

TEAM MANAGER HANDBOOK

SELECT PROGRAM



Revised: 1/1/2010

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Introduction

Congratulations on being invited to undertake, and accepting, the role of Team Manager. With a little organization and timely actions, the role can be managed easily and without impinging on your already busy life.

This manual is a blueprint for the responsibilities of a Team Manager and as such, it is an outline and not all variables are covered within its text.

Of course, if at any time you have questions or concerns about your role as a Team Manager, feel free to contact the following:

Pam Sweeney, Registrar

896-4420

PamS@OmahaFC.com

Jason McClanathan, Director of
Operations

510-9955

JasonM@OmahaFC.com

Getting Started

It is recommended that a 3-ring binder with tabbed dividers be used to maintain all materials in one place. This will help you stay organized as well as allow you to have the necessary information on hand if needed. Suggestions for the various sections to be included in the binder are:

- Resource Numbers
- Rosters
- Schedules
 - Game schedule
 - Calendar
- Medical Releases
- Tournaments (Individual tabs for each tournament)
 - Tournament Info
 - Hotel Info
- Finances – See “*Team Treasurer Handbooks*” (this is a separate document available from OFC).

Upon assuming the Team Manager’s role, it is recommended that you schedule a meeting between you, the Age Group Coordinator (“AGC”), and staff coach(es) as soon as possible. Every AGC/coach is different as to what responsibilities he/she feels you should handle and what responsibilities that the AGC/coach wants to manage on their own. Some areas to cover include the following:

Meeting checklist / responsibilities

- | | | |
|---------|-----------|---|
| o Coach | o Manager | Register the team for the Neb Soccer League or MRL
(the deposit fee is paid by the club) |
| o Coach | o Manager | Disseminate information during the season |
| o Coach | o Manager | Set up practice location(s) and time(s) |
| o Coach | o Manager | Fill out / bring roster cards to all games |
| o Coach | o Manager | Keep player passes / bring to all games |
| o Coach | o Manager | Register team for tournaments & winter leagues |
| o Coach | o Manager | Check-in responsibilities @ tournaments |
| o Coach | o Manager | Communication with NSL or MRL |
| o Coach | o Manager | Communication with Club Registrar |

Information About NSSA and Club Registration

Primary Player Registration

In order to play soccer in the state of Nebraska, every player must be registered with the OFC and with the Nebraska State Soccer Association. This is done as follows:

- The Player/Parent will complete a registration form and pay an initial \$75.00 deposit at signing day. The registration form will be provided to players and parents at the signing day.
- The balance of the registration fee (which varies depending on whether the team is an Elite or Gold team) is paid in installments due on August 1, October 1, and December 1.
- The OFC Registrar will take care of registering the players with the Nebraska State Soccer Association (“NSSA”).
- The OFC Registrar will also prepare an official team roster which will be provided to you. You should make several copies of your team roster for tournament purposes.
- If a player is added to the team after the signing date, a registration form and deposit of \$75.00 must be submitted to the OFC Registrar within five (5) days of such addition.
- If a player on the team is new to the program (e.g., they did not play for OFC, Arsenal, or Gladiator previously), a photocopy of the player’s birth certificate must be provided to the OFC soccer office.
- Birth certificates may be faxed to the OFC office at 896-1430. This is a dedicated fax line.
- Any items mailed to the Registrar should be mailed to:

Omaha FC
c/o Pam Sweeney
5109 South 162 Street
Omaha, NE 68135

PamS@OmahaFC.com
via phone 896-4420

Secondary Player Registration

A player may be registered on a team as a secondary player only in extraordinary circumstances and only as approved by the AGC or the Director(s) of Coaching.

- *Secondary Player Form* available from the NSSA website and needs to be filled out and signed by both Primary & Secondary Coach (listed under the *Forms & EForms* section). It is also available on the OFC website (www.omahafc.com) under “Coaches,” “Coaches/Team Manager Forms.”

- Mail the form to the club Registrar at the above address **with the appropriate fee** (see below). It takes approximately 3-4 business days for the player pass to be processed. The Registrar will send the pass to you when it is available.
- Secondary player fees are \$25.00 per season (\$50.00 for full year). The fee is usually paid by the parents of the secondary player.
- If the secondary player is a member of a different soccer club, the cost is \$50.00 per season (\$100.00 for the full year). This fee includes game play ONLY; fees for training with the team would be an additional expense and must be addressed with the AGC and/or the staff coach(es).
- A medical release is required for both the primary team *and* the secondary team (this is discussed below).
- The secondary player pass should be kept with the primary player passes for the rest of the team (this is discussed in the following section)

Coaches and Player Passes

In order to coach or play on a particular team, each coach and player must have a pass. These passes are provided to you by the OFC Registrar but you need to do the following:

- Each player/coach must sign the back of his or her own pass. The picture of the coach/player should then be placed in the upper left-hand corner of the pass on the same side as the signature.
- The pass must then be laminated (this can be done at Kinko's or similar locations). Then punch a hole in the left-hand corner of the front of the passes, alphabetize, and place on a metal ring.
- These passes must be available for review before every game by the game officials. Either you or the coach can be responsible for having the passes at the games.
- Most leagues have a "No pass, no play" policy so make sure the player passes are brought to every game.

Registration with NSL and MRL

Registration with the Nebraska Soccer League (“NSL”)

Most of the select teams at OFC will play in the Nebraska Soccer League (“NSL”). In order to do so, the team must register with that league. This registration with NSL is done by either the coach or the Team Manager as discussed at the initial meeting. *Please note that registering with the NSL is different than registering with the Club and NSSA as described in the previous section.*

To register the team with NSL, simply complete the online registration at the NSL website at <http://nsle.com/onlinereg.html>. Please note the following:

- Either the Team Manager, AGC, or staff coach must register the team. This is not done by the OFC Registrar.
- Please use the Elite 1, Elite 2, Gold 1, Gold 2, etc. naming designation. If you are uncertain what your team is, ask your AGC or staff coach prior to registering with NSL.
- You must include the dates that the team has conflicts. This must be done at the time the online registration is submitted.
 - Reschedules (other than weather related) will cost the team \$25.00 (first reschedule), \$50.00 (second reschedule), and \$100.00 (third reschedule). No team is allowed more than 3 reschedules for any reason. All team costs are assessed against the team by the Club after the season is finished.
 - If a team gives notice to the Competition Coordinator at NSL (John Sozio – 888.637.6223) that the team is forfeiting a game at least 72 hours prior to the start of the game, the fine will be \$75.00. If a team forfeits within 72 hours prior to the start of the scheduled game, the fine is \$150.00. These team costs are assessed against the team by the Club after the season is finished. OFC will not pay these fees on behalf of the team.
- You should keep a copy of the NSL registration in your files.
- The deposit entry fee is paid by OFC on behalf of the team and is included as part of the players’ registration fees.

Registration with the Midwest Regional League (“MRL”)

Only one Elite team at each age group will play in the Midwest Regional League (“MRL”), at most, and then only if the Directors of Coaching believe that the team can be competitive in this league. If yours is one such team, you will be provided with additional information concerning this opportunity.

Checklist for League Play

When your schedule is released, send a copy via e-mail to players, AGC, and all staff coaches. The NSL schedule can be found here: <http://nsle.com/score.html>.

Keep track of the wins/losses for your team since this information is generally requested when you register for tournaments (See *Tournaments* section below).

Remember to bring the following items to each league game:

- ✓ **Player passes (mandatory).**
- ✓ Game card (home team) or white roster sticker (away team).
 - Game cards: *Game information* on all 4 sections needs to be filled out prior to game in addition to the roster information.
 - White Roster stickers need to be filled out prior to game.
- ✓ All above items need to be given to a coach prior to the game.
- ✓ Medical releases need to be on hand although they are usually not reviewed.
- ✓ Nets and Flags

Initial Team Meeting

It is recommended that you and/or your AGC or staff coach(es) schedule a meeting for the team, parents and coach(es) after team selection. This would include the following:

- Instruct parents to bring the following forms, information and items. All of these forms should be retained by the Team Manager,

- Nebraska State Medical Release:

This form can be found on the OFC website (www.omahaafc.com) under “Coaches,” “Coaches/Team Manager Forms.” In addition, it is available on the NSSA website under the “Forms and EForms” section.

These should be maintained in alphabetical order, kept in the binder at all times and brought to all games and tournaments. Some tournaments require that the medical releases be notarized.

- *Code of Conduct* Form – this form is signed by the player and the parent and kept on file. This form can also be found on the OFC website under “Coaches,” “Coaches/Team Manager Forms.”
- Birth Certificate - A copy of the player’s birth certificate is sent to OFC only once. OFC keeps them on file for subsequent years. The Team Manager should also retain a copy of birth certificate in their file for tournament use. Care should be taken to make sure that any personal information on the player’s birth certificate is kept confidential.
- Picture for Player Pass – a small school picture or digital camera work best.
- Information for team spreadsheet and hotel rooming list:
 - Home address
 - Home telephone number
 - Work telephone number(s)
 - Cell telephone number(s)
 - E-mail address(es)
 - Hotel room preference (*i.e.*; non-smoking, 2 dbl)
 - Credit card number for hotel reservations including expiration date – *great care should be taken to keep this information confidential. If a parent is unwilling to provide this information, they are free to decline.*

- It is recommended that the requests for information, and needed forms, be sent to team members as attachments *prior* to the meeting. At the meeting, have each family check the

roster and hotel spreadsheets for accuracy (again, making sure that any credit card information is not available for general review).

- Inform parents that e-mail will be the principle form of communication and include all work and home email addresses when possible. Stress that it's imperative that parents check their e-mail routinely. Parents should be directed to check email for practice or game changes prior to leaving for the event.
- Set up "Calling Tree" to handle last minute changes to schedule and dissemination of information. Designate four or five people to each call three or four families.
- Ask for an "Equipment Volunteer" – this individual will keep the team flags and net and be responsible for making sure they are up at least 30 minutes prior to game time.

Uniforms

- Team Managers for teams in the U11 age group and for teams that are moving from another club to the OFC should contact Pam Sweeney (PamS@OmahaFC.com) for specific information about how to handle these bulk uniform orders (phone: 896-4420).
- For “fill-in” orders, the Team Manager should access the team account on the Eurosport website:

If you have already opened an account for your team on the Eurosport website, go to this link:

<https://www.soccer.com/LogOn.process?RestartFlow=t>

Then, select the link for “Are you shopping for a Club?” and sign in with the email address and password for your team account.

If you are a new Team Manager, go to this link:

<http://www.soccer.com/RegisterClubCustomer.process?RestartFlow=t&ClubAccessCode=UOPZXNAA>

Simply follow the directions online for ordering uniforms for your team.

- Since the online system requires the use of a credit card, we recommend strongly that you obtain a check or cash in the appropriate amount from the new parent/player prior to placing any order online.
- In addition, we would recommend that the uniform be shipped to your address so that you can obtain full payment from the player/parent prior to delivery of the uniform.

Tournaments

The following will help you as your team registers and plays in tournaments. A list of sanctioned tournaments can be found on the NSSA website: <http://www.nebraskasoccer.org/NewSite/Tourn.asp>.

General Considerations

- Primary considerations are the date(s) of the tournament, the cost, and the registration deadline.
- Register for tournaments as soon as decision has been made to compete. Most registration material is on the tournament website.
- During the registration process (usually on-line), read material carefully and thoroughly.
- Submit material asked for. Do not submit additional material.
- Keep a copy on file and/or hard copy.
- The Nebraska State Soccer Association has changed the way that teams complete the *Notification of Travel Form* for any out-of-state sanctioned tournament. It is now necessary for the coach or Team Manager to register online at the following link:

<http://www.thetournamentcenter.com/Registration/tabid/80/Default.aspx?returnurl=http%3a%2f%2fwww.thetournamentcenter.com%2fHome.aspx>

- This form can also be found on the NSSA website under the *Forms & EForms* section by clicking on the “Learn More” link.
- Keep the original “*Notification to Travel Form*” to take to the tournament.
- Indoor tournaments are not sanctioned; therefore Travel Forms are not required (3-v-3 tournaments are not sanctioned events and therefore do not require a Travel Form).

Guest Players

Guest Players are used only for tournaments when necessary and must be approved by the Directors(s) of Coaching or by the AGC for that age group.

- The *Guest Player Form* available from the NSSA website needs to be filled out and submitted. As with the Notification of Travel Form referenced above, the coach or Team Manager must register and log on to obtain this form:

<http://www.thetournamentcenter.com/Registration/tabid/80/Default.aspx?returnurl=http%3a%2f%2fwww.thetournamentcenter.com%2fHome.aspx>

- In addition, you must do the following:

- Sign and date the form and take to the tournament check-in.
- Secure the guest player's player pass from his/her primary coach.
- A medical release is required for all guest players.
- Guest players are reserved for tournament competition. You cannot use a guest player for any NSL regular season games.

Medical Releases

- Some out-of-state tournaments require their own Medical Releases. Although very few tournaments require that the medical releases be notarized, some do. Check the tournament website to be certain.
- The Regional Tournament requires notarization of these forms.
- Have all families fill out the Medical Release in its entirety
- Keep the Medical Release forms in alphabetical order for ease of access at the tournament check-in.

Tournament Check-in

- Be cognizant of time and place for team check-in – review the tournament website in detail.
- Have the following available and alphabetized where applicable:
 - Player Passes
 - Official State Roster or Tournament roster (check the tournament website to determine which roster you need)
 - Guest Player Form(s); if applicable
 - Medical Releases
 - *Nebraska Notification of Travel Form* ; if applicable

Hotel Reservations

Tournaments will specifically state when it is mandatory to use an affiliated company to obtain hotel rooms. Check the tournament website. Otherwise, try to reserve hotel as close to the fields as possible. The process is as follows:

Reserving Rooms

- Once you have secured a hotel, there are two options for reserving rooms:

Option 1: you can compile a rooming list to send to the hotel for your entire team. Your list should include the following:

- Name of hotel;
- Address
- Phone number
- Fax number
- Arrival date
- Departing date
- Contact name
- Credit card numbers for each family/player/reservation

Note: For security reasons, this list which includes credit card information should be sent to the hotel by fax and not sent via e-mail.

Option 2: you may reserve a block of rooms and have each family call to reserve one of the block rooms.

- Make sure the parents know what *name* the block of rooms is under.
- Make sure the parents know the *final date* that they can call before they lose their room.

- Some Considerations:

- The second option puts the responsibility of reserving a room on the parents.
- This option might also result in your scrambling for a room when a family doesn't follow your instructions.
- The hotel may prefer/accept only Option 1 above.
- Using a rooming list with credit card numbers ensures that all families have a reserved room immediately.

Negotiating with the Hotel

- In order to negotiate the best possible arrangement for your team, you should contact the hotel "Group Sales" or comparable department. Some things to address with this office are as follows:
 - Discuss whether to secure a meeting room for team activities / rest between games / meals during tournament. There may be a cost to rent room for a day. Some teams rent room and cater in food to keep tournament prices down.
 - Negotiate rate if at all possible.
 - Confirm hotel cancellation policy and time of check-out
 - Ask about coach(es) staying for free (some hotels will comp the coaches' room(s))
- Request that confirmation be sent on all reservations. Many hotels will send confirmations to one e-mail address so you can verify accuracy.
- After verifying accuracy of reservations, send individual confirmations to families as an attachment.
 - Keep a copy of each confirmation on file for future reference.
 - Inevitably, one or two families will contact you the week of the tournament for hotel information. You can then resend their confirmation information as an attachment.

Finances

- A Team Treasurer is recommended although not required
- The Team Treasurer will work with the AGC and staff coach(es) to determine approximate cost for season.
- The Team Treasurer or other volunteer may work with the coach and the parents to determine fundraising possibilities.
- The Team Treasurer may contact the following for a copy of the Omaha FC *Team Treasurer Handbook*.

Pam Sweeney, Registrar

896-4420

PamS@OmahaFC.com

Jason McClanathan, Director of
Operations

510-9955

JasonM@OmahaFC.com

Miscellaneous

- Regional Competition:
 - During check-in for Regional Tournament play, you will need to fill out a form concerning who will be on the sidelines with the team.
 - No one is allowed on the team sidelines without an official pass. Please note that that OFC Director(s) of Coaching are listed on the roster and will have a pass available in case of illness or conflict
- Tournament Activities and Events:
 - Oftentimes, coaches want to limit or restrict what activities the players are involved in during a tournament (swimming, curfews, etc).
 - Some coaches prefer the team and the parents to have dinner together one night during a tournament.
 - Ask coach about player diet before & after games. Make reservations at an appropriate restaurant near the hotel. This responsibility can be given to another parent volunteer.
 - Check on any activities that the players / families can attend during the tournament weekend (i.e.: MSL soccer games, movies, tourist attractions, etc.). This responsibility can be given to another parent volunteer.
- **IMPORTANT:** U13 – U15 teams may not roster more than 18 total players / U16 – U19 may not roster more than 22 players (Primary and Secondary) on the team at any time. **Your team will not be eligible for State Cup if this occurs!**