Madisonville United

Manager's Guide

July 2023

Pick Your Topic

Hello new Madisonville United Team Manager! Thank you for volunteering to help the team, the coach, and our club. Working together, we can provide a great soccer experience for our children. This document is designed to be a guide for you, helping you accomplish your tasks as you go through the season. Please be familiar with what's here, and refer back to it as needed.

The Team Manager's Role

Big picture, this is what you will do:

1. **Help the Coach Organize the Team.**

    a. Work together with the coach to complete documents/paperwork, schedule games, and prepare the team for game day.

2. **Serve as a Line of Communication**

    a. Between the Coach and Team Parents
    b. Between the Club and Team Parents

3. **Recruit & Organize other Parent Volunteers.**

    a. Some examples:
        i. Treasurer
        ii. Tent/Bench Crew
        iii. Travel Coordinator
        iv. Social Coordinator

Pre-Season Tasks

Pre-season meeting

Once the team is formed the Head Coach will schedule a team meeting. This pre-season team meeting will allow the Head Coach to meet the team and parents, provide the goals and plans for the season and also to collect important information from each player to get the team ready.

Prior to the team meeting:

1. Meet with the coach and understand what plans they have for the season. a. Discuss who and how the different tasks listed in this guide would be covered. b. Discuss the big-picture schedule, league participation (LCSL, etc.), potential tournaments, and deadlines for participation in those events (LCSL available game days, Tournament registration dates, etc.).

2. Email the team with meeting details and also copies of the forms that will be collected at the meeting (Parent Code of Conduct, Medical Consent Form, etc.).

During the meeting:

1. Collect jersey number requests. (Or coach can choose to assign)
2. Discuss uniform ordering process. Players will go into Third Coast Soccer on scheduled date to fit and buy game day and practice uniforms.
3. Collect completed forms (Parent Code of Conduct, Medical Consent Form, etc.). 4. Take player's pictures for Player ID Cards (if players are present). Pictures should be driver's license style (player's head facing the camera, full face in view, with a solid white background, shoulders up).
5. Discuss team funding. Ask for parents to find corporate sponsors additional funding can be raised through fundraising or parent payments.
6. Collect preferred emails for Team Snap enrollment.

Get Access to Team Accounts

Team Snap

Team Snap is used by many teams as the preferred method to communicate with families as well as list schedules for practices, games and other events. It is also a tool to allow families to interact and talk with each other through team chat. Obtain manager access to your team's Team Snap account. Through manager access, you will create the team roster and provide access to the Team Snap page to other parents using their preferred email. You will also be able to add games, practices, and tournaments to the schedule.

GotSport Team/Manager Account

The club director will set up this account and give you the login information. This account will give you access to your team as a Manager.

Login here, choose the Team login option.

Use this account to:

- Update team roster with player's pictures and jersey numbers.
- Print Player Passes, Rosters, and LCSL Game Cards
- Enter LCSL scheduled games and reschedules
- LCSL Chat with Opposing Teams (On the Record)
- LCSL Post-Game Reporting (Scores and Misconduct)

Under your Manager profile to complete:

- LSA Risk Management (Background Check)

- CDC Heads Up Concussion Training

- Safe Sport

SINC Account

Soccer in College (SINC) is used for tournaments. Use to find, register, pay, and check-in only. Login here.

- **Use a Personal Account** (linked to Team as Staff)

  - Register for Tournaments

  - Complete online check in and submit tournament fees.

Build a Binder

Use a binder to organize all of the documents you need to bring to the field on game day. This includes:

- Rosters. Printed from gotsport or SINC sports (for some tournaments).
- Player Passes. Printed from gotsport. Must be individually laminated and put in alphabetical order on a key ring. (ALso keep a printed or PDF copy of player

passes, this will be used for online check in for tournaments)
- Completed and signed Medical Release Forms
- Ref Fees. Refs have to split money at the field and usually can't make change, so ensure you have the exact amount owed to each ref. If your team is paying half the ref fees, this usually breaks down into ½ of the Center Refs fee, and 1 full Assistant Ref fee.

Team Finances

Each team must raise money or collect team fees to cover the costs of tournament fees, referee fees, equipment, trainers, etc.

We recommend you recruit a team Treasurer to handle the team finances.

Maintaining Accountability

Madisonville Youth Boosters is a non-profit 501(c)(3) organization, and donations made to the club are generally tax-exempt. Teams have a responsibility to maintain high financial standards of accountability and transparency to protect the integrity of the club and the trust of our donors.

All funds raised by a team are the property of MYB, but designated for use by that team.

Working with Donors

Corporate donation checks must be made payable to Madisonville Youth Boosters. Any money donated to teams under the non-profit umbrella must be deposited into the MYB account following deposit procedures.

Keeping a Budget

Teams must keep a current and accurate budget which lists all income and expenses, forecast and actual. This budget must be available to the Soccer Director, Program Coordinator, and team parents upon request. At the end of the Fall and Spring seasons, the DoC will review each team's budget with the Team Manager and/or Head Coach and submit a copy of each team's budget to the Soccer Treasurer for accounting record keeping.

Here is a link to a Sample Budget.

Deposit Procedure

All donations made to MYB must be forwarded to the Soccer Treasurer for deposit into MYB's account. The treasurer will designate the funds for your team.

1. Complete the MYB Deposit Request.

   Note: There are usually paper copies of this form in stock in the Coquille Soccer box.

2. Place the MYB Funds Request and check(s) in an envelope labeled ATTN: Soccer Treasurer (Joey Quilio)
3. Place the envelope into the Soccer box in the Coquille office.

4. Notify the Soccer Treasurer the deposit is in the box. (joseph.quilio@outlook.com)

You can deposit up to 10 checks using 1 form. For additional checks, use an additional form. In the deposit section of the form, provide a brief description of each check (sponsor name, etc.), then enter each check number and amount.

The Soccer Treasurer will record the deposit in the soccer account (allocating the money for your team) then forward the check to the MYB Treasurer for deposit into MYB's account. The normal processing time is 7 days.

Don't submit deposits directly to the MYB Treasurer. The money won't be allocated for your team.

Check Request Procedure

To request funds, submit a Check Request and proof of purchase (invoice or receipt) to the treasurer (Joey Quilio) via email: joseph.quilio@outlook.com .

In general, for large purchases, checks should be made directly to the vendor of the good or service (e.g. tournament fees).

Requests for personal reimbursement of team expenses must include itemized receipts.

Petty Cash

At the end of the season, if petty cash on hand exceeds $200, that money must be re-deposited into the MYB account.

Scheduling Games

LCSL Games

LCSL games are scheduled by the coaches and managers working with the other coaches and managers in their LCSL bracket. Games must be scheduled within the designated LCSL season dates as posted on the LCSL website under the Important Dates section.

- Contact information for teams in your bracket can be found on the LSCL bracket/schedule pages
- You may message directly with the coach and manager of LCSL teams via the Chat option on the Matches page within GotSport.

Friendlies

To schedule a friendly, you should coordinate directly with the coach or manager of the opposing team.

1. Coordinate with the opponent to determine potential dates and times.
2. If it's a home game at Coquille, check field and ref availability.
3. Coordinate with the opponent to determine referee payout procedures. a. Standard – both teams split the cost of the refs. Ensure the opponent knows the amount they are expected to pay.
   b. One team (usually the home team) may cover the full cost of refs. (You can use this to encourage teams to travel to Coquille and save your team a trip away.)

Coquille Field and Ref Requests

If this is an LCSL game, read the LCSL Scheduling Handbook so you are familiar with the full process.

1. Determine a date(s) that works for you and your opponent.

2. Check the appropriate field schedule to get an idea of what times are available. This will give you a good idea, but is only part of the puzzle because we have to coordinate for referees also.

Link to Field Schedule

3. Email the appropriate field assignor to request a time slot.

9v9 – Karen Munoz > munoz426@yahoo.com

11v11- Eric Fluitt > efluitt@hotmail.com

You Must Include:

- Subject: Team Age / Gender – LCSL-### (e.g. 13UB – LCSL-456) - Copy/paste this info into the email:

LCSL Game Number: (### or indicate Friendly)
Home Team Name: (ex. United 09B)

Away Team Name:

Requested Date:

Requested Time:

4. After coordinating a field, the field assignor will forward the request to the ref assignor.

5. If the ref assignor approves, follow the procedures in the LCSL Scheduling Handbook to schedule the game in GotSport.

6. Confirm your game is on the referee schedule by checking the **Game Officials webpage.** a. If your game isn't listed here, it isn't scheduled.

To schedule and enter scheduled games in GotSport- See complete procedures from LSA - LCSL Game Scheduling Process

While finalizing the schedule, be sure to coordinate with the designated field and ref assignors to ensure field / ref availability before entering the game in GotSport.

Notes:

- Keep in mind the field assignors are working around recreational and other competitive games at the park. Schedule early for the best chance of getting the desired time. We need to have games scheduled at least 10 days out in order to get referees.
- Do your best not to request a change or cancel after referees have been assigned (the Monday prior to the game). Bottom line is there are a lot of moving parts with typically around 30 games per weekend at the park. The games and referee crews are interlocked and referees flow between the different games. Last minute game cancellations throw the schedule off balance and lead to referee cancellations, which means some of our kids don't get the resources they need for their games. Understand that changing your schedule not only affects your team and your opponent, it often affects other teams that are scheduled to play and the referees who have made a commitment to work the game that weekend.
- If you cancel a game the day it is scheduled to be played your team must still pay the referee fees (the refs get paid for showing up). This does not apply to field closures if they occur before the referees show for the game.

Tournaments

Register for tournaments following the specific tournament's registration procedures. Most tournaments are accessible through the Soccer in College website, SINC Sports.

Game Day Procedures

Prior to gameday, print the game card from gotsport LCSL).

1. Provide Game Card and Player Passes to coach or ref (this should be determined between you and coach)

2. Pay Refs

    - LCSL games - refs are paid cash at the field by team managers prior to the game. Each team pays 1/2 of the total referee fees. Referees typically don't have change, so bring exact change. We recommend having an envelope with payment for 1 AR, and a separate envelope with 1/2 the payment for the center referee.

    - Friendlies are typically handled the same way as LCSL, but other arrangements may be made by the teams, such as each team paying at their home field on a home and away series.

3. Once refs arrive for a game, they should get paid. Even if that game gets cancelled before starting (e.g. weather).
    - If it is a home game and the referees haven't arrived before the game

starts, text the referee assignor (Mark Lewis) to let him know – 985-869-
4424
    - LCSL – refs arrive 20 minutes prior.
    - Academy/Rec – refs arrive 10 minutes prior.

4. Post Game Reporting for LCSL games – Retrieve the game card from the referee and if it is a home game report (to gotsport the score and any misconduct as listed on the game card following the instructions on the game card. It's best to do this before leaving the field. LSA can fine us if the game result and misconduct aren't reported within 48 hours.

    - Game Reporting Instructions: LCSL Manager's Notebook Page 10

5. LCSL Cancelled Game Procedure

Adding a New Player

When a new player is added to the roster mid-season. Please be sure to:

- Ensure player has registered and paid needed registration fees through Coquille
- Communicate with the Soccer director to have the player added to the GotSport roster. Be sure to print an updated roster for game day binder.
- Create a Player ID. Laminate and add new card to IDs presented to refs on game days.
- Collect completed Medical Release Form
- Instruct player to go to Third Coast for game day and training uniforms.

Maintaining a First Aid Kit

- What to include
    - Maybe: https://coachingamericansoccer.com/administration/first-aid-kit-for-soccer/
- Maybe: https://www.gingersport.com.au/make-a-simple-first-aid-kit-for-the-soccer field/
- Maybe: https://smile.amazon.com/Be-Smart-Get-Prepared-73-Piece/dp/B075WVMDTV/ref=sr_1_5?crid=2YO39RCAU5K0O&keywords=sport+first+aid+kit&qid=1564021666&s=gateway&sprefix=sport+first+%2Caps%2C147&sr=8-5