

Team Manager's Responsibilities revised 1/16/13

The team manager is the parent representative to the coach, team and club. This position is very vital to the team and reports to the Travel Coordinator. Some aspects of team management will be age specific and/or level of competition specific. It is important that this person have good communication skills to keep all team parents informed. Set-up an e-mail distribution list and contact list with phone tree. Plan to have team meetings during training sessions to keep your team parents informed.

The best avenue for "input" or concerns:

1. Parent first communicate with Coach. Then if not satisfied to DOC.

Then if not satisfied to Travel Coordinator. Then if not satisfied to President.

Please do not skip steps as it will delay not accelerate your resolution.

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.

3. The Parent, Player, and Coach Codes of Conduct are in effect at all times.

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, Pike Fest volunteer liaison, field lining, etc. You don't have to do it all yourself.

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:

<http://unitedsoccerallianceindiana.org/> – United Soccer Alliance of Indiana / USAi

<http://unitedsoccerallianceindiana.org/travel/team-managers> - USAi Manager's Site

<http://unitedsoccerallianceindiana.org/aboutus/forms> Kid Safe Risk Registration, Medical Release, Parent Pledge & Code of Conduct form, Scholarship Application, etc.

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

<http://www.soccerindiana.org/competition/isl.aspx> – Indiana Soccer League

www.midwestregionalleague.com – Mid West Regional League

<http://ciysl.gotsport.com/clubsite/?p=14> – Central Indiana Youth Soccer League

<http://girls.gotsport.com/clubsite/?p=26> – Greater Indiana Regional League of Soccer

USAi Club Fees / Player Fee Schedule

Club Fees – Club Fee covers USAi administrative overhead (goals, paint, club salaries, website, fields maintenance, supplies).

The team manager is not required to keep a record on these payments. The club fee is to be paid from the player directly to the club. This may be paid on line on the United Soccer Alliance of Indiana website. Please let the parents know to include the player's name and team on the check.

If a player has an outstanding balance the Director of Operations will contact the player's family directly. All balances must be current at all times or player will be placed on probation and will not be able to participate until payment is received, or a payment plan is arranged through the United Soccer Alliance of Indiana Director of Operations.

Please see USAi page for the latest information on fees, payment deadlines and payment options.

USAi Injury 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.

Fee Assistance Program

The Club has limited scholarship opportunities; families in need are encouraged to pay their child's fees in monthly payments. Contact the Director of Operations to make these arrangements. If a family is interested in the Fee Assistance Program they must complete a scholarship application found at <http://unitedsoccerallianceindiana.org/aboutus/forms> .

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

- 1) Pay the non-refundable deposit
- 2) Provide proof of need
 - Accepted documentation includes:
 - Free or reduced lunch assistance letter
 - Public Assistance letter
 - Main provider's pay stub
 - Income tax statement (W2)
- 3) Document previous volunteer hours
- 4) Be in good financial standing with the Club.

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

USAi Team Fees

This fee should 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 Guide Lines: 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 a 5 home game season. See the Referee Page of the Pike Soccer Club website for "USAI Referee Contacts and Fees Information Sheet".

Tournaments: Each team may participate in 2-4 tournaments. These tournaments will be determined by the Technical Director and approved by the Coach. Collecting the monies 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 established guidelines with regard to the reimbursement of the coaches travel expenses in the coaches contract and the Travel Manual. They should only be collected when incurred. "Coach Travel Expenses" is meant to offset a portion of a 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 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.

Uniform Orders

Determine if existing players need anything (i.e. bigger size of uniform, new socks, bag or a warm-up.) Talk to the new players to verify the size of uniform they wish to order and the number they would like on their jersey considering the numbers already being used by existing players. Complete the uniform order form that is on the club's website under forms. Money is collected at the time that the uniform order is taken.

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

- 1 blue jersey
- 1 white jersey
- 1 blue short
- 2 blue socks

Extra Training t's are sold at the snack bar. All other items are **optional**.

Independent Contractor Form “1099 form”

Please give your coach this form to complete. Each Coach is to give USAI Treasurer a completed form by 3/1 or 8/1. Treasurer needs this form prior to issuing coach check.

Leagues That Your Team Can Participate In.

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

- **CIYSL** – Central Indiana Youth League. (Boys League, U9 – U18)
- **GIRLS** – Greater Indiana Regional League of Soccer. (Girls League, U9 – U18)
- **ISL** – Indiana Soccer League. (Boys & Girls League, U13 – U18) This includes teams from all over the state of Indiana. It involves more extensive traveling and the team could be playing 3 – 4 games in a weekend, but only playing over 2 – 3 weekends. It allows teams to play in more tournaments or play in two leagues at the same time.
- **MRL** of US Youth Region Two. (Boys & Girls League, U14 – U18) This is a select group of teams in the Midwest.

League Registration

You will receive notification from the Travel Coordinator to register your team for league play before the application deadline. The Technical Director will decide what league your team will participate in. Before you fill out your team application you will need to work with your coach to determine the block-out dates 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.

After you complete the league application on-line, you will need to e-mail or fax your confirmation to the Travel Coordinator. The team does not pay the league directly. The club will pay your team fees to the league.

KidSafe Risk Management Background Checks

Each Manager, Assistant Coach and Coach must have a background check performed every two calendar years. If you or your coach's are new to the Club please go to the KidSafe page of the United Soccer Alliance of Indiana website and complete all information so that your team roster can be submitted to IYSA.

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.

League Meetings

At the beginning of each season, each league will have a Managers/Coaches Meeting. This is a mandatory meeting. Someone from your team should attend. At the meetings, they will cover any rule or procedure changes. At the CIYSL & GIRLS team meeting they will hand out game schedules, contact numbers, game reports, referee reports and miscellaneous information. MRL & ISL will send this information out by e-mail.

Please see the appropriate league website to obtain the meeting location, date & time.

CIYSL: <http://ciysl.gotsport.com/clubsite/?p=14>

GIRLS: <http://girls.gotsport.com/clubsite/?p=26>

ISL: <http://www.soccerindiana.org/competition/isl.aspx>

MRL: <http://www.midwestregionalleague.com/index.asp>

Rescheduling Games

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. Try to keep rescheduled games to a minimum. 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 Technical Director for his information.

Please see the website: <http://unitedsoccerallianceindiana.org/travel/team-managers> for a copy of the "USAi Game Reschedule Policy and Procedure".

Roster and Player Passes

When the Technical Director and your team coach approves your team roster, the Commissioner of Rosters & Player Passes 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.

When you receive the player passes you will need to do the following:

1. Make sure the name and birth date on player pass matches the player's birth certificate.

If a mistake is found on the pass – please let the Commissioner of Rosters & Player Passes know and another one will be reprinted.
2. Player signs their player pass.
3. Attach player's picture to their pass.
4. Coaches and Manager's sign their passes and have pictures attached.
5. After all passes are signed and pictures are attached please contact Registrar and have the passes signed/approved. Our club Registrar's are: Deb Studer, Calvalyn Day & Tom Geisse. You can also get a listing of all State Registrar's from the ISA website.
6. The passes must be laminated before you use them for a game.

Viewing Team Roster

The USAi database allows team managers to view your roster online. It will also allow you to get your email address and mailing addresses for your team.

The USAi Coordinator will send you the link to the database and a password. Select

Option "Team Management" Only option available to coaches.

Season/league "Travel"

League "Travel"

Age Group – select your age group

Hit "Sort"

Select Team and one of three options:

View Team – shows team information

View Rosters – shows assigned and unassigned players, along with rosters and address rosters

Main Menu

Remember to Log Out (found on the Main Menu)

**USAi Travel
Changes to Team Roster**

These instructions are to help you complete any changes you may have to your USAi Travel Team Roster.

Player Changes to Roster:

The following forms are attached to make player changes to your roster: Add Player

Form
Drop/Transfer Form
Primary/Secondary Status Change

All forms need to be filled out completely. Do not send the forms directly to the League office. All forms need to be sent to the USAi Commissioner of Travel Rosters & Player Passes to receive an updated roster and player passes.

Coach and Team Manager Changes to Roster:

Send the following information to the USAi Commissioner of Travel Rosters & Player Passes:

Team Name & Team Coach: New
Team Manager Name: Address:
All Contact Telephone Numbers: E-
Mail Address:

The USAI Risk Management Committee will notify the coach or manager if a background check is required.

There is an ISA fee associated with every team change. These fees will be paid by USAi. If changes are excessive the fee charges will be charged back to the team. (ISA Fee Schedule is attached.)

Player Information and Other Forms

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

1. Copy of the player's birth certificate.
2. 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:
<http://unitedsoccerallianceindiana.org/travel/team-managers>
3. A small face picture of the player for player pass.
4. Parent Code of Conduct Form. This form is now completed on line during tryout registration. If ISL or Coach wishes, manager may collect "Parent Pledge and Code of Conduct" form from a parent as a reminder. Some leagues also have their own form that will need to be completed before the season begins. This will be discussed at the League meetings. To obtain a copy of this form, go to: <http://unitedsoccerallianceindiana.org/travel/team-managers>

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 United Soccer Alliance of Indiana website 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. CIYSL & GIRLS games the home team pays the referees.
- 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. At the end of

each game you must:

- 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.)
- For GIRLS and CIYSL games, you must get the game report back from the Center referee after he/she has filled it out. You then must send the game report and a referee report to your commissioner within three days of the game.
- At home games, collect the flags from the field if your game is the last game of the day for that field.

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 to screen for tournaments across the United States. Talk with your coach (who confers with the Technical 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. A team will typically play in 2 – 3 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.

Once it has been determined which tournaments your team is going to participate in you will need to go to the tournament website and fill out a tournament application on line. Each tournament website will have all the information that you need (i.e. which forms they require, tournament fees, check-in team information).

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.)

Tournaments

Each USAi team will participate in Pike Fest, Indy Burn Cup and Fusion Fall Classic Tournaments. You are required to fill out an application to play on the tournament website. Each USAi team is responsible for providing volunteer hours at each tournament. You will need to talk to the Tournament Volunteer Coordinator to determine which activity your team will be involved in. Ask a parent from your team to line up parent volunteers hours. If the team works the required number of hours, their team’s tournament fee is waived.

Information for Team Parents

- **Contact Sheet Information** – Prepare a spreadsheet that lists the players' names, parents' name, cell phone and home phone numbers, e-mail addresses. This can be laminated and given to all players and parents to carry with them.
- **Schedule of League Games & Map of Away Games** – Give each parent a schedule of League Games and also an address and map/directions of all away games. It is also helpful to check with the team manager of the team that you are playing away to verify that the map on their club website is accurate and to find out the field number that you will be playing on.

Indoor Soccer

If your team is interested in playing indoor soccer, start making arrangements early. Choices include the Sports Zone (USAi teams receive a discount), Off-the-Wall in Carmel, Indy In Door, Indiana Soccer Academy (Futsal), 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 United Soccer Alliance of Indiana and participation will not affect the child's status on the outdoor team.

Team Volunteers throughout the Year

- **Field Day** – Each travel team must participate at Field Day each season.

Team Requirements

11v11 team must fulfill a minimum of 8 total shifts over both days.

8v8 team must fulfill a minimum of 6 total shifts over both days.

6v6 teams must fulfill a minimum of 4 total shifts over both days.

If your team has a conflict with the date assigned, work with the Fields' Coordinator to work out an alternative date.

- **Lining Fields** – Each USAi team is responsible for lining fields during the season. Each team will be assigned fields that they will have to line Wednesday, Thursday or Friday weekly during the season.
- **Tournaments** - Each USAi team is responsible for providing volunteer hours for all three tournaments. You will need to talk to the Tournament Volunteer Coordinator to determine which activity your team will be involved in.

End of Season Reports

Each Team Manager must complete two end of season reports. Game

Report

Tournament Report

Find these reports on the Team Manager page.

<http://unitedsoccerallianceindiana.org/travel/team-managers>