



Warsaw Travel Soccer Club Team Manager Handbook

Thank you for taking the time to read over what we hope is an informative look into the world of “Team Manager”. This is not to overwhelm you but to answer every question we could think of to better equip you for this job. The Wave organization is a volunteer organization and we depend on parents like you to make this Club a possibility. You are usually the key to having a great team experience. The Team Manager is a vital part in nipping negativity that may arise and honing in on the positives. Enjoy your season working with your coach and helping children to have a positive, well run club!

The position of team manager will be covered extensively in this handbook. An attempt will be made to explain all the details of each responsibility the team managers must have. The purpose is not to scare you, but answer every question we could possibly think of.

What your responsibilities are:

Player registration:

- Attend the registration meeting before each season
- Come prepared to collect the following from each player
 - Copy of birth certificate (can use last year's copy)
 - Notarized Medical form (can use last year's if there is no change)
 - Copy of Registration form (can use last year's copy if there is no change)
 - Head shot photo of player
 - Player Fees
 - Uniform Orders/Accessory orders and payments
- You will hold onto EVERYTHING until you have collected it from every player or it is the due date in the office, which ever comes first. You will still need to track down whatever is missing. i.e. money, signatures, pictures
- As soon as you have all of the necessary papers, contact the main office and arrange for a meeting to turn everything in. You will need an extra copy of the birth certificate that will remain in the office for the new players.
- When the rosters and player cards come in from IYSA – you will add the

- pictures, get the signatures, laminate the cards, and put them all on a ring.
- You will be responsible to make the coach's binder which will include a copy of every child's birth certificate, the original medical form, the IYSA approved roster, the NISL Release from Liability and the player cards.

League registration

- Our Registrar will contact you, or the coach, to find out which league your team wishes to be registered for. This is the coach's decision. The coach also needs to decide gold/silver as well.
- You need to be prepared to tell the registrar ALL the dates you want blocked from your league schedule so that rescheduling during the season is kept to the minimum.

Uniform orders/Uniform numbering

- Make sure all the forms are filled out properly to be turned in to the person designated as the Uniform Coordinator.
- Assign new number for new player WITHOUT using old player numbers – you never know who might return.
- Hand out the order when it arrives

Accessory orders

- Make sure all the forms are filled out properly to be turned in to the person designated as the Accessory Coordinator.
- Hand out the order when it arrives

Constant player/parent contact with news/updates

- You will notify your team of every schedule and every event that your team is registered for (league games, tournaments, etc) as soon as you know. You must check the appropriate website often so you know when the information is available.
- You make sure they all have access to the appropriate maps (most are on-line and it is as simple as e-mailing a link to them)
- You will establish a system of relaying information to your team as timely as possible (rain outs, schedule changes, etc)

Tournament registration

- After your coach has chosen which tournaments to participate in, you will acquire the appropriate application form (they are ALL on-line)
- Fill out the form with the team info (all history is at our web-site)
- Collect the tournament fees and submit the tournament application.
- Be prepared to receive e-mail, regular mail, and phone calls from the tournament host regarding your participation in the event.
- Have parents sign all appropriate liability release forms and follow any other instructions given by the tournament committee.
- Work out with your coach which one of you will be traveling to the tournament site to register the team the night before the event.
- Contact tournament host, if the information has not been provided, and find out the rules for overnight stay for the event. Some events now require that you use a hotel from their list your or your team will be in-eligible to participate.

- Make sure you provide adequate, affordable housing options to your players families. Assist in securing room reservations.

Score reporting/paying the referees

- NISL and Indiana Soccer League (ISL) both have ways to report game scores. You must be familiar with the process for your league and report the scores BEFORE the deadline. Both leagues have very easy ways to report.
- Currently, the ISL requires that each team shows up with half of the referee fees. You will be issued the referee fees in cash at the beginning of the season. You are responsible to make sure your half of the fees are paid at each game.

Rescheduling games during the season

- If you have a legitimate reason (i.e. play in game for the cup tournaments) and you need to reschedule a game, CONTACT the main office. We will help you coordinate the reschedule.
- If you receive a call from your opponent requesting a reschedule and the game is to be played at their home field, contact your coach, make a decision, and deal with your opponent directly.
- If you receive a call from your opponent requesting a reschedule and the game is to be played at home, CONTACT the main office. We will help you coordinate the reschedule.

Link from the team to the home office with business issues

- If there is a question you can not answer for your parents, contact the main office. If we do not know the answer, we will investigate and get you one.
- DO NOT contact IYSA directly. They require us to be a club for a reason, they do not want 16 separate teams calling and asking the same questions. Our main office is your link to the state headquarters. Often we will have the answers to your questions without calling them.
- DO take the time to search our club's website for information. There is a good chance that the answer or link to the answer is at our website.
- Encourage your parents to visit the website often. We update it almost every day.

What your responsibilities are not:

Team chauffeur – or ride manager

- Every parent is responsible to make arrangements for their own child. Issue a team list with phone numbers and addresses to every family Before the games start. They can make their own calls to work out Transportation issues.

Snack provider

- Make a schedule if you want – have the parents sign up. If there are blanks, it is not your job to provide for all the holes.

Sounding board for complaints

- Never respond to complaints. Have our board president's phone number memorized. Have your parents report DIRECTLY to the president.

Coach's boss

- The coach does not work for you, you work for him. Do what he/she asks. If you perceive a particular problem, do not discuss it with the rest of the parents on your team, contact the board president with your concerns.
- You do not pick the roster, decide on leagues, tournaments, training techniques, or game strategy. These are the things the coach is paid to do, it is his/her job.

Master scheduler

- Do not contact CCAC or the referee assignor to reschedule a game. The master schedule is held in our office. The referee assignor works with our main office.
- We have a contract with the CCAC, do not contact their office for a practice reschedule, we have the master schedule in our office.
- It is not the responsibility of the CCAC or the referee assignor to know our sixteen plus coaches and team managers. In the past, PARENTS have called assignors and schedulers trying to get game changes that fit their personal schedules and the CCAC or referee assignor did not know the request was not legitimate. All rescheduling for home games and practices goes through the main office.

Team bank

- You are under no obligation to hold rooms for anyone on your credit card. Occasionally you have to submit a credit card number to get a contract for a block of rooms. Your credit card should not be charged. Never pay a fee for holding the block of rooms. Sometimes this fee is impossible to have refunded. Contact the office if you have trouble.
- You will be given \$40.00 at the beginning of each season. You can use this money to pay for your soccer long distance phone calls, paper, copies, laminate, etc. It is yours. You will not have to return the balance or make an "accounting" of where it went. \$40.00 should be more than enough to cover any tangible expenses for one season.