose

The purpose for this manual is to give the team manager and the coach a comprehensive guide on the administrative responsibilities of running a team.

Ultimately, it is the coach and the team manager working together that ensures each team runs smoothly within the Space Coast United Soccer Club, SCUSC. As SCUSC, grows and improves on and off the field, the professionalism brought from those behind the scenes becomes more important.

Team managers are appointed by the coach and/or SCUSC and are selected based upon their ability to organize, communicate and manage the various aspects of the team relating to administration, planning, fund raising, or travel. The Director of Coaching, DOC, approves all team managers.

The team manager is an integral part of SCUSC. This person often links together the coach, the players and the SCUSC. In working behind the scenes to help the players, coaches and SCUSC, the team managers really make a difference for everyone.

Space Coast United Soccer Club Mission Statement

Established in 1984, Space Coast United Soccer Club is a non-profit organization run by volunteers dedicated to families who wish to enjoy the sport of soccer and to provide opportunities to play at all levels from ages three to eighteen with the highest quality of programs available in the State of Florida. Our efforts and energies are directed to the following objectives:

- We strive to develop players at all levels of play – recreational and competitive – by building and improving their skills, confidence, fitness, initiative and a sense of teamwork.
- We are committed to developing coaches and referees to the highest level through a quality instructional, licensing and mentoring program.
- We aim to ensure all of our players' personal goals are met whether they be enjoying recreational soccer, playing on an elite or premier competitive team, playing on your high school team, playing in college, or on an U.S. National team someday.
- We promote and encourage high standards of sportsmanship and fair play and strive to ensure all players are doing it "For the love of the Game" !

Space Coast United Soccer Club Useful Links

| | |
|---|--|
| SCUSC Address | PO Box 410301, Melbourne, FL 32941 |
| SCUSC Website | www.spacecoastsoccer.org |
| SCUSC Board Of Directors Contact Information | board@spacecoastsoccer.org |
| Florida Youth Soccer Association (FYSA) | www.fysa.com |
| Brevard Youth Soccer League (BYSL) | www.bysl.net |
| Greater Central Florida League (GCF) | www.gcfsoccer.com |
| Florida State League (FSL) | www.fslsoccer.com |
| National Premier League (NPL) Florida Premier League (FPL) | www.nationalpremierleagues.com nplflorida.demosphere.com |

Official Logo

The official logo cannot be used without the express permission of the SCUSC Board of Directors or their representative.



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.

Duties and Responsibilities

- Organize all paperwork needed for registration to SCUSC.
- Submit team roster and numbers to Uniform Coordinator for uniform ordering activation.
- Once registration is complete, obtain laminated player passes for team from the SCUSC Registrar.
- Verify after all are registered that roster is created for team and accessible online in team account on GotSoccer.com
- Create a binder to hold all team important information
- Ensure all referee fees are in order for each game
- Ensure a roster and player's cards are presented for each league and tournament game
- Obtain and communicate to player parents the League team schedule
- Communicate with parents on a regular basis team practice schedule and location, coach requests, and SCUSC requests.
- Prior to games contact opposing team managers to ensure site directions and uniform color
- Enter scores for games per League guidelines
- Periodically check and ensure league web site contains correct score
- Assist Coach with tournament planning
- Obtain and communicate to player parents the tournament schedules
- Ensure tournament volunteer schedule runs smoothly
- Coordinate hotel accommodations for traveling teams
- Obtain volunteers for SCUSC as requested by the SCUSC Volunteer Coordinator
- Enlist help with team management in areas of financial management, fundraising coordination, tournament planning, tent assigning, team photography, team building, and event coordination.
- Communicate to player parents all SCUSC news
- Plan team and individual pictures schedule

Team Manager Binder

The Team Manager creates a 3 ring binder to hold the following information:

- 3 hole binder pouch to hold the following to ease in giving to referees prior to each game:
 - Up to date roster
 - Laminated player passes on a ring
 - Referee fees when applicable
- Encased in page protectors
 - Medical Release Form for each player (FYSA and US Club for NPL teams)
 - Roster (FYSA and League (SFU, US Club or FLUGSA)
 - Signed Parent Code of Conduct Form
 - Team Game Schedule
 - Team Practice Schedule
 - Field Maps
 - Guest Player Forms
 - Team Agenda for games (when travel is involved)
 - Statistics
 - Notification of Possible Head Injury Form
 - FYSA signed Informed Consent about Concussions and Head Injuries Form
- Monthly Financial Reconciliation

Communication

Team Manager creates an e-mail list to use when communicating through email with parents/players. It is recommended to create a group text as well for immediate team notifications (weather, etc.).

Suggestion for communication platform: www.teamsnap.com – free and allows multiple email addresses and phone numbers per player. Also has team schedule/calendar function. (paid version offered, but free version works well)

Additional suggestion is to set up a Team Page using Blue Sombrero.

The following link: [webinar recording](#) , tells the story of how to use the Team Pages feature as a Coach or Team Manager.

Team Pages Support Pages

- [Team Home and Settings](#)
- [Adding News Articles](#)
- [Adding Team Photos and Videos](#)
- [Embed Google Calendar](#)
- [Sending Emails to Team Rosters](#)

SCUSC Team Calendar

Team Manager and Coach create a team specific calendar including practice schedule, game schedule, and tournament schedules and share with team the plan at start of the season. Update accordingly during the season.

Registering Your Team

Team Managers check current team registration guidelines and forms at the SCUSC website: <http://www.spacecoastsoccer.org/Default.aspx?tabid=271467>

The head coach must ensure that the team manager receives the following for each player. Only 100% completed registration packs will be accepted.

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)

Player Passes

FYSA Player passes will be available in the team's GotSoccer account in the document tab along with your roster. New player photos should be taken at the beginning of each season. 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 Wal Mart or Target. Contact the SCUSC Registrar for passes for players that are added to the team in the middle of the season.

US Club passes will be emailed to the team manager and will need to be printed in color on white cardstock paper AND laminated.

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.

Team managers check current uniform ordering guidelines and inform team of the current process. See uniform ordering details at <http://www.spacecoastsoccer.org/Default.aspx?tabid=273781>

Game Day Information

Player Uniforms Game Day

For most leagues the home team wears light colored jerseys and the visitors wear dark colored jerseys. Where colors of competing teams are similar in nature, the designated home team must effect a change to colors distinct from their opponents. The uniforms or jerseys of the goalkeeper must be distinctly different color from the basic colors of both teams and the opposing goalkeeper.

NPL uniform guidelines: Home Team wears light color jersey on Saturday and dark color jersey on Sunday. Away Team wears dark color jersey on Saturday and light color jersey on Sunday.

All players shall wear protective shin guards to be worn beneath their game socks at ALL times while actively participating in a game or training session.

Game Etiquette

We are all admonished to NOT physically confront officials, curse at or abuse them verbally or interfere or impede them either during or after the game. Acting inappropriately can result in sanctions against those who cannot keep themselves under control. As managers and coaches, please advise your parents and supporters that they are setting an example for the kids --no matter how old they are. The example HAS to be positive.

Positive cheering and support is what is accepted. Notify parents of the game rules, as the leagues and FYSA are strict about enforcement. Foul or abusive language, entering the field, and touching a referee will result in spectator ejections.

Conflict

From time to time, there will be conflict on the team. A parent may not understand a Coach or Referee's decision. Observe a 24 hour rule. During and following games do not approach, call, text, or email coach for 24 hours. The first person in resolving conflicts is the Head Coach. If the parent still needs to speak with someone or ask a question, the next contact is the Director of Coaching.

Guest Player Forms

A guest player on a competitive team needs authorization to play by both the player's coach and the SCUSC Registrar. Once the player's coach has approved the request, the SCUSC Registrar will sign a Guest Player form authorizing that player to play for another team. The form will include the game or tournament to be participated in and any practices. The form will be presented to the referee at the game or at registration for a tournament. Please also have a signed medical release for that player. (Allow at least 1 week for this process. (Last minute requests place an undue burden on the registrar and cannot be guaranteed).

Guest player forms are needed as follows for the following leagues:

BYSL - Yes

FPL(NPL), US Club – no guest player form is needed unless a player is from outside SCUSC. Players are written in on game day roster. Only player pass & guest gets written in on bottom of roster.

FSL - only need player pass from same club

GCF - Yes, only division 1, guest play not permitted in division 2 or 3.

Posting of Game Scores

League Game scores that use Gotsoccer (Brevard Youth Soccer League, SSL, Greater Central Florida): Scores get input using this link: <https://www.gotsport.com/events/scoring/>

Event Id# and Pin come from game card.

Enter the game number and then the score.

Florida State League (FSL)

Who reports the score? A) Winning team B) Tie: team listed as home team C) Whoever wants to do it first :)

1. Go to www.fslsoccer.com
2. Select Schedules
3. Select Scores (grey button on the right above venue)
4. Select division, date etc.
5. Your password is fsl-score
6. Enter Score or please change status to completed and feel free to add a game comment.
7. If game got cancelled etc. please select the correct status and add a comment in the Game Summary Box.

NPL/FPL

Head coaches of the home teams are to bring a blank copy of the [Florida Premier League Game Report](#) to each game. They will complete their section of the game report. The Game Report is found at:

http://www.nationalpremierleagues.com/FPL/LeagueInformation/index_E.html

The referee is responsible for returning the completed Florida Premier League Game Report to US Club Soccer within 24 hours of the conclusion of the match. However this is accomplished by the referee turning in the game report to the home club site director at the conclusion of the game with the game report completed in its entirety and all accompanying paperwork

The form can be returned via e-mail to NPL-Florida Premier League Administrator at NPL-Florida@usclubsoccer.org or by fax to [1-321-414-0258](tel:1-321-414-0258) (It is my understanding that Beverly Gibbs will be turning them in for all teams. The site director needs to get them to Bev for submission. Teams would only need this info if it was a makeup game and only game that day with no site director).

Red Cards

If a player receives a red card, the player may be suspended from upcoming games. The referee will keep the players pass of the ejected player following the game and the referee will report the red card and the appropriate actions will be made per league guidelines. All RED cards need to be reported to the Select Teams Director and the Director of Coaching within 48 hours.

Postponement of Games

A team that will not be appearing for a regularly league game must notify the opposing coach at least 48 hours (may vary per league) prior to the scheduled start time of the event. The Referee Assignor must also be notified. If the Referee Assignor is not notified of a cancelled game, the team will be charged the referee fees. If a home game is cancelled after Sunday of the preceding week, there is a referee cancellation fee will be charged. This \$3-\$5 fee will be charged to the team.

Reschedule Procedure

When rescheduling a game be sure to consult the league guidelines on the procedure. Some leagues the team manager and coach may reschedule games, for other leagues the Club scheduler is the one who needs to be notified and reschedule the game.

In the event that the team is to reschedule a game include in communications the opposing team coach and team manager, the SCUSC field scheduler, the referee assignor and league scheduler.

Scrimmages

Any scrimmage between SCUSC and another club must have a licensed referee. A scrimmage between two SCUSC teams does not require a licensed referee.

Inclement Weather

Lightning

A good lightning safety motto is: If you can see it (lightning), flee it; if you can hear it (thunder), clear it.

Brevard County Florida has safety rules to follow when playing on their fields. If your team is currently at the fields and lighting occurs please move players off the field immediately. Appropriate safe shelters include fully enclosed metal vehicles with the windows up and a sturdy enclosed building (players may wait at the concession area building). Observe a 30 minute rule following last lightning strike before going back on the field.

Soccer Goals

Goal movement from one field to another is prohibited. Goal movement within assigned field is discouraged as this may cause injury and damage goals. If a goal is moved within assigned field it is to be returned to the proper end line at the end of the session. If moving a goal with weights attached to the base, those weights must remain at the lowest point while transporting the goal. At no time should the weights be held overhead for safety reasons.

Pictures & Publicity

It is the responsibility of the team manager to coordinate a team and individual picture taking time with the SCUSC team picture coordinator. Refer to the website for Fall and Spring schedules. Confirm with SCUSC Registrar or Administrator player photo release information.

SCUSC will at times post news articles on the website and local media publications. Please check with SCUSC Registrar or Administrator player photo and media release information before authorizing the posting.

If post pictures anywhere online including Facebook, no player names are to be used unless authorized by the player's parent or guardian.

SCUSC Finances

Team Managers check the current financial information guidelines link on the SCUSC website: www.spacecoastsoccer.org

Accounting Procedures

The SCUSC Treasurer establishes team accounts for each individual team. The Team Manager (or team finance helper) is responsible for managing the team account for the team. It is important to exercise care in handling these funds. A detailed deposit and expense report must be submitted monthly (at the end of each calendar month) to the Club Administrator for the purposes of reconciling the accounts. Receipts for all expenses must be kept and made available upon request by the administrator, treasurer, or member of the board of directors.

Registration Fees

Access team registration guidelines and forms at the SCUSC website: www.spacecoastsoccer.org

Team registration and training fees are established by the SCUSC Board of Directors and payment plans are set. Teams may add on additional monthly fees for tournaments and coach travel expenses and may do so on an individual team basis.

League Referee Fees

The league referee fees are transferred from the parent SCUSC bank account and deposited into the individual team bank accounts by the SCUSC treasurer to cover the season's referee fees. This amount will vary depending on the age/league of play.

Teams are responsible for additional referee fees for scrimmages, extra games, friendly games, and tournaments (when not included in tournament registration).

See link on SCUSC website for league specific referee fee schedule. www.spacecoastsoccer.org

Referees and Weather Related Game Cancellations

Per BYSL rules: when assigned referees show up for a "scheduled match", and for whatever reason the game is not played, referees shall still be compensated for their fee. This includes

weather related issues. It is common practice for referees to wait on site for 30-60 minutes to see if a game can be played or partially played.

If an entire site is shut down due to flooding then the referee coordinator will cancel referees for the day around 7-8am if received notification. Single games must be evaluated on a case by case basis at the game site if a global decision is not reached to shut down a park.

Fundraising Guidelines

Teams are encouraged to engage in fundraising activities to raise funds for team tournament fees, first aid supplies, tent, cooler, warm ups, bags, parent T-shirts, and training equipment. The money earned is deposited into your team account to be spent at the discretion of the team.

All fundraising activities that utilize SCUSC name and logo are to be approved by the SCUSC Fundraising Director prior to engaging in them.

For additional fundraising information, go to the forms and documents page on the website or e-mail fundraising@spacecoastsoccer.org.

Sponsorship Guidelines

Teams are responsible for any banners and/or plaques expected to companies providing team sponsorships. These items are to be purchased out of the sponsorship funds and the balance remaining is available to offset team expenses.

For additional sponsorship information see the sponsor page on the website or e-mail Treasurer@spacecoastsoccer.org.

Tax ID Number

The SCUSC is a Non-Profit 501 (C) (3) tax exempt organization.

The Tax ID Number may be found on the forms and documents page on the website or e-mail Treasurer@spacecoastsoccer.org.

Volunteers

Volunteers are imperative for the success of SCUSC and all families registering a player are required to volunteer 10 hours a year per player. If families chose to waive their volunteer hours, the cost for competitive team families is \$50 and paid upon registration. Team Managers are asked to assist the SCUSC Volunteer Coordinator with recruiting and organizing volunteers for various SCUSC events. Adults and teen players can volunteer with:

- Field Lining
- Concession Stand
- Field Marshal – (Club Tournaments, League Playoffs, State or Regional Cup Tournament)
- SCUSC Hosted Tournaments (All teams are expected to help)
- Club Wide Events (Casino Night, Festivals, Fundraisers)
- Ball Girls/Boys for High School Games

Contact the SCUSC Volunteer Coordinator to set up a time or see the SCUSC website volunteer section <http://www.spacecoastsoccer.org/Default.aspx?tabid=273784> for more details on sign up opportunities.

Tournament Participation

All tournament participation is to be submitted and approved by the Club Director of Coaching and or the Youth Director. There is special Permission to Travel paperwork that needs submitted to FYSA for those traveling out of State using a FYSA State roster. Please always check each tournament rules as they vary from event to event. It is the recommendation that for the US Club Team (NPL) will play under the US Club team cards as it is easier to travel under this organization.

The team manager is responsible to gather all documents per tournament requests (multiple rosters, medical release forms, etc.) and bring to the event.

Travel Plans

The team manager (or team tournament planner) in most instances is to plan the hotel stay for the team attending a tournament outside of the commuting range stated by tournament. Be aware of tournament hotel policies. Many tournaments require teams to stay at one of their negotiated "official" tournament hotels unless a waiver is requested and approved by the tournament directors.

Coach Travel Expense Reimbursement Requests are reimbursed from team bank account. Consult with team coaches on what is reasonable reimbursement.