



*Teaching the skill of soccer and a lifestyle of integrity!*

# ***TEAM MANAGER HANDBOOK (Academy /Select)***

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## 1. Introduction

Thank you for accepting the position of team manager; volunteer roles are very important to the success of the teams and the club. The information and tasks that you manage in this capacity will have a positive impact on the team. By being organized and completing tasks in a timely fashion, this role can easily be managed without interfering in your already busy life.

Please know that, if at any time, you have questions or concerns, feel free to contact Shelly Stonacek, Club Administrator at 402-215-9525 or at [clubadmin@gretnasoccer.com](mailto:clubadmin@gretnasoccer.com).

**Please Note:** It is recommended that you keep copies of everything you do that is related to the team. This is just a good resource for checking back on and will also give you peace of mind for documenting each tournament, hotel stay, etc.

## 2. Team Account

It is recommended that each team has a checking account; please use a bank of your choosing or you can use Great Western Bank. Make sure that two individuals from the team, but not from the same family, are listed on the account. This account will be used to pay for tournaments, futsal, coach's travel expenses for tournaments, etc. A team may want to collect fees prior to each season. This being said, there may other times throughout the year when money will need to be collected for various events, extra tournaments, etc.

It is recommended that you "pad" the account for incidental charges. These can include, but may not be limited to: change fees on games (where you would need to change the date of a regular game due to conflicts), cancellation of a game, referee charges, etc. These charges can range from \$25.00 to \$150.00 and will be collected at the end of the season. Collection for tournaments, additional indoor fees, incidentals, etc. will be the team manager's responsibility.

**Please Note:** In order to book indoor rental space, go to the Gretna Soccer Club website and click on the Gretna Sports Complex tab. Rental space is booked online and payment is due at the time of rental by placing a check, payable to the Gretna Sports Complex, into the drop box inside the complex. The rental fee will be listed on the website when booking.

The coach should have an idea of what tournaments the team will be attending so you can get an estimate of how much you need to collect from each family. When calculating the cost of tournament fees per player, please make sure you also include the coach's hotel room, mileage/airline expense and food, if applicable.

It is also recommended that you keep a spreadsheet for your team showing your checking account debits and credits, a log of deposits by person and a worksheet for each family.

### 3. Team Web Page

Each team will need to set up a team web page on the Gretna Soccer Club website. This page will include a calendar where you can track training, games, etc., a place to add team photos, news articles and much more. It is important to use the calendar portion of your web page and keep it updated so parents can go there to look up information on training and games. If a game or training is cancelled, the team calendar needs to be updated to reflect this information ASAP. Team camps and tournaments should also be included on the team calendars. The calendars have a feed function that parents/players can use to automatically sync their schedules. Please go to the Gretna Soccer Club webpage to register for access.

<http://www.gretnasoccer.com/> - "create an account" tab is located in the upper left-hand corner of the home page. Please contact Jeff Gibson, our technology specialist, at [jeffgibson23@yahoo.com](mailto:jeffgibson23@yahoo.com) once you have created your account. He will then give you access to your team page.

**PLEASE NOTE:** Do not include player's last names on the team web page unless it is an older age group and is being used for recruiting purposes for colleges and then you will need the permission of the parents.

As was pointed out, the web management of a U16 team page may require quite a bit more time than a U8 team page as information is continually being posted for college coaches to review, etc. Please keep in mind that no matter what age your team is, the web page is a reflection of your team's accomplishments and team uniformity. It is a great way to communicate schedules and information to parents so please make sure it is up to date. If you would like to ask a parent from the team to take on this task, that is fine. Just make sure that you are communicating information to them on training times, etc.

### 4. Team Communication

Depending on the coach, the team manager may be the "communication link" between the coach and the parents with information on training, tournaments, futsal, etc. Most communication will take place via email, but it is always a good idea to have cell phone numbers for parents so you can get in touch with them during tournaments, etc.

Please make sure that if you are going to be putting together a document with everyone's contact information on it, that you okay this with all of your parents prior to distribution.

## 5. Registration w/NL & MRL

U11-U18 teams will play through the Nebraska League or NL. Please note: U8-U10 teams will play through the Eastern Nebraska Soccer Association or ENSA.

Registration of the team with NL is done by the coach or team manager at the Nebraska State Soccer Association / Nebraska League website. This can be found at: <http://nebraskaleague.org/>. When filling out this form, you must include the dates that the team has conflicts (tournament dates, coach's schedule if coaching another team, etc.). Reschedules (other than weather related) will cost the team \$25.00 (first reschedule) \$50.00 (second reschedule) and \$100.00 (third reschedule). No team is allowed more than 3 reschedules for any reason. Forfeiting of games, fines assessed to coaches or players for red cards or other offenses are also the responsibility of the team. **Please note: Our Director of Coaching deems any games forfeited as unacceptable.**

The NL registration fee is paid by Gretna Soccer Club and is included in the players' registration fees.

MRL registration will need to be completed online and then will be reviewed by the MRL association. Our Director of Coaching will let teams know who should be applying for MRL. If your team is chosen to play MRL, more information will be given to you at that time.

## 6. Registration w/ENSA

Our U8-U10 Academy teams will play through the Eastern Nebraska Soccer Association (ENSA). Once players are registered through the online registration system, the Club Administrator will put together the team, per the DOC, and submit team information to ENSA. Schedules will be posted through this organization and can be found at their website. <http://www.ensa.us/>

## 7. Documentation/Paperwork

It is recommended that you keep a 3-ring team binder as you will have documentation that will need to be accessible during games and tournaments. You may want to use clear sleeves for holding important documents. Some of the tabs/items in your binder may include:

- Copies of Official Nebraska Team Roster
- Notarized Medical Release Forms for each player
- Player Passes (need to be brought to each game)
- Game Schedules
- Training Calendar
- Tournament Information

All players on your team must have a medical release form completed once they register for a team. These forms can be found at the Nebraska State Soccer Association website under the **“Administration” tab – Forms and Documents** at:

<http://www.nebraskastatesoccer.org/aboutus/forms.aspx>. Please make sure you give this information to all of your parents so they can get these forms to you. It would be best if the parents have these forms notarized as there are some states that require this for their tournament participation. (Once completed, keep these forms in your binder.)

**Birth Certificates:** If attending State Cup or a tournament that asks for copies of birth certificates, please ask parents to carry a copy with them. It is now recommended that these not be kept in the team manager’s binder. If you do decide to keep a copy with you during State Cup/tournaments, please make sure they are returned to parents following the event or destroyed.

A player’s birth certificate is submitted to the Gretna Soccer Club only once to verify DOB. Gretna Soccer Club will destroy all copies of birth certificates received.

**Player Pass:** Each coach and player on a team must have a player pass. These passes are provided to you by the Club Administrator, but you must do the following:

- Photos of their child can be uploaded to print on the player pass during registration; if a photo is not included, then a 2x2 picture will need to be obtained for the front of the pass. Effective 2012-2013, signatures are no longer required on the player passes.
- Every coach/player pass must be laminated, hole-punched in the left-hand top corner, alphabetized and held together on a large ring. Place the coach’s player pass in the front.
- These passes will need to be at each game so make sure either you or the coach is in possession of these at all times. Players who do not have a player pass at game time; will not be allowed to play during that game.

Please make sure you keep extra copies of your official Nebraska State team roster in your binder as well. You will need to have them on-hand when checking in for tournaments.

## 8. League Play

When the league schedule is released, immediately email a copy to players and coaches. Your team schedule can be found on the NL website at: <http://nebraskaleague.org/>.

It is a good idea to keep track of wins and losses for your team as this information is usually needed when registering for tournaments. You can also find this information on the NL website, but it may not be updated as quickly.

Player passes and a NL roster will need to be provided to the coach at least 20 minutes prior to game time.

Medical release forms should be available at all games. It is a good idea to carry your binder with you to games so you have information easily accessible (training schedule, tournament information, etc.)

Each team is responsible for providing a net and three field flags. These will be given to the coach prior to the season. Please make sure these items are brought to every league game. Leagues may fine a team for not bringing these items to a game. These charges will be paid out of your team account.

## 9. Secondary Players

All secondary player requests must be approved by the head coach. Secondary fees are \$100 for a full year or \$50.00 for half a year for all U8-U14 players and secondary fees are \$50 for all U14-U19 players. This payment must be mailed to the Club Administrator at 10550 S. 222<sup>nd</sup> St., Gretna NE 68028 with a check made payable to Gretna Soccer Club. A notarized medical release form is required for secondary players and should be kept in the team manager's binder along with their player pass. A player pass will be printed and mailed from the Club Administrator to the secondary team once all paperwork has been approved. **Please Note:** Gretna Soccer Club will not allow any of our players to play secondary for a competitive team in another Club.

## 10. Tournaments

The coach may request that you be the one to register the team for tournaments. A listing of tournaments can be found at the Nebraska State Soccer Association website under the **"Events" tab** at: <http://www.nebraskastatesoccer.org/events/tournamentsn.aspx>

Please note: Registering for out of state tournaments requires additional documentation from the team. These may include: notarized medical release forms, additional copies of your official team roster, guest player form (if needed) and travel permit form (if the tournament is in a different state). These documents can be found at the Nebraska State Soccer Association website under the **"Administration" tab – Forms and Documents** <http://www.nebraskastatesoccer.org/aboutus/forms.aspx>.

When registering for tournaments, it should be noted that divisions in other states may be different than Nebraska so please check with your coach or the DOC if you are unsure of what division your team should be registering for at the tournament. Also, some states have maximum roster size (number of players allowed to participate) that is less than the roster size allowed by the state of Nebraska.

For out of town tournaments, league games and events where an overnight stay is necessary teams will be required to pay coaching staff expenses as outlined below:

### **Head Coach**

- Mileage reimbursement is paid at a rate of \$.30 per mile. This would be round-trip from head coach's home to the field location. If the head coach rides with someone else and doesn't drive, no mileage reimbursement will be given.
  - If the distance traveled is greater than 8 hours, airfare may be required and the head coach's airline ticket will be paid for. If the head coach travels by air, mileage reimbursement will not be paid in any amount for any reason. Generally speaking we would expect coaches to drive to locations like Denver, St. Louis, Chicago or Minneapolis unless an airline ticket is cheaper.
  - If the head coach is traveling by air, it is recommended that he/she travel with a parent from the airport to hotel and soccer fields, etc. but if this is not possible, a rental car may be needed and would be paid for by the team.
- Hotel rooms are paid 100% for a head coach. We encourage teams to pay in advance using the team account to help with logistics.
- A daily food stipend of \$35 is provided for a head coach. The amount would be \$70 total for a tournament or event taking place Friday – Sunday for the head coach. The daily stipend is based on each night spent in a hotel.
- Please Note: If a rental car is paid for by the team for the coach to use, then no mileage is paid, just the cost of the rental car.

### **Assistant Coach**

- If possible assistant coaches should travel to and from out of town events with the head coach. If that is not possible mileage reimbursement is paid at a rate of \$.30 per mile. This

would be round-trip from assistant coach's home to the field location. If the assistant coach rides with someone else and doesn't drive, no mileage reimbursement will be given.

- If the distance traveled is greater than 8 hours, airfare may be required and the assistant coach's airline ticket will be paid for. If the assistant coach travels by air, mileage reimbursement will not be paid in any amount for any reason. Generally speaking we would expect assistant coaches to drive (preferably ride with head coach) to locations like Denver, St. Louis, Chicago or Minneapolis unless an airline ticket is cheaper.
- If the assistant coach is traveling by air, it is recommended that he/she travel with the head coach or a parent from the airport to hotel and soccer fields, etc. but if this is not possible, AND the head coach is not having the team pay for a rental car a rental car may be needed and would be paid for by the team. The most likely scenario for the assistant coach to get a rental car paid for by the team is if they were the only ones attending the event because the head coach did not travel.
- Hotel rooms are paid 100% for an assistant coach although we prefer the assistant coach to share a room with the head coach when at all possible. We encourage teams to pay in advance using the team account to help with logistics.
- A daily food stipend of \$35 is provided for an assistant coach. The amount would be \$70 total for a tournament or event taking place Friday – Sunday for the assistant coach. The daily stipend is based on each night spent in a hotel.

**\*\*\*If more than one team with the same head coach is going to an out of town tournament or event, team managers should work together to split required expenses between the teams following what has been outlined above. No team will ever pay expenses for more than two coaches whether they be a head coach or an assistant coach.\*\*\***

**The rules stated above are required by teams for expenses of coaches for tournament and event travel. If a different situation arises in regards to coaching expenses, it would need to be discussed and approved by all parents on the team prior to being paid for by the team.**

For travel to tournaments, league games and other out of town events families are responsible for all of their own travel expenses, though hotels will be booked as a group. All players are required to attend all team events and games. If a player is unable to attend an out of town event, they will still be responsible for paying their portion of the registration fees and all travel expenses for the coaches as prescribed above.

## 11. Team Meeting

It is imperative that you work with the coach to set up a team meeting once the team has been formed. This will give parents and players a chance to meet each other and will give you the opportunity to collect all paperwork and team fees.

You will want parents to bring the following with them to the meeting:

- Notarized Medical Release Form (found at the NSSA website under the “Administration” tab. <http://www.nebraskastatesoccer.org/aboutus/forms.aspx>)
- A picture of their child if they did not upload a photo during registration (a small school picture works well).
- Contact information for a team spreadsheet (home phone #, cell phone #, email addresses, home address) Make sure if you are going to give this spreadsheet out to parents, that they are okay with others having this information.

## 12. Uniforms

All uniforms will be ordered individually online through Soccer.com. Every player will receive an email indicating the “kit” that is required for their team. A uniform kit can vary per team so the coach/team manager needs to make sure each player is aware of this.

The cost of a complete kit can range between \$115 - \$163.

## 13. Practice Jerseys

Practice Jerseys are required for the U11 and above Select teams. The Academy teams also have the option of ordering practice jerseys through Soccer.com. That decision would be up to the coach of the team.

## 14. Financial Assistance

You may encounter a family who needs financial assistance. The Gretna Soccer Club has a formal application process for families that wish to apply for financial assistance. Financial assistance received from the Club will only be applied to registration fees and would not cover team fees. Inquiries should be directed to Shelly Stonacek, Club Administrator at [clubadmin@gretnasoccer.com](mailto:clubadmin@gretnasoccer.com).

## 15. Family Involvement Program (DIBS)

In order to make you feel like a part of our organization and to help keep our registration costs down, the Family Involvement Program is utilized. By volunteering your time and talent to the Gretna Soccer Club, you are helping our players and we thank you for your contributions! This

program is required for all families who have players in the Jr. Select and Select programs. That being said, we would love all of our families to be involved and volunteer so even if your child does not participate in these programs, please feel free to sign up for volunteer opportunities. Our program is managed using a tool on our website called "Dibs." Dibs is simply a place to view available volunteer opportunities and to make a commitment to those available opportunities. Just click on Dibs to see how you can help!

- Requirement is 6 hours per family.
- You may buy out of volunteering at the beginning of the Fall season for \$30.00 per hour, \$180.00 total. Failure to meet the minimum hours required may affect your child's ability to play.
- The deadline for completing your Family Involvement Commitment has been extended from last year. Your family will now have until June 1, 2015 to get the 6 hours of volunteer time completed.

**We are asking that you, as a team manager, please keep track of the amount of time your families spend volunteering. Someone else on the team can track this for the team manager in order to fulfill their requirement of family involvement.**

**Coach and Asst. Coach:** Exempt from these requirements. Coaches must assist the Club Administrator and Team Manager if there are issues with the Family Involvement Program for a family on your team.

**Team Manager:** Fulfills the 6 hour requirement.

Team Manager is responsible for:

- Assisting Club Administrator in making sure team/players are registered prior to the deadline.
- Setting up team activities and ensuring uniforms conform to club standards.
- Assist Coach and Asst. Coach in day-to-day communications as Coach requests.
- Ensure schedule and postings are up to date on the team web page.
- Assist Club Administrator to ensure all messages have been received by each family.
- Manage team account, if applicable.

How to Sign Up for Dibs:

Create a GSC log in for our website if you do not already have one. Log in and click the DIBS tab on the top row of links. Once in Dibs, you can select the category, activity and time slot that fits your schedule. Please be aware, some activities at the Sports Complex may require coordination with the Club Administrator to ensure access to the facility. Volunteer categories

may include, but are not limited to: Facility/Field Maintenance, Tryouts, Tournaments, Concession Stands, Fundraisers, Micro Mentoring, etc.

#### U12-U19 Micro Mentoring

This is a good way for the kids just starting out with soccer to look up to those who have moved up through the Club. This option will be set up in one hour per week increments with our Micro teams. It would be great if we could have at least one mentor per team for the season. The Club Administrator will assign you to the teams rather than the Dibs System. If your son/daughter is interested in this activity, please email [clubadmin@gretnasoccer.com](mailto:clubadmin@gretnasoccer.com). This program is available in the Fall and Spring.