



2008
Penfield Strikers
Manager's Binder

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ABOUT THE JOB!

How important is the role of the team manager?

This is a critical job for the team. In fact, the club will NOT field a team that does not have a manager volunteer to perform these duties under any circumstances.

How much time will it take to be the team manager?

The honest answer is it depends on how you and the team's head coach decide to split up the responsibilities for the team. For example, if your head coach decides to be the main communicator the manager's time commitment is reduced. If you can't find a parent to take on any of the parent jobs described below and take them on yourself the time commitment will increase.

What kind of skills do I need to have to be the team's manager?

As a rule of thumb, if you are a parent and you run your household you are more than qualified to be the team's manager. The club will provide training sessions and our head team manager is always available to answer questions.

Is there a time that is busier than others?

Yes. As the team is formed in late October/early November there are a number of items that need to be completed by the team's parents and collected by the manager. This is also when the "setup work" is done.

How do I volunteer to become a team manager?

Simply send an email to president@penfieldstrikers.org indicating your desire or contact your team's head coach indicating your interest and we will follow up with you ASAP.

MANAGER DUTIES

BEFORE THE ANNUAL MEETING (usually held in late October or early November)

- Obtain team roster and tryout/registration forms from coach or Head Manager.
- Establish email distribution list for team.

- Communicate to the team details of the annual meeting place, date, time, etc. Every player is expected to be represented at the annual meeting every year. It is our Club's one comprehensive meeting to cover all business related to the Club operations.
- Ensure the team's parents are aware of the club's Scholarship/Financial Aid program. The Striker Board is committed to allowing any qualified player to play travel soccer regardless of their ability to pay. If a family wishes to investigate they should send an email to president@penfieldstrikers.org. Be sure to inform them this communication is held in strictest confidence and the process is very simple.
- Contact team parents to prepare for annual meeting...Parents must bring the following items to the annual meeting→this will make the rest of our jobs much easier:
 - copy of birth certificate (Only if new to the Striker Organization)
 - 1x1" photo of player (for players pass)
 - payment in full is due for season dues, if they have not yet paid they need a check for registration (2008=\$340.00)

AT THE ANNUAL MEETING

- Collect above items from parents
- Confirm contact information on registration form with parents
- Compare names on birth certificate to name on registration form - *they need to match exactly - no nicknames*
- Turn completed packet into Club registrar at end of meeting, if possible, or by January 15th at the latest.
- Recommendation: *You may want to have a sign-up sheet for parent volunteers for the year at this time: Fund Raising; half-time snacks coordinator; Popsicles; Rhino Night; End-Of-The Year Party coordinator; Board Rep., etc. See the list of Parent Jobs later in this document.*

TEAM MEETING

- The team is required to have an all parents meeting regarding specifics on how the team will be run. (NOTE: There is a sample Parent Meeting Agenda posted on our website under the coach's tab.) You should play a prominent role in this meeting. As such you and the head coach need to plan this meeting jointly. Ultimately it is the Head Coach's responsibility to conduct the meeting.

ONCE PRACTICE BEGINS (in early November)

- Communicate practice schedule to parents
- Register team for tournaments, communicate game schedule and locations to parents
- Develop phone tree for communicating practice cancellations
- Get uniforms from Club Uniform Coordinator (2008 Judy Zornow) and distribute to players
- Solicit parent volunteers for jobs
- Around April 15th, Cash check for referee fees, put appropriate cash into each stamped envelope with two completed game reports
- Complete the information at the bottom of all the game report/roster forms: coach, team, game number off the RDYSL schedule, location, etc. Keep envelopes, game reports/rosters in binder to give to another parent or coach in event you need to miss a game.
- Complete risk management form and submit (form can be found on NYSW website- www.nyswysa.org) -every coach and manager needs to do this every two years. *Need minimum of three “carded” coaches (head coach plus two assistants) and one “carded” manager per team. Every adult working directly with the players needs a background check and Risk Management Card per Club policy.*

DURING THE SEASON

Please note that we, as a Club, have no input as to what evenings your team will be assigned games. Historically, there are specific nights assigned for each age group, but this has the potential to change every year based on each Club's available fields, referee availability, etc. Only when RDYSL publishes the game schedule in April will we know what evening(s) your team is assigned to play league games. Your coach has a two-week period once game schedules are published to request game changes. *It is very important that you know when your team will be missing players due to concerts, plays, class trips, school events, etc. so your coach can reschedule games as necessary in this two week period.* Once schedules are finalized in late-April, teams will be fined for changing a game date/time. Each team is responsible for covering the cost of any fines incurred due to being unable to play a scheduled game due to too few players, no field, etc. or needing to reschedule a game after the final schedule is published by RDYSL.

- Communicate game schedule to parents (if coach requests)
- Communicate game locations and directions to parents (if coach requests)
- Money for home game referee- (*home team pays the ref even if on an away field*)
- Game roster/report for every game- (*this form MUST be filled out completely for every game. One copy to ref w/envelope, one copy to opposing coach. This is the most common area that we, as a Club, receive fines in each year for incomplete forms.*)
- Player passes for every game (passes *must be at all games and tournaments* → *No passes, no game! Worse yet there are MAJOR fines for forfeits for which the team is responsible.*)
- Tournament coordination (e.g. hotel, transportation, etc.)
- Medical release forms for all games → *have them at EVERY game!!*
- Flag person for home games (don't need to do it yourself but can help coach ID person to do it)
- You or coach sign completed game report at end of game.
- Handle finances for the team- this consists of receiving a checkbook with your teams' money deposited in it. You will use this checkbook for all Striker activities. As your team needs funds throughout the year for tournaments/parties/social events, you write checks to cover it from that fund. On some teams, the coach handles this. Obviously you need to keep a financial record of income and expenses – the club provides a simple form to use. This financial record must be returned to Head Manager at the end of the year - this helps us budget for next year.

GAMES

HOME

- At the beginning of the game, give envelope with game report and money to ref. Give second copy of game report to opposing coach. (Ref may take second copy also and give to opposing coach himself, but offer anyway.)

AWAY

- As a courtesy, contact opposing team coach approx. 3 days before game to confirm time, location, and uniform color. Usually coach

does this, but he may ask you to, just be sure someone does it. Directions to every field in use for RDYSL are listed on the RDYSL website, making the directions part less important, but the opposing coach can give helpful hints, i.e. driving time, where to park, where a specific field is.

- Give one game report/roster to referee and one to opposing coach.

TOURNAMENTS

A comprehensive list of local tournaments is available on the RDYSL website in late December, early January (www.rdysl.com). For new coaches, encourage your coach to discuss tournaments with experienced coaches...some tournaments are appropriate for younger age groups but not so for older age groups, and visa versa. Tournaments are generally selected based on the competition level and availability of players any given weekend.

It is very helpful at your team kick-off meeting to ask parents to bring calendars with any scheduled activities they have that would limit their ability to play on a given weekend...for example, school events, concerts, recitals, weddings, graduations, vacations, etc. This makes tournament selection easier.

- Once your coach and team decide which tournaments your team will participate in, you need to go to the tournament website to get registration info for that tournament - application, when and where to register, what you'll need to register. Usually they need player passes, copies of medical release forms, and check for entry fee. Someone from team (usually coach or manager) will need to go to the tournament registration site to complete registration for each and every tournament: sign up your team, show passes, turn in medical release forms, pay registration fee, etc. the night before the tournament begins, or one hour prior to your first game.
- Obtain your team's schedule and distribute to team.
- If traveling out of town, you may need to arrange hotels and transportation as required. This can also be a team parent volunteer job.

UNIFORMS

Club Uniform Coordinator → Judy Zornow

- Be sure every player has ordered necessary uniform. We order uniforms for every player in the Club every other year (odd years). New players on off-years (even years) will need to order even if returning players already have all they need. Returning players can order new uniforms even on off-years, but will be responsible for the cost. We will not be getting new uniforms for the 2008 season.
- Distribute uniforms to players.

COMMUNICATION

- Your coach may choose to communicate directly to the team the majority of the time, but clarify early in the season who is responsible for this. The Strikers organization encourages email as the primary mode of communication (to avoid 14-18 different calls with 14-18 different messages!)
- Encourage the head coach to use the new Strikers website to post practice and game schedule. Each team has its own home page.

PARENT JOBS

Snacks

If your team wants after game/practice snacks, one parent can set up snack schedule. You need to clarify with your coach what he/she wants the girls to have- some don't want half-time snacks- the Coach has the final say! *Whichever parent is scheduled to bring snacks must also bring several Ziploc baggies of ice in a cooler for injuries- the instant ice packs are very costly and are not provided by the Club.*

Linesmen/flag person

This can be a different person each game. By rule an adult is required but some referees allow younger people to fulfill the role.

Social coordinator

This person handles extracurricular activities planned by the Striker organization (charity volunteering, Rhinos game, etc.) or by your team itself (parties, etc.). For example, some teams plan regular cookouts

after scrimmages, swim parties, etc. to build team spirit. This person can help you through:

- Communication of social events to team
- Collection of money for social event
- Planning parties
- Team dinner (tournaments)

Board representative

This person attends monthly Board meetings to provide information to the Board about the team and to obtain information from the Board that may be of interest to your team. They are to communicate info from board meetings to coach and team. This person takes your team's issues/problems to Board for input. *The Board generally meets the second Sunday each month at the Penfield Presbyterian Church 7-9 PM. Agendas and minutes are posted on the website after each meeting. Everyone welcome to attend.*

Fundraising

This person coordinates team fund-raising efforts. As costs of tournaments, leagues, etc. rise, many teams find their costs are exceeding the allowance provided by the Club. In addition, many teams are utilizing paid coaches, with that total cost covered by players on their team. The cost of a paid coach as well as additional tournament/league/indoor training time fees can vary per team from a total of \$100 to \$400 per player. To help cover these additional costs, teams may organize fund-raisers such as car washes, bake sales, garage sales, candy sales, etc. Several different parents may each want to organize one particular fund raiser, with proceeds divided among participating players to cover each of those players' team expenses. Others may elect to find a team sponsor instead; generally, the amount of the sponsorship is applied directly to that player's team expenses, with any extra going into general fund for entire team. You may choose to designate one parent to keep track of funds raised per player, or you may choose to keep track of that along with other team funds/expenses.

CLUB CONTACTS

Board President: George Hebert → (H) 787-0898, (C) 315-2237
ghebert@rochester.rr.com

Vice Presidents: Brian Marks and Gary Volo

Head Manager: Alexis Gerling (H) 388-6067 (C) 313-8805
agerling@rochester.rr.com

Registrar: Bonnie Hoover → (H) 482-7987 (C) 739-0071
bhoover@rochester.rr.com

Uniforms: Judy Zornow → (H) 388-5114
pazkaz@aol.com

COE training: Laura Bourcy → (H) 388-7474
lbourcy@rochester.rr.com

Equipment: Jim Niederst → (H) 385-0461
jniederst@excite.com

All Board member phone numbers and email addresses are listed on the Strikers website at www.PenfieldStrikers.org. Please take a few minutes and explore the website - it's packed with info you may need.