



2018-2019 TEAM MANAGER GUIDE

Team Managers,

Thank you for volunteering. The job of team manager is very critical to the success of your team both on and off the field. We have created the following information to assist you in your job. It is very important that you seek the assistance of other parents on your team. You will be wearing many “hats” and taking on many duties and responsibilities. Some are more important than others. They may be delegated, and should be, but the time to do it is at the beginning of the season. In addition, duties should be delegated to others if you do not believe you have the time or energy to fulfill them. It is also a good idea to discuss your role with the coach and registrar, who is willing to answer your questions.

The information below includes the major activities that you will need to be involved with over the course of the year. Before the regular season starts you will be busy with the team meeting, summer tournament registrations, team fee collecting, and gather registration/medical release forms. In addition, it is important that you familiarize yourself with the Parent Information Guide so you can answer to the parents when questions arise.

Team Manager Registration and RMA

If you have not yet registered, please take a moment to register online so that the registrar will be able to associate you with your team. Please follow the steps below to properly register:

1. Go to www.bifc.net/select, to the right, click “Register Now” under 2018 Season Select/Competitive Soccer – Coach/Volunteer Registration”, and then follow the direction.
2. Submit a national background check. National background check is a yearly process. So although you submitted a background check last year, you will need to submit it again this year.
 - Go to www.bifc.net/forms, to the right, click “Apply Now” under the National Background Check to submit a background check.
 - Click “Registration” (on top center).
 - Returning team manager – enter your username and password to login to your account. Update your information then submit a background check.
 - New team manager – you need to create an account first before you can submit a background check.
 - **Make sure your affiliation matches the following:**
 - ✓ Application League: **Northwest Sound Youth Soccer Association**
 - ✓ Application Club: **Bainbridge Island Youth SC**
 - ✓ Application Season: **Fall 2018-2019**
 - ✓ Application Play Level: **Competitive**

Once your background check is cleared, you will be associated to your team.

3. Go to www.nsysasoccer.org to register (click “Logon” then “Register”) if you have never registered at this site before. Please make sure you are associated with “BIYSC”. After you are registered please notify the registrar so that you can be associated with your team

Team Communicator

Communication with the team on an ongoing basis is one of the most important duties. You will most likely be the central communication person for the team regarding practices, games, and other events. The club has set up TeamSnap for all select teams so that team managers can be efficiently communicating with parents and other team managers. An invitation from TeamSnap will be sent to the coach and coach will set up the player database in TeamSnap. You and the coach can decide which one of you will be monitoring and updating the TeamSnap activities. If there is any issues with regard to TeamSnap that you cannot resolve please contact Ian McCallum (DOC) at ian@bifc.net. A copy of team roster and medical release form will be provided once your team is confirmed.

Team Meeting

It is suggested that you work with the coach and organize a team meeting before the first practice. It is probably the most important meeting of the year. This is the time when expectations are established and allows parents to ask questions of the coach and team manager. At the meeting, the following should be addressed:

- Budget for team specific expenses, such as tent, benches etc.;
- Expectations from coaches regarding players and parents (e.g., attending practices, tournaments, player/parent conduct and games);
- Expectations from team manager on assisting in making the team run effectively (delegate);
- Practice schedule (time and location);
- Game schedule and locations (although the game schedule and locations may not be available at the team meeting, but assure the parents that they will be notified once the information is available);
- Communicate with parents/players as which tournaments your team will be participating in the summer, and if the team will continue to post season tournament;
- Parent sign up for various team related activities and duties (e.g. equipment, first aid, tournaments, photographer, fund raising and social activities). At the last page of this guide there is a suggested list of tasks that parents can sign-up; and
- Assign a family to monitor the first aid kit and resupply the kit as necessary and this family is responsible to bring the kit to the practices and games at all time.
- Remind the parents that it is their responsibility to supervise their child at all time.

First Aid Kit

Prepare a first aid kit with plenty cold compresses and band aids. Cold compresses are probably the most used item. A good supply of cold compresses probably would be a good idea. Also, at the first team meeting, ask if any parents are trained in CPR or in the health care field. It may be important in case of an emergency. You might also want to consider a **red** backpack or tool box for the first aid kit.

Registration/Medical Release Forms (for Select Teams only)

Prepare a folder/binder. Gather two **signed** registration/medical release form from each player and store the forms in the folder/binder. It is important that you give an original copy to the coach so that it will be available in case of an emergency during a practice or game. The team will need to have this folder or binder at all practices and the games in case a medical provider asks for the form.

Player Cards (for Select Teams only)

Prior to the first season game you will receive player cards from the registrar for everyone on the team, including coach, assistant coach and team manager. You will need to have someone take pictures of each player, coach and team manager. Affix a photo (1"x1") on the front, top right corner of the card (Member Pass portion), and then laminate the card. You should put the cards on a metal clip that will allow for easy transportation and storage. The referee for each game is required to review the cards prior to each game. Sometimes the referees do not require them, but if they do and you do not have the cards, the team may not be able to play. If you cannot attend the game, notify the coach and give the folder/binder and player cards to the coach. Please see attached NPSL Team Manager's Game Checklist.

Team Name & Team ID

When entering a tournament you need to use the official team name. The official team name is composed by 4 components.

Club name: Bainbridge Island FC

Gender: B or G (boys or girls)

Birth year: 06 (2006 for example)

Team level: Blue, White or Black

So the team name should be **Bainbridge Island FC B06 Blue**, for example.

The team roster that will be provided by the registrar will have your team name listed.

Besides the team name, team ID is also important. Team name and team ID always go together. Your team ID is a 9-digit number. For BIFC, the team ID is **440590xxx**. "xxx" is the 3-digit that your registrar assign to your team. This number is also listed on the team roster.

Team Account (for Select Teams only)

The club will be collecting most of the team fees for you, so a team account might not be necessary. But if you do think it is necessary to open a bank account to deposit the money you receive from the parents for other team related expenses, you will need to open a bank account under your name but "for the benefit of" your team. The club does not provide team bank account.

For example: John Jones
FBO Bainbridge Island FC B06 Blue

Tournaments (for Select Teams only)

This is one of the most challenging duties that you will need to undertake because of the complexity of coordinating of up to 18 families and coaches. Your team will have predetermined tournaments that your team will attend. Make sure to register the team for each tournament before the deadline. Historically, each select team plays in 3-4 tournaments during the summer season. Your job (or if you delegate) is to:

- Notify the registrar your team's summer tournament plan.
- Register for the tournament (**make sure it is done before the deadline**);
- Submit a copy of tournament registration receipt to the registrar and the registrar will send a check to the tournament on your behalf. Please note that, it will take about 7 to 10 days to process the checks, so please plan ahead. If you pay the tournament fee by credit card, then submit a copy of payment receipt to the registrar for reimbursement;
- Email the registrar to obtain a signed team roster. Please note that, a signed roster request need to be submitted at least 7 days prior to the tournament;
- Since lodging fills up fast at some of the tournaments, provide hotel and camping information to parents as soon as possible if overnight stay is necessary;
- Help arrange transportation;
- Inform parents and coaches regarding match schedules (monitor tournament website and update)
- Check-in team at the tournament headquarter by providing the team roster signed by the registrar to the tournament official (make sure you find out when you need to check-in).

Check the tournament website regularly because changes to the schedule, fields, opponents, etc. happen regularly without notice. If you are adding guest players for the tournaments you need to notify the registrar at least 7 days prior to the tournament.

Player cards are not needed for the summer tournaments. But if player cards are required, please notify the registrar.

Other Fees and Expenses (for Select Teams only)

Please note that there are other fees and expenses that you or a designee might need to collect during the season, including travel, equipment (pop up awning, benches), entertainment, and other incidental expenses. Some of the expenses are discretionary or personal for the team, but please place particular attention of how professional coach's travel expenses are to be administered as more fully explained under "Travel Expenses". Please note that, the team related fee should be divided up by number of players on the team, and collected and operated by the team.

Travel Expenses (for Select Teams only)

Each team is responsible for its professional coach's summer travel expenses. The travel expenses should be divided up by number of players on the team, and collected and operated by the team. [Some coaches are coaching more than one team. It is team manager's responsibility to communicate with other teams to figure out how the coach's travel expenses can be shared among teams. This way you can minimize the out-of-pocket expenses for everyone on the team.](#)

Coach's summer travel expenses include:

1. Accommodations – when team decides to play out of town tournaments, and accommodation is required, team is responsible to pay a single room for the coach for the duration of the tournament. When making reservation for the hotel, please make sure the hotel room rate includes continental breakfast. The coach is responsible for his/her own lunch and dinner.
2. Meal – breakfast only. This only applies to out of town tournament and when an accommodation is required.

Coach cannot be compensated by the team for expenses other than above listed expenses.

Game Scheduling

Depending on the league play, your team will have 10 to 12 games for the fall season (spring season for GU15-GU18/19) with the first game on the weekend after the Labor Day, and the last game either before Thanksgiving or by mid-December. For GU15-GU18/19, the first game will be in December.

The game schedule varies by league play. Currently BIFC is participating in North Puget Sound League (NPSL).

As a team manager you will need to do the following at the beginning of the season to ensure that scheduler, parents and opponent team have information on each game.

■ NPSL team

- For NPSL team, go to www.northpugetsoundleague.org; click "Schedule" to get the game schedule.
- The game schedule will only be showing the day of the game, not time/location, and the opponent's team name and contact info.
- Once NPSL game schedule is posted, check with coach immediately for any scheduling conflicts, especially if the coach is coaching 2 or more teams.
- For the home games, you can access the game time/location through NSYSA website. Go to www.nsysasoccer.org; click "Information" then "Schedules". In the filter criteria section, change "Season" to "All", enter your tam ID (9-digit number) next to "WSYSA#", check mark "Action", then click "Show". Please check your schedule often in case of last minute change due to field closure or unforeseen event. If there is a last minute change, please notify your opponent as soon as possible.
- Once you have your home game schedule –
 - (1) Notify your team;
 - (2) Login to NPSL site with your e-mail address, PIN# and registration#, then enter home game schedule (time/location) onto NPSL site. You will receive PIN# and registration# through email from NPSL after the registrar registers your team for league play;
 - (3) Inform the opponent team with game time/location.

- For away games, contact the opponent team to obtain the game time/location if you don't see the schedule on NPSL site, and notify your team.
- After each game you need to report the game result at the NPSL site (www.northpugetsoundleague.org).
- Anytime if a **home game** needs to be rescheduled, please submit the request, with an agreement from the opponent, to the registrar at registrar@bic.net **at least 10 days prior** to the game that is supposed to be played. Submission of change request does not constitute acceptance or approval. If you fail to submit the game reschedule request by the time frame your team will be charged a \$100 fine by NSYSA. If **away game** day/time needs to be changed, please contact the opponent's coach or team manager as soon as possible so that the game can be rescheduled.

Game Roster Sheet

For each game you (or coach) need to submit three (3) copies of game roster sheet, along with player cards, to the referee. The blank game roster sheet can be downloaded from NPSL website (www.northpugetsoundleague.org).

Extra – on the week of the home game – check NSYSA website regularly and confirm the game time and location, and send a reminder to the opponent. If there is any changes please notify opponent immediately with new time and/or location.

Help

Please always feel free to contact BIFC registrar (registrar@bifc.net), Liming McMillan regarding team matters, game schedule/reschedule.

Sample of Team Volunteer Tasks

Volunteers Coordinator (end of year parties, etc.) - for special events

Hotel and Accommodation Volunteer – helps find accommodations for both the coach and group rate for tournaments

Team Photographer - takes pictures at every game or arranges for pictures to be taken

Equipment Manager – helps procure equipment for team and stores equipment (tent, bench, first aid kit, etc.)

Team Fee Collection Manager – responsible for collecting fees from parents for team related expenses

Tailor