

# **Mebane Youth Soccer Association**



## **Team Manager's Handbook**

v1.3 February 2009



# Welcome New and Returning Team Managers!

The following guide was put together for you to use as a resource throughout the season. ***This guide is updated regularly so be sure you have the latest version, found by clicking 'Coaches' on the main MYSA website.***

Depending on whether you have a new team, a returning team, your coach's level of involvement, and your other team parents' level of involvement, you may or may not be responsible for everything contained in this outline. In most cases, other team parents will be more than willing to help if you simply ask for what you need.

Note that some sections may only apply to certain levels of play:

- Level I - Recreation
- Level IIS - Select
- Level II - Challenge
- Level III - Classic

Thanks for volunteering your time and efforts to your team.

If you need any assistance outside of this reference, please do not hesitate to ask.

**Send any feedback on this handbook to: [info@mebanesoccer.us](mailto:info@mebanesoccer.us)**



# **Seasonal Timeline**

## **The Beginning of the Season**

1. Get SoccerSys account & familiarize yourself with Online Team Management (new managers)
2. Fill out/update Risk Management Profile and ensure other team adults have RM done
3. Contact all players once rosters are posted. Call if you don't hear back via email!
4. Collect forms, paperwork, and registration fees at first practice. Track on team worksheet
5. Update team and player records online in Coaches Tools as necessary
6. Update fee collection records in Coaches Tools (future feature)
7. Work with Sponsorship Coordinator to obtain or retain sponsorship for team
8. Choose and order uniforms/kits if necessary; Make sure colors are approved
9. Handle dropouts when they occur
10. Deal with any practice conflicts that cannot be resolved
11. Identify player conflicts in preparation for match scheduling

## **During and Throughout the Season**

1. Coordinate snack schedules for games
2. Submit match results online and in some cases via US Mail as required
3. Serve as communication hub for all delays, inclement weather, and other changes
4. Coordinate match reschedules as needed with division directors/coordinators
5. Maintain constant communication with coaching staff and parents- you are often the communication link between the two.
6. Assist league officials with communicating information to your team parents
7. Send directions to parents if your team is playing 'Away' matches
8. Ensure you have referee money each week (Level II and above)
9. Schedule team pictures – remember coach and sponsor plaques

## **Tournaments / Festivals**

1. Get parent feedback on who will or will not participate
2. Collect funds based on number of participants and total cost
3. Register for tournament 1-2 months prior to event
4. Ensure player passes are properly stamped and laminated
5. Complete Guest Roster if you plan to take guest players
6. Get supplemental insurance if necessary
7. Make any hotel block reservations if necessary
8. Send detailed driving directions to your parents
9. Check the team in at the appropriate date/time
10. Hints for attending a tournament

## **As the Season Ends**

1. Order trophies for each team member if your team is planning to hand them out
2. Schedule and coordinate some type of end of season celebration for your team
3. Collect clean uniforms from your team (not socks!) for the next season
4. Turn in Binders, Player Passes, and Equipment



**THE  
BEGINNING  
OF THE  
SEASON**

# 1. Online Team Management (Lev I-III)

The league uses an online software package to help manage the hundreds of players and dozens of teams in our league each season. This software provides a number of tools to team coaches and managers to make team management easier and to allow multiple team volunteers access to team information.

The 'Coaches Tools' can always be found at: <http://mebanesoccer.us/soccersys/admin/>

Tools include viewing rosters, tracking player information, printing out forms, emailing team parents, publishing team news, and soon – tracking team fees. These will be covered in more detail later in this document.

For now, you should ensure you can login to your account. This will happen once you're your coach notifies the division coordinator that you will be serving as team manager. When you are first added to our system as a volunteer, you will receive an email with login information. Save this information! After that, you are simply assigned to teams as needed when you volunteer. You can manage multiple teams from the same account. If you have forgotten your password, contact [webmaster@mebanesoccer.us](mailto:webmaster@mebanesoccer.us) to have it reset. **NOTE!** You cannot access any team information in our system until your Risk Management profile is cleared.

# 2. Dealing With Risk Management (Lev I-III)

All new adult volunteers with the MYSA (coaches, managers, board members, referees, etc.) must complete a Risk Management Profile and submit it to the North Carolina Youth Soccer Association (NCYSA). Existing volunteers must update their profile annually. All volunteers will have complete criminal background checks run and must pass this background check in order to volunteer in the above roles. Anyone failing a background check will be notified directly by the NCYSA, usually asking for additional/mitigating information. If the NCYSA determines your history precludes you from volunteering, you will be unable to volunteer and will be notified as such. The MYSA is only notified if a volunteer is 'Approved' or 'Denied'. No personal background check information is sent to the league beyond what is included in the Risk Management Profile you complete online.

If you are a new volunteer, you need to fill out a new Risk Management profile. If you have volunteered for the league before, you will need to update your profile annually. Go to the NCYSA website at [www.ncsoccer.org](http://www.ncsoccer.org) and click on Risk Management in the Administrative menu.

The Risk Management site provides you with four choices to continue. Once you select one, you will be asked to enter your name (use the full name on your drivers license!!!), birthdate (double check – wrong birthdates hold things up!), and the last four digits of your SSN. Next, select **NCYSA Member Association** and then find **Mebane Youth Soccer Association** in the drop down list.

Here are the three main choices in detail:

- **I registered in the previous year, but have not registered in the current year.** This is for volunteers who have submitted a Risk Management profile in a previous year, but have not updated it for the current year (Soccer years go from July through June) You will be asked to review your old profile information and fill out certain fields like your street address and email address. Once you submit your updated profile, *you must complete “Step 2 – Add A Position” See Below*
- **I have never submitted a Risk Management registration.** This is for volunteers who have never volunteered for the MYSA or any other NCYSA league and don't have a profile on file. Fill out the entire profile form as requested. Once you submit your profile, *you must complete “Step 2 – Add A Position” See Below*
- **I want to add another position.** This is for people who have updated their profile for the current soccer year, but find they are now handling a new position (say an assistant coach decides to head coach another team as well – they must add that position)

Step 2 is where we most often run into problems. Once you have submitted a profile, you have to list what positions you hold with the league. Select Mebane Youth Soccer Association from the drop down list and then check 'Team Official'. Further down, select the type of Team Official Position (Head Coach, Assistant, Manager). Next select the age groups you will serve in this position. If you manage two teams, you can select BOTH age groups and submit the form once. **NOTE!** Coed teams are recorded as boys teams so select the appropriate 'M' age group.

We cannot see that your profile has been submitted until you have added your positions. Only then can we continue our process (background checks, marking coaches as 'Approved' in our system, etc) So PLEASE make sure you and your coaches have selected the appropriate positions. Once you have, be sure to let the Risk Management Coordinator know so they can move your profile through the system. Note that it can take up to two weeks from when you submitted your profile for you to appear as 'Approved' in the MYSA Team Info page.

Getting the hundreds of MYSA volunteers to turn in their RM profile on time can be one of the most challenging parts of organizing each season, so **please** complete your profile as soon as you agree to volunteer and receive your information. Also, as a manager, make sure the head coach and any assistant coaches complete their profiles ASAP. Lack of Risk Management profiles, even just one, can hold up the entire league's registration and will prevent your team from participating in league activities. You can check on the RM status for your team volunteers in the Coaches Tools by clicking 'Team Info'. **Not Filed** means the league RM coordinator has not seen an updated profile for that position yet. 'Pending' means the profile was found and a background check is in progress. 'Approved' means the check passed and the volunteer is allowed to participate in team activities (practices, matches, etc)

***Adult volunteers without approved Risk Management profiles cannot participate in team activities (practices, matches, etc.) Challenge and Classic volunteers with incomplete profiles can put their team's participation in pre-season tournaments at risk!***

### 3. Rosters and Contacting Your Team (Lev I-III)

*Remember to communicate with your head coach. He or she may want to make this initial contact or you both may wish do this together.*

#### **Level I – Recreation**

When rosters are released to the coaches, you can view your current roster and complete contact information by clicking 'Current Roster' in the coaches tools. The 'Contact Sheet' will provide you with a handy printout of all contact numbers available for each player. Keep a copy of this with you during any team event (practice, matches, etc) If you click 'Current Roster' and get an authorization error or 'no teams' error, that means rosters have not been released. **NOTE** Rosters are released in two stages. The first stage is when ONLY coaches and managers can see the roster. **DO NOT contact parents at this time!** This initial stage allows coaches to flag any obvious problems BEFORE the parents can see the team assignments for their children. When rosters are 'Coach Only' you will see **This Roster Is Not Final** when you click 'Current Roster'. Once the league announces rosters have been 'published to the parents' (the second stage), your Current Roster will show 'This Roster Is Final' and you may now contact your parents.

#### **Level IIS/II/III – Select/Challenge/Classic**

Select, Challenge and Classic rosters are set via tryouts and are generally posted to coaches and parents at the same time.

Make sure your parents have cell phone numbers for all team volunteers which will come in very handy should they get lost while traveling. Ensure all team volunteers have the current Contact Worksheet.

#### **All Levels**

Inform team members of practice times and field locations if the coach has already gotten a confirmed practice schedule. Some teams will poll their parents first to identify the best times to practice. Check with your head coach to find out what they want to do. Your team should submit 4 preferred practice times that span at least three days *in priority order*. You may not get your first pick – be prepared for that. If you submit only two, you risk having an alternative time assigned if your first choice is not available. Provide parents with team contact information. Determine how parents prefer you to communicate with them; know who utilizes email regularly and who does not. You can easily email all your parents by clicking 'Email Parents' in the coaches tools. The system will highlight any parent without an email address on file so you can call them instead. You can also view past emails you and other team volunteers have sent by clicking 'Email Outbox'.

**Hint** – Email is a great tool, but remember some people only check email every few days. For urgent/time sensitive information (reschedules, weather delays, etc.) a phone call is often better or email and ask that the parents confirm they received the message so you can only call those that didn't respond. The league hopes to have a cellphone text message feature activated soon to help with urgent communications. You can do this yourself after you update an emergency contact list from parents. It is often MUCH

easier to communicate last minute decisions via cellphone, especially for travel teams or in the case of inclement weather for tournaments. Last minute field closings (practices and games) are also a good time to use mass texting. Just be sure to check with your parents in case they have a limited number of messages a month.

If you have new players that have never played before, make sure that parents are aware of what equipment they are responsible for:

- Soccer cleats – Make sure they are soccer cleats! Baseball cleats with a cleat at the tip of the toe are *not allowed*. Metal studs are not allowed.
- Shin guards
- Water bottle
- Mouth guards - optional (these are supplied by the league and can be obtained at the concession stand for free)
- Correct ball for age group (see below), properly inflated.

<b>U5-U8</b>	<b>U9-U12</b>	<b>U13-U18</b>
SIZE 3	SIZE 4	SIZE 5

Every season we have parents who wander the fields looking for their new teams. Make sure you tell your parents where to find the field map on the league website (<http://mebanesoccer.us/fields.html>) and remind them of the information they will need if they can't find their team – the coach's name, the team, name, and the division.

Also, many teams do not start practices the week the league announces for practices to begin. **PLEASE** make sure you let your parents know since we always have parents who show up looking for teams that won't start practicing for another week or two.

## 4. Forms, Paperwork, and Fees

### Level I - Recreation

Print out a Roster Worksheet by clicking 'Forms' and MYSA Roster Worksheet in the coaches tools. You should also print out a copy of the 'Current Roster' screen. The Roster Worksheet is the form you will turn in with all of the team's paperwork and fees. Other necessary forms include the following:

- Birth certificate if not already on file with the league (does not have to be a certified copy, just a photocopy) Birth certificates on file with the Rec Department/City of Mebane **do not count**. We must have a copy on file.
- MYSA Player contract
- MYSA Parent Code of Conduct
- MYSA Coaches Code of Conduct – coaches are notorious for forgetting to turn this one in – make sure they do.
- Medical Waiver – must be notarized. Only **ONE** copy is required

At your first practice, you should try to collect **ALL** your paperwork and fees. Left to their own devices, many of your parents will NOT bring the necessary forms with them. So be SURE to remind them at least once within a few days of the first practice to bring the forms, which forms to bring, etc. Remind them **NOT** to sign the Medical Waiver – they must do this in the presence of a notary. Notaries are usually at the concession the first 1-2 weeks of practice. Also, they will need a picture ID for the notary.

### **Level IIS/II/III – Select, Challenge, and Classic**

Due to the additional paperwork required for travel teams, the league holds 'registration nights' to collect paperwork and fees from parents. Like Level I, parents can print their paperwork out ahead of time. They no longer need three copies of the medical waiver – the league will make the copies.

As a team manager, you are still responsible for ensuring all your players have their paperwork in order and fees turned in. Use the Roster Worksheet to track this. You should turn in a worksheet with each 'wave' of payments so we can track who has paid and when. It is next to **impossible** to track when travel teams turn in a bunch of checks and cash in an envelope with just a team name on it.

### **All Levels**

Because your team name is on just about every piece of paperwork, you **MUST** make sure your final team name is entered into the Coaches Tools *before you or your parents print out paperwork*. Medical waivers **MUST** have the proper team name on them! The same applies to jersey numbers – have the parents leave this blank and we'll fill it in later once jersey numbers are finalized.

Parents can print these forms themselves from the parent portal, but you can print for the whole team at once from the coaches tools for those that may not be able to print them from home.

Use your roster worksheet to track who has turned in forms and payments. You should also use it to track requested jersey numbers and uniform sizes (the Current Roster view will often show uniform numbers from a previous season, which can be helpful. If it changes, just update it – see below) Pass OK is not used in Level I.

**PLEASE be sure to track all payments on the worksheet, including check numbers.** The league will not accept paperwork if the Fee Summary and Check #/Amount columns are blank. Parents with multiple children playing often want to write one check to one team for all of their children in the league. **PLEASE, PLEASE, PLEASE do not let them do this!** It makes it extremely difficult for us to track their payments and can hold up the other teams who try to turn in paperwork with what appears like a missing payment – until we search through dozens of worksheets trying to find the bundled payment.

### **Be aware of late fees indicated on the roster worksheet.**

If you sense a family is stalling with payment because of financial hardship, encourage them to apply for financial aid – information on this program is available under both the 'Info' and 'Parents' tabs on the main MYSAs website.

All forms, fees, and paperwork should be turned in at one time with the Roster Worksheet to your division coordinator or you may drop it off in the concession stand to be turned in. Please sort by **form type** and *then* alphabetical order with the completed Roster Worksheet on top. The league will not accept paperwork if you are missing forms or payment from any players. The rare exception to this is if a team has a player added to their roster late.

It is very important that you verify the information provided by the parents. Typos happen. A player's 'given name' must match their birth certificate, so when you have the paperwork, check the birth certificate against the 'Full Name' displayed when you hover your mouse over a player in the 'Current Roster' screen. Players with certificates on file should have middle names listed. If they don't, ask the parents for the full name so we can update our records.

Encourage your parents to login to the Parent Portal (click "Parents" on the main MYSA website) and click 'Your Profile' to verify their information has not changed. Outdated parent information can cause us a lot of trouble down the road. Encourage them to include cell phone numbers and alternate email addresses if they have them.

Pay special attention to fees and who does or does not have a birth certificate on file already. These items are indicated on the worksheet, but late fees and missing birth records seem to be the most common mistakes or omissions. It is not unheard of for players to show up needing a birth certificate when they have played for the MYSA before. Sometimes parents create brand new accounts and register their children using a new account so we lose all history tied to that player. We have tools that try to find these situations so we can link the history back in, but it can't find all of them. So if you have a player who should show a birth certificate 'On File', contact the league secretary to see if the certificate is in our paper files, though it's often a LOT less trouble to just have the parents submit another copy.

Paperwork is good for an entire soccer year (July through June) if a player returns to the same team in the Spring that they played for in the Fall, **and** the team name has not changed. New players, players who change teams (transfers), players who change levels (Rec/Challenge/Classic), or players who are on teams that change names from Fall to Spring must complete all paperwork. All players are responsible for registration fees each season. On your Team Worksheet, if you see 'N/A' in the Forms column in the Spring, that player already has valid paperwork on file and does not need to submit any for the Spring season.

**Print out a Contact Sheet in the Coaches Tools and keep it with you!**

## 5. Team Records

In addition to the Roster Worksheet that you turn in with your other paperwork and money, you should also track information about your team in the Coaches Tools. Click 'Player Records' to see the information you can track. The most important field is 'Uniform Number' You **MUST** fill this in for ALL players as the uniform number is included as part of their registration with the State and is printed on the player passes. '00' should be entered as '0'. Uniform numbers above 99 are not allowed.

You should also track when players confirm they are playing. However, if a player drops out – you *must* alert your division coordinator immediately so they can be dropped from your roster and a new player added if applicable. Roster changes take effect immediately and all your roster lists, email tools, and paperwork will be updated with the new player's information.

**Level II/III** – When a player drops from a Challenge or Classic team, their parents must sign a release form that is then sent to the NCYSA. This form must be obtained from a league registrar and turned in for processing. The parents will receive a certified copy from the NCYSA once the release is finalized. Players cannot transfer to another league without this form and approval from the MYSA, so ask them why they are dropping!

The Registration Fee Paid and Forms Turned In fields are your way of alerting the league that your team is 'complete' and they should now be looking for your submitted paperwork. Shirt/Short sizes are for your convenience.

## 6. Invoices/Fees

This is something new that the league is planning to roll out in the Fall of 2009. To help the league and team managers better track to receipt of funds for players, we will start to create online 'invoices' for fees that are due. All this means is that anytime a player owes a fee, an electronic record is created indicating this. Parents can view all 'invoices' tied to their children in the parent portal. Team managers can also see the invoices to better track who has paid and who has not.

The important part of this will be when you receive payments. In addition to your hard copy record used at the fields (Roster Worksheet, envelope, etc.), we will ask that you use the 'Fees' tool (coming soon) to record payments. For example, say a player owes \$25 for the upcoming season and the parent pays it in full via Check #1234. You simply click on the invoice for that player, select 'Paid via Check', enter the check number, and the amount. When you submit this, the invoice is marked 'paid' so it's no longer in the parent portal, and the league now has a record of the individual payment.

The main benefit of this is when we receive the hundreds of checks before a season, we will also indicate online that the check has been 'processed', meaning the league knows it received the check and is sending it off for deposit. This will allow the league to better manage which players and teams are fully paid and which have some stragglers. We will also include functionality to handle partial payments and financial aid.

The most exciting part of this new feature will be for Team Managers. In addition to league fees, you will be able to create 'fee invoices' for your team as well. If your team attends a tournament or buys warmups or sweatshirts, you will likely be collecting money. So in addition to tracking it on the back of an envelope (which may work well for you, but when it's given to the treasurer, not so much), you can now track it online AND parents are alerted when they still owe money any time they login to the website.

This will make the financial processing for the league much more efficient and avoid the seasonal 'what exactly is this \$50 check for?' when we try to decipher things. More

information on this feature will be coming out soon. This also will lay the foundation for the league accepting payments via credit card.

All this fancy online tracking aside – be sure you have a way to track payments at the field. Many managers will simply use an envelope and write the names of each player that has paid, put the money in the envelope, and once complete, use the envelope to turn in the money. Use whatever method works best for you. But you still must keep an updated worksheet and clear the fees online!

### **Level IIS/II/III – Select, Challenge, and Classic**

You will likely collect a lot of money during the year between league fees, tournaments, apparel, and more. It can be difficult to track and parents forget what they have and haven't paid all the time. Consider buying a receipt book to give parents receipts for every dollar you collect. This way you have a record of every payment you've taken in. The online system will help with this, but it can be a huge help to have a handwritten record of all payments received. They are quite inexpensive and readily available. Be sure that you have a record of payment methods including check numbers for EVERY expense. Teams who travel to multiple tournaments are especially prone to confusion amongst parents. If you have a receipt book as indicated above, you can cross reference check numbers with receipt numbers as parents will invariably write one check for multiple expenses, creating some detective work in case of a question.

## **7. Sponsorship and Fundraising**

Corporate and/or individual team sponsorship is our bread and butter so to speak. Over the past 5 years, the league has grown substantially and we now have the luxury of having folks calling us and offering to sponsor. Our corporate sponsors contribute roughly \$25,000 to our league annually in the equipment they provide for our kids.

Sponsorship does several things for our league:

- A. Keeps costs down for parents.
- B. Gives players a sense of belonging, pride and team affiliation.
- C. Enables us to engage and involve the business community with our community service organization.
- D. Validates the league's purpose, supports its goals and furthers our efforts to advance our standing both with our neighbors and with the state.

For our sponsors, their support provides them:

- A. Advertising, both on the web and in person. While we know that exposure is limited with team uniforms, sponsors get hits from the website, as well as word-of-mouth recognition. They're also seen whenever we run stories in the newspaper, host tournaments or camps, or are involved with inter-league events.
- B. Access to a concentrated consumer base within our own community.

## **Level I – Recreation**

All of our Level I/Recreation teams have corporate sponsors who purchase uniforms annually or semi-annually.

### **Obtaining and Retaining Your Sponsor**

Start early and be proactive. The sponsorship coordinator does NOT have to recruit every sponsor, but serves as a resource, ice-breaker, guide and confidante. This person manages the flow of information, filters contacts so that there is not duplicate effort or multiple asks, and maintains the sponsor information on the web. The sponsorship coordinator has collected a wealth of information regarding businesses that are current, past, or potential sponsors, including if they've been solicited in the past and declined, if they are sponsoring more teams currently, if they're associated with a particular player or coach, and often the best way to approach them. The coordinator also has created a number of written letters and solicitations that many sponsors require, especially if a corporate office must get involved. They are readily available and can be tailored to your team. The Sponsorship Coordinator also has an excellent estimate of what it costs to outfit a new team depending on the age group, so just ask. We also have a worksheet that is a helpful guide.

The best place to start is your team roster. Nine out of ten times we find sponsors within our own parents who either have a business themselves or are willing to approach their employer about support. They are much more likely to help because there is a personal and vested interest in the league and they know they are doing something for the community. Don't be afraid to ask! The worst that can happen is that they decline.

**If you have a business you wish to approach, check with the sponsorship coordinator first to make sure they have not already been contacted or have committed to another team.** This is extremely important. We do not want dozens of soccer teams approaching businesses that already sponsor teams or who have repeatedly declined. By tracking all of our outreach into the community centrally, we have a much better idea of who is worth approaching and this helps ensure no ill will is generated between the league and businesses in the community.

## **Level IIS/II/III – Select, Challenge, and Classic**

All MYSA travel teams wear a league selected uniform kit – generally Royal Blue and Yellow and they are purchased by the league. The league also usually purchases a backpack/sports bag for the players to carry their gear to practices and matches. **These kits are used for two years**, so make sure players know to keep them in good condition over the summer if they plan to return to a travel team the 2<sup>nd</sup> year. If you have new players on your team or if a player has outgrown their uniform, lost it, or it has been damaged, contact the MYSA Uniform Coordinator to get a replacement. Unless waived in advance, the cost of a replacement uniform must be paid by the player's parents.

There are still significant costs to travel soccer beyond the league registration fees. Teams like to purchase warmup suits for their travel teams since they often play in colder weather than Rec teams (play later in November and start earlier in January) Tournament fees can be substantial and any subsidy of these is welcome. So many

teams try to raise funds during the year. Here are some pointers if you decide to raise additional funds for your travel team:

1. Read the latest MYSA Fundraising Policy, which can be found in the 'Info' section of our website. Print out a copy of the Fundraising Report Form as well.
2. If you think other teams are interested in the same type of fundraising for the same purpose, ask them. We prefer league or division wide fundraisers vs individual team fundraisers as the more people involved, the more successful it is likely to be. So while it's fine to do a team fundraiser, you might find it more successful overall to involve other teams.
3. Before committing to any type of fundraiser, you MUST get MYSA approval of the fundraiser. The league will review any legal issues or pitfalls you may face and will give you information on how the money should be handled, tracked, etc.
4. If you plan to buy any type of team apparel, you must purchase league approved items in order for our teams to maintain a consistent appearance. The MYSA uniform coordinator can give you information on things like this
5. If you receive sponsorship money, you MUST alert the MYSA Sponsorship Coordinator so we can centrally track all funds received as charitable donations.
6. Once your fundraiser is over, you must submit all funds raised along with your report to the MYSA Treasurer. Teams can then request the funds as needed to pay for team expenses.

### **All Levels**

If you have questions, don't hesitate to ask the sponsorship coordinator!

Once you have a sponsor, COMMUNICATE, COMMUNICATE, COMMUNICATE! Verify their wishes/requirements (within reason) about color choices, logo preferences, budget, and level of involvement. Sponsor involvement in the league ranges from never setting foot on the pitch to having a rep come and watch many matches, bring cool stuff to the kids, take pictures and use them on their community pages.

Make sure they know YOUR name, not just the coordinator's. Ideally, the coordinator can and will be involved in securing a sponsor to whatever extent you need help, but it is up to you to establish your own relationship with the sponsor, keep in touch with them so that they will want to remain your sponsor. Let them know who the coach is, what division you play in and give them a copy of the schedule. Doesn't matter if they ever come-you've still reached out to them. Drop a note occasionally if feasible to update your team's progress. This does not mean wins and losses, it means you are practicing, working hard, steadily improving, looking forward to a great season, wrapping up one, getting ready for a festival and having fun! Thank them. Arrange for some kind of memento to be presented to them at season's end. Many of our sponsors hang plaques in their businesses to show their involvement in their community or just to brag a little. Enable that. Let them know your plans for the following season and invite their involvement again. Don't wait until you need something to communicate with them. By this time it is too late.

## Show Me The Money!

One common area of confusion is how to handle money from fundraising and sponsorship. As a non-profit corporation, we have to ensure proper records are kept and various regulations are adhered to. So to help us with that, all teams must observe the following when dealing with fundraising and sponsorship:

1. All money received by a team **MUST** be turned into the MYSA Treasurer. All money received by a team will be credited to a team account in our financial software so we know how much money each team 'has'
2. When you need to make a purchase, the MYSA Treasurer can cut a computerized check for you to make payment. If you have an invoice already, we can send the check directly in to the supplier.
3. Funds remain with teams across seasons. However, if a team disbands, the funds revert to the general MYSA fund.
4. If a sponsor prefers to pay the invoices directly, that is fine. However, you **MUST** ensure the MYSA Treasurer and MYSA Sponsorship Coordinator receive a copy of the paid invoice so we can track the contribution.
5. If a sponsor asks about our non-profit status for tax purposes, a copy of our non-profit designation letter from the IRS can be found on our website under 'Info'

## 8. Uniforms

### Level I - Recreation

Picking and ordering uniforms for a team can be a very fun experience, but done wrong it can also be a very frustrating experience. Recreation teams are free to use whatever uniform supplier they wish to that is acceptable to their sponsor. If you would like some ideas about uniforms, ask an experienced team manager and/or the Sponsorship Coordinator as they deal with this often.

**\*\* YOU MUST GET ALL UNIFORM CHOICES AND COLORS APPROVED BY YOUR DIVISION COORDINATOR *BEFORE ORDERING* \*\***

To avoid teams with very similar uniforms from playing each other, we try to ensure teams within the same division avoid the same colors. If a team orders uniforms without approval, they will be forced to wear pinnies during any match where their colors conflict with either the officials or their opponent. This is not ideal because it covers up your sponsor's logo and the jersey numbers. So **PLEASE** get your colors approved before ordering! Teams U8 and above cannot use yellow jerseys since that is the color our referees wear.

If you have a new team or have to order new jerseys anyway (new sponsor, new team, or discontinued kit that you cannot order replacement jerseys for), you may request a number preference from the kids, but if you have a team with a previous season's uniforms, just distribute what you have based on size. Keep track of size information and who gets what number on the Roster Worksheet, as you will have to enter this information into the player records section of the coaches tools and you will need it to

distribute the uniforms to the right kids. If you are ordering an entirely new kit, remember to order shirts for the coaches as well as the players if approved by the sponsor.

One of the most common problems we have is teams who place their orders too late. Most suppliers need a minimum of three weeks to order, receive, and customize uniforms. If you are having trouble finding a sponsor, work on selecting a few possible uniforms anyway that have numerous color choices. That way when you get a sponsor, you can hopefully get their approval on a color of a kit you already like and get an order placed ASAP. Don't forget that most suppliers will charge a 'screen charge' to put your sponsor logo on the uniforms unless they already have it.

### **Level IIS/II/III – Select, Challenge, and Classic**

While uniforms are consistent for all MYSA travel teams, managers still need to collect sizing and jersey number preferences. Players often can try on sample uniforms during the league registration nights. To avoid delays, especially if you play pre-season tournaments, make sure you get ALL your sizing information in to the uniform coordinators as soon as you can. Remember that players will wear a uniform for two years, so err on the side of too big vs. a 'just right' fit.

## **9. Handling Dropouts**

### **Level I – Recreation**

It is not unusual for players to decide they don't want to play soccer anymore, sometimes even after they recently registered. If you have a player dropout at the beginning of the season, you must alert your division coordinator ASAP. Only your division coordinator can drop a player from your roster. Once the player is dropped, you may get a replacement player from a waiting list, but not all divisions will have waiting lists. Be sure to return the registration fee check if you still have it and the player decides not to play. The league normally does not give refunds once the season is underway and the checks have been deposited. But if you still have it and the player only showed up for one or two practices – give the check back.

### **Level IISI - Select**

U9 Select players are not registered with the NCYSA. Instead they are registered with an organization called US Club Soccer. If you have a player drop, alert the league's head registrar, who can handle the US Club paperwork required to drop a player.

### **Level II/II - Challenge/Classic**

If a player drops out, paperwork must be filed with the state ASAP. Contact the league registrar to ensure the paperwork is filed. You must turn in the player's pass if you have it as the state requires they be turned in when a player drops. Also, the registrar will need either the parent's signature on the drop form, or a signed letter from the parents specifically stating they have chosen to drop from the team. Remind the parents that a player cannot communicate with another league about playing until they have a certified drop form back from the NCYSA.

## 10. Practice Conflicts – (Level I)

### Level I – Recreation

It is impossible for us to take into account nights a player cannot practice when rosters are assigned since many coaches practice when it's convenient for their teams and sometimes teams don't even have coaches when we're assigning rosters. Inevitably you will have a player who simply cannot make either of your team's practice nights. In this case, *they do not need to dropout!* Contact your division coordinator letting them know as they may be able to work out a player swap with another team that has a dropout. They get your player with the conflict and you get a new player from the waiting list. It's not always possible, but we often find ways to work things out. Communication with your division coordinator is key!

## 11. Match Schedules

When match schedules get published, many teams will have some sort of conflict to work out. How match schedules are created and reschedules handled varies by level. Knowing the proper process can ensure match schedules are available on time and with minimal hassle to the people responsible for creating them.

### Level I – Recreation

Match schedules are set for each division by the division coordinator. If your team has known conflicts, let your coordinator know ASAP so they can try to account for them. Please be upfront about the conflict. If your best player will be missing – that's no reason to request a special time. If half your team will be gone – then it is.

Once the match schedules are released, you have **one week** to check for any major conflicts in it. If you find your team cannot field enough players to play a scheduled match, you must work out a mutually acceptable reschedule time with the opposing team's manager. Then you must check with your division coordinator to ensure a field is available and a referee crew can be scheduled. Once the coordinator confirms the time/date, only then should you communicate the change to your team.

Once the match schedule has been published for one week, it is considered 'locked' and teams **cannot request further reschedules** except in extreme circumstances (to be determined by the division coordinator). This means your team will risk a forfeit if you can't field enough players on one of your match dates and notify the league about it after the schedule is locked.

### Level IIS – Select

The U9 Select teams play against a variety of development teams from across central North Carolina. The schedule is created by the Select Coordinator in direct coordination with other leagues that have development teams. This is a labor intensive process and less formal than those used for Challenge and Classic. This means match schedules are often available *after* the Challenge and Classic schedules and may continue to change after the season starts. Because of this, try to build a list of all days your team cannot play so the coordinator can take that into account.

## **Level II – Challenge**

The match schedule for Challenge is handled by the Triad Challenge League (TCL). Teams are matched up by TCL with an equal number of home and away matches. They set the weekends a team will play and specify if it is home or away. The schedule is then sent to the leagues so they can allot fields to the matches. At this time, the Challenge coordinator will contact you with your proposed dates. It is up to you to communicate with your team to find out when they cannot make matches. Do this **BEFORE** you get the matchup schedule. Just ask your parents what Saturdays and Sundays in the regular season their child **CANNOT** play soccer. Ask for specific times if they aren't doing something all day. Having this already on hand will make the scheduling process **MUCH** easier. Keep the conflict list around during the season as it'll come in handy if you're asked about a new date for a postponed match.

You have some options available to you if your team has conflicts:

- A home Saturday match can be moved to Sunday or vice versa, in **MOST** circumstances. Sometimes it cannot (if a team already has a double header).
- Since the home league sets the times for matches, you can request a specific time from the Challenge coordinator if that will help (early, late, etc.)
- In the most extreme circumstances, you may be able to ask that an away match be rescheduled – i.e. If you'd have to forfeit because too many players would be gone, etc. Leagues have a couple of official reschedule requests they can sometimes use. This is **MUCH** easier to do at this early stage of scheduling.
- A simple email to your opponent's manager might result in them agreeing to a new date for a match. Be nice if they can't accommodate you! You might need their help in the future when they could accommodate a change.

Please try to get back your approval and conflicts with the schedule to the Challenge coordinator ASAP, as they still have to handle field assignments and scheduling officiating crews. Once schedules are done, they are published at <http://tclsoccer.com>

**It is critical that you ensure your schedule is workable with your team. If your team ends up forfeiting a match, your team will be fined \$100-\$250 or more depending on how many forfeits you have had and must still pay referee fees!!! The MYSA will not pay this fine – it is the responsibility of your team!**

## **Level III - Classic**

Classic matches are not overseen by a scheduling league. Teams are placed in divisions based on geographic location and previous season results (promotion/relegation). Once the divisions are set, all Classic scheduling is handled by the team's themselves. You create your schedule. The exact process will be laid out in the 'Team Letter' sent to all team managers and coaches a few months before matches begin. The information in this letter is of critical importance. Read it carefully and follow all instructions to make your life easier!

The Classic League is managed by the NCYSA at <http://ncysaclassic.com>. This is where you will find division assignments, schedules, and results.

As soon as your team is finalized, you should start thinking about your schedule. Query your team about potential conflicts. Talk with your coach about tournaments they hope to attend so you can block those weekends out. Also try to leave some wiggle room towards the end of the season for weather related reschedules. Once the final division assignments are published, you will know the teams that you will face and can begin scheduling your matches:

1. Go the NCYSA Classic Website and login. Be sure you know what the 'approved' play date range is. Your matches must be scheduled within this range.
2. You should be taken to your main profile page. Once logged in, you can return to it by clicking your name in the upper right-hand corner.
3. In the Status box, you should see links to various contact lists. Download your division contacts by clicking 'Go'
4. Get the list of teams in your bracket by clicking 'Teams' then 'Team List'. Select the appropriate age and gender and look for your bracket. Clicking on any team name will display their past results – helpful in making a schedule.
5. Talk with your coach and see if there are some teams they'd like to face early or late in the season. Not all teams are created equal.
6. Download and print out the latest scheduling template from the Classic site.. This template takes a good bit of mystery out of the scheduling. Recommended time slots and dates are included. Use it as a worksheet and print another blank one to put your 'final' schedule on before the NCYSA scheduling meeting. This will save a tremendous amount of time. Follow the instructions CAREFULLY before turning in the 'final' copy at the end of the scheduling meeting. Highlight ONLY home games, use pencil, schedule at recommended time slots, etc. Check with the MYSA Field coordinator about the proper time slots home matches should be scheduled in.
7. Teams have standing home/away agreements. The general rule is if you traveled to play a team in the previous season, they should travel to you in the current season. While you should try to schedule an even number of home and away matches, you aren't required to and if you don't act quickly, you can find yourself with more away matches than home.
8. Come up with a rough schedule on paper.
9. Talk with the MYSA Classic coordinator and field coordinator about field space, expectations, etc. They may want your home matches scheduled within a certain time block or on certain fields.
10. Email each team and propose a handful of times/dates. Note if you wish to play home or away based on the gentleman's agreement or preference for a date. Email both the coach AND manager as some coaches handle schedules while others rely on their manager to do it. Try to include more than one date and indicate whether or not you wish to play at home or away. Every request will NOT be honored. Be prepared for that, but by providing two or three possibilities, every one feels like they have choices and most conflicts can be skirted with open and positive communication.
11. Run EVERY communication by the manager AND coach of the opposing team. Some coaches are VERY involved in the scheduling process and some are hands off completely. Some managers will not make any decision without contacting the coach first and others are very autonomous. Negotiate your schedule the best you can. If you encounter a team that is not being flexible,

- contact the MYSAs Classic coordinator or DOC who may be able to work some channels of their own to help you out. Be flexible yourself, as that banked goodwill can come in handy down the road.
12. It is not the norm, but some teams that are far away from you may request to play your match at a neutral site and split the travel distance. In that case, be sure to also contact the field assignor / coordinator of the association on whose field you wish to play. Note there is usually an additional cost to do this (\$40/team) payable to the neutral site association.
  13. Once you have a firm schedule, run it by the MYSAs Classic coordinator and field coordinator to ensure the home matches can be accommodated.
  14. You must have your schedule ironed out **before** the NCYSA scheduling meeting.

Once the scheduling meeting is held, you can communicate your schedule to your team.

When the schedules are published on the NCYSA website, be sure to compare what is online with the schedule you have on paper! Communicate any discrepancies to the NCYSA IMMEDIATELY!



**DURING  
AND  
THROUGHOUT  
THE  
SEASON**

# 1. Coordinate Snack Schedules (Usually Level I)

For the kids, it's all about the snacks! Most Recreation teams like to have snacks after each match. Team managers should poll the team and if they want to have snacks after games, setup a schedule that has a different family each week responsible for a snack and/or a drink. Some teams will have a different snack and drink family on the same day while others will rely on each family to bring both snacks and drinks on their 'day'. As manager it's a good idea to remind families a day or two in advance when they have snack duty – many will forget about it. Don't forget to have parents bring enough drinks for the coaches, especially when it's hot.

Query your team families about any food allergies so you can let everyone know foods they should avoid for snacks. Also encourage families to bring healthy snacks and not candy.

## Level II/III – Challenge/Classic

While many travel teams do not normally do snacks/drinks, you may want to consider doing it for certain matches like those played in the late afternoon when kids will be very hungry after a match or during the hottest months when teams can play in 80+ degree temperatures.

# 2. Submitting Match Scores Online and via US Mail

All match scores for Recreation (U8 and above), Challenge, and Classic are entered online. However, they are entered into different systems. Note that this may be something your coach wishes to do. You should work it out with your coaching staff to determine who takes responsibility here. Scores should be entered online as quickly as possible to ensure standings are updated. Scores are not tracked for U9 Select.

## Level I – Recreation

All match scores are tracked online in SoccerSys via the coaches tools. As scores are entered, the results section on the MYSA website is automatically updated. Click 'Add Scores' and you will be presented with a simple form to enter scores. If you have multiple unscored matches, there will be multiple opponents/matches to choose from. Select the appropriate opponent and enter the score. Once both teams enter the same score, the result becomes 'official'. If your opponent entered a different score than the one you attempt to enter, an error will occur. Contact your division coordinator to ensure the proper score is put into the system (they will consult the hardcopy match report from the referee). If your team had to forfeit a match, check the forfeit checkbox and submit that without a score. Postponed matches *are not forfeits!* Your division coordinator can assist you in determining when a match is forfeited.

## Level II – Challenge

Challenge match results are tracked using a system maintained by the TCL Challenge League. Once a match is complete, click on the Select tab on the main MYSA website, then click on the 'Schedule' link for your Challenge team. Next to the match you completed will be four small dots on the right side of the match row. Click this icon and you will be prompted for a **Score Reporting** Password. Enter the password given to

you by the Challenge coordinator and click 'Login'. Enter the score for that match. If the opposing coach has already entered the score, the 4 dots will **not** appear. Confirm the score they entered is correct. If it is not, contact your TCL division rep to get the score corrected.

After each match, your coach will receive a carbon copy of the official match report. This report **MUST** be sent into TCL the Monday after the match is played. The address to send it to will be listed on the back of the match report, along with many other useful instructions and information. The MYSA will often provide pre-addressed stamped envelopes for you to use to mail in match reports.

### **Level III – Classic**

Classic teams do not play in scheduling leagues, so the NCYSA tracks all Classic match results. Instructions for submitting match results to the NCYSA can be found at: <http://www.ncysaclassic.com/>

The MYSA is working to integrate travel team matches into SoccerSys. Once they do, you will be able to enter match scores just like Recreation teams do for display on the MYSA website, however the NCYSA site is the **official** site for results and your scores **MUST** be entered there.

Like Challenge, Classic teams must send the paper match reports in to the NCYSA. Instructions for doing so will be on the match report and the MYSA should provide envelopes for you to send in your reports.

## **3. Dealing With Inclement Weather and Delays**

Know the best way to communicate with your parents on short notice. Weather cancellations for home matches are usually posted in a timely manner on the website or parents can call the weather line at 919-304-3107. Coaches are almost always emailed about cancellations, but sometimes decisions are made at the soccer complex and the only way to alert people is via the MYSA SoccerLine at 919-304-3107. When in doubt, check the SoccerLine.

On rare occasions severe weather can come up during MYSA events. MYSA officers carry portable weather radios at the complex and if conditions warrant, will blow an air horn three times. When you hear this, have your team leave the fields and complex in an orderly fashion. If player's parents aren't around to take them home, seek shelter near the concession stand and ensure at least one team adult stays there until all your players have been picked up. Use your callout list to contact parents who were not at practice.

Hopefully in 2009, the MYSA league management system will be updated to allow alerts to be sent as text messages to cell phones.

### **Level IIS/II/III – Select, Challenge, and Classic**

When inclement weather happens in the Triad area, if you have an away match, check your phone and email often. When leagues close their fields, team managers and

league officers will email all 'Away' opponents to let them know, usually with enough time to catch the teams before they leave for their trip. If it is short notice, they usually will call. If you haven't heard anything and are in doubt, go to your opponents league website and look for their weather line so you can call to hear any cancellation information yourself. If you can't find that number, call the opposing team's manager.

## 4. Coordinate Postponed Match Reschedules

When inclement weather causes matches to be postponed, they are almost always rescheduled. How that happens depends on the level you play at.

### Level I – Recreation

When field conditions or inclement weather cause the postponement of recreation matches, the rescheduling is generally handled by the league and division coordinators. They will work to find a date that works best for all the teams. Sometimes all postponed matches will get moved to another day. Other times the coordinators may ask the teams for acceptable reschedule dates. In this case, ask your parents ASAP for acceptable dates and understand that you may not be able to find a date that every player on both teams can make. Be flexible.

### Level II/III – Challenge/Classic

If you have a match that is postponed, it is up to you and the opposing team's manager to work out a mutually acceptable make-up date. If you were the home team, then you must also check with the MYSA to ensure field space is available on the date in question (or ask the Challenge/Classic coordinator to give you some dates and times the fields will be free and work from there). Once you arrive at a mutually acceptable date for the home match, you **MUST** inform the Challenge/Classic coordinator so they can request an officiating crew. Once they confirm that a field is available and an officiating crew is scheduled, only then can you confirm the makeup date to your team and the opposing team. The coordinator should take care of having the central schedule updated, but check to make sure it gets done.

**Level III Only** – The NCYSA requires all rescheduled matches to be confirmed via paper form. If the match was a home match, download and complete the 'Rain Out Makeup Form' available from the NCYSA website. Once you've done this, coordinate with the opposing team's manager to get their signature on the form (Fax or US Mail) and then have them fax the form back to you or directly to the state office.

## 5. Team Communication

**Maintain constant communication with coaching staff and parents – you are the communication link between the two parties.** This is the surest way to keep your coach and parents from going insane. **And you, of course!**

## 6. Assist communicating league information

Throughout the season, there will definitely be opportunities for other parents to get involved and to volunteer their time or skills to the league. Once game and practice schedules are posted, the concessions coordinators will be in touch with the team managers to solicit volunteers for the concession stand during practice times and before or after a game. Other opportunities may present themselves at special events, tournaments, or in the case of schedule changes due to weather. Team managers will be the initial contact in the event that additional volunteer help is needed from your team parents. Our league is successful because of the countless hours our volunteers put in, so anything you can do to encourage your parents to volunteer only helps our league.

## 7. Send Directions for Away Matches (Lev II/III)

Select, Challenge and Classic teams usually play half their matches at home and half away. For many younger teams, it can be a challenge finding fields that may be tucked behind churches, etc. Not all leagues have large complexes that are easy to find and get to. So having clear directions is a must. First, check for direction links that already exist, usually on the scheduling website. (<http://tclsoccer.com> for Challenge and <http://www.ncysaclassic.com/> for Classic) There should be map links for each match your team has. **But be careful!** Not all leagues carefully check the results that their map links bring up so you could end up lost! If you find Google telling you one thing and Mapquest another, ask the opposing team manager or check the team's league website if you can find it. They often have very clear directions for getting to their fields. Should you ever be asked where our fields are, this link will give them all the information they need: <http://mebanesoccer.us/fields.html>

**Make sure all your parents have the cellphone number of the head coach and you! If they get lost, they need to know who to call.**

If you don't like the way Mapquest or Google route the trip, you can make your very own map, complete with submaps, alternate routes, and notes using Google Maps.

First, you need to create a map. Google Maps provide some very useful tools for this. Point your web browser to: <http://maps.google.com>

Enter the address of the soccer complex you are trying to find. It should be found on the tournament website or in any materials they sent you after registration. Enter the address and make sure it's highlighted in the proper place (if you know)

Now click 'Directions To Here' and enter the address of the place you plan to meet everyone at before leaving. Many teams meet at the Soccer Complex, so if you do, enter "622 Corrigidor St, Mebane, NC 27302" as the start address. Click OK.

The route will be displayed for you in blue. If you notice an area where an alternate route would be better, click and drag the blue path to the new road you want to travel on and let it redraw the route. You can do this multiple times – right click the added white 'via' dot to delete them or left click to drag them.

Once you have a route you like, click 'Print' in the upper right hand corner. Click 'Cancel' when your printer prompt comes up.

Check 'Show original map view' and use the zoom controls to give parents an overview of where they are going. Now you have three different sub-maps you can adjust to provide a better visual of street level turns. The Overview is just small version of the big map you just included, but it can be zoomed in on using the +/- buttons – perhaps to a tricky highway interchange. For the Start and End maps, you can zoom in and out as well as drag the map – often you'll find you can fit more of the route onto the small map by moving the start/end pins towards a corner.

At the top of the page is a nice Notes box. You can put anything in here you like. Suggestions include tricky parts of the route, landmarks to look for, game schedules, contact numbers, etc.

Now you're ready to print your custom map out for your team. So warm up your printer and print out 15 copies right? Well maybe not.

Most people can view PDF files. Wouldn't it be great to print that custom map to a PDF file so you can just email it to everyone? Its very easy to do and the software to do it is free for Windows (Mac and Linux users have PDF export capabilities already built into their operating systems – use those)

Download PDF creator from: <http://pdfforge.org/products/pdfcreator/download>

Install it, accepting the defaults. What this does is create a new Printer on your computer called PDFCreator. Anytime you want to create a PDF file from something, just print it and select the PDFCreator printer. You'll be asked for a file name to save it as and that's it! You'll have a PDF file of your custom map to send out via email.

PDFCreator can make other manager tasks easier, including printing out PDF's of common paperwork. Many leagues use Adobe Acrobat forms where you can fill out the form online and print it, but rarely can you save it (this costs a lot of \$\$\$) Now you can take the PDF form, fill out the common parts, and then create a new PDF that is partially filled out for people to print out by using PDFCreator, compete, and turn back in.

## **8. Pickup Referee Money Each Week (Level II/III)**

Recreation referees are paid directly by the league each month. Referee crews that work travel soccer matches (Challenge and Classic) are paid in cash the day of the match.

### **Level II – Challenge**

Home teams pay the referees in cash before each match. Since three different people normally get paid a specific amount, it is critical the right denominations are on hand. To ease this process, the MYSA handles the distribution of referee money to the teams each week. Each team will have an envelope for each upcoming home match that

weekend. The envelope will have a detailed label showing the date/time of the match, how much is in the envelope, and how the money is to be distributed among the center referee and the assistant referees. Only team managers and head coaches can pickup their money each week! The money is available no later than Wednesday at the concession stand. In most cases it is figured for you if you are picking up money week to week, but be SURE you know the correct pay rate for each official for your games. Officials are paid by age group and number of officials required for a game.

In the event one or more officials does not show up for your match, a club linesman may be used (i.e. a coach or parent that has referee experience) If one AR does not show up, pay the other two officials as normal. The club linesman is paid the other AR fee IF they are a certified referee. If two officials do not show up, the center referee is paid their normal fee PLUS one assistant referee fee, even if two club linesman are used. Return the other assistant referee fee to the Challenge coordinator if neither club linesman is certified. If both are, contact the Challenge coordinator about getting the second club linesman paid.

### **Level III – Classic**

In Classic, teams split the referee fees 50/50 for every match since you won't always have equal numbers of home and away matches. Money will be distributed to team managers in bulk at the beginning of the season or week by week similar to how Challenge money is distributed. Contact the Classic Coordinator for more information. In many cases the amounts paid to ARs is an odd number, so each team should pay one AR fee and split the CR fee. While the league tries to take care of this, be sure you have the correct denominations for EACH game per person officiating! The referees are not equipped to make change.

## **9. Schedule Team Pictures**

Bishop Photography (<http://bishopphoto.com/>) has worked with the league over the past few years. They coordinate all of the scheduling during practice times and supply plaques for both the head coach and the team sponsor and team photos to put in them. Spotlight Photography (<http://www.spotlightpics.com/>) also began working with the league last year. Both offer a variety of packages and products and a portion of their proceeds is donated back to the league each year as part of our fundraising, so using these photographers helps the league. You may use any photographer you wish, but using one of the league studios is very easy with the photographer doing all of the work. The complementary sponsor plaque that Bishop provides is ideal for teams to give to their sponsor in appreciation for their support. If you use another photographer, please make sure you get some type of team picture to include in a plaque or frame for your sponsor to show your team's appreciation. One idea is to get an inexpensive 8"x10" frame with a 5" x 7" matte. Have the players sign their first names on the matte and give that picture to your sponsor. Include the team name, league name, and season at the bottom of the matte.



**TOURNAMENTS  
AND  
FESTIVALS**

# 1. Choose A Tournament To Attend

The MYSA tries to maintain a list of 'local' tournaments in their events calendar. Check the MYSA website for the latest version. A complete list of NCYSA sanctioned tournaments can be found at <http://ncsoccer.org/tournaments/tournamentLists.html>. US Club sanctioned tournaments can be found at <http://tinyurl.com/33vt2x>.

Tournaments may not offer divisions at every level, so check to make sure and email the tournament director if you're unsure. At the Classic level, tournaments tend to attract a certain segment of teams. Some attract teams from all levels of Classic while others may only attract 2<sup>nd</sup> Division teams or only Premier/1<sup>st</sup> Division teams (these are usually called Showcases). Check with other MYSA coaches who may have attended an event you are interested in.

You also need to understand how tournament sanctioning works. Tournaments in our area are primarily sanctioned by the NCYSA and US Club Soccer. Some tournaments are sanctioned by BOTH organizations. As a general rule, your team needs to be carded with the association sanctioning a tournament in order to attend it for insurance reasons. US Club players generally cannot attend a tournament only sanctioned by the NCYSA. However, NCYSA players often CAN attend a US Club tournament if you pay a \$50 insurance fee. In some cases, tournaments will reduce your tournament fee to cover the \$50 insurance fee. Check the tournament website or contact the tournament director for additional information.

MYSA Recreation players are only carded with the NCYSA. U9 Select players are only carded with US Club. Challenge and Classic players are always carded with the NCYSA and occasionally with US Club. If your Challenge or Classic team expects to attend more than one US Club tournament, we can card them with US Club so you don't pay the insurance fee every time. Contact the MYSA Head Registrar for additional information.

# 2. Figure Out Which Players Will Participate

Activities outside of the regular season may not appeal to all and there is almost always an added cost, so be sure enough are on board to participate. Tournaments and festivals can be very exciting and fun experiences for players, but they can also be an adventure! Note that tournaments generally are setup where teams play a series of matches (usually 3 or 4) to crown 'champions' in each age division. Festivals don't keep score and don't crown champions. Teams simply play 3-4 matches over the weekend.

# 3. Collect Tournament Fees

Don't assume a player will attend until you actually have payment in hand. There is a little bit of a chicken and egg problem with tournaments. The cost is set per team, regardless of how many players actually attend. Yet until you collect the money, you can't be sure how many players will attend, which directly affects how much you collect per player. A rule of thumb is to assume 10%-20% of the players will not attend (say 2

out of 12) and set your per player costs based on that. If you happen to have a little left over, that can be applied to an end of season event cost, snacks for the tournament, or something else. Be upfront with your parents about this and be sure to keep good records of who paid and who attended (remember the receipt book suggestion?). This is especially important if you are attending more than one tournament! All parents know is that they paid a tournament fee. They do not remember which one or how much! Try to avoid having to go BACK to your parents for a few extra dollars because some players chose not to go.

### **Level II/III – Challenge & Classic**

The MYSA will subsidize \$200 per season for tournament play for each team. They also will pay the full amount for each team to attend the end of season NCYSA State Cup or Festival. Teams that choose not to participate in an end of year NCYSA Cup event may apply the equivalent cost to another tournament with division coordinator and league treasurer approval.

## **4. Tournament Registration**

Most tournaments require that you register your team approximately 1-2 months before the tournament takes place. The tournament website will usually explain when the registration deadline is. It can be VERY easy to forget about it and miss the deadline.

Most tournaments are 'Restricted' meaning you have to apply for admission and there is a chance you can be turned down. This sounds worse than it is. What it allows the tournaments to do is only accept teams that will allow them to create balanced brackets. Most tournament applications will ask for a detailed team history so the organizers have an idea how good your team is so they can find similarly skilled opponents. It also gives them the right to tell an odd team out that they are full so they don't have to skew a bracket. You'll find if you apply on time to most tournaments, even if your team has floundered recently, that you'll get in, at least at the younger age groups. You don't have to have a winning record to get into most tournaments.

Tournaments usually have fairly strict rules about what type of paperwork you will need. Most of what you will need will be in your team binder, including red-stamped match rosters. Tournaments may want some official paperwork ahead of time when you register while others may just want an online form and a check with everything else due at registration. Read the directions carefully and don't be afraid to ask other managers for help if you need.

Contact the MYSA treasurer about getting a check cut for your fee. Once you collect all of the money from your team, turn it into the treasurer to bring your team's account current.

Once you submit your registration, check the tournament website at the appropriate date to see if your team has been accepted and to see the other teams you may be facing.

## 5. Permission To Travel

If you are attending a USYSA tournament, or even playing in a scrimmage or friendly located outside of North Carolina, you **must** obtain permission to travel from the NCYSA. This is all handled online. Simply click on “Perm to Travel” under the Tournaments and Events menu on the NCYSA website. You must get permission to travel at least one month before the event.

Here’s a tip – if you’re interested in what out of state tournaments are ‘good’ and other NC leagues regularly attend, click on the ‘Teams Approved for Travel’ link at the bottom of the eTravel page. It will list every NC team going out of state and where they are going.

## 6. Player Passes

Your team will need player passes if they participate in an outside tournament so the organizers can confirm that players on a team's roster are those actually attending the tournament.

### **Level I – Recreation**

Recreation teams generally do not have formal player passes made with pictures and lamination. Instead the Recreation Registrar keeps them on file. If you decide to attend a tournament, you will need to have your team player passes signed, photo's attached, and laminated, and an official state roster requested and certified by a league registrar. All player passes must have a recent photo (within the past year). A school wallet photo (1" x 1") will usually do and it can be cut to the correct size or someone can do a shoot of the whole team at a practice. Player pictures must be head shots with no hats or sunglasses. Make sure you allow enough time to do this before your tournament. By the time the league requests a roster, you request pictures, arrange to have them taken at a practice, and have the cards signed/stamped by the league registrar, you are looking at a about a 3-4 week timeframe **if** everyone does what they need to do on their end. Player passes are good for an entire soccer year (Fall through Spring).

If you think there is any possibility of your team participating in a tournament where they will need player passes, it is recommended that you go ahead and have them processed. It is better to have them and not need them, than to need them and not have them, so get a feel from your coaching staff as early as possible on outside tournaments. There is no cost involved in having the player passes processed.

***PLAYER PASSES ARE THE PROPERTY OF THE NCYSA AND MUST BE TURNED INTO THE MYSA REGISTRAR AFTER EACH SPRING SEASON!***

### **Level IIS/II/III – Select, Challenge, and Classic**

Use your normal team player passes for any tournament.

## 7. Guest Rosters

Many tournaments will allow you to bring guest players with your team, up to the normal maximum roster sizes. So if you have a full roster, but have a few players who cannot attend, you may be able to bring players from other teams with you. Players of the same age, gender, and level can be guest players. You can also have players play up a level (i.e. A Rec player playing in a Challenge tournament, Challenge player playing in a Classic tournament, etc) Players cannot play down a level (Classic in Challenge)

You will need to fill out a Guest Roster form and get it stamped by a league registrar. Guest Rosters can be found on the NCYSA website under the 'Forms' menu. You will also need to get the approval and signature of the player's regular team coach and borrow their normal player pass. When you check-in, the Guest Roster will be checked closely, so be sure it is correct. You will need 4-5 copies of the guest roster, just like your normal roster. ***Guest Players must have a new notarized medical waiver with your team's name listed and the uniform number they will be using!***

## 8. Insurance

While most tournaments you will hear about are sanctioned by the NCYSA, which means your regular team insurance carries over to the tournaments, some tournaments are sanctioned only by US Club. US Club is a peer youth soccer organization of the USYSA (which the NCYSA falls under), both of which fall under the USSF (US Soccer) umbrella. USYSA/NCYSA teams can usually participate in US Club tournaments as long as they purchase a supplemental insurance policy for the event, which currently costs \$50/team. See the US Club website for more information on obtaining such a policy. Note that if a tournament is dual sanctioned by the NCYSA and US Club, your NCYSA insurance is sufficient.

## 9. Make Hotel Reservations If Necessary

Most tournament websites will include a list of area hotels for you to contact regarding room availability and rates. Make sure you mention the tournament that you are attending as you may be able to get a reduced rate. Otherwise ask for group sales and see if you can get a group rate or non-profit rate. Be sure to read and share the following hotel safety guidelines with your coaches and parents: [http://ncsoccer.org/Tournaments/Tournament\\_hotel\\_safety.pdf](http://ncsoccer.org/Tournaments/Tournament_hotel_safety.pdf)

Some tournaments **require** teams to make hotel arrangements through their own travel agent. Check the tournament information carefully, as not using a tournament agent can put your team at risk of disqualification.

If you are attending a big tournament, make your reservations as early as you can. The best hotels fill up fast, especially the mid-range rooms at well known hotel chains.

## 10. Send Detailed Directions To Your Parents

Be sure to send detailed directions to the hotel and tournament complex to your parents. Also make sure you include directions from the hotel to the complex! You can use MapQuest or Google Maps and create a custom map/set of directions that you can send your parents a link to. Another possibility is to send a PDF file of the directions.

Be sure to check for a complex map to find the parking lot closest to your scheduled fields! Otherwise you may find you have a very long walk.

**See the 'Directions To Away Games' section under 'During The Season' for very detailed instructions on creating maps and PDF files of maps.**

## 11. Tournament Check-In

Most tournaments require that a team representative check the team in the day before the tournament. Most check-ins happen on Friday in the evening. You or your coach will need to bring ALL necessary paperwork, usually including red stamped rosters, laminated player passes, multiple copies of the Match Roster (which will be audited and 'approved' during check-in), and medical waivers. Be sure to check the tournament rules for any other information they may require.

The check-in process usually involves tournament volunteers checking your player passes and medical waivers against the players listed on your stamped roster and, if applicable, the guest roster.

**You MUST have your player passes at check-in!** If you forget them or any required paperwork, turn back and get it!

The NCYSA no longer requires Friday night check-in for State Cups and Festivals. Instead they require a 'Registrar Certification Form' which your league registrar can provide. This usually must be sent in with your registration. Check the NCYSA State Cup website for details and requirements.

**Attending tournaments can be a lot of work and overwhelming if you haven't done it before. If in doubt about any of the processes involved, check with another MYSAs team coach or manager who has attended tournaments in the past. The instructions sound much more intimidating than the actual process. Don't lose out on the tournament experience because the process looks daunting! The kids LOVE it and it is great for team parents and siblings to participate in the tournament experience!**

## 12. Attending The Tournament

Here are some hints for making your first tournament enjoyable:

- See if anyone has a portable canopy and have them bring it. You'll be glad you did if it's very hot or it rains. Be sure to stake it down!
- If someone has a small portable table, bring it – very handy to put snacks and such on.
- Remind your coach to check their first aid kit – make sure you replenish it if it is missing things like ace bandages, ice packs, bee-sting ointment, gauze and bandages, athletic tape, etc.
- Bring a garbage bag or two! Some complexes don't have many garbage cans.
- If your two matches straddle lunchtime and there's not a lot of time in between, suggest to your parents to pack lunch so they can eat at the fields.
- Bring a cooler of water – someone always forgets a drink during a hot tournament. Bring sunscreen – they always forget that too.
- Ask someone to bring some grapes or orange slices for halftime of each match. It provides the kids with a healthy energy boost, especially during the 2<sup>nd</sup> match of the day.
- Eating out can be expensive and also difficult if you have a tight schedule. Consider doing a 'pot-luck' for lunch where each family brings an item (bread, cold-cuts, drinks, chips, etc) and eat lunch at the tournament complex. Be sure you have a portable table and canopy!
- If someone has a folding bench you can borrow, borrow it. Many complexes don't have sideline benches and these are a very portable way to give your team a place to sit.
- Make sure you know which teams will receive awards. 2<sup>nd</sup> place teams often get something, so it's good to know ahead of time instead of scrambling to find out after your last match when you realize you are the finalists.
- Bring a copy of the tournament rules. Tiebreakers happen and often can dictate when you will play a semi-final or final match. The rules lay out how the tournament will break ties.
- Many Sunday schedules are unknown because they are based on the previous day's results. Be sure to check the results often and notify your parents ASAP when you know when you'll play on Sunday.
- Know where the scoreboard is (usually by the main tournament tent or the concession stand) Results and bracket updates are often posted there so you can confirm if your team has advanced or not.
- Remind your parents often – it's not about the winning – its about the FUN!



**AS  
THE  
SEASON  
ENDS**

# 1. Trophies/Mementos (Level I)

Many recreational teams give out participation trophies or mementos after each season or year. For the younger kids, this is the most important thing! You can order them from wherever you wish. Calculate the cost of the trophies in with your end of season party to determine what each family owes. Most participation trophies cost between \$5 and \$8. As kids get older, many parents experience trophy fatigue since they may have children who have been getting two soccer participation trophies a year since they were 4, so be sure to ask your parents and head coach if this is something they wish to do. We've found U5-U10 kids really enjoy getting them. Beyond that the kids may not appreciate them as much so you might consider something else like inexpensive bags or some other item. Travel teams rarely give out participation trophies, but there is nothing that says you can't.

# 2. End of Season Event (All Levels)

**Schedule and coordinate some type of end of season celebration for your team.** This can be one of the more involved parts of being a team manager, but it is well worth it. The kids always have a great time celebrating their season together and receiving their trophies/mementos. Remember to invite your sponsor and to get the kids to sign a Thank You card to present with the photo and plaque. Also remember to purchase and present the coaches with gifts for their time and efforts. The cost of all can just be divided among your families. End of season parties can range from a simple pot luck dinner at someone's house to activities like bowling, laser tag, and more. Try to keep the cost reasonable for your families and be sure to account for the cost of food for siblings when allocating cost.

# 3. Collect Jerseys and Shorts (Level I Only)

Kits usually have a lifespan of several seasons and this helps to make the most of the generous donations of our team sponsors, so make sure you collect them after each season. While most teams return relatively intact in the Spring, by collecting all uniforms, you avoid the hassle of tracking them down if a player unexpectedly quits. Some sponsors are happy to pay for uniforms every year and will even pay to have the player's names printed on them. In these cases, the players keep their uniforms. But most local businesses try to get two or three seasons out of a set of uniforms, so try to be diligent about collecting them after each season if necessary. All sponsors do not **require** that we do this, but it is strongly encouraged.

Select, Challenge, and Classic players are allowed to keep their uniforms. However, they must be used for **two years** so make sure you remind them to protect them over the summer after year one. Travel players will receive new uniforms before their first season playing travel and every two years after that if they continue to play on a travel team. If players outgrow a uniform, contact the division coordinator for assistance.

## **4. Turn in Binders, Player Passes, Equipment**

Player passes are the property of the NCYSA (or US Club if you have US Club passes), so they **MUST** be turned in at the end of each season to the league's head registrar. Recreation teams normally do not have player passes given out to coaches unless the team attended a tournament. Select, Challenge, and Classic managers should turn in their entire binder with birth certificates, player passes, unused rosters, etc. at the end of the season.

Also, if your coach doesn't plan to return next season, make sure they turn in their team equipment so it can be used by the team's next coach.



# Coaches Tools

Below is a list of the various screens available in the Coaches Tools and what they are used for:

- **Add Scores** – This screen allows you to enter scores from matches (Currently only for Level I – Recreation U8 and above) Once both team's coaches enter the same score, it becomes 'official' If you try to enter the score and it differs from a score already entered, you will need to contact your division coordinator to get the proper score entered. If your team forfeited, check the Forfeit box and submit the form with no score (it'll be ignored)
- **All Rosters** – This will show you the rosters for every team in your division.
- **Change Password** – Don't leave your account set with the default password!
- **Current Roster** – This will display your current roster. Hover over any player's name with your mouse cursor and you'll see detailed information for them. Click the email address for any player to email their parent.
- **Email Parents** – Use this form to send an email to every email address on record for your player's parents. They can have up to three each. Using this is much better than using a stored address list in your email client since parents can change their email addresses at any time – and those updates are reflected immediately using this tool.
- **Email Outbox** – This will allow you to view all emails you have sent, regardless of team and also all emails sent to your team, regardless of who sent them. When you first click this link, you will see emails for your team. Click on your own name to see emails you have sent to any team – very helpful if you coach multiple teams. To view a message, click the subject.
- **Forms** – This is where you can print out the various forms needed for your team. The Roster Worksheet will help you track the submission of fees and paperwork. The parents can print out the contracts, codes of conduct, and waiver. However if you have parents who can't print them, you can click the links to get ALL the forms for your team and print out the specific ones you need. Once matches begin, you can print out a custom scoresheet for each match (Level I – Recreation only) You can also print out a generic scoresheet for your team to use at tournaments, etc. (All Levels)
- **Old Rosters** – This is most useful during registration. It allows coaches to look at their old rosters and see which players have registered for the upcoming season. If you see a player that has not registered and you expected them to, you may want to give their parents a call. This is also a useful tool for looking up jersey numbers from previous seasons.
- **Player Records** – This screen allows you to store information like jersey numbers, confirmations a player will play, payment of registration fees, etc. You are welcome to track things like this on paper – however, **you must** enter the jersey number as that is sent to the state with every player's registration and it is printed on their player pass. The rating field should be used at the end of the Spring season to rate your players in comparison to their peers (i.e. Advanced for a U5 player will be different than Advanced for a U10 player), and yes – a U5 player CAN be advanced compared to his/her peers.

- **Publish News** – Using this screen will insert a news item in the Parent Portals of each of your player's parents. Eventually we expect to link the sent emails using 'Email Parents' to this so parents can view an archive of team emails, which will negate the need for this separate screen.
- **Registrants** – This will display all children that have registered for the upcoming soccer season. This tool may be removed or limited to division coordinators in the future.
- **Team Info** – This screen is where you set your team name, your sponsor (if they are an existing sponsor), and your team colors. Remember – you must get your team colors approved in advance by your division coordinator. If your sponsor is not listed in the pulldown menu, contact the Sponsorship Coordinator to get it into the system. You also can see all coaches/managers assigned to the team and their risk management status. Team adults **MUST** show approved before they can participate in team activities.
- **Your Profile** – This screen allows you to update your contact information. You also can list your highest level coaching license in this screen.

# Mgr Soccer Glossary

Is you are new to managing soccer, you will hear a number of terms that may not make sense at first, so we have collected them here.

- **The Binder** – Most travel team managers will have 'the binder' which is put together by the league registrar and will contain all of your teams paperwork including player passes, medical waivers, stamped match and team rosters, copies of birth certificates, match reports, and more. It must be brought to every match a travel team plays!
- **Division Names – U5, U6, etc.** - The U stands for 'Under' so players in an Under 5 division were 'Under 5 Years Old' on August 1 before the soccer year began.
- **Match Report** – Used by referees to record the official match score. Match reports are usually signed by the coaches before being filed with the appropriate league.
- **Medical Waiver**- The form is required of all soccer players and ensures that team coaches and any other indicated adults on the form can make medical decisions for a player in the event that the parents are not present and cannot be contacted when a player is injured. The waivers also provide blanket liability releases to the soccer leagues, associations, volunteers, etc.
- **NCYSA** – North Carolina Youth Soccer Association, an affiliate of the USSF through the USYSA. They handle player registration, insurance, tournament sanctions, and more.
- **Player Pass** – All soccer players are issued player passes which indicate their name, the level they play (Recreation/Challenge/Classic), their birthdate, age division, team name, and their USYSA registration number. Recreation player passes generally aren't distributed unless the team goes to a tournament. Challenge and Classic players must have their player passes laminated with a current picture, registrar stamp, and signature. Those passes are brought to and checked at every match.
- **Registrar** – The person responsible for the registration of soccer players. Leagues will often have a 'head registrar' as well as other assistant registrars who can process registration paperwork.
- **Roster** – A list of players on a team. Team Rosters generally have addresses for each player on them and should never be given out. Match rosters usually just list the players names, jersey numbers, USYSA/US Club numbers, and gender.
- **TCL** – Triad Challenge League – the organization responsible for scheduling regular season matches between Triad based Challenge teams.
- **USYSA** – United States Youth Soccer Association, a national level affiliate of the US Soccer Federation (USSF).
- **US Club** – US Club is an affiliate of the USSF and a peer to the USYSA. They were formed primarily as an alternative to the USYSA due to differing opinions about the organization of tournaments and the philosophies of how youth soccer should be organized and run. Many youth soccer leagues will register their players with both a USYSA association such as the NCYSA and US Club.
- **USSF** – United States Soccer Federation which is responsible for all aspects of amateur soccer in the United States including overseeing the national soccer teams and programs, adult amateur association, youth soccer associations, and more.