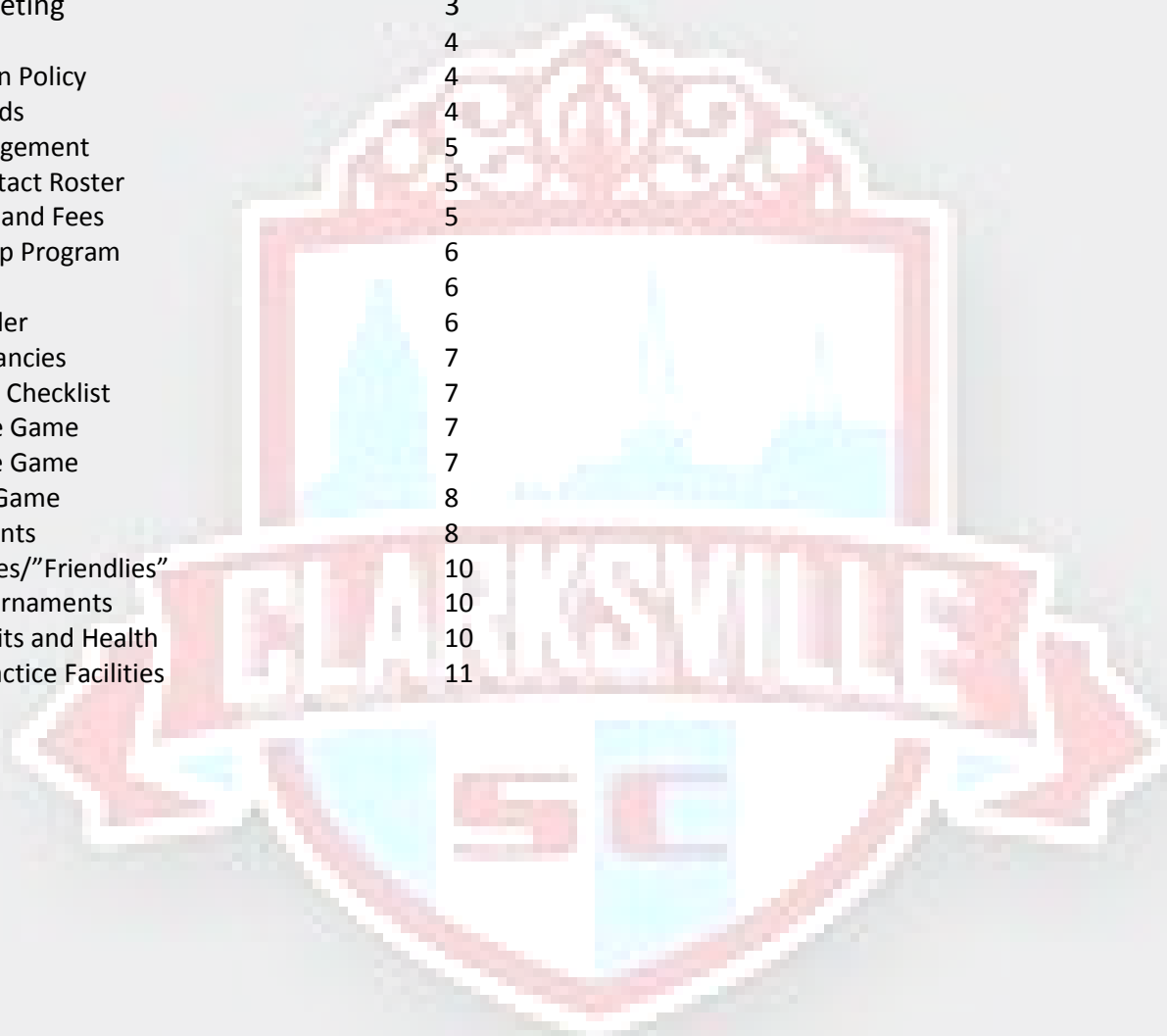


# Team Manager Manual

## *Clarksville Soccer Club*

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# Team Manager Manual

## ***Overview***

Thank you for volunteering to be the Team Manager of a Clarksville Soccer Club team. Although managing a competitive club soccer team requires some work and effort, it can be quite rewarding if organized properly. Vital qualifications for a successful manager include good communication and organization skills. This manual will serve as a guide and can be modified for specific circumstances.

## ***Team Manager Responsibilities***

What a manager is responsible for:

- Serve as the liaison between the coach, parents, players and the Club.
- Serve as primary communicator for the team: policies; fees; practices, scrimmage, and tournament schedules; uniforms; and Clarksville Soccer club news.
- Manage the team finances to include collection of fees, payment of expenses, and maintenance of records of all transactions.
- Keep the pulse of the team and parents by listening and passing concerns on to the coach.
- Maintain all administrative records including player cards, official team rosters, contact rosters, etc.
- Work closely with the Club Registrar to register players for the club and individual tournaments.
- Attend Club Manager Meetings.
- Coordinate with your Coach to schedule games, tournaments, and scrimmages/"friendlies"/classic games.
- Arrange for indoor practice facility in winter months
- Communicate uniform ordering information
- Obtain playing fields and ref assignments for home classic games
- Coordinate travel arrangements for overnight stays (unless team has travel coordinator)
- Coordinate fundraiser if desired (unless team has fundraiser coordinator)
- Organize Parent Meetings
- Prepare and distributes contact info roster with parent information, phone numbers, email address, etc.

What a manager is not responsible for:

- Coaching or coaching decisions: Direct all questions concerning player selection, positions and playing time to the coach. If a parent is not satisfied with the outcome, the next point of contact is the DOC.

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- Providing transportation. Facilitate the parents' coordination for rides by providing contact information, continual introduction of parents to each other, and even general maps of where players live in town. Make it clear to parents that it is not your job to arrange player transportation.
- Scholarship decisions. The manager facilitates the process by providing and collecting appropriate forms and providing them to the board for consideration.

## ***Team Selection***

Players will attend tryouts on the dates as designated by the Club. Once the players for the team have been selected, the next thing to do is meet with the coach. Have the coach provide you with a list of the players so you can compile a team roster. Schedule a team meeting with parents and players to prepare and discuss the expectations for the season.

## ***Team Meeting***

The purpose of the initial team meeting is to enable the parents, players, and coaches to gain a general understanding of how the season will flow.

### **Topics to be covered:**

- Go over objectives and goals of the program and the coach.
- Introduce the coach including experience and background.
- Discuss financial obligations and commitments during the season to include registration fees, coaching fees, tournament fees and other team expenses.
- Cover the scholarship process.
- Distribute handouts such as team roster, schedule of practices, team goals and rules.
- Go over required equipment, uniforms, etc.
- Cover practice times and locations.
- Discuss tournament participation, dates, and locations.
- Recruit team volunteer positions such as treasurer, tournament manager, uniform coordinator, and travel manager.
- Facilitate paperwork for player and administrator registration.
- Collect documentation needed for the team binder such as player photo, birth certificate etc.
- Inform parents about team camp.
- Address questions and concerns from parents.
- Describe expectation that parents will support CSC tournaments volunteer requirements.

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## *Tips*

- Please be willing to listen to parent's complaints and concerns.
- Keep private information provided to you in confidence.
- Encourage parents to become active participants in Clarksville Soccer Club. Don't be afraid to ask them for help!
- Know the policies of Clarksville Soccer Club and be ready to explain them to interested parents. Become familiar with the information on our website: [www.clarksvillesoccerclub.com](http://www.clarksvillesoccerclub.com)
- Handle confrontations one-on-one and not in a public setting.
- Be consistent and fair in your dealings with parents and players.
- Be proactive in communicating what you know and also what you don't know. For important items that you don't know, communicate dates when you expect to learn and share the information. It will save you a lot of questions.
- Maximize the tools available to each team on the club web site to facilitate communication (calendar, posts, videos, and photos). Submit content through the webmaster.
- Communicate regularly with the players and their parents. Communications can be handled via meetings, phone calls, texts, and emails. For U16 teams and older, it's a good idea to email the players as well. Older players may drive themselves to practices; therefore, there is less interaction with parents.

## *Concussion Policy*

- Ensure all parents sign concussion policy acknowledgement. Maintain copies in team binder and submit originals to the club.
- Ensure coach(es) and manager view the CDC video and print certificate. Maintain record of certificates and turn in appropriate copies to the club.
- Maintain records for evaluation, treatment, and return-to-play of all players with suspected concussions, especially a signed medical release to return-to-play.

## *Player Cards*

- Upon completion of all required documentation for players, the Club Registrar will provide a player card for each player.
- Once the Team Manager receives the player cards, a small photo must be attached and a player signature obtained. After this is completed, the cards must be laminated.
- Laminated cards should be hole-punched in the top left-hand corner and placed on a ring.
- The cards must be presented at the time of check-in for all tournaments.
- The Player cards must be brought to each game (tournaments and friendlies) and given to the referee.
- Games will be forfeited without the cards.

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- Coaches' and Managers' cards should be treated in the same manner and attached to the players' ring.

## ***Risk Management***

- Coaches and managers must complete the risk management (background check) protocol on the TSSA site before they can receive a TSSA card.

## ***Team Contact Roster***

A team contact roster should be kept current and up-to-date. The roster should include names, phone numbers, addresses, email addresses, etc. Discuss with parents what information they are comfortable sharing publicly.

## ***Payments and Fees***

A Team Treasurer may be appointed to handle these duties, but ultimately the team's fiscal status is the responsibility of the Team Manager.

- [Registration, training and cub fees are dependent on age group. Method of submission is TBD.](#)
- The cost for each season (fall, winter/indoor, spring), including tournaments, coaching and club fees, and coach's travel fees, should be given to each player prior to the start of each season. Tournament fees are due at the beginning of the season but may be divided into 2 or more payments.
- Tournament fees will depend on the age bracket, number of players on the team, and the individual tournament. Fees are divided by the number of players on the team. Be aware of the maximum number of players that can be taken to a tournament if the total team size may exceed tournament roster size. The figure differs by age group.
- Each player is required to pay for **all** tournaments the team has decided to participate in during the season, even if the player may miss a tournament. Some parents may feel that they should not have to pay for tournaments or events when their child is not able to attend. You will need to explain to them that the fees for such events are fixed and not subject to individual selection and participation. Therefore, all families are expected to pay their portion whether or not their child participates. There may be circumstances in which this rule is waived, such as long-term illness or injury, but that should be a rare exception.
- Coaches are allotted extra money for expenses for away tournaments. This may include gas, hotel, and food. See the Coaches' Expense Guidelines on our website for more information (to be published).
- An expense and payment spreadsheet should be kept current and up-to-date and prepared for semi-annual submission to the Club Treasurer for tax records. [Template is under development.](#)
- Do NOT email the complete financial spreadsheet to all parents; please keep this information as individually private as possible. Provide each player individual accounting statements when needed. This can be done by email.
- Please keep accurate records and handle all money collected in an honorable manner.
- Make timely deposits and payments to tournaments.

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- Players failing to keep their financial obligations current should be brought to the attention of the Coach.

## ***Scholarship Program***

- The Clarksville Soccer Club welcomes all players regardless of economic status.
- Scholarships are available but are of a limited number.
- Players allotted a scholarship are expected to have a higher level of commitment and participation.
- The Board of Directors has the discretion to consider any changes to this policy.
- Families on scholarship are expected to volunteer their time to the Club in proportion to the amount of the scholarship.
- Scholarship amounts will be credited against the player's financial obligation to the Club.
- To be considered for financial assistance, a scholarship application must be completed and submitted. The player's parents will turn the completed forms into the manager who will then give the information to the Board.

## ***Uniforms***

- Uniforms should be ordered at the beginning of the season IAW instructions on the club web site (TBP)
- Note that all numbers are decided by the coach.

## ***Team Binder***

### **Contents:**

- A roster of the player's participating in the tournament. You may need multiple copies.
- A copy of the player's birth certificate
- Player cards
- Player information sheet
- Medical Release Forms
- Rulebooks or rules for that tournament
- Pencil/pen bag
- Phone list and Team Roster
- Schedules and forms (to include concussion evaluation forms)

## ***Team Vacancies***

**Adding a player:** A new player is one not currently registered with TN Soccer as a member of any competitive club team. A new player can be added at any time during the season as long as the team roster has not reached its limit. If the coach

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decides to add a new player, the forms required at player registration need to be completed and submitted to the Club Registrar and Player documents collected for the team binder. Payment of registration fees is due at this time.

**Guest Players:** Guest players may be from other teams in the club or other clubs. Etiquette is that invitations for guest players are extended coach-to-coach, not manager-to-manager. Once proper coordination is made by coaches, the manager will need to coordinate to borrow the player's card, Medical Release Form, birth certificate. It is the Manager's responsibility to ensure that the information is returned to the player's original team. For most tournaments, guest player info is hand-written on the roster below the core players. However, each tournament is different so check tourney rules on guest players. Some tournaments provide a guest player form that must be submitted at time of registration.

## ***Game Day Check List***

### **Bring to all games:**

- Team binder and required forms
- Player Cards
- First Aid Kit
- Extra Water, optional
- Canopy and folding bench, optional

**Recommendations:** Program all player and coach contact information into your cell phone and also program in Key Club officials. You may need these numbers quickly in the event a situation should arise where you need to contact your coach, players, or an official.

**Week of the Game:** Notify your team of the upcoming game date, time, location, and uniforms.

## ***Before the Game***

- Print out 2 copies of the Official Game Roster.
- Cross off any player who will not be participating in the game.
- Give the Game Roster forms and player cards to the referees about 30 minutes prior to game time start.
- Referees will check-in the players and verify player names with player cards and check player equipment.
- If you are the home team, you are required to provide the game ball. Make sure to retrieve the balls following the game.

## ***During the game***

- Per TSSA rules, only licensed coaches are allowed on the bench.
- If a dispute should arise, **ONLY** the Coach or Team Manager should respectfully talk with the referees.
- Keep POSITIVE!



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## *After the Game*

- Get player cards from the referee.
- Referee will fill out all forms with final score, players who scored goals, player or coach who received a penalty card, if applicable and enter their name. Make sure they print clearly.
- Verify all information is completed. If something is missing confirm with Referee and/or other Team manager.
- Initial in the appropriate box (Home or Away) on all forms.
- Keep one copy for your records.
- Proper completion of forms, including signatures, is critical in the event a dispute should arise about the game.

## ***Tournaments***

### **Beginning of the Season:**

- Determine with the coach the number of tournaments your team will play during the season. Tournaments can be found on [http://www.tnsoccer.org/events/tssa\\_sanctioned\\_tournaments/](http://www.tnsoccer.org/events/tssa_sanctioned_tournaments/) (TN) and <https://active.leagueone.com/Olr/Pages/TournamentSanctionDisplay.aspx?ParentOrgId=5> (KY).
- Discuss with your coach prior to the team meeting what tournaments the team will participate in and then present the tournaments at the parent meeting. Ultimately the team as a whole should agree on the tournaments the team plays in.
- Provide an estimated cost per player for each tournament. The fees typically range between \$30-\$50/player per tournament. Team registration fees per tournament range from \$350-\$700 depending on age group, location, and level of play.
- Once the tournament selections are confirmed for the season, begin registering your team prior to the tournament registration deadline.
- Players should pay tournament fees at the beginning of the season so that tournament fees can be covered for registration.

### **45 Days Prior to Tournament Dates:**

- Register the team. This is done through hosting clubs' websites.
- Confirm the last day to register and make the payment. If your team is not registered by the deadline you may be placed on a waiting list.
- Make hotel arrangements for the team, including the coach, if the tournament is a long distance away. Provide this information to the team.
- Complete travel papers if the tournament is outside of Tennessee.

### **3 Weeks Prior to Tournament:**



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- Tournament representative will contact you with confirmation of acceptance and additional information about the tournament.
- Review this information carefully, as it will have detailed instructions on what you will need to bring to the tournament check-in, game schedules, tournament rules, and other pertinent information.

- Obtain travel permits for out-of-state games

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## **1 Week Prior to Tournament:**

- Confirm hotel arrangements, if needed.
- Confirm game schedules and notify the team.
- Send out directions to the field and hotel, if needed.
- Confirm players that will be in attendance and notify registrar.

## **Before Leaving for the Tournament:**

*Team Manager should have the following:*

- Team binder
- Maps to hotels, fields, and check-in locations
- First Aid Kit
- Hotel list
- Know who each player is with- especially if they are carpooling
- If parents are staying with relatives or friends, make sure you have their phone numbers in case you need to get hold of them for game changes or emergencies.
- Loaned or guest players information- player card, medical release form and birth certificate.

## **At the Tournament/ Team Check-In:**

- Check-in is usually held the night before. On occasion they will be one hour prior to game time start, and will require validation of player cards, medical release forms, and birth certificates.
- Verify game schedule and check for any changes.
- Understand the tournament rules.
- Know the point system of the tournament. This will determine if your team will advance depending on how many points your team accumulates and how points tied are handled.

## **After the Tournament:**

- If your team advances to the finals, prepare a write-up about the team and their results and provide a team photo to the Club webmaster so it can be posted on the website.

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- Direct all questions concerning player selection, positions and playing time to the coach.

## ***Friendlies (aka scrimmages, and classic games)***

- Friendlies are non-tournament games with other registered club teams.
- Schedule friendlies with ICW with the team coach and regional managers.
- When hosting a friendly,
  - Schedule fields at the Club Complex on Sale Road through the Club Field Assignor or at Heritage Park through the Clarksville Department of Recreation (931-645-7476)
  - Schedule referees through the local coordinator (Matt Hayes 706-505-4377).
  - Communicate fees, times, directions, schedule, and uniforms to fellow managers

## ***Home Tournaments***

- CSC tournament represent the primary fund-raising source for the club.
- While there is no charge for CSC teams in our own tournaments, there is an expectation that parents will volunteer for support duties to help run the event. These typically include registration, parking, and field marshal responsibilities.
- The Tournament Director or Tournament Volunteer Coordinator will communicate requirements to team managers who are responsible for getting duties filled by their parents.

## ***First Aid Kits and Health***

- All team managers must assemble a first aid kit and carry it with them to all games and tournaments. The purchase of the first aid kit is a team expense.
- It is also a good idea to have the Coach carry a first aid kit for practices. The Coach should carry a copy of the Player's Medical Release forms in case of an injury at practices.
- If a player is bleeding and blood and the open wound are visible, the referees will not allow the player to return to the field.
- It is extremely important that players get plenty of water before, during and after a game. This is especially important in hot weather. Be sure there is plenty of water at games!
- If you are attending a tournament in extremely hot weather, it is a good idea to have an ice chest filled with ice water and several hand towels. When players come off the field and at half-time, give them a wet towel to place on the back of their necks to cool them down.
- Know where the near minor emergency center or hospital is located.
- Know how to get an ambulance to the field.
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## *Indoor Practice Facilities*

- Securing a location for practice during the winter/indoor season can be one of the most challenging tasks.
- Start looking for a facility during the fall and enlist parents in the search.
- Once a facility is arranged, complete all required request paperwork from the facility and be prepared to provide a copy of the club's insurance certificate (available on club web site).

