



# Montgomery YMCA Capital City Streaks

## 2010-2011 TEAM MANAGERS' HANDBOOK

Thank you for your commitment to Capital City Streaks!!

You will spend your time as manager handling all administrative duties for your team and directing communications between the Director of Soccer, your coach, and your parents. Each person is depending on you to provide all of the information necessary to insure participation in each activity is simple, convenient, and FUN. This is a major undertaking, and we sincerely appreciate all of the time and effort you put into this program.

The purpose of this handbook is to outline your duties as managers of Capital City Streaks teams and to provide information and suggestions to assist you in carrying out those duties in the most effective way possible.

***Remember: As manager you are your team's biggest fan! Please make it a priority to foster a sense of Club Spirit and Unity among the members of your team as well as others in the club. The YMCA Capital City Streaks Soccer Program is a good thing. You are a huge part of keeping it going... and growing.***



### YMCA MISSION:

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

# SIMPLE KEYS TO SUCCESS

- GOOD COMMUNICATION...

Good communication with your parents and your coach is essential. Don't assume they know anything... EXPLAIN EVERYTHING! Even if you think they should know the information it's better to play it safe and outline **everything** for **everyone**.

- GET ORGANIZED...

Although different people have different organizational methods that work for them please consider using these suggestions to make it a little easier

- All documents are best kept inserted into page protectors in a secure 3-ring-binder or folder with a zippered pouch for holding Player Passes and a pen.
- Use page protectors for forms you'll need for each tournament check-in. Put the Medical Release on one side with the Birth Certificate on the other and put them in alphabetical order
- Put your laminated Player Cards on a ring in alphabetical order
- Once you've received your official roster, make several copies...one for each game and for the tournaments. (Each tournament will specify how many rosters you will need to provide.)
- Keep a record of your team's Win-Loss Record. Some tournaments request this information.
- Create a Team Contact List (include the coach) to include each child, parents, mailing address, email address, and the best phone numbers at which to reach them. Be sure you have everyone's cell phone numbers in case you need them when traveling. Consider distributing this list to all parents.
- Establish communication methods with your parents. If you intend to communicate primarily through email make sure your parents know to check their accounts on a daily basis.

- DELEGATE...

Recruit other parents to help with duties such as team hotel reservations, accounting, field directions, etc... However, make sure communication among everyone remains a priority and remember that ultimately you are the manager. Follow up to make sure the delegated jobs are being done in a timely manner.

# DUTIES AND RESPONSIBILITIES

The general function of the team manager is to relieve the coach from administrative matters so that he/she can devote as much time as possible to the training of the players. Additionally, the manager is the liaison between the team and the Director of Soccer.

Specific expected duties are outlined below. You may occasionally be called upon during the season to carry out other various duties.

- **GENERAL**
  - Communicate throughout season with Director of Soccer, coach, team, and parents regarding Practices, Tournaments, League Games, Friendly Games, or Scheduling Changes
  - Communicate throughout season with Club Registrar regarding any changes in Roster or Team Formation
  - Communicate throughout season with parents regarding Team Fees adjustments, payments, and other team specific expenses
  - Track cautions and ejections throughout season; submit monthly reports to AYSA via the online system
  - When necessary, remind parents of the Parents' Responsibilities and Code of Conduct
  - Read and understand all tournaments' rules and scoring systems (they sometimes differ). Be prepared to consult with tournament officials, coach, and parents regarding team scoring, standing, and advancement.
  - Assist with transportation coordination if a player needs help getting to/from games.
  - Encourage parents to identify potential players to recruit and to forward that information to the Director of Soccer and your coach.
- **CLUB REGISTRATION**
  - Provide registration packets for each player and obtain completed forms
  - Forward necessary forms & fees to Club Registrar
  - Provide Team Fees season estimate for each parent and collect deposit
  - Obtain and forward to Club Registrar all complete Kidsafe Forms for each Coach, Team Manager, and Team Volunteer
  - Complete the processing of Player/Coach passes by obtaining picture and signature for each card before laminating them
  - Complete a Team Uniform Order form for your team
  - Remind parents of upcoming Club Fees deadlines if not paid in entirety
- **ALL GAMES (LEAGUE OR TOURNAMENT)**
  - Provide for coach/parents all game times and directions to fields/hotels well in advance; disseminate updates as necessary
  - Have Player Passes and Roster available for the Referee for each game
  - Sit with parents on sidelines unless requested on bench by coach
  - Assist coach with injured players
  - Assure that Referee and Coaches/Managers sign each Game Day Score Sheet
  - Submit all forms for travel, guest players, etc., if necessary prior to games

- LEAGUE GAMES
  - Submit coaches scheduling conflicts as determined by AYSA
    - At the beginning of the season discuss with your coach any scheduling conflicts taking fall/spring breaks and other tournaments into consideration
  - Promote a positive working relationship with other clubs' Team Managers
  - Print Game Day Roster/Score Report from Affinity Website prior to games
  - Report Scores on Affinity Website following games
  - **FAILURE TO PARTICIPATE IN LEAGUE GAMES ELIMINATES YOUR TEAM FROM THE STATE CUP CHAMPIONSHIP TOURNAMENTS. THE CLUB AND THE COACH WILL BE FINED and/or PENALIZED.**
- TOURNAMENTS
  - Submit tournament registrations, fees, and other requested documents in a timely manner
  - Complete and submit to AYSA an Intent to Travel form for any out-of-state games
  - Coordinate hotel reservations for the entire team and coach
  - Attend tournament check-in at each event. Refer to each tournament website for information regarding what materials are necessary for check-in. This usually includes: Player Passes, Birth Certificates, Notarized Medical Release Forms, Copies of your Official AYSA Roster, and Intent to Travel Form (if out of state).
- FINANCES
  - Determine an estimated team budget based on Club Guidelines and submit to parents; make adjustments throughout season as necessary
  - Maintain a team specific checking account
  - Collect team fees payments and maintain a record of those payments
  - Pay coach for his expenses at the last practice prior to travel
- Exceptions for Teams Needing Additional Players through Club Pass System
  - The club pass system allows a player to play on another team within the same club for either a tournament or State League Game. A player must have their own coach's approval before doing so. The request for the player to play on another team must be initiated by the coach of that team, not by parents, players or a team manager to the Director of Soccer. The Director of Soccer will consider the request based on the following guidelines and communicate with the appropriate coach:
  - Under NO circumstances, will a club pass be approved if there is a conflict with a player's assigned team's schedule. Furthermore, a player may not play on another team if that team plays prior to their assigned team in the day.
    1. The Head Coach determines that additional players are needed for a particular game and/or tournament.
    2. The Head Coach makes the request directly to the Director of Soccer
    3. The Director of Soccer will contact the coaches of the other teams in that age group or the younger level age groups.
    4. The two coaches; along with the Director of Soccer, identify potential player(s).
    5. The Head Coach or Team Manager from the players' original team contacts the parents of the potential player(s).
    6. Once the permission of a player's parents has been secured, The Director of Soccer communicates the names of the player to the requesting Head Coach.
    7. The requesting Head Coach notifies his/her team manager the name of the player.

8. The requesting Team Manager will be responsible for
- Obtaining the player card
  - Making sure there's no conflict with jersey #s,
  - Adding the players to the Game Day Roster
  - Giving times, directions, and uniform requirements to the parents
  - Returning the player card to the original teams Manager
- If players are interested in "playing up", the players should communicate that to their coach or have their parent(s) communicate that to the team manager or coach.
  - No player from a younger age group may displace an existing age-appropriate player from the traveling team, regardless of the relative skill levels of the two players. In other words, all age-appropriate players who wish to be on the traveling team must be accommodated before any younger players can be added.
  - No player can be recruited from a younger age group if the younger-age team would be negatively impacted by losing that player for the time commitment required.
  - Coaches must not use this exception as an excuse for not actively recruiting age-appropriate players to fill their teams' rosters.

# CLUB AND TEAM FEES

Two sets of fees must be paid to Capital City Streaks. Fees are paid independently of one another. Scholarships are available to qualifying participants to cover Club Fees. Scholarship applications are to be submitted directly to the Director of Soccer. Team fees can be offset by holding a YMCA-approved fundraiser, finding a team sponsor, etc.

- CLUB FEES
  - Payable to YMCA Soccer to secure a player's participation in the program
  - Due at registration although specific arrangements can be made with the YMCA for payment installments
  - These fees cover coaches' salaries, field maintenance, lights, registration, administration and communication expenses, State Association dues per player, etc... essentially all of the club-wide expenses.
  - Currently fees are set as follows:
    - Fall Season (2009)
      - U10 & under                    \$250 members / \$450 non-members
      - U11 & U12                        \$400 members / \$550 non-members
      - U13 & above                    \$470 members / \$670 non-members
    - Spring Season (2010)
      - ALL PLAYERS                    \$250 members / \$450 non-members
- TEAM FEES
  - Determined by you as manager, based on your individual team schedule, dependant upon number of players on your team, and payable to your team account
  - These fees cover AYSA team fees (bond, administration, permission to travel, etc.), referee fees for league games and friendly matches, tournament entry fees, and your coach's travel expenses.
- CALCULATING COACHES' EXPENSES
  - Coach's fees are based on the established travel schedule
    - Mileage - \$ 0.45 per mile calculated using computer mapping program to the first playing field from the Indoor Center (300 Brown Springs Road, Montgomery, AL 36117) and back.
    - Meals - \$10 per meal based on how many meals will be required during travel
    - Hotels – Though it is sometimes necessary to estimate hotel expenses for your budget (use \$125/night), the reimbursement to the coach must be the true cost (lodging total plus tax). It is recommended that the manager pay for the hotel room directly from the team account rather than reimbursing the coach. Any credit/debit card can normally be used upon check-in (by the coach if arriving before you) to secure the stay. Then you, as manager, can change the payment method for that room to the team's card when you arrive

# HELPFUL LINKS

If you don't know the answer to something... ASK!

Below is a list of helpful resources to assist you in finding the information you may need.

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Montgomery YMCA Capital City Streaks Website

[www.capitalcitystreaks.org](http://www.capitalcitystreaks.org)

Affinity-Team/Player Registration Website

[www.al-capitalcity.affinitysoccer.com](http://www.al-capitalcity.affinitysoccer.com)

Alabama Youth Soccer Association

[www.alabamayouthsoccer.org](http://www.alabamayouthsoccer.org)

US Youth Soccer Association

[www.usyouthsoccer.org](http://www.usyouthsoccer.org)

Soccer In College

[www.soccerincollege.com](http://www.soccerincollege.com)

Got Soccer

[www.gotsoccer.com](http://www.gotsoccer.com)