



## **Team Manager Manual**

revised 7/2/2024, 7/08/2024

The team manager is the Club's representative to the coach, team players, and parents. This position is vital to the team. Some aspects of team management will be age specific and/or level of competition specific. It is important that this person has good communication skills to keep all team parents informed. Set-up an email distribution list and contact list in both regular email/test and using the Club's current player registration system software. Plan to have team meetings during training sessions to keep your team parents informed.

The best avenue for "input" or concerns. Please do not skip steps as it will delay, not accelerate, your resolution.

1. Parents first communicate with Coach. Then if not satisfied, to the Age Group Coordinator. Then if not satisfied with the Managing Director. Then if not satisfied, to the President.
2. Use of email: parents supply personal and work emails for official USAI use. No one may "Reply All" to USAI team emails, nor use USAI emails for personal use. Be sure to Blind Copy ALL emails. Discourage reply all.
3. The Parent, Player, and Coach Codes of Conduct are in effect at all times.

<http://usaofin.org/documents/PPCMseven020403parentpledge.pdf>

Delegate responsibilities to other team parents, so that all parents are involved. Each player is a part of the team. Assign duties – carpools, organizing away tournament hotels, fundraising, tournament volunteer liaison, field lining, etc. You don't have to do it all yourself.

High functioning teams often have a Team Manager, and assistant team managers for volunteerism, tournament hotels, fundraising/social, uniforms.

Please frequently share team and player accomplishments so the good news may be shared with the rest of Club.

**Websites that will be helpful to you:**

<https://www.usaofindiana.org> – USA of Indiana / USAI

<https://www.usaofindiana.org/programs/travel/manager-tuition-faq> – USAI Manager's Site

<https://www.usaofindiana.org/resources/forms> Medical Release form, Parent Pledge & Code of Conduct form, Registration form, etc.

<http://www.soccerindiana.org/default.aspx> – Indiana Soccer Association

<https://www.soccerindiana.org/indiana-state-league/> – Indiana Soccer League

<https://www.usysnationalleague.com/midwest-conference/> – Midwest Regional League

<https://www.usysnationalleague.com/elite-64-regional-league/> – USYS Elite 64 League

### **USAI Club Tuition**

Player paid Club Tuition covers USAI overhead (goals, paint, club salaries, website, field maintenance, supplies, coach stipends, tournament registrations, league registrations).

The team manager is not required to keep a record on these payments. The club tuition is to be paid from the player directly to the club. This may be paid online through PlayMetrics on the USA of Indiana website. Families may pay by cash or check. Instructions are at the top of the checkout screen.

### **PICTURE HERE**

If a player has an outstanding balance, the Club Administrator will contact the player's family directly. All balances must be current at all times or the player will be ineligible to participate in training or games.

Please visit [USAI Club Tuition FAQ page](#) for the latest information on tuition payment deadlines and payment options.

### **USAI Team Fees**

Most teams incur team-based expenses to pay for Referees and additional tournaments. Team fees include any expenses that the team might incur during the season. Each season the Team Manager prepares a "Team Fees" spreadsheet that is shared with the players' parents. See the Team Manager webpage for an example spreadsheet. The following expenses are included in the Team funded costs:

**Administrative Fee and Performance Bond Guidelines:** If team collects for performance bonds, refunds to parents are in order. Administrative fee should include the following incurred costs: postage, copying, cost to laminate player passes, First Aid Kit for Manager and Coach, cost of bank account maintenance (monthly service charges and fee for checks.) There are times when estimating a cost would be appropriate and is acceptable. Those would relate to postage, copying, and the cost to laminate player passes. The addition of any costs other than those listed should not be added without prior approval of the existing team parents and should be discussed on a seasonal basis.

**Referee Fees:** Calculate using the projected League game schedule. Visit the [Referee Page](#) of the USAI website for "USAI Referee Contacts and Fees Information Sheet". Most leagues have each team bring half the referee fees to each game and directly pay the referees.

**Tournaments:** Each team may participate in 2-3 tournaments per season. The following tournaments, at this writing, are required and included in Club tuition – Fall: Indy Pike Fest & Indy Fusion Classic; Spring: Indy Burn Cup & TBD. Add on tournaments will be determined by the Managing Director and approved by the Coach. Collecting the money on a “as needed” basis, allows your parents the flexibility to spread the cost of travel soccer over time, instead of having to pay all the costs at one time.

**Coaches Travel Expenses:** Reimbursement of any overnight tournament related fees is limited to the Team parents paying for the coach's hotel room accommodation when staying at the same hotel as most of the team and for the same number of nights as most of the team. There are established guidelines with regard to the reimbursement of the coaches travel expenses in the coach's contract and the Travel Manual. They should only be collected when incurred. "Coach Travel Expenses" is meant to offset a portion of out of town hotel room expense. It is NOT meant to be paid to, nor collected from parents for in or out of town mileage or anything else. **The coach's stipend covers everything else. Teams are not to collect additional money for coach unless it is approved by the USAI Travel Coordinator prior to the event.** The request must include the reason and amount. Premier team coaches may incur greater travel expenses that are reimbursed by the Team.

Team Manager is encouraged to establish a bank account that is just for the team funds with knowledge and approval of the team Coach. This will keep the team funds separate from your personal funds.

### **USAI Injury Refund Policy**

#### **Fall Season**

- Injury prior to August 1, full refund less deposit.
- Injury between August 1 – September 15, 50% of fee (less deposit) After September 15, No refund.

#### **Spring Season**

- Injury prior to March 1, full refund less deposit.
- Injury between March 1 – April 15, 50% of fee (less deposit) After April 15, No refund.

### **Tuition Assistance Program**

The Club has limited tuition assistance opportunities; families in need are encouraged to pay their child's tuition in monthly payments. Contact the Club Administrator at [travel@usaofindiana.org](mailto:travel@usaofindiana.org) to make these arrangements. If a family is interested in the Tuition Assistance Program, they must complete the scholarship application found in their Playmetrics account.

### **PICTURE**

In order to be considered for a tuition assistance, each family must do the following:

- 1) Pay the non-refundable deposit
- 2) Provide proof of need
  - Accepted documentation includes:
    - Medicaid Card
    - Free or reduced lunch assistance letter
- 3) Document previous volunteer hours
- 4) Be in good financial standing with the Club.

Tuition Assistance grants are not guaranteed. Club representatives are responsible for managing this program and communicating with the applicants.

### **Uniform Orders**

Uniforms are ordered from Soccer.com. The Club Administrator generates an email from Soccer.com for players to order their uniforms. Please let the Club Administrator know if anyone is in need of a link to order uniforms.

Each player is required to order the basic kit. This kit includes:

- 1 navy blue jersey
- 1 white jersey
- 1 navy blue short
- 1 navy blue socks

Extra (Red) Training Shirts are sold during the season and purchased through the club via team manager.

### **Leagues That Your Team Can Participate In**

There are several leagues available in Central Indiana that your team can participate in. The Managing Director will determine the league that each team participates in with the approval of the Coach. Based on the league, your responsibilities will vary. Most teams will select one of the following leagues:

- CNC – Central Indiana Youth League. (Boys League, U8 – U10)
- ISL – Indiana Soccer League. (Boys & Girls League, U11 – U19) This includes teams from all over the state of Indiana. First and Premier teams involve more traveling. It allows teams to play in more tournaments or play in two leagues at the same time.
- GLC (USYS National League – Great Lakes Conference) or MWC (USYS National League – Midwest Conference). (Boys & Girls League, U14 – U18) This is a select group of teams in the Midwest.
- E64 (USYS National League – Elite 64). (Boys, U13–U19) This is a club based league that includes one USAI team from each age group on the boys' side of the club.

### **League Registration**

The Travel Administrator will register your team for league play before the application deadline. The Managing Director will decide what league your team will participate in. Before the deadline, you will need to work with your coach to determine the block-out dates so that you will not be able to play league games. These block-out dates should include any tournaments that your team intends to participate in during the regular season. You should also take in consideration any school breaks or school functions.

League registration fees are included in Club tuition.

### **League Meetings**

At the beginning of each season, each league will have a Managers/Coaches Scheduling Meeting. This is a mandatory meeting. Someone from your team should attend. At the meetings, they will cover any rule or procedure changes. MRL & ISL will send this information out by email.

Please see the appropriate league website to obtain the meeting location, date & time. You must follow the [USAI Hosting Policy](#) when scheduling home games.

### **Rescheduling Games**

Avoid rescheduling games. There are hefty referee, rescheduling, & facility fines that the team will be assessed by the league. Be prepared for the team's scheduling meeting.

Review the game schedule to see if there are any conflicts. If there are, contact the team manager of the opposing team and your commissioner as soon as

possible to reschedule the game. The opposing team has the right to deny your request to reschedule a game. If there is contention and you think you have a valid reason to reschedule, contact your commissioner with all the facts and he/she can act as intermediary. The league in which you are playing will have complete instructions on how to reschedule a game in the information package that you receive along with your schedule.

When rescheduling games, make sure that the team Coach is available to coach the team. Please make sure that you copy the Managing Director for his information.

Please see the website: <https://www.usaofindiana.org/programs/travel/team-managers> for a copy of the "USAI Game Reschedule Policy and Procedure".

### **KidSafe Risk Management Background Checks**

All Coaches, Managers, Board, and Administrators must take Safe Sport training online. A coach or manager needs to sign in to his/her personal GotSoccer account. Then take the SAFESPORT CERTIFICATION course. See below for instructions.

The SafeSport course is A LONG COURSE so please allow an hour.

- Log in to your coach/manager account.
- Go to the Dashboard tab.
- Under the requirements tab, you will see the requirements you need to fulfill. Most times this includes a Background Check, the Heads Up course, and the SafeSport course.

Each Manager, Assistant Coach and Coach must also have a background check performed every two calendar years. If you or your coach are new to the Club, please log in to your GotSport account and complete the background check.

It is very important that you input all information correctly, name must match your name on your Driver's License and your SSN# must be accurate. Each background check costs the club money. If your background check is returned with information that does not match we will have to request another check before you are approved. This costs the club extra money and delays your team roster

### **Team Roster and Player Passes**

When the Club Administrator and your team coach approves your team roster, the Club Administrator will process your roster through the League for you to

receive your roster and player passes. Once you receive the roster you will want to keep the official roster and make several copies of it. A copy is typically required for all tournaments you play in.

If your roster is not accurate, contact the Travel Administrator,  
[Travel@USAofIndiana.org](mailto:Travel@USAofIndiana.org).

### **Virtual Team Roster & Player Cards**

You can view your team roster & player cards on GotSport.

### **Changes to Team Roster - Player, Coach, or Manager**

To make player changes to your roster you can email Kristin at  
[travel@usaofindiana.org](mailto:travel@usaofindiana.org).

### **Player Information and Other Forms**

Before the season begins, you will need to request and collect the following items from each player:

- Copy of the player's birth certificate.
- Medical Release Form. USAI does not require this form to be notarized. Most Indiana tournaments that you will play in do require this form to be notarized. However, you may want the player to have his form notarized at the start of the season so that you will have it completed for all tournaments that require it. To obtain a copy of this form, go to:  
<https://www.usaofindiana.org/programs/travel/team-managers>
- A headshot picture of the player for player pass.
- Parent Code of Conduct Form. This form is now completed on line during tryout registration.

Once you have collected the birth certificates, medical release forms and code of conduct forms, you will want to create a team book that holds all of this information. This will be taken to tournaments and all games.



### **League Games**

Always check the USA of Indiana website and the league schedule in GotSport the week of your scheduled game to confirm your location and field number. You should send an e-mail to the visiting teams with the field number that your game will be played on.

It is helpful to fill out the top portion of the game reports, league referee report and the Club referee report before the season begins. Depending on which league your team is playing in the forms will be different or all the forms will be on their website for you to input on-line.

For each league game, you must do the following:

- Give player passes to the referee prior to the game.
- Pay the referees prior to the game. It is helpful to have the exact denominations necessary to pay the referees. ISL and MRL games each team will pay half.
- Give the center referee the game report prior to the game.
- At home games make sure that the field flags are at each corner of the field.
- If you are the first game of the day, make sure a parent volunteer relines the field prior to kickoff.
- Get your player passes back from the center referee.
- Give your coach the league and club referee report to complete. (Can be completed on League website on-line.)
- At home games, collect the flags from the field if your game is the last game of the day for that field.
- Report the score through GotSport

Always bring your team book with birth certificates, medical release forms and League roster to all games. The coach and manager should always carry a First Aid Kit with them.

### **Participating in Tournaments**

Go to the IYSA website to get a list of the Indiana sponsored tournaments and at [www.usysa.org](http://www.usysa.org) to screen for tournaments across the United States. Talk with your coach (who confers with the Managing Director) to determine the tournaments the team will participate in for the season. Determine how much each tournament costs. This will be factored into the season team fee for each player. Club Tuition A team will typically play in 2 tournaments per season. Be

sure to poll your parents prior to committing the team to a tournament. You will need to determine if you will have enough players available to participate in the tournament. Each tournament website will have all the information that you need (i.e. which forms they require, tournament fees, check-in team information).

Once it has been determined which tournaments your team is going to participate in, contact [Travel@USAofIndiana.org](mailto:Travel@USAofIndiana.org) to register your team for the tournament.

If you are participating in an out-of-state tournament, you must obtain a “request to travel” form from IYSA. (Form and instructions are attached.)

### **Club Hosted Tournaments**

Each USAI team will participate in Indy Pike Fest, Indy Burn Cup and Indy Fusion Classic Tournaments. Each USAI team is responsible for providing volunteers at each tournament. The Tournament Director will provide sign ups for families to register to volunteer a shift. Ask a parent from your team to help lineup parents to volunteer.

### **Indoor Soccer**

If your team is interested in playing indoor soccer, start making arrangements early. Choices include the Sports Zone, Off-the-Wall in Carmel, Indy Indoor, as well as facilities in Brownsburg and Plainfield. The fee to play indoor soccer is in addition to the regular season fees. Be sure parents know that any indoor team formed is not affiliated with USAI or USA of Indiana and participation will not affect the child’s status on the outdoor team.

### **Volunteer Requirements**

**U8-U15 Travel players** are expected to volunteer at least 6 hours during fall season plus 4 hours during spring season. This includes 2 fall Field Day hours, 2 hours during Indy Pike Fest, 2 hours during Indy Fusion Classic, 2 spring Field Days hours and 2 hours during Indy Burn Cup.

**Each Winter/Spring Travel U15-U19 player** is expected to volunteer at least 6 hours including 2 hours during Indy Fusion Classic, plus 3 spring field day hours, plus 3 hours during Indy Burn Cup.

Each travel player is charged \$150 per year as a volunteer deposit. The

volunteer deposit is refundable if all expected hours are performed and in the summer.

The proceeds from the Club's 3 tournaments is returned to travel players as more reasonable travel tuition.