

Dakota REV Soccer Club
2010 Team Manager Training
March 2, 2010

WELCOME TO THE SUMMER 2010 SEASON

1. WHY ARE TEAM MANAGERS NEEDED?

- Managers are a vital part of a successful traveling team.
- Managers handle all administrative duties to allow the coaching staff to train players and coach games.
- Managers are the communications liaison between the parents, coach(es) and tournament directors.
- Internally, managers will correspond mainly with the following Dakota REV administrators:
 - **Monique Williams**, Administrator/Registrar - dktrevadmin@charter.net
 - **Lisa Wolf**, Treasurer - dktrevtreasurer@charter.net
 - **Amy Schenk**, Website Coordinator - amyschenk@comcast.net
 - **Lori Moore**, Manager's Coordinator - lori.moore@bankofamerica.com

2. GENERAL MANAGER DUTIES

- Managers handle all pre-season duties.
- Managers collaborate with team parents and coach(es) to select tournaments, and manage all aspects of each tournament from start to finish.
- Managers maintain the team budget and finances.
- Managers map out the season and keep everyone informed as the season progresses.
- Managers assist the coach(es) before and after each home and away League game, and tournament games.
- Report game scores to MYSA after each league game, home or away.
- Finally, wrapping up the season.

3. PRE-SEASON DUTIES

- **Mandatory National Background Check** — Prior to any team activity, all Team Managers, Coaches and Asst. Coaches must register with the National Background check. Fall '09 managers/coaches DO NOT have to re-register for summer '10. To register with the Background Check, go to:
<http://www.mnyouthsoccer.org/programs/backgroundcheck.cfm>
The User ID and Password are the same: MYSDKT
- **Attend Required Meetings** — Annual Manager's meeting, League Scheduling meetings, Team Parent meetings, etc.

- **DISTRICT/STATE TOURNAMENTS** — U11+ teams: Register your team by the posted deadlines for year-end Districts, Regionals and the MN State Tournament.

4. MANAGE TEAM FINANCES

- **TEAM BUDGET** — With parental input, the manager will create a budget, and manage it throughout the season.
- **OPEN A TEAM CHECKING ACCOUNT** — Rather than writing checks out of your own checking account, look into opening a team checking account to manage your team's finances. Most banks offer a free checking account to non-profit teams.
- **TEAM FUNDRAISING** — Plan, organize and help establish fundraisers for your team.
 - Teams must be granted pre-approval from the Dakota REV Board prior to the onset of any fundraising activities.
 - Once approved, team fundraisers may be advertised on the club web site. E-mail Amy Schenk, website coordinator with details on your fundraiser.

5. TEAM COMMUNICATIONS

- **PLAYER INFORMATION** — Print or send an E-mail to all parents with a team roster including player names, jersey numbers, parent names, addresses, player and parent: e-mail addresses, home, work and cell numbers, and player birthdates.
- **EMERGENCY COMMUNICATIONS** — Be prepared in case you have to contact your team members in an emergency (Rain delay, field change, game cancellation, etc.) Set up a parent and/or player cell phone group in your phone to text or call everyone on the fly. Or, create a calling tree.
- **TEAM WEB PAGE** — Create and maintain your own Dakota REV team web page. Schedules and other information that can potentially change throughout the season can easily be posted on your team web page for all team members and parents to access at any time. Continually make updates to your online entries and be sure that all information is accurate. For more information on Team Web Pages, go to the Dakota REV homepage link.
- **HANDOUTS** — Provide (optional) printed practice and game schedules. Distribute any other communications as necessary throughout the season.

6. COLLECT PLAYER FORMS

- **MEDICAL RELEASE FORMS** — Each player must submit a completed MYSA Medical Release form prior to the start of the season. Medical Release forms should be on-site at all games and are required at the time of check-in for all tournaments. **Note: Medical Release forms MUST BE NOTARIZED if your team will be traveling out of state, and/or participating in State Cup, and/or participating in post-season playoffs.**

- **BIRTH CERTIFICATES** — Collect a photocopy of each player’s birth certificate. These forms should be on-site at all league games, and are required at check-in for all tournaments.
- **PHOTOS FOR PLAYER PASSES** —
 - Bring a digital camera to a practice and take each player’s photo.
 - Print player photos approx. 1” square, cut out and affix to each player’s pass.
 - Have each player sign their pass BEFORE they are laminated
 - Passes must be laminated. Kinkos, Office Max will do them on a big sheet.
 - Use a hole-punch to pop a hole in each pass and put the passes on a secure ring in alphabetical order by last name.
 - Attach an identification card to the ring including manager and coach cell phone numbers in case passes are lost or left behind at a game.

7. TEAM UNIFORMS & UNIFORM EXTRAS - Order and Distribution

- **UNIFORMS AND "EXTRAS" ORDERS** — Managers will collect all team uniform and uniform Extras orders and submit all team orders to the uniform coordinator(s) by the stated deadline. Your team will be invoiced for the entire team uniform/extras order. Payment will be made with ONE check to: “Dakota REV Soccer Club.”
- **UNIFORM and UNIFORM EXTRAS DISTRIBUTION** — When uniforms are available in April, managers will be notified via Email and on the website. Managers will pick up your entire team order from the uniform coordinator, and then determine the best way to distribute uniforms items to each player. Players may pick up uniforms from the manager's house or uniforms may be distributed at practice.

8. TOURNAMENT DUTIES

- **REGISTER YOUR TEAM** — Currently, most MYSAsanctioned tournaments can be applied for and paid online at the hosting club's website. Before the deadline, complete the online tournament application. You may be required to provide a roster of players and jersey numbers, birthdates, team history, jersey colors, documentation and fees by the hosting club's specified deadlines (typically Feb or March for summer tournaments.) In most instances, you will pay the registration fee online with a credit card. On occasion, tournaments may allow a check to be mailed in after your team has registered online. Please refer to each tournament’s rules.
- **TOURNAMENT COMMUNICATIONS** — Prior to each tournament, provide an itinerary to parents, players and coaches. Include game schedules, field maps, uniform assignments, maps to fields and hotels, a packing list for overnight tournaments, team lunch/dinner information, and any other information that will be helpful to parents and players. This information can either be available on your team webpage or provided as handouts.

- **HOTEL RESERVATIONS** — For out-of-town or out-of-state travel, coordinate hotel reservations and/or travel arrangements for tournaments ASAP as hotels book quickly for large tournaments.
- **TRAVEL PERMIT** — For out-of-state (or country) travel you must apply online for an MYSA Travel Permit. Permit fees and other important travel information and deadlines are posted at mnyouthsoccer.org. (Note: Most tournaments in western Wisconsin (MYSA territory) are not considered out of state. Check with Monique or MYSA prior to applying. The following guidelines should be followed when playing in a tournament outside of the state of Minnesota.
 - Apply and pay online for a TRAVEL PERMIT at MYSA's web site a minimum of 30 days prior to travel departure.
 - MYSA will return your signed authorization for travel, which you must present to the tournament officials where you are playing.
 - Notify Monique Williams via E-mail with your intention to play out of state including destination and dates of tournament.
 - Determine travel methods and designated chaperones.
- **TOURNAMENT CHECK-IN** — Managers will be asked to provide the following documents for all tournaments. To expedite the process, organize everything you will need in a 3-ring binder:
 - A copy of your team's official MYSA Roster
 - MYSA Medical Release forms (*MUST BE notarized for out of state tournaments, State Cup and/or post-season playoffs.*)
 - Birth Certificates
 - *TIP: Keep each player's Medical Form and Birth Certificate back-to-back in a 3-hole plastic sleeve.*
 - Laminated Player Passes on a ring, in alpha. order by last name
 - Travel Permit (Required only if tournament is out-of-state or country.)
 - Tournament requirements may vary. Always check with your tournament's website prior to leaving home.

9. LEAGUE GAME DUTIES

LEAGUE "HOME" GAMES — Provide the following to the center referee at the beginning of each game/player check-in:

- MYSA Match Report — include: date, MYSA game #, opponent's name, and signature of attending coach
- Player Passes — Always get your player passes back from the center ref. at the end of each game.
- Game Ball — proper size and inflated, etc.
- Envelope including postage stamp and "neon" mailing label to district representative.
- Referee checks and signature card must be signed by 1 or 3 refs.
- Have your medical release forms with you at each game.
- Report game scores via MYSA's website after each league game, home or away.

TIP: Prepare all of your home game envelopes at the beginning of the season. Write the game date on the corner of each envelope and affix the MYSA mailing labels. Inside each envelope include: dated and signed Match Report and Referee checks (for home games only).

10. LEAGUE “AWAY” GAMES — Provide the following to the center referee at the beginning of each game/player check-in:

- MYSA Match Report — include: date, MYSA game #, opponent’s name, and signature of attending coach.
- Player Passes — Don’t forget to get your player passes back from the center ref. at the end of each game.
- Have your player medical release forms with you at each game.
- Report game scores via MYSA’s website after each league game, home or away.

11. GAME CANCELLATION Policy and Procedures

- **AWAY GAME CANCELLATION** — Contact opposing team coach or manager, provide an explanation as to why the game must be rescheduled and agree on a couple of alternative dates and times. Please allow plenty of lead time to resolve the scheduling issue.
 - After you hear back from the opposing team coach or manager with confirmation of date and time, notify your MYSA Age Group Director of the changes via the provided form. [Rescheduling Process](#)
 - If you are unable to come to an agreement on a date for a rescheduled game, the coach will need to contact the appropriate Boys or Girls District Director.
 - Finally, notify your team members of the schedule change!
- **HOME GAME CANCELLATION** — Contact the opposing team coach or manager, provide an explanation as to why the game must be rescheduled and agree on a couple of alternative dates and times. Please allow enough time to prevent last minute issues.
 - E-mail Sean Kelly, Dakota REV referee coordinator to cancel the referees for the originally scheduled evening.
 - E-mail Kevin Newman, Dakota REV field coordinator to arrange for a field, giving all of the date and time options and the age of your players to be assigned an appropriate-sized field.
 - Once a field is rescheduled, E-mail Sean Kelly, referee coordinator once again to reschedule the referees for the rescheduled game.
 - Notify your Boys or Girls District Director of the changes via the provided form.
 - Confirm final arrangements with opposing Coach/Manager
 - If you are unable to come to an agreement on a date for a rescheduled game, the coach will need to contact the appropriate Boys or Girls District Director through the MYSA site.
 - Finally, notify your team members of the schedule change!

12. WHEN CRITICAL ISSUES ARISE

When a team refuses to play a game against another team, they will forfeit the game and be assessed a fine. This team will then be ineligible for post-season play. All rescheduled summer league games must be completed by the official end of the MYSA Summer season on July 12, 2010.

13. POST-SEASON DUTIES

- **EVALUATION FORMS** — At the end of the season, managers will distribute the following forms which can be found on the under the forms link on the website.
 - **Coach Evaluation Forms** to each parent and/or older player to evaluate the coach(es).
 - **Player Evaluation Form** to your coach(es) to evaluate each player.Mail completed forms to:
Nels Dokken, Dakota REV Soccer Club, P.O. Box 61 Rosemount, MN 55068
- **END-OF-SEASON TEAM PARTY** — With the help of other parents, plan a fun season-ending party for your team players, coaching staff and/or parents.
- **REFEREE PAYMENT CARD** — After your final home game, mail your completed referee payment card to Lisa Wolf, Treasurer, Dakota REV Soccer Club, P.O. Box 61 Rosemount, MN 55068
- **RETURN COACH EQUIPMENT BAG** — Dakota REV equipment bags will be collected at a designated time. Watch for information on the website for Equipment Bag collection.