



# PBG PREDATORS

## COMPETITIVE SOCCER

### TEAM MANAGERS BOOK

PRIDE • PERFORMANCE • POSITIVE COACHING

#### INTRODUCTION

Thank you for volunteering for the position of Team Manager!!

You are integral to the fabric of the PBG Predators Soccer Club. The Team Manager acts as a liaison between the Coach, Parents, Players and Club Administration on all team and club communications. You are the glue that holds a team together. Please be mindful that this position will require you to always act professionally and respectfully.

The Team Manager must have daily access to a reliable computer and a valid email address. All Club communications are made through email. Team Managers are encouraged to maintain open lines of communication with parents either through face to face meetings, by phone or through the use of email.

#### Travel Soccer Affiliations

Level	Acronym	Name	Website
National	USSF	United States Soccer Federation	<a href="http://www.usyouthsoccer.org">www.usyouthsoccer.org</a>
State	FYSA	Florida Youth Soccer Association	<a href="http://www.fysa.com">www.fysa.com</a>
Region A		Region AN – South Florida	
Local Leagues	SFU	South Florida United Youth Soccer Assoc (Boys)	<a href="http://www.sfuysa.com">www.sfuysa.com</a>
	PBSL	Palm Beach Soccer League (Boys & Girls)	<a href="http://www.palmbeachsl.com">www.palmbeachsl.com</a>
	US Club Soccer	US Club Soccer (Boys & Girls)	<a href="http://www.usclubsoccer.org">www.usclubsoccer.org</a>
	TCSL	Treasure Coast Soccer League	<a href="http://tcyouthsoccer.com/">tcyouthsoccer.com/</a>

## **Fields Assignments - process.**

Google-docs

1. Game Schedule tab. Check the **dates & times** you wish to have the game and if it is blank. You will be able to see everything so you will not have to send multiple emails to see or confirm. Again, streamlining the process for speed and efficiency.
2. Contact the other team and agree the details.
3. Email - [fields@predatorsoccer.org](mailto:fields@predatorsoccer.org) when the other team has confirmed. We will then update the schedule and confirm with the league and in Got Soccer. Email must include...

Team Name.  
Game #  
Opponent

We will add what field you will be on.

4. Wednesday 12pm noon is the deadline. Referee's will be booked and a confirmation email will be sent out with all games for the weekend.

Got Soccer. Rosters and Game Cards are being completed by our new registrar - Johnna Mann. Johnna Mann: [pbgpredatorsregistrar@gmail.com](mailto:pbgpredatorsregistrar@gmail.com)

## **Team Snap**



**[www.teamsnap.com](http://www.teamsnap.com)**

TeamSnap is a great resource for teams. As team manager you will input the team schedule including game times, uniform color, field location, etc.

Tournaments are also managed through this app. You can text or send emails to the entire team. Parent fees are also accessible on TeamSnap. Team Managers work with club Treasurer/bookkeeper to enter fees.

Availability – please communicate with parents to make sure they use the app to update availability of attendance to training and games. In the past, TMs have used group-text messaging, but we would prefer this method so we can help track player's commitment and DOC and finance can track everything.

## **Lightning Policy – 8 miles**

Please download the app Weather-Bug or Storm Radar (both are free).

We will use the radar at 8-miles for the lightning radar for all training and games in PBG. Any lightning strikes under 8-miles all field activity will be immediately postponed. Players & parents must return to their cars for the safest location.

30 minutes must wait from the last lightning strike to resume field activity.

## **Team Manager – Roles and Responsibilities**

### ***Organize, Delegate And Communicate!***

- DOC will meet with parents to review team expectations – finances, sideline behavior, introduce Coach, review Early Season & Regular Season, Tournaments etc
- Work with coach on emails, team meetings and any other communications with the parents to provide a detailed, open, positive atmosphere.
- Maintain & distribute player/parent contact lists – phone numbers/email addresses
- Process New & Returning Player Registration; to assist DOC & Financial manager
  
- Maintain copies of medical releases for all players. The club registrar will keep copies of registration and birth certificates.
- Make deposits & check requests as applicable and forward them to the Financial Manager.
- Manage the team via Team Snap
- Attend club meetings; communicate minutes to parents;
- Coordinate team volunteers for fundraising, tournaments, end of season activities etc.
- Coordinate game & practice schedules with the Coach
- Confirm field location and time with the Club Administrator for Home games; and/or team manager/coach from opposing team on Away Games
- Communicate with parents & players regarding practice, game times & any changes
- Game day organization – Rosters, Player passes, Referee fees (please refer to individual league requirements - amounts may vary by age group)
- Ensure that Referees complete and sign game reports after each game. Retain reports

- Submit game scores to League Rep. by given date/time - guidelines set by leagues
- Work closely with the Coach in planning, organizing and registration for tournaments
- Report any Player Injuries to the DOC. ***In certain cases the DOC may require a doctor's note approving the player to return to practice/games. As a guideline, if the player's injury requires doctor care, then a note will be required.***
- Determine coach's expenses – see below.

## **Guest Players**

### Intra-club

- All guest players must be approved by both trainers and **DOC**. This includes all leagues including FYSA, US Club Soccer and friendlies.
- Guest players for league games and friendlies will have financial obligations for participating.
- Guest players for tournaments will have financial obligations for participating.

### Inter-club

- All outside players must be approved by the trainer and **DOC**.
- Outside guest players will have financial obligation for participating in any game or tournament.
- There must be a demonstrated need that can not be satisfied from within the Club to utilize an inter-club guest player.

## **Player commitment**

It is the expectation that all players will make every reasonable effort to attend all training sessions and matches.

All teams will participate in a minimum number of pre-determined tournaments and age appropriate league play. All players are financially obligated for these events and expected to attend.

## **Coaches Expenses**

Teams will provide Head Coach with pre-approved travel expense reimbursements incurred to coach games requiring all or some of the following: overnight stays by the team (lodging), mileage, and meal allowance.

“Requiring overnight stay” is not specifically defined and is why these expenses need to be **pre-approved** by the team. Guidelines that can be used to aid in determining if lodging should be approved are.

## **Per Diem**

Trainer will receive a \$15 per diem for non-tournament games outside of 40 mile radius of Gar-

dens Park. No per diem inside of 40 mile radius. Per diem is per day not per team. Maximum paid for non-tournament day is \$15.

Trainer will receive a \$30 per diem for all tournament days with a minimum of two games coached. Trainer will receive a \$15 per diem for tournament days when one game is coached. Per diem is per day and not per team. Expense will be allocated equally between all teams coached. Per diem is for all tournament games regardless of distance from Gardens Park.

- If more than half of the team is getting lodging for the event.
- If the event is greater than 1 ½ hrs. from our fields and is on multiple days.
- If the event in a single day is greater than 2 ½ hrs. from our fields (these events may include gas and food and may or may not include lodging).
- If due to weather or other unexpected delays an event's schedule is altered to such a degree it is unreasonable to return home that evening.
- If the event is outside of Palm Beach County and on multiple days.

Qualified expenses include \$.535 per mile car allowance (or equal to the national mileage reimbursement rate allowed under the tax code, this will change on January 1), lodging for night's the team stays on site and a \$30/day per diem in food, not to include alcoholic beverages of any sort. Paid receipts must be submitted to the team manager for approval, and then processed with the Club's bookkeeper for final approval. Teams must collect funds in advance of reimbursing these costs and funds must be drawn out of the team's expense account.

It is the responsibility of the Team Manager and Coach to insure that the team members are aware that the funds will be required for that event prior to the event, and that the funds are available in the team's account prior to submitting a check request for approval by the bookkeeper, otherwise no reimbursement can occur as these are team and not Club costs.

## **LONG DISTANCE TRAVEL**

Long distance travel is defined as travel to any event, on behalf of the Team or Club.

In Florida Games:

- \$50 per game fee
- 300 miles maximum (one-way)
- Hotel and food allowance per travel policy

Out of State Games:

- \$100 per game fee
- 300 miles maximum (one-way) OR.  
Airfare to/from state and rented car & gas plus one bag for travel
- Hotel and food allowance per travel policy

All arrangements for long distance travel, such as airfare, the cost of passports, travel insurance, or other related travel expenses, etc. MUST be budgeted in consultation with the DOC and Team Manager (or Club representative, if the travel is on behalf of the Club) IN ADVANCE of incurring the expense. Reimbursement will be made in accordance with what was budgeted.

## **The Manager and Coach Relationship**

*Managers are not coaches!*

Leave the coaching up to the Coach and ensure he/she gets the support needed and ask him/her for help whenever needed. The Team Manager will act as liaison between parents and coaches to share information and/or concerns in either direction. This dual accountability makes it vital that a Team Manager remains objective, mature and maintains confidentiality when necessary. GOSSIP is unacceptable! Assist the coach with controlling parental sideline behavior. Parents need to enjoy the game and not coach from the sidelines or yell at the referees. Only coaches are approved for being on the coach bench and sideline.

\*\*\* Manager and Coach must coordinate all dissemination of information to parents \*\*\*

*Your Coach will consult with the Director of Coaching on division and league selection appropriate for your team. Please check with your Coach and notify the Registrar what division and league your team will be playing in, for Early AND Regular Seasons.*

## **Parent/Coach/Player Concerns and Issues**

If there is a parent or player that has a concern or issue with a coach, it is expected that the parent or player address the issue with the coach directly at a time convenient for both, in a private setting, and in a non-confrontational manner. It is not appropriate for any coach to be confronted immediately before, during or immediately following a game or practice. Nor should they be confronted in front of the players or other parents. The time and place should be agreed upon by both parties to ensure a productive conversation takes place, with the hopes of a positive outcome for the benefit of the player. Coaches should inform the Director of Coaching of any issues. In some cases, the Director of Coaching will be present at the parent/coach meeting.

This procedure remains consistent if the coach has a concern or issue with a parent or player.

If the issue does not get resolved through the initial meeting between the parents, coach and the Director of Coaching, the appropriate Board Member will be asked to assist with a resolution.

## **League Play**

The DOC and Coach will determine which league is appropriate for your team to participate in. PBG Predators has a League Rep. Some important information to help with league play:

- All reports (game cards, rosters, red cards, injury forms, player declarations, schedules, etc.) must be kept until the end of the season (June).
- Player declarations and roster changes must be reported timely to the Registrar, DOC and League Rep.

- Team Managers should provide information on any foreseen issues to the League Rep. as soon as possible. (i.e. If your coach has more than one team, game changes, roster changes, schedule conflicts, etc.)
- Red cards must be documented and copied to the DOC & League Rep.
- Rescheduling of league games must be kept to a minimum and be done through the league rep. for confirmation and approval.
- Confirm all games with the other team via email at least five days prior.
- Team Managers should go to their league website and read through the Bylaws, Coaches Manual, Rules and Regulations, etc. in order to properly handle any issues. It is also vital to keep your League Rep. informed of such issues.
- All needed communication with a league must go through the League Rep. The League Rep will then contact the league to address any issues.
  - Referee Fees - SFUYSA
  - U9/U10 per team \$40.00 (\$36/\$22/\$22)
  - U11/U12 per team \$46.00 (\$42/\$25/\$25)
  - U13/U14 per team \$55.00 (\$50/\$30/\$30)
  - U15/U16/U17/U18 per team \$70 (\$50/\$30/\$30)

### **Player Registration**

Registration involves working closely with the PB Predators Registrar to collect relevant paperwork from the player & collection of all required fees.

***Note: Due to insurance and liability issues, a player may not start practicing on the fields without a medical release form or a completed registration form signed by the parent/guardian. Form on club website.***

1) **Birth Certificate** – This form is required, hospital-issued certificates are **not** acceptable. Verify that the player is the right age for the team. (Please see team age guidelines page). The Registrar needs a copy of the birth certificate for all NEW players to the club. School Records are also acceptable in lieu of a Birth Certificate. Please contact the Club Registrar if the player is foreign born as they may need to complete additional paperwork depending on the age of the player.

2) **Photo** – 1 recent 1” x 1” DIGITAL photos is needed for player ID cards (“passes”). These can be uploaded to Gotsoccer.com under your team account. These will be done on player/parent meetings prior to start of the season.

3) **Payment of Registration Fees.** Fees can be paid online through Demosphere link on our website or via check.

4) **Medical Release Form** – this form needs to be completed

## **Uniforms**

[uniforms@predatorssoccer.org](mailto:uniforms@predatorssoccer.org)

All questions should be sent to above email address. Additional items include team bags/ Backpacks, warm-up suits, extra practice shirts, socks etc that can be ordered through Authentic Soccer Store. We also have a spirit-wear store online for parents.

## **Player Passes**

Each player MUST have a player pass to participate in any games / tournaments. After proper payments with the Registrar is confirmed, and after receiving all the required documentation for each player, the Registrar will register the player with FYSA (the State) and will print a player pass and provide it to you. Players new to the club will receive temporary player passes until their birth certificate is verified by FYSA. Once the verification is complete (usually 2-3 business days), the Registrar will print the permanent player pass and give it to each team. Once you receive player passes, confirm that the information on the player pass (name, date of birth) and Birth certificate is identical. The Registrar will also provide you with the Coach's pass.

Team Manager will laminate the cards. Punch a single hole in the corner of each card and arrange the cards on a binder ring in alphabetical order. Please include the Coach's pass and DOC pass in the ring.

Player & Coach Passes MUST be brought to each game and tournament check-ins and given to the referees before every game. A game can be forfeited if no passes are produced. The referees will use these cards to check-in the players before each game/tournament, and will hold the cards during the game. Please note that during games, no team manager, parent or other party may be on the players' sideline. Coaches only.

**VERY IMPORTANT!** Be sure to get the cards back from the referee after the game!!

## **Team Roster**

The Registrar will provide you a login to obtain copies of your official FYSA state team roster through Gotsoccer. Please verify that they reflect the correct team code and league information. The team code reflects the team's age and division for the current year. Questions regarding rosters, player passes etc., should be directed to the Registrar.

## **Game Roster**

Some leagues require that you complete a league specific 3 part NCR game roster (separate from an FYSA team roster). Others will require the FYSA Official Team Roster. Please check with your League Rep. for any further information. Players not participating in a game will be crossed out on the game roster. Any players and/or coaches that received red cards in prior State Cup games cannot be removed from game rosters, and must remain on all subsequent game rosters until their suspension has been served.



## **Handy Information to keep in your folder (for all games and practices):**

FYSA Team Roster (multiple copies), schedule of games, field directions, uniform jersey numbers, parents contact list, medical releases, injury report form etc. **Bring to all games/tournaments with the player cards.**

## **Player Safety/Injuries**

Every trainer will have a First Aid kit available at all practices and games. Report any player injuries to the Board using the Club Injury Report Form. Head injury report forms will need to be filled out and submitted should a player incur a head injury.

## **Tournaments**

### **Tournament Coaching Conflicts**

All efforts will be made to ensure trainers are at all tournament games for their teams.

If conflict exists:

- First resolution is that trainer coaches older age group.
- Trainers may not miss more than one game of a team during a tournament.
- If team is mathematically eliminated, trainer will prioritize other team regardless of age group.

DOC has final determination in all cases. Decision of DOC may be in conflict of priorities listed above.

### **1. Can I take a GUEST player to a game?**

#### Taking a guest player within the club

Guest players from within our club must be pre- approved by the DOC.

7v7 - must have less than 8 players

9v9 - must have less than 10 players

11v11 - must have less than 13 players

#### Taking a guest player from another club

No guest players from outside our club. Special situations must be discussed and pre-approved by the DOC.

Guest Playing with another Club – No guest playing with another club. Special situations must be discussed and pre- approved by the DOC.

### **2. What is Poaching?**

This is when you or your coach is accused of inducing/recruiting/transferring a player from another club during the seasonal year. Inducing a player includes, but is not limited to solicitation to leave the current club, offering a currently rostered player a roster spot on your team, or a roster spot for the next seasonal year. Coaches are held responsible for the above actions. **JUST DON'T DO IT.**

## **Releasing Players from the Club**

Unconditional Release – procedure:

1. Please inform the Director of Coaching first!
2. Release Fee = \$500
3. If the DOC approves, the Treasurer must be notified to ensure all financial obligations are fulfilled as per contract prior to the release
4. Contact the Club Registrar and obtain Release form for Parent authorization
5. Parent/Guardian needs to complete & sign form or send email
6. Board Approves Registrar to release
7. Registrar needs to collect the completed form & player pass to return to FYSA

### **Conditional Release**

If a player has not fulfilled his/her financial obligation (i.e. team & club fees), he or she may be released from the team roster to make room for other players. This means that FYSA will not allow this player to register to play with other clubs until PB Predators gives clearance.

The Role of the Team Manager can be both challenging and rewarding. Your partnership with the Coach is very important. Remember that each coach has a different style; therefore try to find ways to work effectively together. If issues cannot be resolved between you and the coach or a parent, seek the assistance of the Director of Coaching before a problem escalates. This will ensure that your team can concentrate on SOCCER and the KIDS. It's all about the kids, not the parents.

**BEST WISHES for a very successful and exciting year!**