



Team Manager Booklet

Thank you very much for becoming a Team Manager for the Michigan Rovers!

www.michiganrovers.com

www.msya.net

www.mspsl.org

Team Manager Responsibilities

Thank you for volunteering to serve as a team manager. Your role is vital to the success of your team and our club. This manual is designed to serve as a tool to help you with the duties of team manager. The team manager is responsible for the administration and coordination of the team's activities and communication between the families and the coaches and the families and the Club. You are critical to the success of the season and the positive experiences of the families involved.

Your work will help to make your Club run smoothly.
Again, THANK YOU!

While a lot of the paperwork and organizing must be done exactly as listed, you can do what works best for you and your team. If you discover short cuts, helpful information, or tips as team manager please share them with us as they may help another manager along the way.

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Contacts:

CEO/Founder
Gordon Dean
michiganrovers@yahoo.com

Field Coordinator
TBD

Club Administrator & Registrar
TBD

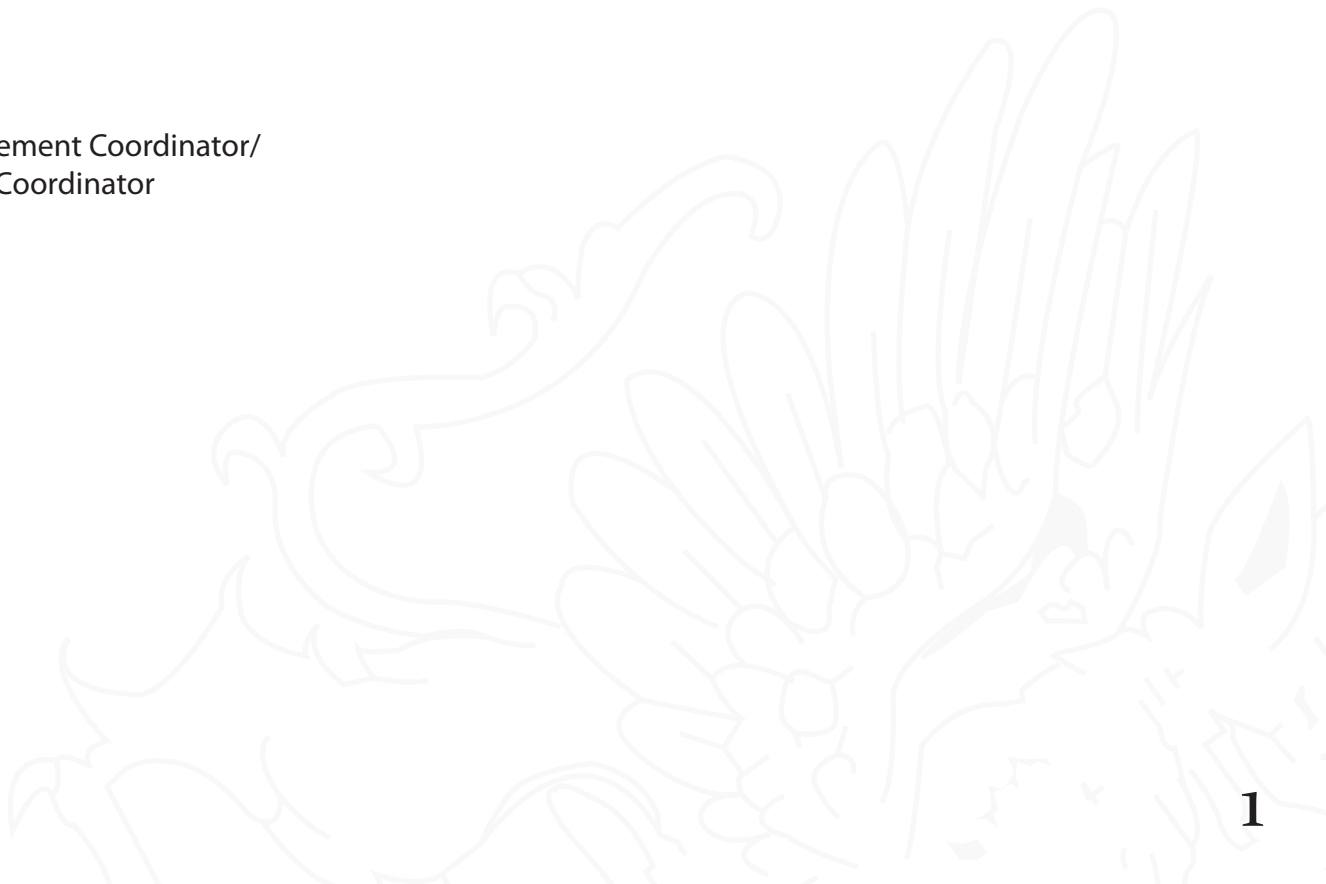
Referee Coordinator
TBD

Team Manager Liaison
TBD

Treasurer
TBD

Risk Management Coordinator/
Got Soccer Coordinator
TBD

Helpful Websites:
www.michiganrovers.com
www.mspsl.org
www.msysa.net



Communication:

Email is the quickest and most efficient way to communicate with your families. Make sure that each family provides you with an email they will check each day. This will help with last minute schedule changes or cancellations. Ask for a return message confirmation and follow up with a phone call to those who did not reply. ***Create a Phone Tree if desired to help communicate last minute information. This is optional.***

Give each family a folder that contains a copy of the team roster and schedule of games with maps to away games (or direct them to the GVSA website to obtain maps). Consider making a laminated business card sized listing of players' names, jersey number, parents' names phone numbers and coaches' names and phone numbers. This is useful if people are lost, a car breaks down, or in case of emergency. When giving out hand-outs throughout the season it is helpful to write each player's name on it so you will know who has and has not received the information.

Joe Wujkowski has already done this for us!

CHECK IT OFF!

_____ Make a folder for each family with team roster, schedule and maps

_____ Laminated business sized card

_____ Enter information on the Gotsoccer website (www.gotsoccer.com)

My Login _____ Password _____

_____ Optional – create a phone tree

Pre-Game Tasks:

Confirmation of Games. You will need to confirm each game with the manager or coach of the opposing team several days ahead of each game. **THIS IS IMPORTANT!** Confirm the date, time, and location. Telephone numbers should be listed at the top of the game schedule for your age division.

Pre-Game Checklist

- _____ Confirm game with opposing team using contact list on MSPSP website
- _____ Prepare the Game Report Sheet
- _____ Prepare payment envelopes for referees



Game Day Procedures:

At-Game Checklist:

- _____ Give the Game Report Sheet to the Center referee
Envelope, stamped and addressed to MSPSP statistician (home team)
- _____ Give the 3 payment envelopes to the main referee
- _____ Give the player cards to the referee to check in the team
*Player and Coach pass cards: If you find you do not have your player's cards for check-in at a league game, it is permissible for athletes to sign and write their birthdates on the team's game report next to their name. This report will then be sent to the state, where they can check signatures and birthdates. **Do not let a ref tell you that the game must be postponed due to lack of player cards!***
- _____ If home team, provide the game ball to the main referee
- _____ Players have both uniforms (home and away) just in case the other team has the same color.
The home team will change to their alternate jersey.

Post-Game Checklist:

- _____ Get the player cards back from the ref if they have kept them
- _____ Make sure the Game Report is signed by the coach and confirm the score
- _____ If your team has won the game call in the score to the MSPSP phone system.
- _____ Make sure the field is cleaned up after the game – pick up trash at your bench

Referee Fees:

1. Referee must receive completely filled out Game Report & Team Roster form both teams, prior to the beginning of the game. It is the responsibility of the coach to document all players/team officials sitting out due to red/yellow cards, team discipline, injuries, etc.

TEAMS MUST BE ON OPPOSITE SIDELINES; SPECTATORS MUST TAKE THE SAME SIDELINE AS THEIR RESPECTIVE TEAM.

2. Prior to the start of the game, the Referee will collect the game fees from each coach or manager (Each team pays 1/2 of the below fees) Referee Fees will remain consistent and the three man system will be in effect for all game. In cases where fewer than three referees show for the assigned game, club linesmen will be assigned by the referee or senior linesperson as required. Game times and fees for the age group are as follows: NOTE: Referees get paid even if the game is cancelled at the game site.

Age Group	Game Duration		Referee	Assistant	Assistant	Max
U13-U14	35 Min. Halves	3 Show	\$40	\$30	\$30	\$100
Boys & Girls		2 Show	\$40	\$30	-	\$70
		1 Show	\$40	-	-	\$40
U15 -U16	40 Min. Halves	3 Show	\$50	\$35	\$35	\$120
Boys & Girls		2 Show	\$50	\$35	-	\$85
		1 Show	\$50	-	-	\$50
U17 - U19	45 Min. Halves	3 Show	\$60	\$40	\$40	\$140
Boys & Girls		2 Show	\$60	\$40	-	\$100
		1 Show	\$60	-	-	\$60

Reschedule Games:

Due to Weather or Field Closures Only!

If a game was not played due to inclement weather such as thunder, lightning, rain, etc. the game gets rescheduled and teams need to follow the below process:

1. Decide upon on a new game date, time, and location. The home teams will still be responsible for providing and finding an available field for the new game. YOU MUST CONFIRM FIELD AVAILABILITY WITH THE ROVERS FIELD COORDINATOR PRIOR TO CONFIRMING ANY RESCHEDULES
2. Contact the MSPSL Office with the new game information.
3. Once confirmation is received from the MSPSL Office contact the HOME TEAMS local referee assignor to get AR's for the new game.

For Field Closings

If ALL the fields at a park or school are closed by a city/school official, please notify the other team and all referee assignors (including regional assignors) of the closure ASAP. Please forward a copy of the e-mail or letter from the official that closed ALL the fields to the MSPSL office along with the phone number and e-mail address of the person that closed the fields. This game is treated as a game canceled by weather, so follow above. Remember, if refs go to the field you will have to pay them their full referee fees.

Any questions related to rescheduling of games should be directed to the Rovers Field Coordinator.

Tournament Information:

Tournaments

Please check with the Rovers Treasurer to confirm what the amount owed for each tournament is. This amount covers the coaches expenses at the tournament (hotel, gas, food).

Applying to a Tournament

The Rovers DOC will decide which tournaments the teams will attend. When a decision has been reached, you will be notified.

Most tournaments will have a website which will provide general information, an application form, and contact information if you have further questions.

You will need to either pay for the tournament yourself, then request reimbursement, or the other way around. Either way, please give the Rovers Treasurer a week turn around to process.

Each time you need a funds reimbursement, please email the Rovers Treasurer.

The coach or manager may handle submitting the tournament application, arranging for lodging, applying for any other necessary forms. Sometimes a parent volunteer will handle some or all of the tournament responsibilities.



Tournament Information:

Tournament Documentation

When going to a tournament you will need to make sure you bring all the paperwork a tournament requires. No one wants to travel for hours and find out that a team or athlete cannot participate because the paperwork was not handled correctly. This is not the same for all tournaments! Make absolutely sure you read the tournament's rules, several times. **If you have questions, call the Tournament Director, not Rovers or MSYSA. We do not control the tournament and may give out misinformation by accident.**

Most tournaments require the following:

_____ Player pass cards with pictures and signatures (some tournaments require these to be laminated)

_____ An Official Roster (signed and sealed by the League Registrar)

_____ Medical Release forms for their State

_____ Player Cards and Team Rosters for Guest Players

They may ask for additional information:

- * Guest Player Roster
- * Tournament Roster
- * Photocopy of Risk Management ID cards for coaches and manager
- * Anything else they think of ...

An out of state tournament will require that you submit an approved USYSA Application to Travel form. This can be found and paid for online at www.msysa.net

Two procedures cause the most problems. For all out of state tournaments the USYSA Application to Travel form must be obtained. This is now done with an online application on the MSYSA website. This procedure is changing and when it becomes official, you will be notified.

Tournament Information:

Tournament Documentation cont.

Guest players seem to cause a lot of confusion. Tournaments often allow teams to bring several players who are not part of the team, since not every player can attend tournaments. However, this is strictly up to the individual tournament. Some events, such as State Cup, do not allow guest players at all. Most events allow up to three, but this may vary. ***The important thing to do is read the tournament rules.***

Typically, any player may participate as a guest, as long as his or her team is not also playing in the same tournament. As long as an athlete is registered with MSYSA, the procedure is pretty easy. You will probably need his or her player card, and a copy of the player's regular team roster, which the player can get from their team manager.

Out-of-state tournaments and some Michigan tournaments require a Tournament Guest Player Roster. Usually you will submit this along with the USYSA Application to Travel, but you may submit it afterwards. This can be obtained through the MSYSA website, and there is now a fee for this service.



Tournament Information:

Tournament Lodging

Many tournaments may require that you handle all hotel reservations through them, and will penalize or disqualify you from the tourney should you not abide by this. Please explain this to your families. Others may provide a list of local hotels, and leave it to you to handle arrangements. Start as early as possible for the best options.

Pay attention to cancellation policies and deadlines. Pay attention to other restrictions (e.g. two night minimum stay). Make sure this information is provided to all families.

When booking a room block for your team, ask if you can put the entire block under one credit card, then ask for a cut-off date, so any rooms in the block that go unbooked will be released. There are some hotels and travel companies that require you to submit a rooming list with individual credit card numbers on them. PLEASE USE COMMON SENSE AND DO NOT EMAIL CC#S.

Get a cell phone number for each family if possible. Tournaments sometimes make last minute changes to schedules, field assignments, etc., and you will need to be able to contact everyone if this happens.

Please contact the Rovers Team Manager Liaison if you have any questions regarding setting up hotel reservations.

Off Season Training:

Most teams will elect to participate in additional training during the winter months or play games on an indoor league. General coordination, options and fee collecting can be done by the team manager, coach or other team volunteer. Rovers will inform you of any club-organized training.

