

# **NORCROSS SOCCER ACADEMY**



## **TEAM MANAGERS' HANDBOOK**

2011-2012

# TELEPHONE & CONTACT INFORMATION

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# TEAM MANAGER'S JOB

This document contains a list of duties that are typically performed by the Team Manager. Each coach has a different style and may want to do some duties himself/herself. Discuss these duties with the coach so that you are both clear about who does what and when.

## Key Duties:

- make sure the season runs smoothly
- communicate with the coach and families weekly
- handle official business, including all paperwork connected with registering the team, weekly game cards and tournament applications
- make sure all documentation and supplies are at games
- report scores to the scorekeeper
- collect and disburse funds
- make sure all players have uniforms, schedules, updates and current information
- plan tournaments to include those requiring NSA club participation
- attend meetings for managers
- Update team results on appropriate websites (Soccer In College, GOT Soccer)

## Pre-Season:

### Organize Official Team Paperwork

Organize your official paperwork into a notebook. This notebook should include, at the minimum, the following items:

**Official Team Roster** - you will receive this official roster at the Team Managers' meeting. You will need copies of this for tournaments.

**Player Passes** - These ID cards will be furnished to you along with the official team roster. Have each player sign the back of his/her pass and upload a small photo into the affinity system. Player passes must be laminated. You may want to place the passes on a key ring. Include an identification card (business card, etc.) so that if the passes are lost they can be returned. Some teams create a color-copied set of duplicate passes to use in an emergency or, in the case of teams with more than one Team Manager, each can have a set. Player passes must be presented to the referee before each game. If a player does not have a pass, he/she **cannot** play.

**Schedule** - your information, with opposing teams' contact information, is posted on the GYSA-Sports Affinity website: <http://www.gs-norcross.sportsaffinity.com/reg/index.asp> Log in using your registration user name. A link will also be on the NSA website under Programs & More, Schedules, and Game Schedules-Select. For Junior Select teams, this information will be posted on the NSA website in the same place.

## Player Paperwork:

**Copy of birth certificate** - copies of birth certificates and passports are accepted, baptismal records or hospital certificates are not. You will use these mainly at tournament check-in, but they may be requested during a regular season game if there is any question about a player's age.

**Medical Release Form** - You must have one for each player. Parents may download the form from the NSA website under NSA Reference, then Coaches Corner, then Documents & Forms. The form must be notarized and current (these are good for one year). Make sure that you and the coach are aware of any player's health problems. Ideally, a copy should be given to the coach if the team notebook will not be at all practices.

## **Hold a Team Meeting with Coach, Parents and Players**

Discuss all of the above, the team budget for the season, and the following:

**Team Jobs** - Get parents involved! Jobs can be delegated; let others contribute to the team:

Site coordinator for the Norcross Nike Cup

Website/team reporter

Tournament and Travel coordinator

Team treasurer

Team photographer

Uniform coordinator

Team Statistician including updates to websites like Soccer In College

## **Game Day and after the Game:**

Classic and Athena teams will need to log into the Affinity system and print the line-up for each game no more than 4 days prior to the game.

Provide line-up and player passes to referee (unless the coach wishes to do this).

Have the team notebook handy in case birth certificates or medical forms are needed.

Retrieve player passes and line up from referee after the game is completed.

Reporting scores for Athena and Classic teams only - After each game the score must be reported on the GYSA-ADG website. See "Instructions on posting scores to new scheduling system" on the Documents-Registration Related page of GYSA: <http://www.gasoccer.org/org/orgdocs.asp?o=672&wzb=1&ccatid=174533>. GYSA advises to retain ALL documentation from each of your games. In the event of a contested or differing report from both teams, game documentation will most likely be required to verify the information needed.

Emergencies/Injuries - It goes without saying that if a player is seriously injured, someone should call 911. The coach must fill out the Coach Report of Incident/Injury found on our website under Coaches Corner - Documents & Forms. Send or fax report to GYSA, with a copy to the NSA office.

## **Updating Ranking Websites (Soccer In College and GOT Soccer)**

Most tournaments use either or both Soccer In College ([www.soccerincollege.com](http://www.soccerincollege.com)) and GOT Soccer ([www.gotsport.com](http://www.gotsport.com)) to determine acceptance into the tournament and then placement once accepted. It is important to ensure that you keep ~~the~~ both websites updated with your team results (including both tournaments and regular season play). Soccer In College is easy to navigate and does require that you enter your results (make sure when you do this, however, that you are entering the proper opponent; often teams at a club will have very similar names with a different color to indicate level). Soccer In College has a mathematical equation that they use to rank teams based on the results you enter. GOT Soccer is a bit different and while you can enter results from any tournament and season play, they will only use results from tournaments that they sponsor to determine your ranking, so the results will sometimes seem a bit off. However, they handle some of the bigger tournaments (Disney, for example) so it's important to update all of your results here as well.

This is a great job for someone on the team who wants to help, doesn't have a lot of time and enjoys using the computer.

If you need assistance with this process, please contact Anne Johnson ([nsatms@gmail.com](mailto:nsatms@gmail.com)) or 770-309-0786.

## **If You Have a Problem with a Parent or Player**

Approach the coach of the team FIRST – it is NOT your job to mediate or get in the middle of anything!

Contact Technical Director if it cannot be resolved.

Contact Executive Director if you do not get an answer.

## After the Season

Between the Fall and Spring seasons, keep in touch with your team. You will be the contact person for your team regarding any information for the Spring season. This will include advising the Registrar as to who will and won't be playing and submitting a Team Declaration with requested days off or preferred game times.

After the Spring season, you may be asked to help out at tryouts. This should only include helping with paperwork or answering general information questions. This does not include helping the coach select the team!

After tryouts and you have either volunteered (or been coerced!) to be the Team Manager, you will be the main contact for parents and the coach. You should remind parents of Signing Day deadlines and procedures. This helps in organizing the registration paperwork that comes in. Follow up with the Registrar to make sure that registration is complete for your team. Please note that if a player's fees have not been paid, the player's pass will not be released to you.

## FREQUENTLY ASKED QUESTIONS

### Where can I find information about tournaments?

The Coach will be advised by the ED which tournaments to attend.

Visit the GSSA website, [www.gasoccer.org](http://www.gasoccer.org), to find a list of tournaments both in-state and out-of-state. Visit the US Youth Soccer Association website, [www.usysa.org](http://www.usysa.org), for a more complete list of out-of-state tournaments.

Get a copy of the periodical, Soccer America.

If you know the name of the tournament from your coach, Google it to find the tournament website.

### How do I add a player to my team?

All of the necessary paperwork and fees must be provided to the NSA Registrar/ Office Manager. This must be submitted by **Wednesday at 12 noon** in order to have a player registered for the following weekend. It is the Team Manager's responsibility to pick up the Player Pass and new roster at the NSA Office (or to designate another individual).

### How do I release a player from my team?

Have the parent of the player to be released complete and *sign* a Player Release Form (this form, as well as others, can be found on the NSA website under Coaches Corner – Documents & Forms). There are three reasons that a player can be involuntarily released:

1. The player has violated rules of the US Soccer Federation or the US Youth Soccer Association or the National State Association Member (GYSA) through whom the player is registered.
2. The player has moved beyond a reasonable travel distance. Determination of what constitutes reasonable travel distance is subject to definition by the National State Association (GYSA).
3. The player is injured in such a manner that the player will not be able to participate for the remainder of the season.

If a player wants to leave and it is not for one of the reasons listed above, they must pay fees in full (including training fees for the season). This is a GYSA rule.

These forms are required as well if a player decides not to play the Spring season. Once the form has been completed, provide it to the Registrar and Executive Director for approval.

## How does a player receive a scholarship from NSA and what is covered?

NSA has a limited Scholarship fund that is available on a need-only basis. A Scholarship Application should be completed by the player's parent and coach. This application can be requested from the NSA Office and should be submitted with registration. Depending on the money that is available, all or a portion of the registration fees may be covered. Out-of-County, uniform, late fees and training fees are not covered by the this program.

## How do I transfer a player to or from my team?

First of all, make sure you are aware of recruiting rules and *do not* break them! (See GYSA's Rules & Regulations #330 - Recruitment for Select Program. This document is found at [www.gasoccer.org](http://www.gasoccer.org) under GYSA, Documents.)

Once it has been established that a player will transfer, please provide the following to the Registrar (all transfers onto an NSA team will require a \$10 fee-check made payable to NSA):

Player Transfer Request (Form 100 may be found on the NSA website) Please have the top portion of the form completed along with parent signature and coach's signature.

## How do I Prepare a Team Roster, Calendar and Budget?

### Team roster should include:

Players' names and addresses (you may want to include jersey numbers)  
Parents' names, addresses, e-mail addresses  
All phone numbers - home, work, cell, and fax

### Handout should include:

Coaches and Team Manager's contact information  
Club contact information including phone numbers and website, etc.  
Field status/weather hotline number and instructions  
Team Calendar - try to get as much on the calendar as you can so that players and parents have time to arrange their schedules.  
Budget - this is for expenses that your team will incur that are not covered by the registration fee. Some teams set up a separate bank account; some do not. It is very important to be able to give an accounting of the team funds at any given time. Please be aware of the following payment policy for coaches during tournaments.

## Tournaments

### Out-of-Town Tournaments

- If a tournament is out of state, you must submit an e-travel document. Please download the "Instructions for Filing Notification of Travel on the Affinity System" on the Documents-Registration Related page of GYSA: <http://www.gasoccer.org/org/orgdocs.asp?o=672&wzb=1&ccatid=174533>
- **COACH EXPENSES:** Room expense including tax is reimbursed based on one night for each day of the duration of tournament. The Coach is not reimbursed for personal phone calls, room service, and all personal expenses, such as laundry, in-room movies, etc.
- Transportation reimbursement is based on one of the following:
- Automobile - If the Coach drives own car, the team will reimburse Coach \$.55 per mile round trip to and from tournament city.
- Airplane - If the Coach flies with the team, the team will reimburse the Coach for the actual

airline ticket cost. If team drives and Coach decides to fly, only standard car allowance is reimbursed.

- Bus Transportation - If a bus is rented and Coach accompanies team on the bus, the Coach is not reimbursed for any transportation expenses.
- Ride with Parent - If a Coach accompanies team and rides with a parent, the Coach is not reimbursed for any transportation expenses.
- Food allowance of \$35 is given to coach for each 24 hour period during tournament.

#### **In-Town Tournaments**

- No hotel or travel expense reimbursements.
- Food - teams may choose to give the Coach up to \$35 for each 24 hour period during the tournament.
- **Shared Costs for Teams Whose Coach Coaches More Than One Team In Tournament**  
Teams share/split the Coach's expenses for room, transportation and meals. The team managers for each team should outline, discuss and agree upon these shared costs before going to the tournament.

**Guest Players** - Rostered players should pay their share of tournament expenses, even if they cannot participate. Guest players should not pay. *You must get permission from a guest player's coach before inviting him/her to a tournament or indoor soccer team/game. Failure to do so could result in GYSA recruiting violations.*

#### **How do I reschedule a game?**

##### **CANCELLATIONS:**

- Requests to **CANCEL** games (non-weather related games) **MUST BE** received via email [game.scheduler@nsafury.org](mailto:game.scheduler@nsafury.org) 72 hours prior to scheduled game.
- Requests for game cancellations and/or game reschedules must be emailed to [game.scheduler@nsafury.org](mailto:game.scheduler@nsafury.org).

***If any team, be it an NSA team or a visiting team, cancels too late or doesn't show for a game (for any reason) after the cancellation deadline, the team that canceled or did not show must pre-pay NSA the costs of the referees in order for the game to be rescheduled by the NSA Scheduler.***

## **RESCHEDULE GUIDELINES:**

### **– HOME GAMES:**

- Requests to **RESCHEDULE MUST BE** received **7 days prior (except weather-related reschedules)** to the originally-scheduled game. A reschedule request does **not** guarantee a reschedule date.
- **ALL RESCHEDULE REQUESTS MUST INCLUDE:**
  1. Team Name and age level (ex. U-12, Fury Gold)
  2. Coach Name, Coach phone #, Coach email address
  3. Team Manager name, phone #, and email address
  4. Top 3 choices for reschedule dates and times (please be specific).

5. The date, time, field # and opponent of the cancelled game.

- Games are not considered rescheduled until you receive email confirmation.
- Any Referee fees owed must be paid to NSA Office prior to games being rescheduled.
- Due to heavy practice schedules, non-weather related weekday reschedules **may not** be possible.

#### – AWAY GAMES:

You must contact the opposing team manager and follow the procedures outlined by GYSA in the “Instructions for Requesting a Reschedule on new scheduling system” on the GYSA website under Documents-Registration Related at <http://www.gasoccer.org/org/orgdocs.asp?o=672&wzb=1&ccatid=174533>.

**When an away team asks NSA to accommodate them and schedule or reschedule a game at our fields, and the said game was supposed to be played at their fields, the away team must pre-pay NSA the cost of our referees for the game, before our Scheduler will release the game to our Referee Assignor.**

### What do I call the team when registering for tournaments?

All Select teams will be referred to using a standard approach that is in line with the method used by the Olympic Development Program, namely: the last two digits of the cut-off year for the age group followed by “Norcross Fury,” followed by the color designation. In other words, the year is the birth year of the younger players on the team, excluding play-ups. For example:

**“99 Norcross Fury Premier (Gold, Blue, White, etc.)”**  
refers to the U13 Premier boys’ and girls’ teams.

Please use initial caps only when listing the team; do not use all caps. If a system does not allow the year first (e.g., Soccer in College), place the year before the color (e.g., “Norcross Fury 91 Gold”).

### Other Items

The log into the GYSA-ADG website, go to <http://www.gs-norcross.sportsaffinity.com/reg/index.asp>. Save as a favorite. Use the username and password used to register your child/children. As a Team Manager, you have additional access to team functions from your profile.

Download a copy of GYSA's Rules & Regulations (www.gasoccer.org, under GYSA and then Documents) and become familiar with them. Keep a copy with your notebook.

You must have Notification of Travel if you are attending an out-of-state tournament. See instructions on GYSA, Documents-Registration Related at <http://www.gasoccer.org/org/orgdocs.asp?o=672&wzb=1&ccatid=174533>

An Interstate Permission Form is required for any player who lives outside of Georgia but plays for a GYSA-affiliated team.

Purchase a First Aid kit with team funds and have it available on the sidelines if needed.

Know where the local hospitals are in case of an emergency. You may need to tell someone from the opposing team.

Please abide by deadlines. The deadlines are usually based on GYSA deadlines, and NSA must have at least a few days' work time.

Contact [Tony Annan](#) or the NSA Office with any questions you may have. If we don't know the answer, we will

do our best to find out who does!

Do not get involved in coaching - your job is to help with administration of the team

Do not feel like you have to do it all yourself – let others help.

You are not the team babysitter - however, never leave a player alone at the field

You are not the team banker – everyone should pay their fair share and on time

Keep confidential information confidential.

You are not coach, referee, assistant referee, registrar, or executive director of coaching – forward any concerns from parents to the appropriate person.

## **IMPORTANT DATES**

Junior Norcross Nike Cup

August 13 & 14, 2011

Norcross Nike Cup

December 3 & 4, 2011