



**North Suburban
Soccer Association**

Competitive Soccer Team Manager Handbook

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www.nssasoccer.org

NSSA Team Manager Handbook

Introduction

Competitive Soccer teams should designate a **team manager** responsible for the administration of the team's activities and communication between the families and the coach. The role of the team manager is critical to a positive experience for the team. The role of the coach is to teach the players in their soccer skills and direct the players at practices and at games. The team manager should provide administrative support for the coach and the team and ensure communication mechanisms are in place before the season starts.

Team Manager Responsibilities

A team manager should be selected no later than the first team meeting of the season. They will serve as an administrative liaison between the coach and player families. TeamSnap is used by all teams and is the easiest and most efficient way to communicate with the player families.

The team manager may also enlist the help of other player parents to organize and plan team activities or tasks. This is especially useful for tournament administration.

Background Checks:

Both the Twin Cities Soccer League (TCSL) and Minnesota Youth Soccer Association (MYSA) require that all coaches and team managers complete a background check. You must meet the background check requirements before you can participate in any NSSA-related activities. MYSA background checks are done annually; TCSL background checks are completed every two years.

NSSA asks that you complete your background check ASAP in order to process it before each season (Fall and Spring/Summer). This is a club priority—no NSSA team can play without an approved adult on the bench with them.

MYSA BACKGROUND SCREENING:

Click on this link to begin your background check:

<https://secure.sportsaffinity.com/reg/Public/registration/login.aspx?domain=minnesota-youthsoccer-bgc.sportsaffinity.com&language=english&sessionguid=>

A reference guide and instructions for completing the background check are found on the Team Managers webpage: <http://www.nssasoccer.org/comp-managers>.

Technical questions regarding the process or account information may be directed to the Affinity Sports helpline at 855-703-2578.

NOTE: MYSAs background checks are conducted annually and are valid through Dec. 31 of the year completed.

Once your background check is complete, the NSSA Registrar will create your Affinity account and you will have access to the Affinity Platform for team administration.

TCSL BACKGROUND SCREENING:

TCSL screening is valid for 2 years from time of initial screening.

Background Checks Process: You will be contacted by our Registrar to complete your process via GotSport. A code will be provided by her to complete all of the components.

Complete Sidelines Sports Doc Course -

You will need to complete this course before you do the background screening application and enter your **Certificate Number** in the background screening application. NSSA purchases a Bulk License to complete this course, the Club Administrator will provide the necessary CODE. **Here is the link to that course:**

<http://usclubsoccer.sidelinesportsdoc.com/courses/the-coachs-guide-to-youth-soccer-injury-recognition/>

SafeSport Training:

Effective, this FREE course is mandatory. To initiate this training, send an email to this address: SafeSport@usclubsoccer.org and receive an auto-reply with the link, US Soccer Access code and instructions to take the course. US Soccer does not allow the code to be posted publicly.

TEAM / PLAYER ROSTER

NSSA has acquired a Club TeamSnap Account which will allow the team manager and families to communicate. Note that player dates of birth must be available as a reference for tournament registration, etc. Player birth dates are team-private and should also NOT BE SHARED with parents.

Another item that is very useful is a laminated card (playing card size) roster with player names and jersey numbers along with parent names and contact information.

Through either the AFFINITY SYSTEM (MYSAs), or GOTSPORT (TCSL), the team manager will manage the official roster, match report and game scheduling. These are the platforms that you will use to create rosters for tournaments, game day rosters, etc.

Communications/Team website: TeamSnap

The team webpage is a good way to easily communicate schedules, games and other important information with parents and players. The TeamSnap App is a critical component and resource for coaches, managers and players. If you do not have access please email barb.tuominen@nssasoccer.org.

Directions to Fields

The team manager should provide parents with directions to fields for practices, games and tournaments. Directions to fields can be easily included on the calendar in TeamSnap. Directions to NSSA home fields can be found at this link:
<http://www.nssasoccer.org/fields>

Directions to away fields is found within the Affinity site or on GOTSPORT. It will be vital for you to provide this information to families. The best way will be to place it on your team page.

Uniforms

Jersey numbers are assigned by the Competitive Uniform Coordinator as necessary. Uniform ordering is done through our vendor's NSSA Store. TCSL has designated Home/Away Kits. These can be found here: <https://www.tclsoccer.com/resources/home-team-kits/> Please reference these and where you see an issue, contact your opponent before the game to verify what you are wearing. Please note, the VISITING team does NOT change their uniform when there is an issue. It is a good idea for your players to bring BOTH kits to match – please encourage this as a good habit to form.

Tournament Information and Sign Up

Tournament decisions lie with our Directors of Coaching and team coaches. Prior to Team Formation, the commitment and expected tournaments is published on the nssasoccer.org website. The Coach should discuss with the team and parents which weekends would be the best fit for most of the team.

Out of State tournaments - If you are planning for out of state tournaments you will need to take care of those details early. If you are playing in an MYSA league, you will need to get a Travel Permit from MYSA. This is handled through Affinity and the link is on the manager's page on the MYSA Site: <http://www.mnyouthsoccer.org/team-managers>. Cost is \$25 for the year. If you are traveling multiple times out of state, you only need to pay the fee once. TCSL which is part of US Club has no travel restrictions.

OUT OF STATE TOURNAMENTS & AFFINITY: Specific instructions on how to use Affinity for Traveling can be found on page 24 of the Affinity Manual.

The team manager (or a volunteer parent) should secure a block of rooms at a hotel as early as possible if the team has decided on a particular out of town tournament. This is usually more difficult to get a block of rooms in the same hotel than registering for the tournament itself. Do not delay in getting this aspect of your tournament set. Many out of state tournaments at the older age levels require you to use designated hotels. Book early as many of the best hotels at the best prices fill quickly.

The tournaments are also a part of the team administration that can be handled by another parent-volunteer. This is a good way to level the effort.

Player Passes **EXTREMELY IMPORTANT**

With two different leagues, this is critical information:

MYSA:

Player passes are now electronic and generated through the AFFINITY SYSTEM. (Note: most tournaments still require a laminated pass – please be sure you receive and laminate a set of passes for players, coaches and yourself. Reference the Affinity Manual for complete instructions on how to access and use Affinity. The manual can be accessed on the NSSA Team Managers webpage: <http://www.nssasoccer.org/comp-managers>.

Jersey Numbers: Managers are responsible for adding jersey numbers to the Affinity Roster.

TCSL:

Laminated player passes are not required for TCSL leagues. However, most tournaments require them. The Team Manager can download a PDF of the player passes from GOTSPORT which can then be cut out, folded and laminated. Laminate can be purchased at Staples for around \$10. It's a simple but necessary piece of the season. These player passes should be given to the coach for the season.

Medical Waiver Forms

Medical waiver forms can be downloaded from GOTSPORT. It is important that you keep a copy of all waivers and provide a set to your coach. These waiver forms should be with the Coach or the Team Manager at every practice and game. If and when your team registers for a soccer tournament, YOU MUST PRESENT THESE WAIVERS ALONG WITH YOUR PLAYER PASSES TO REGISTER THE TEAM AT THE TOURNAMENT. Coaches are required to read the medical waivers prior to the start of the season to be sure they understand any medical needs of players.

MYSA Official 'Competitive Match Report'

Reference Affinity Manual for procedure on Match Day electronic documents. Section 3.

For Each Game

See Section 3 of Affinity Manual for Game Day Roster and Game Day procedure.

Affinity Sports Mobile App: You will use the mobile app to access digital player passes, at field roster management and game scoring, etc. You can access the mobile app using the following URL: <http://mnyouth.sportsaffinity.com/m/pass/index.aspx>

See Affinity Manual Page 16 for further instructions.

TCSL Official 'MATCH CARD'

Prior to each match, the Team Manager should print an official MATCH card from GotSport for the specific game in question Instructions for how to download and print them can be found on our Manager's Resource page:

<https://www.nssasoccer.org/comp-managers>

IMPORTANT NOTE: If the team has any guest players, managers can add "Club Pass" players to the Match Card prior to printing via GotSport. Your coach is responsible for securing guest players. Encourage your team to complete their availability for games and tournaments.

Here are the instructions on how to add guest players:

<https://tclsoccer.app.box.com/s/dvkwd38llj5tw3zdg440qtqgmrocswxs>

MYSA POST SEASON PLAY (STATE CUP AND STATE TOURNAMENT)

Spring State Cup and Summer State Tournament teams have additional requirements. NSSA will reimburse or remit a check for the entry fee for teams that qualify for these tournaments. NSSA will also reimburse funds for Referee fees for these tournaments as required by MYSA .

For Summer State Tournament you will need cash in the correct increments to pay officials at the field for each game. Please confirm correct amounts via the MYSA website what is required for each age group.

TCSL POST SEASON PLAY (MINNESOTA CUP AND STATE TOURNAMENTS)

NSSA TCSL Fall teams can participate in the Autumn Cup. Here is the information about this tournament: <http://www.tclsoccer.com/cups/autumn-cup-2018/>

All NSSA Spring/Summer Teams can participate in the TCSL Summer Cup:

<http://www.tclsoccer.com/cups/summer-cup-2018/>

Some NSSA teams will also participate in the Minnesota Cup which is held in late May each year. The decision to participate in this Cup is made by the NSSA Directors of Coaching: <http://www.tclsoccer.com/cups/minnesota-cup-2018/>

Game Schedules & Reschedules

In the event that a league game needs to be rescheduled, you will need to contact the other team manager or coach to select another day. This can be accomplished via AFFINITY (MYSAs) or GOTSPORT (TCSL). Team Managers have access to their team's GotSPORT platform. To Access Affinity, you use the login information you used to conduct your background screening.

The chat feature on GotSport can be used to contact your opposing. It is important to contact the team you need to reschedule with and arrive at 2-3 days that will work for both teams.

If it is a **home game** try to agree on 3 alternate game days if possible, so the NSSA game assignor can switch the game to an available field. To reschedule a home game, contact nssaprograms@gmail.com after you have discussed scheduling options with the Away coach.

If it is an **away game**, contact the opposing team's coach to coordinate the reschedule. Do NOT contact the NSSA Game Assignor.

Once a date, venue and time has been provided by the NSSA Game Assignor, you can follow the Affinity or GOTSPORT process.

PLEASE NOTE: TCSL requests Blackout Dates prior to the scheduling process to minimize the number of reschedules. It is imperative that Team Managers and Coaches request and receive schedule conflicts from the team and provide detailed Blackout Dates within the time frame requested.

Practice Schedules

The NSSA Director of Coaching schedules team practices and handles reschedule requests. Your coach should work with our DOC on practice schedules and reschedules.

Team Budget

NSSA collects \$100 per player for tournaments. This payment cover tournaments up to the amount paid in by the team – this is based on roster size (roster of 10 = \$1000, roster of 15 = \$1500, etc). NSSA will provide a pre-paid credit card to each Team Manager to pay for tournaments. The team manager (or Team Treasurer) is responsible for collecting any additional funds required for extra tournaments, any optional team gear, scrimmage referee fees, equipment fees, contingency fees, and any other team-initiated expenses. The team manager should work with your coach to prepare and communicate a budget for the team’s expenses. The manager is encouraged to use a separate team checking account for payment of team expenses and deposits from team member families.

Coach Travel Reimbursement:

NSSA has a policy about coach reimbursement. Here is a direct link to the policy:
https://cdn1.sportngin.com/attachments/document/8d01-1824352/NSSA_Coach_Travel_Policy_.pdf?_ga=2.163993471.113082771.1553455847-1064024658.1547840718

Other Team Activities

The team manager may also want to plan team socials and an end of season party (along with other parents). Although completely optional, it can provide a great way to promote team building. It is another great way to bring the families together.

Team Pictures

In mid-April, the team manager will receive information on team pictures for their team. The information should be distributed to the players 1-2 weeks prior to the scheduled photo session. The team manager coordinates picture distributions as outlined in the information from the Photography vendor.

Clarification of Responsibilities

Here is a list of the responsibilities that should be clarified between the coach and manager:

- Administration of rosters, game day requirements, post-season play
- Communication to parents (practice schedules, email notices, game reschedules)
- Game reschedules
- Advance registration of tournaments
- On-site registration or check-in on first day of tournament (with competitive match report, medical forms and passes)
- Uniform distribution