

# Manager's Checklist

First e-mail Club Administrator and tell her you are a team manager in order to ensure you are on coach/team manager mailing list.

## Requirements

1. A background check is done annually. The soccer year begins in fall. If you do a background check for fall soccer season then you do not have to do another one for summer soccer. The background check is paid for by the club.
2. The MapleBrook Code of Conduct must be signed (online virtual signature). This is done on the club's website, "Code of Conduct" tab. This is done annually.
3. Attendance to the Parents and Coaches Together (PACT) seminar must be done. Our club will try host several seminars since parents of new players must attend too. If you attend one, it will also count for your family requirement. Once attendance is done then it is not required to attend another the next year.

## Forms

1. Medical liability form filled out and signed. This does not need to be notarized unless the team is planning on doing an out of state tournament or State Cup (May).
2. MBSA Player and Parent Code of Conduct form signed.
3. Keep forms available in case of injury at practices or at a game.
4. These forms should be completed by the first winter training session. Keep all the forms in a binder with the coach or manager at all practices/games. Consider keeping the original and give the coach copies.

## Pass

1. Online background check and Code of Conduct form must be completed for team manager(s) and coaches. Coaches and Managers must also attend a PACT meeting.
2. Player and coach passes are submitted to MYSA by the club's registrar and then are printed by MYSA. Passes are picked up from MYSA by the registrar or designated person. Passes are then distributed to team managers by the club's registrar. The bulk of passes are distributed in late March or early April. Club registrar must be notified if passes are needed for an early tournament (March or April).
3. Birth Certificate for players who are new to MBSA must be verified by the Registrar or Board member (the player's legal name and birth date must be confirmed off of the original birth certificate).
4. Collect 1 X 1in photo of every player, coach and manager for pass. Consider taking photos at a practice and print at home.
5. Signature of every player, manager and coach on the back of the pass.

6. Laminate each pass the team fund will (office/manager expense) pay for the lamination. 4x6 photos laminate works great - available at Target, Wal-Mart, office supplies. Or clear contact paper.
7. Put pass together in alphabetical order (by last names) in a ring.

## Games

1. You will be notified as to which district your team will play in.
2. There will be short district meeting where preliminary game schedules are distributed. The Manager or Coach should attend. We suggest avoiding games the week of the fourth of July.
3. Send out game schedule to players' families.
4. Send out field location to players' families.
5. Reschedule games if necessary. Procedure is done online using username and password that are given at the mandatory coaches meeting.
6. Competitive Match Report filled for every game. Self addressed, stamp envelope for home game to given to referee. Labels for envelopes are given at the mandatory coaches meeting held by the district. Stamps and envelopes should be paid for by the team fund
7. Report game score of both home and away games. This is done online on MYSA's website using username and password given at the mandatory coaches meeting.
8. Roster given to parents.
9. 4 corner flags and a game ball are needed for home games. See if the coach has corner flags, otherwise these will need to be purchased for the team.
10. Send out reminders about game time and location.

## Budget

1. Figure out the team budget with the coaches (i.e., extra training costs, tournaments, equipment, pinnies, team party, end of season gift and party). Submit team budget to treasurer by Dec. 1st. Also communicate team budget to team.
2. Families will be then invoiced for team fees by the accountant based on the team budget submitted. **No pay, no play policy.** - all fees need to be paid before player passes will be delivered. The date for payments is Feb 1st. If anyone has questions about fundraising after that date the answer should be - All fees need to be paid by Feb 1st and if fundraising happens after Feb 1st two things can happen - they can get a refund or they can leave the credit for the next season - the thought would be to get people to start building for next season
3. Reimbursements can be either way, it's a manager's choice - 1. Pay the bills themselves and send in a check request for reimbursement or 2. Send the check request with the information, who to pay and address and the accountant will make the check payable to whomever - If the check request is for a tournament registration, a check will be sent back to the

## **Volunteer Program:**

Many Thanks go out to our managers for your outstanding support of our volunteer program. Last year we filled over 1300 volunteer shifts and achieved great success in both new and old venues for MapleBrook Soccer Association (MBSA). Your help in motivating our membership to participate has been invaluable and we look forward to another successful year where people really do make the difference.

### 2011-2012 Volunteer Guidelines

Parents and guardians of all MapleBrook Soccer Association U9 – U17 Summer Traveling players are required to fulfill annual volunteer hours and submit a volunteer deposit check. The requirements are as follows:

Number of U9- U17 Players/Family	Required Volunteer Hours	Deposit Amount/Family
1	4.0	\$100
2 or more	8.0	\$200

- One \$100 deposit check is required per player. A maximum of \$200 per family will be collected with 2 or more players.
- The deposit money should be turned in to the team manager no later than Feb 1<sup>st</sup> and will be held by the MapleBrook Soccer Association.
- All families must complete the Volunteer Commitment Form for each U9 – U17 registered player. Each player should attach a deposit check to this form and turn in to your team manager no later than Feb. 1<sup>st</sup>.
- Player passes will only be released for a player once the form and deposit amount have been received.
- Volunteer opportunities can be completed from August 1 through June 30.
- Members registering late have the same volunteer goals as those families who registered early or on time.
- Deposit checks will be shredded at the end of the season provided the family has satisfied 100% of their annual volunteer requirements. Deposit checks will be cashed at the end of the season if annual family requirements have not been satisfied.
- Partial completion of hours will not result in partial return of a deposit check.
- Volunteer hours do not roll over to the following year.

### Team Manager Responsibilities for Volunteer Program:

- Collect the Volunteer Commitment Form and deposit check for each player on your team.
- Fill out the U9 -U17 Team Tracking Record
- Mail Commitment forms, deposit checks and Team Tracking Record to Club Administrator by Feb. 1<sup>st</sup>. Mailing Address is on the Team Tracking Record Form.
- Encourage your families to reserve volunteer opportunities on the Volunteer web page when they are announced. The MapleBrook Invitational Tournament is the main event to get your hours in~ typically 350 – 400 volunteer slots available. After that there will only be a few opportunities remaining.

### Exempt Members for Volunteer Program:

- One head coach, one assistant coach and one manager from each team can be considered exempt from the annual volunteer requirements. (i.e., are not required to fulfill extra volunteer opportunities outside of these primary duties).
- These coaches and managers must have a valid coach's pass to qualify.
- All MapleBrook Board members are exempt.
- If you are signed up for and are actively participating in any of the following committees you are exempt: Facilities, Tournament, Uniforms, Academic Awards, Field Maintenance, Lynde's Spring Flower Fundraiser, Trading Pins, PACT, Parade Coordinator, Volunteer Manager.
- U18 – U19 traveling players are exempt (not required to fulfill volunteer hours or submit a volunteer deposit check).
- Little Blasters players are exempt. (Families are not exempt if they have a U9 – U17 player(s).)

### **Practices**

1. Send out practice schedule to families include the schedule for all events on the website.
2. Send out reminders about practices.

### **Website Team Pages**

1. Secure a username and password for your team page on the MapleBrook website.
2. List coaches and team manager(s) information.
3. List players first or last name (**not both** first and last names for safety issues) and jersey numbers (optional).
4. List game schedule
5. List practice schedule

### **Tournaments**

1. Team figures out how many and which tournament to do.

2. [www.mnyouthsoccer.org](http://www.mnyouthsoccer.org) has a tool to help you search for tournaments and get information on each tournament (contacts, cost, dates, etc...) List is online starting mid January
3. Register and pay for tournaments. Pay with credit card, get reimbursed by club is the easiest/fastest.
4. Send game schedule and directions for tournament.
5. Do tournament check-in for the team.
6. Register ASAP because many tournaments fill up fast. The majority of tournaments should be registered for by the end of February.

## **Uniforms**

1. Order a set of blood jerseys for the team, if you don't already have them. ("Blood Jerseys" are a back up set of jerseys should a player's jersey get bloodied during a game).
2. Deadline to order is Nov. 30. A late fee will be charged if orders are placed after this date.
3. Pick up uniform orders and distribute to players.
  - a. Check Uniforms & Spirit Wear page for updates on fitting dates and delivery dates.
  - b. Uniforms will be ordered online.
  - c. If the pick up time doesn't work for you, delegate to a helpful parent or coach.
4. Coordinate uniform embroidery for those that want it.
  - a. Completely optional
  - b. Instructions and the order forms are on the Team Manager's web page.
  - c. Pricing information is on the Uniforms & Spirit Wear page of the club's website.

## **Equipment (all equipment is paid out of the team fees)**

1. Game ball and four corner flag for home games.
2. Pinnies
3. Extra balls
4. Medical kit
5. Cones
6. PUGG goals (may borrow from club—contact Chad Thomas)
7. Ice pack- 2 instant ice packs
8. 3 ring binder
9. If these can be re-used from prior years, collect what you can from coaches, etc... Otherwise they will need to be purchased by the team fund.

## **Fundraising**

1. Coordinate any team fundraising.
2. Individual families can do fundraising. See MapleBrook's website under "fundraising" for options.

3. If any players are experiencing difficult financial issues, refer them to the family grant program (application is on the club's website).

### **Team Photos**

1. Team photos are usually taken the Saturday of our MapleBrook Tournament.
2. Individuals may choose to have photos taken even though the team may opt not to do a team photo.

### **End of season party and gifts**

1. Purchase gifts to players (trophy by Linda is one option for player trophies/dog tags/etc, but feel free to be creative and get input from parents) and coaches. Note: If spending more than a few dollars per player for a gift, check with parents beforehand – they may prefer getting the refund instead. Remember team budget is the families money.
2. Organize end of the season party.

### **Snack List**

1. Determine with parents if snacks and/or drinks are going to be provided after games. Coordinate snack list for games. May also want to discuss oranges at half time, different coaches/parents have strong feelings on this issue. Most older teams do not do half time oranges.

### **Academic Achievement/Honor Roll Acknowledgement**

1. Pass along information about the Honor Roll Achievement Award program for the summer teams.
2. Awards will be given out in May. Parents are responsible for turning in their player's/s' grades.
3. With new grading system implemented for District 279, age of applicant still needs to be determined.