

TEAM MANAGEMENT

The Role of Team Manager

The team manager handles the team's administrative tasks, allowing the coach to concentrate on coaching. He/she may choose to carry out all of the duties or delegate them to other team parents. Participation by all team members and families is encouraged because it fosters team unity. Also, this is a difficult job, so get help and delegate tasks!

Team Manager Description of Responsibilities:

1. Attend meetings as requested by the coach or club in addition to MYSA Coaches Meetings.
2. Create a Team Binder which will be your soccer bible: medical forms, player/coaches cards, MYSA competitive match report copies, emergency contact information.
3. Manage Coach and Player Passes – pictures, signatures, lamination, storage, presence of passes and paperwork for games.
4. Coordinate the distribution of uniforms and equipment, including corner flags & first aid kit. (contact the TUSA office for equipment).
5. Manage Communications – email, team web site, roster, calling tree, schedules, field directions, etc.
6. Develop and manage the team budget.
7. Organize Tournaments – coordinate selection (see DOC guidelines) & registration, etc.
8. Set up the nutrition schedule – pre-game, half-time & post-game.
9. MYSA pre/post-game details (match reports, calling in scores, etc.)
10. Reschedule games as needed. (Usually due to weather)
11. Contact visiting team 48 hours prior to provide directions and relay any traffic concerns.
12. Coordinate volunteers.
13. Arrange for the team party (or parties), including gifts.

Team Communication

Setting up a team website is an excellent way to communicate many different kinds of information to the team. **Teamsnap.com** offers a great service including a team website, calendar, scheduler, availability, messaging, pictures & more!

Email is a very effective communication method. Each team member/family should have internet access and a valid email address. A text messaging system also works very well and you can send emails to cell phones.

Alltel

[10-digit phone number]@message.alltel.com

Example: 2125551212@message.alltel.com

AT&T (formerly Cingular)

[10-digit phone number]@txt.att.net

Example: 2125551212@txt.att.net

Boost Mobile

[10-digit phone number]@myboostmobile.com

Example: 2125551212@myboostmobile.com

Nextel (now part of Sprint Nextel)

[10-digit telephone number]@messaging.nextel.com

Example: 7035551234@messaging.nextel.com

Sprint PCS (now Sprint Nextel)

[10-digit phone number]@messaging.sprintpcs.com
Example: 2125551234@messaging.sprintpcs.com

T-Mobile

[10-digit phone number]@tmomail.net
Example: 4251234567@tmomail.net

Verizon

[10-digit phone number]@vtext.com
Example: 5552223333@vtext.com

Virgin Mobile USA

[10-digit phone number]@vmobl.com
Example: 5551234567@vmobl.com

Note: If all this seems complicated, there's an easier way to send email to any phone, no matter what its carrier. Just address it to [10-digit phone number]@teleflip.com

Example: 2125551212@teleflip.com

[More information on Teleflip.](#)

A team roster should be developed (rosters sent by TUSA at the beginning of each season) that includes the coaches, players, and parents names, addresses, home, cell and work phone numbers, uniform numbers, email addresses, etc.

Setting up a calling tree is important because phone calls sometimes need to be made regarding changes in game and practice times or locations. A great service (reasonable fee) is **One Call Now** which allows you to send a message to all of your team just by making one phone call.

Team Budget

The player registration fee paid to Tonka United covers the following items:

Referee expenses
Field maintenance and equipment
MYSAs fees
Core Development Training (where applicable)
General team operating expenses

The team will need to develop a budget to address expenses NOT covered by the Tonka United player registration fees. These might include:

- Tonka Administration
- Tournament fees (the District and State Tournaments are covered by TUSA)
- Out of town tournament expenses such as transportation, motel, and meals.
- Additional Practice time/space.
- Additional uniform items such as warm-ups, bags, hats, names, etc. can be purchased through the TUSA office.
- Party expenses. (Kickoff, mid-season, and/or season-end)
- Professional Coaches fees as determined by the Director of Coaching.
- Coach and Manager gifts
- Miscellaneous expenses: copying, phone, mailing, bank fees, web site fee, etc.

It is advised that a preliminary budget be presented at the team meeting and that money be collected before the season begins. This eliminates the need to continually ask for money during the season. Depending on the age level and commitment of the team, a team checking account is a good way to account for all expenditures and disbursements. Contact the Tonka United Treasurer for information regarding setting up an account.

Sponsors and Fundraising

Please contact the TUSA Director of Sponsorship/Fundraising with information on potential sponsors and fundraisers.

Tournaments

Teams are encouraged to participate in tournaments but MUST follow the guidelines as outlined by the DOC. "Non MYSA sanctioned tournaments may require additional player's passes. Contact the office for details."

Teams can attend tournaments in the local area or out of state. The team manager should register the team in tournaments using funds collected from the team members. MYSA player cards and rosters are used for identification. A list of MYSA sanctioned tournaments is published on the MYSA web site. For out of state tournaments, check with the respective tournament regarding proper player identification.

A travel permit from MYSA is required for teams traveling outside of Minnesota for a tournament. This usually takes 30 days to process. The team manager or tournament coordinator should be responsible for arranging lodging for the team by booking a block of rooms at a local hotel and communicating the arrangements to the team parents. Most hotels will hold a block of rooms and allow individual families to reserve rooms by a set date. Team parents may wish to choose to pay for a team hospitality room. Parents are responsible for all coaches expenses including hotel room and travel. The coach is not a babysitter and will take responsibility of players for all game related sessions.

Information is usually sent by the tournament hosts to the coach or team manager detailing tournament registration procedures, game times, and requirements. The team will need to be checked in at each tournament, either by the team manager or the coach. This usually involves checking the team roster against player passes, verifying each player has a current medical emergency form, paying remaining fees, and receiving tournament participation awards. A game report form is usually required for each game of the tournament.

Here are few tournaments of note:

Tonka Splash – This tournament is run by Tonka United and held in early June. Participation is highly recommended but not guaranteed, and the entry fee is discounted for Tonka United teams. Sign up early to avoid disappointment (February) as we sell out most of the age group brackets.

State Cup – This tournament is open to all U13–U19 competitive teams. The US Youth Soccer Minnesota State Cup is a tournament designed to select the Minnesota league team at each age level and gender to represent Minnesota at the US Youth Soccer Regional Championships. Regional winners will go on to compete in the US Youth Soccer National Championships. All teams entering the Minnesota State Cup must be prepared to participate in Regional play and ultimately National play. Each year a State Cup Committee is formed by the MYSA Tournament Director/ Minnesota State Cup Chair. This Committee reviews the previous year's format and makes recommendations for the following year. The recommendations are presented to the Youth Council for endorsement. All information related to the season format will be posted here.

US Youth Soccer Minnesota State Cup

- ▶ Open to all U13-U19 teams
- ▶ Dates: Mid April thru early June
- ▶ Early March: Applications due
- ▶ First week of March : Mandatory coach meeting/draw

- ▶ Early April: Draft blue roster due
- ▶ Mid April: Pass available
- ▶ Mid June: Midwest Region II Championships
- ▶ Mid July: National Championships
- ▶ MYSA Contact: Kelli Donohoo
Phone: 952-252-0227
Email: kellidonohoo@mnyouthsoccer.org
Web: <http://www.mnyouthsoccer.org/events/statecup.cfm>

District and State Tournaments - For U11's and older, there is a district/state tournament at the conclusion of league play (summer and fall!). Early in the season (**DON'T MISS IT!**), you need to tell the MYSA if you intend to participate in this tournament. This is done via the MYSA website. In some cases, the team will need to qualify for the tournament.

U9/U10 Jamboree - This is a MYSA sponsored event for the younger levels because there is no district or state tournament for this age group. The forms must be returned by the deadline set by MYSA.

Resources

- ▶ **MYSA:** www.mnyouthsoccer.org
- ▶ **National Database:** <https://www.usyouthsoccer.org/Tournaments.asp>
- ▶ **IA:** http://www.iowasoccer.org/tournament/club_tournaments.htm
- ▶ **IL:** <http://www.illinoisyouthsoccer.org/tournaments.asp>
- ▶ **SD:** http://www.southdakotasoccer.com/tournaments/State_Sanctioned.htm
- ▶ **WI:** <http://ssl.hammerhead.net/wisconsin/Tournaments.asp>

Other Team Volunteers

In addition to the Team Manager, some other positions within a team are listed below.

Any activities outside of coaching should be done by another volunteer.

Team Duties to Assign: (suggestions)

Pre-Season team meeting venue

Work with head coach and managers to arrange for a pre-season team meeting for players and parents. Ideally this is conducted mid-January to early February. Discuss team goals, tournaments, team budget, apparel; etc.

Each player should provide a list of "blackout dates" that they are unable to participate in the summer season.

Team Treasurer

Recommend setting up a team checking account at a local bank such as Beacon or TCF. (They often have incentives for "team oriented" checking accounts. Collect all fees and make all necessary payments including TUSA Coaching contract.

MYSA Scheduling Meeting

Represent your team at the MYSA parameters meeting in August (Fall) and March or early April (Spring/Summer) to provide black-out dates and other scheduling input.

MYSA Coaches Meeting

Attend the MYSA coaches meeting at a TBD location in our district to pick up our game schedule and other information (about a one hour meeting).

Tournament Registration

Register the team for all tournaments. Coordinate with team treasurer for payments. Confirm participation in each tournament. Print out schedules and directions when posted. Work with web site coordinator to establish "links" to the tournament web sites.

For out of state tournaments, register for a MYSA Travel permit to the tournament as soon as possible. Contact the MYSA possible if assistance is required.

Out of Town Tournament Coordinator

Figure out hotel reservations, restaurant reservations, maps, directions, etc. Organize food if desired (hockey teams often do this for out-of-town tourneys).

Team Photographer(s) (optional)

Take pictures/videos at games and other events.

Team Album/DVD (optional)

If people want to do this, help put together an end-of-year album, slide show, video presentation (it is up to you).

MYSA Competitive Match Report

Fill out the MYSA Competitive Match Report with the team roster information (names, jersey #'s and MYSA numbers). Make a copy for each league game and then fill in the individual game information for each game. For all home games, take the MYSA address stickers provided at the coaches meeting and place on an envelope with a stamp. The MYSA Competitive match Report can be found on the MYSA website: www.mnyouthsoccer.org under the Forms link.

MYSA Player Passes

Collect player pictures, obtain player signatures on the cards, and laminate the cards (needed before first game). Laminating facilities available at the TUSA office.

Team Roster Cards

Put together roster cards with jersey number and parents' names to be used as reference by parents and fans. (Ideally, needs to be completed before the first game).

League Play Score Reporter

Report the score for league games to the MYSA online system.

Website Manager

Establish a team website and keep website updated with games, practices, locations, etc.

Social Coordinator(s)

Plan end of season party and any other social gatherings.

Social Host(s)

Host a team party at your house.

Team Gear

Coordinate any apparel orders or other gear needed for the team.

Tonka Splash Volunteer Coordinator

Tonka United requires each team to provide volunteers during our travel tournament (regardless of team participation). You will need someone to coordinate your team's volunteers to cover your required hours.

Volunteers are very important to the success of Tonka United. There are many opportunities for parents and others to become involved outside their player's team. These include helping with: mailings, registrations, tournaments, and many other tasks necessary to running the club. Direct people interested in volunteering to the Tonka United Volunteer Coordinator.

Team Meeting Information

Head Coach:

Head Coach Tel:

Team Manager 1:
Team Manager 1 Cell:

Team Manager 2:
Team Manager 2 Cell:

Introductions:

Coaches, Assistant Coaches, Team Manager, Parents.

Before you all embark on your journey it is very important to establish the roles & responsibilities *prior* to the start of the season. It is also important to note that you all (Coach, Assistant Coaches, Team Manager, Parents & Players) play an intricate part in dynamics of your group. Roles and team objectives need to be firmly established and agreed upon before the start of the season.

It is important to have a pre season meeting with both parents and players, either separately or together. The meeting will allow you to agree on shared goals and objectives for the team (coaches, parents, players) for the season ahead. Work with the parent manager of the team to establish roles and responsibilities in advance of the team meeting.

Coach Responsibilities

1. Background in playing & coaching
2. Coaching Philosophy (In line with TUSA policies and procedures)
3. Goals for the team this season (professional development vs winning).
4. Parent and coach conversations throughout the season are **STRONGLY ENCOURAGED**. However; all conversations should take place 24 hours after the game/practice.
5. Coaches will not discuss with parents, any child **BUT** their own!!!
6. Club/Team rules (playing time, positions, attendance, behavior, inclement weather procedures, snacks)
7. Practice & Games (pre match/training fluids, nutrition, clothing, equipment, snacks, rest and prompt pick up and drop off, arrive 30 mins before KO on game day)
8. Coaching responsibilities, team Selections & playing time, side line management, formation and positions. (In line with TUSA policies and procedures)

Winning and performance

Is **NOT** as important as...

Learning and development!!!!

Although the team still wants to be competitive

How we measure SUCCESS:

- Attendance and attitude
- Understanding and **Enjoyment** of the game
- Self development
- Sportsmanship
- Athleticism
- Played and trained/practiced well
- Worked hard and gave 100% for the team
- Showed ability to play in a different position
- Be a positive TEAM member

What equipment do players need?

Each player must have an appropriately sized soccer ball .Balls are sized for each age group: U8-U12 = size 4, U13+ = size 5.

- Each player must wear shin guards for all practice sessions and games. No exceptions.

- Each player must wear the Tonka United uniform. Players can wear recreation uniform if playing in the fall season. New uniforms coming for the 2010 season.
- Water bottle, sunscreen, bug spray, hair binders and weather appropriate clothing.
- Turf shoes and soccer cleats are recommended appropriate footwear. No baseball cleats allowed.
- PLEASE BE SURE TO LABEL ALL EQUIPMENT AND CLOTHING.
- NO JEWELRY of any kind is allowed, including ALL earrings. Sports glasses must be worn if needed by the player. No metal hair binders are allowed.

Expectations of parents	Expectations of coaches
Cheer and support the team	Remain positive and be constructive at all times
Applaud good work by players from either team	If opposition excel, use this as a teaching model for our own team
Please don't offer a reward if players score a goal or win as they will be concentrating on the reward rather than having fun	Set realistic objectives for the team in pre match talk i.e. ensure we take a good first touch whenever possible, number of shots on goal, "I want to see us look to beat opponents 1on1 in the attacking third" etc.
Don't yell instructions during the game. It is too distracting and often too late and may contradict what the coach has told them	Do not commentate on the game, your instructions will lose their effectiveness. Offer suggestions on simple aspects such as team shape and possession. Tweak & choreograph
Don't criticize any player (Both teams), referee, coach or parent.	Promote player confidence and keep them excited about playing
Be positive, not angry, frustrated, or critical	Coach is to have same positive/controlled demeanor whatever the score
Express pride often to your child for his or her achievements, big or small	Ensure that both you and your team congratulate your opponents in a way that is humble if you have won, nor derisory in defeat
Remember that the game is for the kids and that the fun, both theirs and ours, is more important than winning.	We are here to educate players on the game of soccer, not necessarily to win the season 10 and 0.

Parent Support

- Player's birth certificate on file at TUSA office
- Turn in Medical Release Form (does not need to be notarized)
- Encourage & cheer the players – let the coaches coach
- <http://www.mnyouthsoccer.org/programs/pact.cfm#descript>
- Always contact the coach if your child cannot make a practice or game
- Proper fluids, nutrition, and rest for your ATHLETE. **Hydrate 24-48hrs prior to a game.**
- Please volunteer 😊

ROLE MODELS- It has been studied and found to be true that kids copy. With this in mind, be a positive model on the sidelines demonstrating good sportsmanship and character.

To Do List:

1. Select a Team Name
2. There will be a Team Meeting/Get together with the coach and parents in August/early September for fall soccer and January or early February for spring.
3. Need all Girls Jersey #'s.
4. Get pictures taken for players cards.

5. Get dates girls are not available this fall/spring-summer season for scheduling purposes.
6. Attend MYSA District scheduling meeting to arrange the seasons schedule based upon the team's availability above.
7. Approve a team budget
8. Major line items would include:
9. Tournaments (we control this)
10. Tournaments are about \$350.00 to \$450.00 per event
11. Coach costs (Tonka United controls this)
12. Spring/Summer: Expect a cost of \$1,000.00 to \$4,500 for the team (dependent upon coach experience).
13. Fall: Expect a cost of \$450.00 to \$1,200 for the team (dependent upon coach experience). Tournaments extra.
14. Additional Training time (we control)
15. Out of town expenses associated with tournaments (we control)
16. Decide on Tournaments (ones to consider are)

Spring/Summer: Expect 10 to 12 league games.

Fall: Expect 5 to 6 league games.

For more information please visit our Coach/Manager section on our website:

http://www.tonkaunited.org/tr_coachmgr.php

www.mnyouthsoccer.org

- ▶ Birthyear Guidelines
- ▶ Player/Adult Passes
- ▶ Adult National Background Check
- ▶ Team Contacts
- ▶ Playing Nights
- ▶ Field Directory
- ▶ Weather Guidelines
- ▶ Match Report (typeable)
- ▶ Rescheduling
- ▶ Schedules (does not reflect any reschedules)
- ▶ Standings
- ▶ Tournaments
- ▶ Travel Permits
- ▶ Player Development Programs

And more...