



# Manager's Manual

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## **About the Job**

### **How important is the role of the team manager?**

A team manager keeps the team organized (ex. paper work, snacks, tournaments, etc) and is a critical job for the team.

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

This 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 be more.

### **What skills do I need to be a team manager?**

The key skill needed is organization. If you are a parent, run your household, fill out the necessary papers that come home from school, and pay your bills on time, you are more than qualified to be the team's manager. The team manager handles paperwork, rosters, passes, game reports, helps with team communications and may handle money for tournaments or referees. Your club may have additional or a specific set of tasks that team managers must perform.

### **Is there a busy time in the season?**

Team formation is a busy time. Paperwork needs to be collected, e-mail lists need to be formed, uniform sizes collected from the players, and vacation schedules for the season need to be collected.

Game changes are a busy time for the team but the coaches should be lead using your vacation schedules from the players.

Tournament applications, if you handle them are done mostly prior to season start.

Once the season starts, your organization of paperwork and snack committees should pay off and make the season enjoyable for all.

### **How do I volunteer to become a team manager?**

Contact your coach or talk to the coach at the team meeting.

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## Manager Duties

The following timeline and suggested meetings below are just a guideline. Your club may operate differently but the overall objectives should be similar to those described below. For example your club may require a certain number of meetings with the team parents. The important thing is to set the correct expectations.

### Before Team Meeting

- Obtain team roster from Coach or Head Manager.
- Communications will be imperative. Decide on a form (or forms) of communications. In the past teams have used email and cell phone text messaging. Some teams even make a private website.
- Prepare yourself as team manager by looking on the RDYSL website ([www.rdysl.com](http://www.rdysl.com)) at the information needed for player registration. Here you will see that proof of age and a picture are required. Make a decision to either have parents bring a photo (size and quality indicated on RDYSL website) or to use a digital camera at practice to take pictures of players. Contact the parents to bring:
  - Copy of proof of age (acceptable types listed in player registration webpage on RDYSL website). For returning teams your club may chose to use last year's roster.
  - If using a photo have this brought also.
- Recommendation: You may want to have sign-up sheets for parent volunteers for the year at this time: Fund Raising; Half-time Snack Coordinator; Popsicles; Club Events; End-Of-The Year Party Coordinator; etc. See the sample list of Parent Jobs later in this document.

### Team Meeting

- Ultimately the Head Coach will be responsible to run the meeting. What they would discuss is beyond the scope of this document.
- Should you be asked to play a role in this meeting, explain the help you need, information you need (birth certificate, picture, uniform sizes, medical form, etc) and give due dates. Now is the time to bring out the signup sheets.

## Once Practice Begins

- Assist head coach in communicating practice schedule to parents
- Use your per-developed communication mechanism (email, text messaging, etc) to inform parents of practice cancellations.
- A medical kit should be at every team function (practice, game, etc). The kit should be supplied by the club. If not create your own. Place a copy of the medical forms in the kit. The kit should contain cold packs, latex gloves (for blood), ointment, different size Band-Aids and gauze pads, small towel, adhesive tape, medical shears, etc. Zip ties in the kit for goal net repairs could be included.
- Register team for tournaments, communicate game schedule and field locations to parents. Refer them to RDYSL website and tournament websites.
- Coordinate to ensure team obtains uniforms and they are distributed to the players
- Solicit parent volunteers for jobs; continuation from team meeting if positions not filled
- Complete the entry of the player data on the RDYSL website ([www.rdysl.com](http://www.rdysl.com)) to create game day rosters. The Team ID will be required to login to the RDYSL website. This can be obtained from the person who registered the team or by clicking on the link "Forgot my ID" next to where you enter it on the website. Once all your data is entered you can print your Game Day Roster for each game.
- Complete the risk management form and submit to your club (form can be found on NYSW website ([www.nyswysa.org](http://www.nyswysa.org))). Once completed these are good for two years. Typically NYSW takes time to complete this so do it early. Staff members without a card cannot be on the roster and cannot coach.
- You may be asked to attend RDYSL coach's meeting in March if your coach cannot attend.

## During The Season

Please note the Club has no input as to the days the team will be assigned games on the preliminary game schedule. Historically, there are specific days assigned for each age group, but this has the potential to change every year. The RDYSL website lists these initial game days. RDYSL publishes

the preliminary game schedule in March. Your coach has approximately a four-week period (please look at the Calendar of Events on [www.rdyi.com](http://www.rdyi.com) for accurate dates) once game schedules are published to perform game changes with opponents. It is very important 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 game change period. Your collection of everyone's schedule at the team meeting plays a major roll at this time. Once schedules are finalized in mid-April a game change will cost the team money.

- Communicate preliminary and final game schedule to parents (if coach requests). Point them to the RDYSL website ([www.rdysl.com](http://www.rdysl.com)).
- Communicate game locations and directions to parents (if coach requests). The RDYSL website ([www.rdysl.com](http://www.rdysl.com)) has a complete set of field maps.
- Money for home game referee payment. The money is obtained from your club.
- Correct Game Day Rosters are imperative. Make sure you enter the staff and player information into the RYDSL team area after you have received your laminated cards, you have correct names, player ID #'s and player date of birth from the certified rosters. You must bring two Game Day Rosters to the game for the referee.
- Player and staff passes must be at every game. No passes, no game! Worse yet there are fines for forfeits!
- Tournament coordination (e.g. hotel, transportation, schedule, etc.)
- Have your team medical release forms for all games. Remember they should be in your medical kit.
- Flag person for home games that do not have a three man referee system. You don't need to do it yourself but can help the coach identify a parent to do it.

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## Games

The Rules and Regulations on the RDYSL website ([www.rdysl.com](http://www.rdysl.com)) contain a comprehensive list of pre-game and post-game procedures. Obtain the information you need from here.

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## Tournaments

A comprehensive list of local tournaments is available on the NYSW website ([www.nyswysa.org](http://www.nyswysa.org)) and the RDYSL website ([www.rdysl.com](http://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 for older age groups, and visa versa. Tournaments are generally selected based on the competition level and availability of players.

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. Knowledge of your players schedule's helps make tournament selection easier.

- Once your coach and team decide which tournaments your team will participate in, 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 the tournament will need player passes, copies of medical release forms, and check for entry fee. Someone from the team (usually coach or manager) will need to go to the tournament registration site to complete team registration for each and every tournament: sign up your team, show passes, turn in medical release forms, the night before the tournament begins, or one hour prior to your first game.
- Communicate to your team where to find your tournament schedule on the tournament website.
- If traveling out of town, you may need to arrange hotels and transportation as required or this can be a team parent volunteer job.

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## 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.

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## **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 players to have- some don't want half-time snacks- the Coach has the final say! Whichever parent is scheduled to bring snacks should 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 team (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)

### **Fundraising**

This person coordinates team fund-raising efforts, if any. 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.

Clubs may require or prohibit fund raising. Check with them before starting this activity.

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## Websites

### RDYSL

Rochester District Youth Soccer League ([www.rdysl.com](http://www.rdysl.com))

This is the League website. Your club is a member of RDYSL. Here you will find everything you need for League games. A list includes but not limited to:

- Team schedule
- Rules and Regulations
- Field Directions
- Answers to frequently asked questions (FAQ)
- League member contact information
- Player registration information

### NYSWYSA

New York State West Youth Soccer Association ([www.nyswysa.org](http://www.nyswysa.org))

This is the League parent organization. RDYSL is a member of NYSWYSA.