

Pleasanton RAGE Team Manager Handbook and Guidelines 2018



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The Team Manager is a vital position on the team. The Manager, along with the Coach interacts with the league and outside organizations, such as opposing managers and coaches and league representatives.

QUALITIES OF A TEAM MANAGER:

- 1. Organization skills
- 2. Communication skills, both verbally and electronically
- 3. Detail oriented
- 4. Responsible
- 5. Works well with coach, parents, and players
- 6. Proficient with email and internet

JOB DESCRIPTION:

- Team Roster/Contact List: Organize, collect and maintain accurate player information for team roster. Team roster should include player name, birthdate, jersey number, address, cell phone numbers, and volunteer responsibility for each player/family.
- 2. <u>Team Binder</u>: Collect documents and maintain binder with player paperwork which is required at each game/tournament. Binder shall include:
 - a. Player/Coach/Trainer cards on a ring
 - b. Original, signed U.S. Club Player Registration/Medical Release Form for every player
 - c. US Club Insurance Form (Club Administrator will send this to you)
 - d. US Club Team Roster
- 3. <u>Team Records</u>: Keep copies of game cards, tournament results for all tournaments for entire season, and league standings, *see below*. [This information must be kept and passed on with the team the next season]. Also, player cards should <u>not</u> be destroyed until the card expires.
- 4. TeamSnap: Timely communication with the team is vital. TeamSnap is your tool for all communication and posting of information. Contact information must be up-to-date and accurate on this site. Include coach(es), parents, and players, if of appropriate age.
- 5. Input, update and maintain team information in the playing league website/database with important team roster and game results information (i.e., GotSoccer or NorCal Premier).
- 6. Communicate information from coach to players/parents.
- 7. Handle NON-soccer related concerns that are not coach related issues.
- 8. Oversee and delegate team volunteer job assignments. See Attachment A, page 5, for a description of team volunteer job assignments.

 Link to Team Volunteer Jobs Template
- 9. Work with Team Treasurer to ensure that all team dues are collected from parents. Team dues cover tournament fees and coach's travel expenses, social events, TeamSnap, team bench, and other miscellaneous expenses for the team.
- 10. Represent the team or delegate a representative to attend any RAGE College Showcase tournament meetings.
- 11. Team Managers are not Coaches and have no coaching duties.

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12. The Coach is responsible for the team building/team "chemistry." Team functions are decided upon by the Coach. The Manager and other parent volunteers on the team should help execute whatever the Coach decides.

13. Tournament Registration Specific Responsibilities:

- a. Coach, with help from Age Group Head Coach, will determine which tournaments the team will participate in during season. Once you know tournaments, add them to the TeamSnap calendar as place holders so families can plan and Coach can track availability.
- b. Complete and submit all necessary paperwork or on-line application on behalf of team for desired tournament, including State Cup application. Each tournament has a different website where application, fees, and an address to send the payment can be found. Manager should coordinate with the Treasurer to ensure fees are paid or to get reimbursed for paying fees upfront (credit card).
- c. Manager will get notification from the Tournament Director that team has been accepted. You can also check GotSoccer to see if team has been accepted. Once accepted, be sure and build your tournament roster in GotSoccer. Once game times and locations are set, the schedule link will be activated in GotSoccer and you can add them to the TeamSnap schedule.
- d. Prior to any tournament, confirm you have player cards and Registration/Medical Forms for every player participating in the tournament. Both are required for player participation.
- e. Manager or another responsible parent on the team is responsible for checking in the team 1 hour before game time at a tournament. Tournament check-in may occur the night before the start of tournament games, but may also be at the HQ the morning of the first game. Tournament Directors will let you know. Always bring your team binder. Player cards and medical releases will be reviewed. Typically managers do not need to print out game cards for tournaments.
- f. Delegate or arrange team hotel and restaurant for team dinners for out-of-town tournaments. RAGE prefers that all members of team stay in the same hotel when traveling. RAGE Club may determine which hotel chain will be used. Blocks of rooms can be reserved. Book early and please be mindful of cost.
- g. AFTER the conclusion of a tournament, print out the final standings of the team and keep with your team records. Team will need this information the following year when applying to tournaments. Manager should make this information available to the Coach/Manager who takes over the team the following season.
- h. If required by a tournament, travel paperwork may need to be completed for team. Most tournaments in California accept US Club player cards; therefore, travel paperwork not required. Tournament website should indicate exactly what they need, if not, contact tournament coordinator.

14. League Game Specific Responsibilities:

a. Verify that you have player cards and U.S. Club Registration/Medical forms for every player participating in game. If no player card, player cannot play!

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- b. Print game card from playing league website. Also verify that all participating players are on the roster. Pursuant to league rules, bring game card to game.
- c. Manager is usually responsible for bringing player cards and game cards to games to be given to referee prior to start of game; however, confirm with Coach. Manager should also bring the team binder, with Registration/Medical forms for each player to every game, in the event of an emergency.
- d. Input final score of game in the league website and also maintain signed gam cards for all home games. See playing league instructions on how to handle game cards.
- e. AFTER the season ends, print out the final standings of the team within their league. This information is required by the team the following season when applying for tournaments and possibly for league situations. Keep this information in the team records and give it to the Coach/Manager who takes over the team the following season.

TEAM LIAISON – COMMUNICATION BETWEEN TEAM, COACH, PARENTS, AND CLUB:

A Team Manager is a conduit for communication between the Club, Coach and team parents. Establishing a good communication link between the Coach and parents/players is vital for a smooth season. Parents/players on the team must be advised of schedules, game/field locations, upcoming events, changes, cancelations, and/or tournament issues well in advance of the scheduled event. TeamSnap is the tool that all Team Managers use https://www.teamsnap.com for the following:

- Rosters
- Schedule/Practices/Games/Scrimmages/Tournaments/Social Events
- Player Availability
- Communications: Emails/Posts/Alerts/Live Game Updates
- If necessary, TeamSnap Access and Coordination with Team Manager of Coach's 2nd team

There is a yearly fee of ~\$60 for TeamSnap. The Club Bookkeeper will request payment from the team for this cost. TeamSnap is your primary way of communicating with the team, so it's important to have accurate contact information for each family. You will do the initial set up of the site; each parent contact will accept the invitation you send to join the team's site. They can modify the notifications they receive once they join and they can invite other family members as necessary.

As a Team Manager, avoid getting involved in soccer related issues between the Coach and a player. The Coach is expected to handle all of these details and communications directly.

Any email message sent to you from the Club, please pass along "as is," do not reword. This minimizes situations of "shooting the messenger."

Team Managers are required to attend any meeting scheduled that needs team representation. In many instances, Team Managers may delegate the task to an equally responsible team representative. Be sure to communicate the information from the meeting back to the entire team.

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TEAM ADMINISTRATION:

PLAYER REGISTRATION FOR PLAYER CARDS:

A player must be registered as a player in the RAGE Club and also through the US Club Soccer Organization. [ECNL teams may have a slightly different approach to these instructions.] Once players are entered into the US Club database, they do <u>not</u> need to be added to the database again. For example, if Suzie had a US Club player card through RAGE in 2010, in 2011, no additional paperwork is required. In most cases, the Club Registrar (or their designee) will let you know what paperwork is required for each player.

The following paperwork is required when a player is first added to the US Club database:

- US Club Registration and Medical Release form. Manager must keep the original parent signed copy of this document. This document must be kept in Team Binder. Go to: usclubsoccer.org, http://www.usclubsoccer.org/main.aspx?sec_id=15&guid=a94ba0c7-5d9c-4757-8904-916b56628ed6, see Form #R002-Youth-Youth Player Registration & Medical Treatment. This document can be kept from one year to the next, as long as player information stays current.
- Copy of player birth certificate (preferably jpg or pdf)
- Picture of player (preferably jpg)

These documents are collected by the RAGE Registrar; however, managers may be asked to help in this process. As soon as the Club Registrar (or their designee) has entered current information into the US Club database, player cards will be requested. After US Club approves the player information, cards will be issued and an email attachment will be emailed to Managers from Club Registrar. Managers should also receive a card for their coach.

- Take the cards, print them out, cut them apart and get them laminated at Office Max or FedEx/Kinkos. Once players and coach cards are laminated, cut to size, and punch a hole in them and put on a ring.
- Highly recommended to make 2 sets of player/coach cards, just in case. Give one set to your Assistant Team Manager.

Important information regarding Player Cards:

- Do NOT destroy player cards after the fall season. US Club player cards are valid through the following July and can be used through early summer if necessary.
- Maintain the pdf file of the player cards in a safe place on your computer in the event that a player card is lost during the season.

Attachment A --- Team Volunteer Job Assignments and Descriptions

Team Volunteer Assignments in addition to Team Manager:

 Treasurer: Collect money from each family for miscellaneous team expenses, make deposits, write reimbursement checks, manage the team bank account (see GP 002-Team Treasurer's Handbook). Team has a separate bank account at First Republic.

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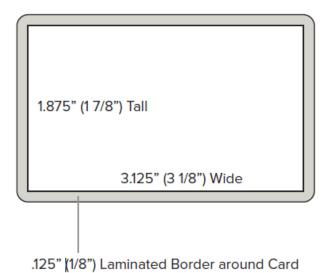
- Assistant Team Manager: Provide support for the Team Manager. May be given access to GotSoccer and TeamSnap and a second set of player cards. Be available to help with team check in at games and tournaments.
- **Tournament Coordinator**: With the help of the Coach and Manager, make hotel and restaurant arrangements when team travels to tournaments.
- **Uniform Coordinator**: Works with Club Uniform Coordinator, Soccer Pro, and team to organize team for uniform fitting; managing uniform ordering site info, arranging embroidery; picking up and handing out uniforms when order is complete.
- **Positive Coaching Alliance (PCA) Representative**: Attend PCA meeting; educate parents and help to maintain best behavior on the sidelines throughout the season. Need a strong personality for this role. Team funds can be used to purchase lollipops.
- College Showcase Tournament Representative: Attend Showcase meetings;
 communicate meeting info to parents; organize parent volunteers for the team's assigned showcase duties.
- **Pick Up Parent**: For younger teams, parent responsible for making sure all players are picked up after practices, OR create a calendar with each family assigned specific weeks of duty.
- Social Coordinator: Work with Coach and manager on organizing multiple team-bonding events and end of season party. Recommend a summer kick-off party and include families so everyone gets to know each other. Team funds can cover pizza, but have families bring other items. ALL team members should be encouraged to come.
- Club Event Representative: Manage and be responsible to get information out to team regarding Parade, Picture Day, Club-wide Social Events, Orange and Gold Gala event donation basket and raffle tix sales; Spring into Action; college/professional/USNT soccer games; Fundraisers, etc....
- **Big Sister/Little Sister Coordinator**: Work with Coordinator from other team to organize bonding events between bigs/littles; Kids against Hunger event, etc.
- First Aid/Ice: Bring First Aid kit and ice to games.
- Shade/Pop Up Tent: Responsible for bringing to games and tournaments. Usually owned by the family who volunteers for this job.
- **Team Bench**: Bring team bench (portable, collapsible 6-seater) to games. If no one has one, team funds may be used to purchase. Bench will stay with the team through the years.
- Photographer/videographer: Take pics/game video and share with team
- **Community Service Coordinator:** Coordinate a couple community service events during the season. Organize team for the Spring into Action Event in April.
- Fundraising Coordinator: Organize fundraising opportunities for the team. Ideas: Poinsettia sales; tamale sales; jewelry sales; See's Candy sales; Jamba Juice card BOGO sales; car magnets; Monday Night Football pool, etc...
- Game Day ECNL field set up/take down vols (need 4): Be prepared to either set up, take down pop ups, tables, cooler w/ice & water, trash, or refill ice, water, Gatorade for home ECNL and NPL games.

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REGISTRATION CARD INFO

Individual Card Size 3.125" x 1.875" (gives 1/8" around card for laminating)

Card Size with lamination 3.375" x 2.125" (same size as a credit card)



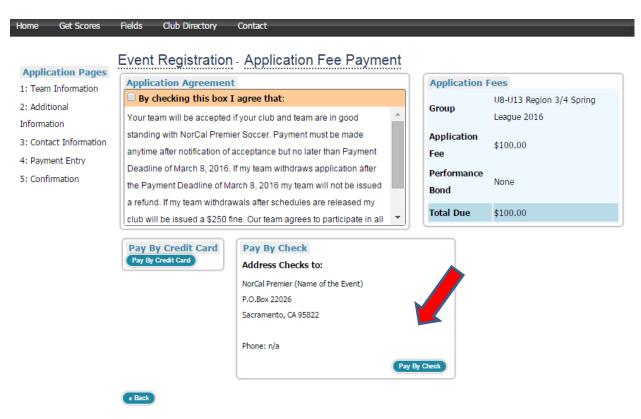
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League Registration

The Team Manger will perform the league registration for the team with NorCal. The Team Administrator will send a link with your team name, user name, and password to start the process. Information you need to collect before you start the league registration process:

- Find out from the Coach what is the preferred division of play
- Your NorCal Club is Pleasanton RAGE
- Your Region: 03
- Is this a true calendar team: Yes
- Date of birth for the oldest player
- Previous fall league standing
- Previous NorCal State Cup standing
- Coach's contact info
- Your contact info

**Important: Click on the Application Agreement in the orange box and select Pay by Check and forward the email to the Director of Operations, Tamie Shadle tamieshadle@pleasantonrage.org. The Club will cut one check for all the teams.



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Generate Team Roster

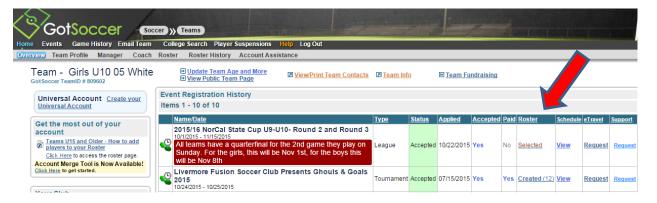
The Team Manger is responsible for generating the roster. The RAGE Team Administrator will feed player information into the KYCK system and then that system populates the GotSoccer site. Be sure to wait until this KYCK feed is done before you generate your rosters. Instructions to log into your team account.

http://www.gotsport.com/Content/directors/upimg/dir5343/team%20login%20instructions.pdf. The team account is where the Team Manager updates contact information and generates the official roster.

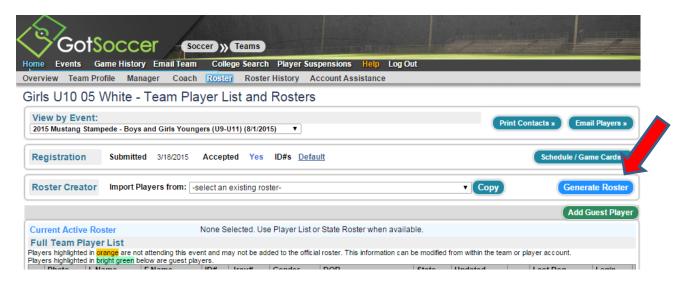
Creating Rosters in GotSoccer

Follow these steps to build your team roster:

- 1. Log into your universal account and select your team account and you will see a list of events for which you are registered
- 2. In the 'Roster' column, click on 'Default' or 'Created' (if 'Created,' skip to Step 4)



3. Click on the BLUE button that says 'Generate Roster' - some or all of your players will populate in the roster

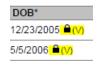


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4. To find the rest of your players, use the RED 'Search Player Registrations' tool. IMPORTANT! Enter ONLY the first three letters in both the first and last name fields to search for the player. Use the exact spelling that appears on the player card.



5. When the player is found, hit the add button by the search tool (not at the bottom of the page) and the player will show with a yellow highlighted 'V' in the DOB column. This means the player data has been validated in KYCK and has transferred to GotSoccer.



6. If the player shows up as 'Primary' when you search, then the add button in the Primary Player List will work.

League / State Cup Qualifier Game Scheduling & Set Up

FIELD REQUESTS

Schedules for fall or spring leagues, State Cup, etc. will be released all at once after registration for that event closes. Managers will schedule games/fields for home games and communicate with opponents about needs for specific times, etc for both home and away games. This communication will happen through GotSoccer.

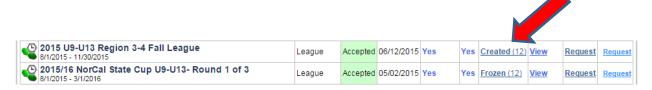
The Team Manger is responsible coordinating the league game scheduling. This is done through GotSoccer. Basically you are the broker between the two coaches to get games scheduled. This may seem simple but there are factors that make this a challenge, field availability, and coaches schedules.

You are not responsible for identifying fields or referees. What you are responsible for is communicating with the Team Manager from the opposing team, the Team Manager of your coach's other team (if applicable) and Hana Hughes (RAGE Scheduler). The communications with the opposing team takes place in GotSoccer under the League/ State Cup Qualifier games via the Chat button and once agreed the game is considered scheduled.

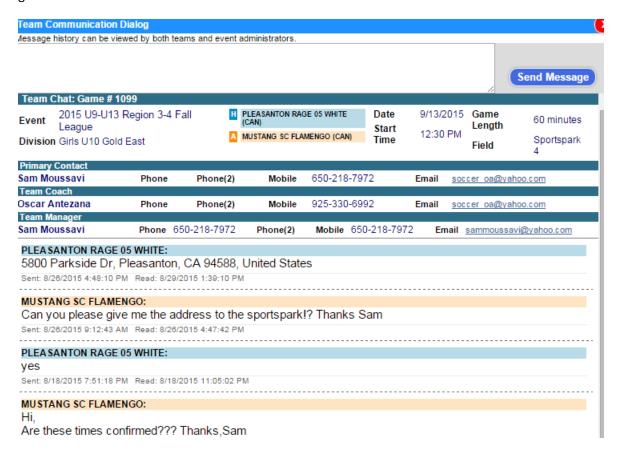
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Away Game Responsibilities

For away games, within GotSoccer you can request a range of game times from the opposing team. For example, if the game is 1.5 hours away, you may request an early afternoon game. The opposing team may make similar requests. You can then add the game to TeamSnap and be sure to add an identifier of the State Cup qualifying games.



** Once the roster is frozen (Fall), only those on the team roster can play in the State Cup qualifier games.



Home Game Responsibilities

You will receive access to a Google Field Scheduling document. If you are not using a Gmail account for your managerial role with RAGE, please be sure to link your email account to a Google account, so that you do not lose access to the scheduling document and need to re-request it.

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We need to limit who is in this document, so please do NOT share your access in any way, including by sharing the link provided. If someone else needs the access, please let Tamie Shadle (tamieshadle@pleasantonrage.org) know who and why just so we are all on the same page.

On the Google spreadsheet, you will complete the initial columns with game info for each game. Team names need to match exactly what is in the schedule you receive from NorCal.

Request Fields

		,		_		
#	Requested GameDate	Requested GameTime	GameAge	HomeTeam (use EXACT listing from league)	AwayTeam (use EXACT listing from league)	Game Description
Game #1643	9/9/17	9:00 AM	U10	Ballistic United SC BUSC Select 2 08	Ballistic United SC BUSC Select 1 08	Fall League
Game # 1653	10/7/17	10:00 AM	U10	Ballistic United SC BUSC Select 2 08	Fremont YSC 08BBP	Fall League
Game # 1663	11/4/17	10:00 AM	U10	Ballistic United SC BUSC Select 2 08	San Ramon FC 08B Black	Fall League
Game # 2618	8/26/17	1:30 PM	U17	Ballistic United SC BUSC 01 Elite 1	TVSC Tri Valley SC 01 Boys Black	Fall League
Game # 2634	9/17/17	10:00 AM	U17	Ballistic United SC BUSC 01 Elite 1	Palo Alto SC 01B White	Fall League
Game # 2643	10/07/2017	1:30 PM	U17	Ballistic United SC BUSC 01 Elite 1	CV/SJEQ 2001B RED III	Fall League
Game # 2648	10/14/2017	10:00 AM	U17	Ballistic United SC BUSC 01 Elite 1	Almaden FC Mercury 01B NPL	Fall League
Game # 712	08/26/2017	12:00 PM	U14	Ballistic United SC BUSC 04 Elite 1	San Pablo United Academia Jr.	Fall League
Game # 721	9/16/2017	12:00 PM	U14	Ballistic United SC BUSC 04 Elite 1	Tottenham Hotspur East Bay Spurs 04 White	Fall League
Game # 738	10/7/2017	12:00 PM	U14	Ballistic United SC BUSC 04 Elite 1	Oakland Select 2004	Fall League
Game # 750	10/14/2017	12:00 PM	U14	Ballistic United SC BUSC 04 Elite 1	Dublin United 04B Premier	Fall League
Game #759	11/04/2017	12:00 PM	U14	Ballistic United SC BUSC 04 Elite 1	LAMORINDA SC LAMORINDA FC 04 White	Fall League

Our scheduler will then complete the other columns with confirmed times and locations.

Field Confirmation

Fall League	8/26/2017	3:00:00 PM	Patelco East	TS-8/4/17	TS-8-11-17	TS-8/4/17
-all League	9/17/2017	11:00:00 AM	Val Vista 1	TS-8/6/17	TS-8/28/17	TS-8/6/17
Fall League	10/7/2017	5:00:00 PM	Patelco West	TS-8/6/17	TS-9/22/17	TS-8/6/17
Fall League	10/14/2017	12:00:00 PM	SportsPark 1	TS-8/6/17	N/A	TS-8/6/17
Fall League	8/26/2017	11:00:00 AM	Patelco East	TS-8/4/17	TS-8-11-17	TS-8/4/17
Fall League	9/16/2017	1:00:00 PM	Val Vista 1	TS-8/7/17	TS-8/28/17	TS-8/7/17
Fall League	10/7/2017	12:00:00 PM	SportsPark 1	TS-8/8/17	TS-9/22/17	TS-8/8/17
Fall League	10/14/2017	12:00:00 PM	SportsPark 3	TS-8/8/17	TS-9/22/17	TS-8/8/17
Fall League	11/4/2017	11:30:00 AM	SportsPark 1	TS-8/8/17	N/A	TS-8/8/17
State Cup	9/10/2017	1:00:00 PM	Val Vista 2	TS-8/6/17	N/A	TS-8/6/17
Fall League	8/26/2017	9:00:00 AM	Patelco East	TS-8/4/17	TS-8-11-17	TS-8/4/17
Fall League	9/16/2017	9:00:00 AM	Val Vista 2	TS-8/7/17	TS-8/28/17	TS-8/7/17
Fall League	10/7/2017	10:00:00 AM	SportsPark 1	TS-8/8/17	TS-9/22/17	TS-8/8/17
-all League	10/14/2017	10:00:00 AM	SportsPark 3	TS-8/8/17	TS-9/22/17	TS-8/8/17

If you do not see updated information in the spreadsheet after 48 hours (weekday hours), please enter a reminder note on the Google sheet. Our scheduler will also update GotSoccer, though that may take an extra day or two.

REQUESTING GAME CHANGES FOR HOME GAMES

When requesting a game change, do NOT add another row to the Google Drive document. Right click on the cell with your game number and add a NOTE (do not delete the game number) that says "Game

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Change Requested." Then scroll to the right past your original request and confirmation until you find the cells for change requests and add those IN THE SAME ROW.

Game # 2648	10/14/2017		10:00 AM	U1/	Ballistic Un
Game # 712	08/26/2017		12:00 PM	U14	Ballistic Un
Game # 721	9/16/2017		12:00 PM	U14	Ballistic Un
Game # 738	10/7/2017		12:00 PM	U14	Ballistic Un
Game # 750	10/14/2017		12:00 PM	U14	Ballistic Un
Game #759	Game Change F	Requested	::00 PM	U14	Ballistic Un
Game # 28			::00 PM	U14	Ballistic Un
GAme #1990			:00 AM	1116	Ballistic Ur
0, 1110 1, 1000	1		.oo Aw	010	
Game #1999			:00 AM		Ballistic Un
				U16	

Print Game Card

For all home games, you as Team Manager, must print and present the Game Card and player cards to the referee before the game starts. This is done though www.GotSoccer.com site.

Go to the www.GotSoccer.com site, click on the User Login in the upper right hand corner. NOTE: If you do not have your team login please reach out to Tamie Shadle (tamieshadle@pleasantonrage.org).



Click on the Events tab.



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The events that are entered will display, click on View in the Schedule column by the desired event.



This will bring up all the games associated with the event selected. These games are typically entered by RAGE for Fall and Spring games, and by tournament resources for tournaments. Find the desired game and click on the Event ID.



This will bring up the game card which can then be printed and brought to the game. Make note of the Event ID, Pin, and Game # located at the top of the game card as you will need this to enter in the score for home games.



Enter Score (Home Games)

Login into GotSoccer.com

A member account login box will display, click on the Scoring Input

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Enter the Event ID and the Pin located on the game card and click on Go



Then enter in the game ID which is on the game card and click Go



You will then be able to enter in the score.



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State Cup

State cup rosters are frozen in the Fall. The Team Manager ensures that the State Cup roster is accurate in the GotSoccer site. See the Section above on how to generate the rosters. State Cup registration is similar to the league registration. Be sure to capture the necessary information before registering to save time during the registration process.

Additional Resources

Following are the resources NorCal has in place to assist you.

• <u>TEAM Admin Manual</u> - PDFs and Videos with step-by-step instructions for creating rosters, scheduling games, etc. http://norcalpremier.com/help/team-admin-handbook/

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