

AC Football Club

Youth Soccer Club



Manager's Handbook

As a club our mission statement is: "To enable our players to develop the technical, physical and mental skills needed to play the great game of soccer."

Seasons:	<u>Indoor (October to April)</u>	<u>Outdoor (May to September)</u>
Try-outs/Evaluations:	Beginning of September	Beginning of April
Games Start:	October	May

Competitive Soccer - Regina West Zone
Aug 2007



One essential position on a team is the Team Manager. This handbook shares club worksheets along with formal documents to help you in your Team Manager's role. On the following pages you will find the documentation that you will need to do your volunteer position of Team Manager. You are the liaison between the coach, players and parents. Communication will be the key in your position.

1. REGISTRATION OF TEAM

The club registrar will provide you with a list of players and a coach will be assigned from the technical director. Ensure that the information that you receive is correct and advise the registrar of any discrepancies. The Treasurer and the Registrar will take care of the payment of the team fees and registering the team with the RSA (Regina Soccer Association). Zoning Map is in your Manager's Binder.

Collect your team's player cards and keep them with you in this binder. You will need to bring the player cards to each game. The RSA office now handles producing player cards. They will be good for 5 years like a Driver's License. At City Wide Registration, the RSA charges \$5.00 to obtain a player card. If the player misses that time they will need to pay a nominal fee (\$10.00) to get the card processed. The RSA office distributes new player cards. If you have any new players to the club, have them pick up their player card to present to you. **At the end of the season you will need to hand the player cards back to the individual players.**

PSL - All players on your team will have to be entered on the PSL website. The SSA will contact you with your team ID and password. You will need to enter all players on the PSL website: www.spsl.ca.

At the beginning of each season there is a Managers Meeting at the RSA office. This is very important for each team manager to attend. However if you were not a manager before this meeting takes place, you



may consult the Club Registrar to get you caught up for the upcoming season.

PSL - there will be a SSA Manager's meeting as well. Both coaches and managers should be attending this meeting. This is usually held in April.

2. TEAM MEETING WITH PARENTS AND COACH

Before you hold a team meeting with the parents please sit down with your coach and determine what her/his expectations are for the upcoming season. This includes practice times, tournaments etc. The team parent meeting can be as simple as meeting before your first game or practice or it can be arranged on a separate night. You and the coach should discuss what would work best for your team.

Before the meeting prepare a listing of all players, parents and their contact information. Email works the best to keep everyone up to date but there may be families who don't have access to email and therefore you will need to communicate with printed copies.

At the meeting after the introductions have been made have the Coach explain his expectations of the team, practice participation, tournaments, provincial's etc. As a Manager ask your parent volunteers to assist you with the following (See next page).

Ask parents to review the information on the team list to make sure the information is correct. If there are changes please ensure they are passed on to pass to the Club Registrar. Also collect any Medical Information for your team and keep that with your Manager Binder and Team Player Cards at all times.

Tournaments. Once you have discussed with Parents and your coach register for the tournaments and provincials as soon as possible.

Role Name	Role Description	Parent Volunteer
Team Manager	Co-ordinate and manages all matters involved with the Team.	
Team Treasurer	Manages the financial affairs of the team including setting up of the bank account (Bank of Montreal does not charge a service fee) deposit of team funds, issuing cheques for team expenses such as tournaments, etc.	
Fund Raising Coordinator	Coordinate fundraising ideas for the team (Bottle drive, Chocolate Almonds, Orange sales etc). Parents can work Bingos to earn money towards registration. *Friends or family can also work for your player's account. Bingo Dates are on the club website. NO ONE IS OBLIGATED TO WORK BINGOS!!!	
Team Phone Committee	Responsible to notify parents of any team activities such as game or practice changes, exhibition games, team meetings, and team fundraising events to name a few.	<i>Usually 2 volunteers</i>
Tournament Co-coordinator (Provincials, Summer Soccerfest or Winterfest)	Attend a planning meeting and sign up to help with one aspect of the tournament planning. This is also that each team will know how many teams coming, and if they will have enough teams to play. Co-ordinates entry application, booking accommodations, transportation and travel insurance if out of province.	
Team Photos	Organize team photo. The Club now uses Greg Johnson Photography. 757 4686. The Club usually organizes one night for all teams to get their pictures done.	
Social Event (Team Windup)	Responsible for planning end of season windup for players.	
Team Web Site Communicator	Provides information to Club Web Site Coordinator.	
Soccer Net & Flags	Responsible to transport and set up the soccer net and 3 flags to games for the season. (Outdoor only)	

Highlights indicate satisfaction of your volunteer commitment.



3. TREASURY

Work with your team treasurer to set up a bank account. There might be one already set up for your team from the previous season. If this is the case you will just need to change signing authorities. It is strongly recommended that there are two signing authorities per team. Because the team is non-profit you will be able to get an account at the TD Canada Trust with minimal or no service fees. Bank of Montreal also offers this type of account.

You will receive a team cheque from the Treasurer of the club for those players who have paid their \$75.00 team fee with registration. A player who registers late will be directed to pay the \$75.00 directly to their team. If previous amounts were owed to the club, you may not get the entire \$75.00 from that player. The club does not collect any team fees from the U8 players. Some parents will have more in their account due to fundraising. The Team Treasurer will need to keep track and send details of the team's accounts to the Club Treasurer at the end of the season. The Club Treasurer can answer any questions regarding balances in player's accounts.

The team treasurer needs to do up a budget so that parents will know what to expect from the season. This would include tournaments, provincials, team pictures, coach gifts, additional practice times, windup etc.

Each Player (U10 to Adult) has to put down a \$50.00 post-dated volunteer cheque. The team treasurer will need to keep track of who has fulfilled their volunteer commitment and send this information to the Club Treasurer or volunteer. If the parent/player has not fulfilled their volunteer requirement their cheque will be cashed. There are many volunteer jobs open such as Team Manager, Coaches, Team Treasurer, Tournament Volunteers, Executive Member, Registration Helper,



Equipment Manager Helper, Volunteer Tracking, and Manager's Manager, Evaluation Helper or other various duties that are generally 4 hours in length.

4. PRACTICES

The Facilities Coordinator will work with the coaches after the teams have been picked to select practice times for your team. This will be forwarded to you for you to advise the team. Please note that the times are subject to change.

5. EQUIPMENT AND UNIFORMS

The Equipment Manager will supply the necessary equipment for the team along with two sets of uniforms. The Red uniform is the Club primary uniform with the White Jersey's to be used as Alternates. Please ensure that you keep the Alternate Uniforms with you and only use if you are the home team and the team you are playing has the same red uniforms as ACFC. It is the responsibility of the home team to change uniforms. By only using the Alternates minimally ACFC is hoping that they will last many seasons.

PSL teams must use the lighter jersey (white) for home games and the dark jersey (red) for away games.

U8 players are provided with a Size 3 ball courtesy of the club. This is a one-time opportunity during their U8 career. It does not happen each season of U8.

Any missing equipment, outside of the medical kit, is the team's responsibility. The Equipment Manager will contact you at the end of the season to arrange for the return of the team kit to him/her.



6. GAMES

RSA will distribute the game dates/times and location for each team. Once you have your game package you will need to advise your team of their game schedule. All schedules will also be on the RSA website at www.reginasoccer.com. If there are any reschedule games this will also be on the website so you will need to keep track of this if one of your games is cancelled.

PSL - Games will be posted on the PSL website.

You will need to complete a game sheet (player name and jersey numbers) for each game and hand this to the head referee before the start of each game. It will need to be signed by you and the coaches. The easiest way to complete this form is fill in the template and print off as many copies as needed for your games. Update ITSportsnet on the Internet with the score. You will be assigned a user name and password from the RSA office to do so. The team standings are posted on the RSA website and also in the Leader Post. **It is essential that scores be updated as soon as possible after a game.**

PSL - Game Sheets are all online on the PSL website. You will need to enter in all your players, ages, jersey numbers, affiliated players, coaches and manager. This will all print out on each game sheet. After each game you will need to complete the game report on the website.

Hold all team player cards at every game in case the Referee asks to see them. At the end of the season you will return the player cards to the parent's or player.

PSL - For any affiliated players who don't have a player card you can use their Health Card.



If you are the home team you must provide a suitable game ball. The coaches usually look after this for you.

PSL - Home team must provide 3 game balls, referee table, flags, nets and chairs for the referees.

During the indoor season, the home team is responsible to provide a timekeeper. This should be a role that is shared by all parents.

Player Movement - Player subs can be "playing up" from a lower age group or from a lower division to supplement team members who are not able to attend your game. **A player can sub up 6 times maximum.** Once

they have played up 7 times they become a permanent member of that team. Each time a player moves up you will need to complete a Player Movement Form and have the player/parent sign along with the coach from your team and yourself. This gets attached to the game sheet given to the Referee.

Recreational Players - Player's from the Community leagues can play up with your city team. If your team chooses to use a Recreational Player there is a Pre Approval form that must be completed and submitted to the RSA office. The player must be in your zone to play for your team. Failure to comply with the above will cause your team to forfeit the game. A Recreational Player can only play 3 games at a cost of \$20.00. After that they must join the City Team in order to play.

Affiliated Players - A player can affiliate with your PSL team for May, June and July. The form must be completed and signed by all parties and then the player can play as many games as they want. However if the coach decides that they want to transfer that player to their team they must complete the transfer forms by July 31st. After that time no one but those on the team roster can play.



7. TOURNAMENTS

Once you have detailed with your coach and confirmed with parents, which tournaments you are planning to go in for the season send in the registrations as soon as possible.

Tournaments - In Town

Each player on the team is to equally pay portion for any tournaments decided at the first parent/coach meeting. Any tournaments decided after that time the player will have the option to not pay if they give the Manager/Coach at least 1 week notice that they will not be able to attend.

Tournaments - Out of Town

Book your hotel rooms and if you are traveling by bus or van you will need to book this ahead of time as well.

PSL - Most likely your PSL team will not go on any tournaments but you will travel to play in various cities within the province.

Club Policy. To cover the expenses of one coach and one assistant coach when traveling to attend out of town tournaments or PSL games. This includes hotel accommodations (up to \$120/night), a \$30 per diem for meals and 32¢/km when using their private vehicle to travel. Managers that travel with the team and act as a chaperone or have an active role in assisting the coaches will have their expenses covered by the team as above. Each player on the team is to pay an equal portion for out of town tournaments/PSL games regardless of player attendance to the tournament/PSL game.

Our Club puts on two tournaments a year.
Winterfest will be at the beginning of February.
Soccerfest will be the last weekend in June.

These tournaments are where most parents will earn their Volunteer Cheque back. These two tournaments allow the club to pay for almost all practice space in the indoor and outdoor seasons.



8. PROVINCIALS

This is only for U12 teams and older. The club will post the team bond for all teams at the beginning of the season. A bond gets posted for all teams from U12 to U18. If the team doesn't make provincials then the RSA (SSA) refunds the club the bond paid out. You will need to register at the **RSA office** (they forward to the SSA on your team's behalf) your team by putting in a \$300.00 team cheque in case you qualify. (Note they will cash the cheque whether you qualify or not. If you don't make provincials the money will be returned to your team). When you submit your team cheque you will need to submit a team roster. Only the players and coaches on this roster can be on the bench during Provincials. If you have any changes during the year make sure you update with the RSA. Again this Roster will be passed from the RSA to the SSA.

Provincial Bonds are paid by the Club to the SSA for each team entered in Provincials. If the SSA doesn't return the bond to the club due to an action by the team (damage to hotel rooms during tournament weekend for example) the team will not be able to rely on the Club to extend any further privileges of this nature and they would have an outstanding debt. If the debt remains unpaid the team would be deemed as members in bad standing, which carries over to the RSA and SSA. See RSA Appendix 1 for further details.

You are allowed 3 player transfers to your team for Provincials. You will need to complete a Player Transfer form which can be found on the SSA website. There are deadlines for the transfers to be completed which are also on the SSA website.

Like tournaments tentatively book hotel rooms. They fill up fast. If you don't make Provincials you can cancel.

Same policy for coach's travel as mentioned above.



9. MISCELLANEOUS

Questions - If you cannot answer your parent's questions please refer them to the Executive. If you have any questions regarding the RSA there are Club Representatives on the Executive who can answer your questions or find out for you.

Club Meetings - Someone from your team should attend the Club Meeting that is held on the second Wednesday of the month. The times and dates are on the website.

Team Pictures - Discuss with Parents to see if they want pictures. Majority Rules. The Club has done pictures in the past with Greg Johnson Photography (www.gjphoto.ca) or with Giselle Photography (gisellealbert@accesscomm.ca) with all teams on the same day. You will be contacted to see if your team would like to participate.

Club Website - We have an Executive member who can work with you to update your team information on the club website.

Windup - Have your parent volunteer's keep you apprised of any plans.

Fundraisers - Our club offers parents the opportunity to work bingos. No one is obligated to do this. For those parent's willing to work the bingo dates are posted on our website www.acfootballclub.com. Have your parents contact our Bingo Coordinator (Lisa Brewster) at 775-2317 if they are willing to work. The club also has a Fundraising Coordinator on the Executive who can give your team ideas if you find you need to fundraise for your team.



Player Fees: U8 \$70.00
U10 \$165.00 plus a \$75.00 team fee = \$240.00
U12 \$250.00 plus a \$75.00 team fee = \$325.00
U14 PSL \$325 plus a \$75.00 team fee = \$400.00
U14 Div II \$265 plus a \$75.00 team fee = \$340.00
U16 PSL \$325 plus a \$75.00 team fee = \$400.00
U16 Div II \$265 plus a \$75.00 team fee = \$340.00
U18 PSL \$320 plus a \$75.00 team fee = \$395.00
U18 Div II \$265 plus a \$75.00 team fee = \$340.00

Affiliated Player Fees: If they play up more than 3 games with our club they will pay our full club fee less SSA insurance and their own district insurance fee.

Refund Policy: Prior to November 15 2007 (subject to approval by Executive). The amount will be based on number of games the team has played less RSA and SSA insurance fees plus a \$25.00 administration fee. There will be no refunds after November 15 2007.

PSL Fees - Registration commitment by September 5th, 2007 & posted date cheques to the latest being Oct 31st, 2007.

PSL Teams Going to Nationals - Registration commitment by September 5th, 2007 & posted date cheques to the latest being Dec 31st, 2007.

Late Registration: (After September 5, 2007) add \$50.00 to U10-U18 fees

RSA Location: Regina Exhibition Park - Multipurpose Facility
Office Hours Monday to Friday 12 PM to 5 PM
Phone: 352 8040 Fax: 347 8055
Executive Director: Dennis Morse
rsaexecdir@sasktel.net



PSL OUTLINE BY MONTH

March

- a. Performance Bond is due at SSA Office (done by Club)
- b. Team Declaration Form is due at the same time (done by Club)
- c. Team must be declared by March 19, 2007 with ages and gender

April

- a. Manager Meeting - Usually in Saskatoon for all PSL Managers and Coaches
- b. PSL website is www.spsl.ca
- c. Team Entry Fees and completed Roster are due
- d. Set up practices after confirming with Coach and Facilities Coordinator.
- e. Have parents meeting to discuss hotels, travel etc
- f. Book Hotels and buses ASAP as they book up fast
- g. Once schedule comes out keep in mind high school finals as you might have to reschedule a game.

May

- a. Games will start sometime during this month
- b. ASTA Break towards end of month

June

- a. Games all month

July

- a. Three week break starting at beginning of July for ASTA

August

- a. Games all month

September

- a. Playoffs for Nationals are usually in the first week
- b. Fundraising for Nationals
- c. Practice for Nationals

October

- a. Nationals are usually the first week of October