

# HARBOR PREMIER MANAGER & TREASURER GUIDE



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## CONTACT INFO

### Harbor Soccer Club Contact Information

#### **Office Location**

Physical Address:

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Gig Harbor WA 98335  
253.851.2099

Mailing Address:

PO Box 1123  
Gig Harbor WA 98335

[www.harborsoccerclub.com](http://www.harborsoccerclub.com)

#### **Key Contacts**

<b>Position</b>	<b>Name</b>	<b>Email</b>
General Manager, Technical Director	Jason Jarrett	<a href="mailto:Jasonj@harborsoccerclub.com">Jasonj@harborsoccerclub.com</a>
Business Director, Registrar	Shannon Lee	<a href="mailto:shannonl@harborsoccerclub.com">shannonl@harborsoccerclub.com</a>
Director of Coaching U13+, Jr Academy Director	Bryce Waddington	<a href="mailto:brycew@harborsoccerclub.com">brycew@harborsoccerclub.com</a>
Youth Director	Mitch James	<a href="mailto:mitchj@harborsoccerclub.com">mitchj@harborsoccerclub.com</a>
Game Scheduler	Cynthia Walker-Kennedy	<a href="mailto:scheduler@harborsoccerclub.com">scheduler@harborsoccerclub.com</a>

#### **Board of Directors**

[Board/Executive Staff \(harborsoccerclub.com\)](http://harborsoccerclub.com)

#### **Premier Coaching Staff**

[Directors & Coaches \(click on picture for bio\) \(harborsoccerclub.com\)](http://harborsoccerclub.com)

## Resources/Reference Materials

Washington Youth Soccer (WYS)/Regional Club League (RCL) Documentation and Information

[WEBSITE WITH ALL RESOURCES](#)

[2021-22 Regional Club League Website](#)

[WA Team Admin Handbook](#)

[Score and Match Reporting](#)

[Digital Player Cards](#)

Harbor Soccer Club Documentation and Information

[HSC Refund Policy](#)

[Player Code of Conduct](#)

[Coach Code of Conduct](#)

[HSC Financial Assistance Application](#)

[Travel Guidelines](#)

[Travel Reimbursement Chart](#)

[Medical Release Form](#)

[Travel and Medical Authorization Form](#)

Web Links

[Harbor Soccer Club](#)

[Affinity Sports](#)

[Pierce County Soccer Referees Assoc.](#)

[Uniform Store](#)

[Spirit Wear](#)

## Roles and Responsibilities

### Manager

The team manager should be appointed by the coach from willing volunteer parents/guardians of player(s) on the team. The team manager will be responsible for assisting with team communications, tracking of availability, scheduling in addition to what is provided by the club scheduler as well as coordination with other teams, managers and coaches, etc. Team managers will be responsible for gathering all team related documentation and maintaining it throughout the season. Team managers will print and provide game roster report sheets to officials prior to each match as indicated by league rules. The team manager will complete tournament registration forms and other required documentation as indicated for each tournament that the team participates in.

### Treasurer

The team treasurer should be appointed *by the parents/guardians from amongst the parents/guardians of player(s)* on the team. Each team should have one treasurer. Please see additional information about the [treasury](#) later in this document

### Player(s)

Players are to participate in all team related activities, be properly outfitted for training, games, etc. Players are to arrive at prescribed times and locations, ready for participation. Players are to participate in full unless otherwise agreed by player/parent/coach/manager. Players are responsible for appropriate dress, including proper wearing of protective equipment and uniform items. Players are responsible for letting the coach(es) and/or manager know of injury, illness or other circumstances that might limit the players ability to participate in whole or part. Players are responsible for ensuring TeamSnap updates are made in a timely fashion and are kept accurate.

### Parents Parents/Family/Friends

Parents should be active participants in team communication, events and travel. Parents need to ensure that their player is adequately prepared for team related events, training, games, etc. Parents need to ensure that the team manager is made aware of any conflicts of availability or other matters that would preclude participation of the player, including, but not limited to illness, injury, scheduling conflicts, etc. Parents are responsible for ensuring TeamSnap updates are made in a timely fashion and are kept accurate.

## Tools and Best Practices

### Manager's Bag and Binder

The club provides each team with a manager's bag bearing the club logo and team name. The manager will be responsible for providing a binder capable of storing required documentation and other team related information. It is recommended that the binder be of water-resistant material and capable of being placed into the manager's bag.

## Annual General Meeting (AGM)

### Manager/Treasurer

The team manager and/or treasurer should be in attendance at the Harbor Soccer Club annual general meeting as the representative of their team. One vote is allocated to each team in attendance and should be cast by the team manager or by the treasurer in the absence of the manager on all matters of voting at the AGM.

If neither the manager nor the treasurer is able to be present, a parent or guardian of a player on the team should be appointed by the manager to attend and represent the team in their absence.

## Registration

### Forms

Every player and parent/guardian must read and agree to the terms and conditions of the registration, player and parent contracts, concussion awareness and other required forms.

A printed copy of each player's completed/signed medical release form must be kept in the team binder and presentable at all competitions. Many tournaments require that they are displayed at the time of team check in and, in some tournaments, copies are required to be provided to the tournament administration at check in. Copies of birth certificates are NOT necessary and should not be kept by team managers. All proof of age is validated by Club Registrar (Business Director) at time of registration.

### Club Registrar (Business Director)

During the summer tournament season, the team manager may request their rosters from the registrar and if applicable, coordinate player card needs. Throughout the season, if there are permanent roster changes the registrar will make the moves in Affinity and communicate to the coach and manager when complete. For new players being added to the team, it is imperative that they are registered with the Club prior to training. No player should be training and/or playing in games without being registered with the club. If recreational players are added after the Fall season, these changes must be coordinated with the club registrar. The TeamSnap roster is not an indicator that a player is registered or rostered to a team. See more information under the tournament section.

## Uniform ordering

### Player Uniforms

Each player must, at a minimum, purchase and maintain in their possession, the home and away uniform kit (short/shirt/socks), warm-up top and bottom and the training shirt(s) as indicated by the club. Players may purchase additional items such as uniform kits, training shirts, jackets, etc. at their discretion.

### Spare Uniform for Team

Each team should consider purchasing one additional uniform set, both dark and light, including shorts, shirts and socks as a spare for team use at such time that they may be needed. Circumstances such as injuries involving blood, torn or otherwise unusable items or in case of a guest player or lost/forgotten items are bound to arise over the course of a season. Team budgets should include this as a shared expense.

## New Season Preparation

To Do List – Should be completed prior to first tournament

### [How to Complete your RMA](#)

- Register YOURSELF in Affinity. You must complete registration for yourself as a manager of a team. You must complete all risk management application requirements.
- Complete mandatory SafeSport training
- If you are a new manager of a team, you should receive the Manager's Bag/Binder from the previous year team manager.
- Ensure you have a binder, preferably weather-proof material, in which to store necessary forms, etc.

- Have ALL families complete a Medical Release for EACH of their player(s) on the team. It is advisable to have a new one completed at the start of the season even if last year's copy was retained. Information often time changes. Place all copies in the Manager's binder and keep in Manager's Bag
- Enter ALL player jersey numbers into Affinity. Returning players numbers are retained in the system and only need to be updated if they changed numbers.
- Install the Affinity App on your iPhone or Android phone and ensure you are able to login. This will serve as your access to the digital player cards.

## Tournaments

### Mandatory and Voluntary

Teams should anticipate mandatory and/or voluntary participation in summer tournaments. Some tournaments will be mandated by the club. One or more tournaments may be directed to be participated in by the coach. The manager should be the center for all communications pertaining to the team's participation in summer tournaments. Registration and the associated fee for some tournaments, not handled directly by the club will have to be completed by the manager. If the tournament(s) are not provided at the expense of the club, the team manager and treasurer will have to ensure payment of the registration fee(s) as well as collection of payment from the team members. Please see additional information in [Tournament Fees](#).

### Rosters for Tournaments

In all cases the coach and team manager should contact the club registrar, Shannon Lee [shannonl@harborsoccerclub.com](mailto:shannonl@harborsoccerclub.com), the Tuesday prior to the tournament start date to coordinate roster needs. Roster requests should include the team name, tournament being attended, who on the team roster is attending, any guest players and admins if applicable. For tournaments that most or all teams are participating in, the registrar may send out a preliminary roster for review by the coach, prior to a final roster being produced. It is necessary to coordinate with the coach prior to requesting a roster or responding to a preliminary roster. Once a final roster is produced, no more roster changes may be allowed unless there are extenuating circumstances such as injury or illness.

### State Cup

State Cup is the final tournament of the seasonal year. Each team is expected to participate in either the WA State Championship Cup or the WA State Presidents Cup depending on level and coach's discretion. There may be, on occasion, a reason for a team to not participate in the State Cup tournament but this decision will be made at the club director level. State Cup rosters will be 'frozen' a week prior to the 1<sup>st</sup> competition of the age group. No guest players or movement of rosters can occur after this freeze date, so it is imperative that managers and coaches communicate early if adjustments are needed. State Cup games are administered much like RCL competition as mentioned below. Managers responsibilities remain the same on the day of competition.

## RCL League play

### RCL League Play

RCL League play will most often commence the weekend following Labor Day (except High School age girls – see below). Scheduling of league play requires communication & coordination coaches and managers of both sides. Please work closely with your coach to plan out schedule best suited dates and times of each match as soon as RCL schedule is released in August. The earlier this communication & coordination occurs, the better. All home game schedule requests/changes need to go thru Harbor Soccer Scheduler Cynthia



Walker-Kennedy at [scheduler@harborsoccerclub.com](mailto:scheduler@harborsoccerclub.com). Previous to each RCL match, the manager shall print 2 copies of the official game roster/score sheet found in Affinity.

## RCL League Play for High School Girls

All the same information above applies except RCL League play will most likely commence the first weekend of December due to WA State High School Girls Soccer. High School Girls Aged Harbor Premier teams will be on break from the club for the months of September and October.

## Schedules

### Training Schedules

Training schedules are established and distributed by club administration. Training schedules are typically provided one to two weeks in advance of the period for which the schedule is provided. Team managers are responsible for the entry of training schedule information in TeamSnap and should endeavor to have such entries completed as soon as possible so as to provide as much advance notice as possible. Tracking of availability and reporting concerns to the coach(es) is the responsibility of the team manager.

### League Schedules

League schedules are posted in Affinity by the administration of the league. The team manager is responsible for reviewing the scheduled and communication conflicts, concerns and other issues related to the scheduled. The team manager holds the responsibility of entering the schedule information in TeamSnap and should endeavor to have such entries completed as soon as possible so as to provide as much advance notice as possible. Tracking of availability and reporting concerns to the coach(es) is the responsibility of the team manager.

## RCL/Affinity

### Operating Procedures

Link: <https://wys.affinitysoccer.com/foundation/login.aspx>

### Scheduling/Rescheduling

Link:

<http://www.washingtonyouthsoccer.org/FileDownload.aspx?D=nHuJl28qE8qjO7fABIU8Cy/hRUAYx2KPw3zv22MWYF8=>

### Interacting with Opponents

When interacting with opponents (players/coaches/manager/parents), it is imperative that your interactions are cordial and respectful. Treat them as you would like for them to treat you. When communicating with them, be clear and concise, respectful and purposeful as it pertains to the game. Email is a great method when communicating with representatives of other clubs/teams. It offers a record of the communication in the event that there is conflict or concerns.

*Prior to each game, as many days in advance as reasonable, the team manager should initiate an email conversation with the opposing team manager. In this email, it should be indicated what the team's intended uniform kit will be, if a home game, should also include details about the location of the game, facility information such as parking, access, restrooms, player benches, spectator seating, covering from the elements as well as sideline etiquette. The home team is responsible for uniform changing if conflicts are encountered.*

## Player Cards (Print and Digital)

Digital Player Cards:

<https://wys.affinitysoccer.com/m/pass/index.aspx>

Printed Player Cards:

Printed player cards are acquired through the Club registrar for league games. New season player cards are produced in mid to late August. After new player cards are produced and distributed the team manager should have them laminated. Please assure that all players receive a card and coordinate with the club registrar for any missing cards. New player card requests during the season should be made to the club registrar.

## Club Player Pass

See section 3.2 in [WA Team Admin Handbook](#)

## Scoring and Disciplinary Reporting

Scoring and Disciplinary Reporting – Digital: (starting on page 7)

<https://wys.affinitysoccer.com/m/pass/index.aspx>

## TeamSnap

### Scheduling/Availability

TeamSnap should be the primary source for scheduling and availability tracking for teams. Having more than one resource for this will likely lend itself to confusion and error. It is imperative that the team manager keep schedule information up to date as accurately and efficiently as possible. Players and parents should be directed to use TeamSnap as their source for schedule and availability information.

### Roster Information

Player and parent information such as phone, email and other details should be entered in TeamSnap and kept current to the extent possible.

### Communications

ALL communication other than those conducted in person should be originated from within TeamSnap. Email, alert, etc. should all be composed and distributed using TeamSnap.

### Email/Alerts

Email from within TeamSnap is a great avenue by which team related information can be disseminated to ALL members (players, parents, etc.) and should be the primary source of communication of team related information. Alerts and other forms of communication are facilitated from within TeamSnap and should be used at the discretion of the coach and manager.

## Treasury

### Treasurer

It is advisable that the team delegate one parent as the team treasurer. It is also advisable that the treasurer be someone other than the manager. The treasurer will be responsible for collecting, maintaining and distributing team funds over the course of the season. The treasurer should develop a budget for the team. The budget should take into consideration ALL anticipated expenses of the team throughout the course of the entire year ahead, ensuring proper control and tracking of team funds. It is advisable that the manager and treasurer review the team budget and funds on hand at a regular interval sufficient to ensure accountability,

transparency and that adequate funds are present. It is also advisable that the treasurer report on the status of the budget at some frequency sufficient to keep the contributors informed and to maintain transparency.

### Tournament Fees

Tournament fees, other than those clearly indicated by the club as being paid by the club, will have to be paid by player's parents/guardians. The fee should be divided equally amongst members and should include ALL players, regardless of their health, availability, etc. Players are expected to participate in all team tournaments and when unable, still bear the burden of cost for their equal fraction of the tournament cost. Exceptions can be made at the discretion of the team and if guest players are invited/participate, they can be asked to participate in their equal share of the expense at the discretion of the team.

Some tournament fees are covered in part or in whole by the club. Which are and which are not varies from year to year and by age group. You will need to work with your coach and club administration to determine which are and are not and then plan accordingly. In some cases, if the team fund does not have sufficient funds in advance of the registration deadline, the manager or treasurer may have to pay the registration fee and seek reimbursement from the club/parents.

### Coaches Expenses

Each team should anticipate expenses incurred by the coach(es), such as travel related costs not covered by the club, food/beverage expenses, during the Summer months. Refer to the club policy documents and speak with your coach so that there is a clear understanding of what expenses might be incurred.

### Discretionary Funds

It is advisable that each team establish and maintain a discretionary fund, managed by the team treasurer. Discretionary funds are helpful in covering coach related costs and other team activities not funded by another means. Over the course of season, it can be expected that there will be at least a couple hundred dollars needed for this purpose, thus, each registered player's parent(s) should contribute \$15.00 to \$20.00 to the fund.