

**South Kitsap United**

**Team Manager’s Handbook**

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**1.** **CLUB CONTACTS**

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**2.** **SK UNITED TEAM MANAGER**

2.1 Team Manager Job Description: The team manager is a volunteer who will assist the coach by handling team communications and organizing team activities that take place off the field.

Once the team roster is announced the team manager should check in with the coach to determine the exact responsibilities of the team manager.

If a Head Coach chooses not to utilize a Team Manager, the Head Coach assumes responsibility for all Team Manager duties.

Typical responsibilities include:

* Management of the team’s documents binder which includes copies of:
1. Player’s birth certificate
2. WYS/US Club Soccer Medical Release and Emergency Contact Form
3. Play-up Authorization (if required)
4. Concussion/ Sudden Cardiac Arrest Notification
5. Player/Parent Code of Conduct
6. Heading waiver (if required)
* Assist with obtaining photos of all players for US Soccer Player Cards.
* Assist with entry of photos, birth certificates, and personal data into KYCK for player card requests.
* Assists coaches with creation of a team budget.
* Maintain team roster, contact information, game and practice schedules on Team Connect.
* Assist coaches with field reservation requests.
* Communicate messages from the coach to the team on an as‐needed basis, by email or phone.
* Enter scores on the PSPL website following regular season games.
* Assist coaches with notifying parents of changes to the game and practice schedule throughout the season.

**3. PRE-SEASON PREPARATION**

3.1 Background Check via Affinity: All SKSC coaches and team volunteers MUST have a cleared background check in order to serve in any capacity with the team. These checks are required annually. Background checks can be completed at:

 [Affinity Background Check](https://wys-bgc.affinitysoccer.com/reg/index.asp?sessionguid=)

 <https://wys-bgc.affinitysoccer.com/reg/index.asp?sessionguid>=

 SK United coaches and staff have an additional background check requirement when they are added to US Club Soccer (for staff cards).

3.2 The “Coach Binder”: Each head coach or manager receives a set of player/parent documents from the Director of Club Select/ Registrar. This should have the player’s WYS/US Club Soccer Medical Release and Emergency Contact Form, birth certificate, Parent/Player Code of Conducts, and Heading and Play-up Authorizations (if required). This binder must be present with the coaches at all organized team activities, games, etc., and must include at least two copies of the official team roster.

3.3 Guest Players/ New Players: Please inform the Director of Club Select of any new players that may want to join your team (either as a guest or permanent roster addition) *immediately*. Players cannot play or practice without proper paperwork in place. This is to protect the player, coach and team from any legal liability or undue harm.

3.4 Roster Updates: Please inform the registrars promptly of any changes to the roster. These changes include “no‐shows”, players who drop out of the team or any incorrect information.

 3.4.1 PSPL Roster: Prior to the start of the regular season, Team Managers will need to login to the team’s PSPL account using the email instructions and PIN # that was provided to the head coach upon registration. Once logged in to the team’s account, you will see an option to “Maintain Team Roster”. Clicking this link will allow you to add, edit, or remove players, and print a copy of the official team roster.

 To add a player, first search to see if the player is already entered into the system to avoid duplicates. If there are no matches, you can create a new player. Mandatory fields are: First and Last Names, Jersey #, Date of Birth, and Gender.

3.5 US Soccer Player Cards: Shortly after the beginning of the tournament season, the Director of Club Select and Registrar will work with Team Managers to request player cards for all United teams. These cards are the property of the Club and should not be given to individual players. These cards MUST be present at each game and are shown to the referee prior to the start of each match. Staff cards are to be worn by the Coaches and Team Managers on a lanyard at all matches.

3.6 Game Schedule: In May/June of each year, the PSPL (this is the league that the club plays under) will post preliminary schedules for each league. Final schedules will be prepared mid-summer and posted online at the PSPL website.

Once the final schedule is posted, you will need to communicate with the coach and VP of Fields regarding the scheduling of home games. Once home game schedules and locations are set, you need to make sure to update it on PSPL’s website. Game locations and other details must be posted a MINIMUM of 72 hours before the scheduled start of the game. Games should not be scheduled earlier than 10am (be respectful of the visiting team’s travel requirements).

Update your team’s Team Connect account with the dates, times and locations of games and keep the team informed of any changes to the schedule throughout the season. Make sure to ask your coach what time players should arrive for pre-game warm-ups and notate that on Team Connect, along with the correct uniform colors.

3.6.1 Game Scheduling Requests: If a coach/ team needs to request a specific series of dates off due to conflicts, the team needs to submit a scheduling exception request form to PSPL immediately. The form can be found at:

[PSPL Game Scheduling Form](https://docs.google.com/forms/d/e/1FAIpQLSffDsYWb0Pnl-fF-K313HHwyiUqVsPEHSFo_gY-3VQ-MNT2zw/viewform?c=0&w=1)

<https://docs.google.com/forms/d/e/1FAIpQLSffDsYWb0Pnl-fF-K313HHwyiUqVsPEHSFo_gY-3VQ-MNT2zw/viewform?c=0&w=1>

3.6.2 Game Rescheduling: It is very difficult to reschedule games due to field and referee availability. PSPL requires that if a team needs to reschedule a game, both teams must agree to the rescheduling, and the request to reschedule must take place at least two weeks before the original scheduled date. Failure to abide by this requirement can result in fines to the team(s).

3.7 Practice Schedule and Fields: Announce to the team via email or Team Connect the date, time and location of team practices. The Director of Club Select and the VP of Fields will coordinate practice schedules for all teams at the start of the season. Additional practice times, locations, or other needs can be requested through the Director of Club Select.

3.8 Manage Your Soccer Team Online: The club has contracted with Stack Sports to provide access to Team Connect. This means that each team will have a premium account which is paid by the Club but Team Managers and coaches will have the responsibility to maintain the information going in and out of it. Initially, the club will upload the rosters for the teams and send invites to team members.

 If a team member (player, parent, family member) does not receive the invite, the coach or team manager can resend invites from within the Team Connect app. Encourage the recipient to check their spam/junk folders for the subject line “Team Connect Invitation”.

 Teams who choose to utilize TeamSnap or other methods of communication are responsible for any costs incurred.

3.9 SK United Code of Conduct: SK United has a zero-tolerance policy that prohibits physical and verbal abuse, threats, and harassment toward any person including but not limited to opposing teams, parents, coaches, referees, players, spectators, etc. Depending on offense, this can lead to suspension either from practices, games or any sponsored events. It is important to have a pre-season discussion with the parents concerning sideline behavior.

Note: Enforcing these rules is ultimately the coach’s responsibility and coaches are held responsible for sideline behavior at games.

3.10 Uniforms: Teams listed as the home team in the schedule, (usually the team appearing first) usually wear their main color (maroon for us). When the team is listed as the visiting team, they wear their alternate color (white for us).

Players should always bring both jerseys as you never know what will be needed until the opposing team shows up. Make sure you always relay to the families what uniform they should be wearing but that they should bring both sets of uniforms.

Many teams choose to utilize team funds to purchase a spare set of practice jerseys (using a unique jersey number such as “99”) to use for guest players, or for players who forget to bring the required jersey.

3.11 Rainout Information: When there has been rain or other adverse weather, the Director of Fields for the home team’s club will make a determination as to whether the field is playable. Rain and snow do not usually result in cancellations unless the field conditions are unsafe. If a game is cancelled for any reason, you will need to work with the opposing team’s contacts (found in PSPL’s website) to reschedule the game and reserve fields.

**4. REGULAR SEASON PREPARATIONS**

4.1 Game Day Information: Prior to game day the Team Manager should print four copies of the PSPL Game Day Roster, and at least one copy of the US Club Team Roster. The roster should reflect all players who will be present at the game. A copy of the game day roster is provided to the opposing coach, and two copies to the head referee. The Coach/ Team Manager must also have the player cards ready for inspection by the head referee, and copies of Birth Certificates on hand in the event of a challenge.

 At the conclusion of the match, the referee will return completed copies of the game-day roster to the head coaches. These are used to enter match results and should be kept on file throughout the season.

Players must be prepared to be “checked in” by the referee. They will be asked to line up and show:

 1)  Shin guards,

2)  Proper soccer cleats (no baseball, football, or cleats with toe spikes)

3)  Socks that fully cover shin guards at all times,

4) No jewelry of any sort, including earrings, necklaces, hair beads, friendship bracelets, watches, nose rings, etc. Please make sure all parents understand that they should not pierce ears or noses of their players during the season as players will not be allowed to play with band-aids on their newly pierced parts – this is for their safety and required by FIFA rules.

4.2 Weekly Practice and Game Schedule Reminders: Send a weekly announcement to team members reminding them of the practice and game detail information. This typically can be done automatically through your Team Connect account, however, you need to make sure the practice and game details are entered.

4.3 First Aid/Ice: It is important that someone brings first aid or ice to each game in case of any injuries. The club has a supply of instant ice packs and basic first aid supplies. Team Managers should ensure that someone is designated to have these items prepared and on-hand at practices and games.

4.4 Entering Scores in PSPL: After each game, managers or coaches must enter scores on their PSPL team pages. (See section 11, “PSPL Cheat Sheet” for directions)

4.5 Checking Field Assignments: Once requests have been made for games, the Director of Fields will assign games based on field availability. Coaches and Team Managers will be notified of the field assignments and must enter these into the PSPL website for all of the team’s home games.

4.6 Referee Assignments: Once the PSPL schedule has been set and home games have been set with the club’s VP of Fields, the Team Manager should notify the club’s VP of Competition of the team’s home game schedules so that referees can be assigned,.

4.7 Team Photos: Team photo day is usually held in the Fall. Teams have the option to take part in this. We work with a vendor to select a date and teams are assigned a time slot around any game(s) they may have. Coaches and Team Managers will receive a set of photo packets to distribute to players prior to the photo date.

* 4.8 Red Cards: In case of a red card in PSPL games, the referee reports the red card to PSPL, and the team is responsible for the immediate suspension of the red card recipient. Head coaches must report the red card to the SKSC Director of Club Select within 24 hours.  Players and coaches must serve their suspensions during the next scheduled games or tournament depending on where the red-card was given.  PSPL or SKSC may impose additional sanctions to red‐carded coaches and players depending on severity of their actions.

5. **RESPONSIBILITIES OF US CLUB REGISTRARS AND TEAM MANAGERS**

5.1 The Director of Club Select and Registrar are responsible for:

* Adding new staff
* Add new teams, changing team names
* Requesting passcards for staff and players
* Requesting a player to be released (to a non-SK United team)
* Moving a player from one SK United team to another SK United team.
* Making sure staff have filled out on-line background check every other year.

 5.2 Team Manager and/or Coach are responsible for:

* Adding new players
* Uploading POB (proof of birth) for the players
* Uploading photos for staff and players
* Making sure players have filled out Registration and Medical Treatment Forms and copies are placed in the Team Binder

5.3 Player/Coach Passes (For age groups Under‐9 through Under‐19 and all staff members):  This is a set of laminated ID passes that must be brought to each game. Once you have uploaded all information of players on the US Club site and the Registrar has requested passes, US Club will send a set of passes for the team. These passes will be printed by the Club, laminated, and placed on a key ring. Staff cards must be worn on a lanyard around the neck at all PSPL games.

 A Player may NOT play in the game without a pass.  It is also suggested that an extra copy of the head coach’s pass is placed on the same key ring with the player passes. You will also be provided with a separate set of passes in the event of loss.

5.4 Player Release Requests:  Players, their parents, or another club may request the transfer of a SK United player to or from an outside club. Requests should be forwarded to the Director of Club Select and Registrar.

* Transfer Ins: The Director of Club Select and/or Registrar will issue a request to the player’s current club to release the player for participation with SK United. Once the player is released and reviewed by US Club, the player will become assignable to SK United.
* Transfer Outs: All transfer out requests must be approved by the Director of Select, Registrar, and Treasurer. The party receiving the request will forward it to the Director of Club Select. The Director will contact the Treasurer to determine if the requesting player owes outstanding payments. If they owe money, they MUST pay before being released. If the release request comes from a player or parent, the player and parent will be advised by the director that such a release request should come from their next club where they will be registered with US Club Soccer.

**6.** **US CLUB SOCCER INFORMATION – PASSES FOR PLAYERS, COACHES, AND STAFF**

6.1 New Staff Passcards: The team manager should notify the Director of Club Select of the need to add new staff (including the Team Manager) and provide the Registrar with their name, role (coach or manager), address, telephone contact and email address. The Director will create an account for the new staff member, who must complete the following US Club Requirements before their registration is complete and a passcard becomes available:

 1. SafeSport Training (Free):

[www.safesport.org](http://www.safesport.org)

2. Sideline Sports Doc Online Course ($5 fee): [www.usclubsoccer.sidelinesportsdoc.com/](http://www.usclubsoccer.sidelinesportsdoc.com/)

3. US Club Background Screening ($18 fee): <https://usclubsoccer.sportngin.com/register/form/502067227>

More information about these requirements can be found at: <http://usclubsoccer.org/registration/staff/>

 Coaches and Team Managers can request reimbursement from the Club for the fees associated with completing registration with US Club Soccer. The Club usually purchases these training and background check fees in bulk, so check with the Director of Club Select before paying for these items.

6.2 Accessing US Club’s Web Portal: Staff members, team managers and coaches can log into the US Club Soccer system at:

 <https://play.kyck.com>

 After logging in, select the team you are managing via the drop-down menu at the top of the page. You will now be able to add players, upload documents, and manage rosters for the team.

6.3 Returning Staff: Returning coaches and staff must fill out the on-line background check every other year. The year runs July 31 to August 1 of the following year. Nothing needs to be done for returning staff except confirm the staff team assignment and make sure they go to the USCS web site and complete the background check each year unless it is a year their passcard expires.

6.4 New Player Passcards: Players new to your team and new to SK United will complete their online registration and supply a copy of their birth certificate, medical waiver, concussion/cardiac arrest waiver, player code of conduct, and play-up authorization (if required) to the Team Manager. Managers will enter the player information onto the website at www.usclubsoccer.com.

* Add/Update players to your roster: Click on the Players tab at the top of the page. Then click Manage Roster in the upper right corner of the page. If any players listed do not belong on your roster, notify the Director of Club Select.

To add players who were on another SK United team the previous year, first search for them in our players list. From the Players tab of your team, click “View All Players”, then “Manage Roster”. Enter the player's last name in the filters box and click Go. Registered players with that last name will be listed below. Click Add to the right of the player you want on your roster. If you have trouble finding a player you know was on a SK United team the previous season, please contact the Director of Club Select for assistance.

* To add players who are new to South Kitsap United, from the Players tab of your team, Click Add Player, complete the required fields and click Submit.
* Add/ Update photos, Proof of Birth, and Medical Waiver: From the Player’s tab, select “View All Players”. Next to each player, there is a “View” option under the “Required Items” header. Click “View” and select the “Edit” button for the item you wish to add. Choose the file you wish to upload.

Note, there is a file size limitation so photos may need to be reduced in size before uploading.

Note, for medical waivers, there is an option to “certify on file”. Only the Club Registrar or Director of Club Select should use this option. Team Managers must upload a copy of the actual release.

You do not have to add an email address for the player, it is not necessary. Notify the Director of Club Select when the player information is loaded onto the website and then a passcard will be requested.

6.5 Transferring Players: Players new to your team and coming from other US Club Soccer teams simply need to be moved to your roster. Do not create a new registration for this player and do not request a new passcard for the player if they have a valid (not expired) passcard. Simply have the previous team manager send you their passcard. Notify the Registrar that you wish to move the player to your team and tell him/her what team they are currently on and what team you want them moved to. No new birth certificates or Reg/Med Treatment Forms need to be given to the US Club Registrar. If the player does not have a current passcard, inform the Registrar to request a new passcard for the player.

6.6 USCS Official Roster: to print out an official roster go to USCS website, go to the “Roster” tab, click on “View All Rosters”. You will be presented with a list of all available rosters for your team. Click on the “View” button next to the roster you wish to print.

 The “Official Roster” is your main roster and should reflect all players assigned to your team.

To create a new roster for a tournament, game or other purpose, click the “New Roster” button and name your new roster. Then you can click on the “Manage” button to add/remove players, add guest players, etc.

**7. RESPECT FOR OUR FIELDS**

7.1 Field Usage: We honor the game by showing respect for the rules of the game; the officials who help keep the game safe and orderly, our opponents who keep the game a challenge, our own team, including teammates, coaches and parents. We also show respect to the cities, county and schools that make the playing fields available to us, by treating the fields with respect and care. As such it is important that everyone pledge:

* To leave our pets at home. Pets are not allowed ANYTIME on ANY FIELDS.
* To pick up litter after games and practices (including tiny bits of paper and cellophane, orange peels, unclaimed water bottles, clothing and shoes). It is encouraged that coaches/managers carry with them disposable trash bags and latex gloves to aide in the pickup and disposal of any refuse left on the field by our teams or others.
* To carry away any refuse that won’t fit in the bins available at the field.
* To keep glass bottles off the fields.
* To remove rocks, sticks and other items that could trip a player or fan or that could damage field care equipment.
* On all-weather synthetic sports turf fields:
	+ Only water is permitted onto the field.
	+ No pets.
	+ No gum or sunflower/pumpkin seeds. o
	+ No food is allowed on or near the synthetic playing surface. It is important to note that food and drinks other than water deposited onto the field will develop bacteria that can pose a serious health hazards to players.
* Spectators are to be seated in the designated areas as noted at each venue. Only players, coaching staff, and team managers are allowed to be on the field.

7.2 Field Care: The goal areas take the greatest amount of wear during the season. If you want them to be in decent shape for your matches, they simply cannot be used on regular basis during weekly practice sessions. Run your practices from touch line to touch line rather than midline to goal line. Avoid setting up goals in the normal goalmouth position used for games on a regular basis. Rather, move the goals to the touchline, to the side of the goal line, or above the eighteen-yard goal box area to run your shooting drills. You can just as effectively work your crossing/shooting drills from the touchlines or goal lines. From time-to-time examine the grass, if certain areas look thin, move your team as much as practical to another area, and report the field condition back to the VP of Fields promptly. Likewise if you notice soggy areas of the field, standing puddles, or other unsafe conditions, move to another area as much as is practical, and report the current field conditions to the VP of Fields.

**8.** **GOAL SAFETY**

8.1 Goal Use and Care: SKSC has provided soccer goals for use on park, school and other fields throughout Kitsap County. Therefore, it is important that coaches, parents and players set a good example for use of these goals. This following describes the types of goals SKSC has in use that you may find throughout our supply of fields and provides instructions on how they should be set up and handled.

8.2 General Rules for Goals:

* Do not allow players or others to climb, swing or hang on any soccer goal. That is not the use for which they are designed. A toppling or collapsing goal can be lethal to any children or adults under it or on it.
* Goals must be set-up with sand bags (or as a last resort, anchors) to minimize the risk of toppling or collapse during matches. Referees will verify this at every match and will cancel a game if sand bags are not in place. It is the responsibility of the home team to manage goal safety.
* It is strongly recommended that prior to game time, coaches make it a habit to check goals themselves for net integrity but most importantly, for anchoring. Should a goal not be properly anchored, it should be brought to the attention of the referees immediately. It is further highly recommended that coaches’ carry with them at all times a minimum of 4- “J”-Hook anchors for securing goals, and zip ties for repairing tears or gaps in the nets. Request for anchors and zip ties can be directed to the VP of Fields and they will be provided.
* Move a goal, whenever possible, using four adult strength individuals at a minimum, one lifting at each corner in a coordinated manner, to carry it to the new position.
* After all practices and games (on home fields), goals must be moved to the sides of the practice fields and secured together using the supplied locks/chain. Codes for the locks are given to the coaches by the VP of Fields.

**9. Tournaments**

9.1 Tournament Selection: SK United teams typically play three summer tournaments, two of which are selected by the Select Committee and are intended for all teams to participate in. A third tournament is selected by each teams’ coaching staff. A list of all tournaments can be found at:

<http://www.washingtonyouthsoccer.org/tournaments/>

9.2 Tournament Registration: Tournaments have varied costs and registration requirements. Once your team has selected and confirmed their tournament selections, notify the Director of Select with the selections. Registration is to be coordinated with the Club Treasurer.

**10. Team Budgets**

10.1 Budget Requirement: It is required that each select team have a team budget. These budgets must be open for all team families and SKSC board at any time to review and examine.

10.2 Team Funds: Each team is allocated a portion of the team’s registration funds to utilize each year for tournament registration fees, team social events, equipment, field reservations, etc. Equipment purchases must be approved by the Director of Club Select.

10.3 Budget Considerations: The cost of competitive team soccer is higher than recreational soccer. Team’s that participate in multiple tournaments will have more costs for the team. You will need to take into account the cost to register for the tournament(s).

**11. SK UNITED TEAM MANAGER CHEAT SHEET**

*How do I register my team for a tournament?*

Each tournament has its own registration system and payment instructions. One you have selected a tournament for your team to attend, send an email to the Director of Club Select and the Club Treasurer. These individuals will assist the team with completing registration. Once the team receives confirmation of tournament registration, all other requirements for that tournament (copies of rosters, check in requirements, etc.), are the responsibility of the coach and Team Manager.

*How to schedule a home game?*

Once schedules are posted by the PSPL, immediately contact the Club’s VP of Fields with the dates for your home games. The VP of Fields will work with the team to schedule a time and a home field for the game. Once you receive your assignment, you must post this information on the PSPL website.

*How do I create a roster for my team?*

In order to play with SK United, all players need to have a valid US Club Soccer player card. Once you have added all of your players to your team in Kyck, you can create rosters for events.

*How to Print a Game Card with both team rosters?*

Game-day rosters are accessed via your team page on the PSPL website.

Please PRINT OUT your game-day roster within 48 hours of your game time, not earlier. This is to ensure that all disciplinary resolutions are reflected in the game card.

How to Report a Game Result?

Login to your team page at the PSPL website using the email instructions and Pin # sent to the head coach at the time of team registration.

Once you login, click on the option to report either a “Home” or “Away” game result.

Click on the appropriate game, and enter the required information (score, cards issued, etc). Scores must be entered for all games within 24 hours.

How Do I Build a Team Roster in USCS?

1. Click on ROSTER in the grey menu bar.
2. When the page loads, click on the Register New Player button (if you do not have this button see NOTE below). Please keep in mind that when you add a player to your roster you are creating a Player Account for them. If they already have an account on another team, you will be creating duplicate accounts. Please verify with the player which account they will want to keep.
3. Enter the following fields:
* Player ID # (enter n/a if not known)
* Jersey #
* Full Legal Name
* Sex
* Player Date of Birth
* Email Address - This is very important for logging in and communicating with your players.  Every player MUST have a unique email address. If the player does not have an email address use the parent’s email address.  The system will automatically generate a username and password for the player (to change their login information, click on the ACCOUNT INFO tab of the player profile). Once you have created your roster click on EMAIL TEAM in the blue menu bar. You will be able to create an email to send out to your team letting them know you have created a new player profile for them. Our system automatically attaches a players login information to the bottom of every email you send.

*How Do I Add Guest Players to a US Club Roster?*

GUEST PLAYERS MUST EITHER BE REGISTERED TO ANOTHER CLUB AND POSSESS A VALID PLAYER CARD, OR THEY MUST COMPLETE REGISTRATION WITH SOUTH KITSAP SOCCER CLUB AND APPLY FOR A PLAYER CARD (THIS PROCESS CAN TAKE UP TO TWO WEEKS OR MORE).

DO NOT CREATE A NEW PLAYER ACCOUNT FOR GUEST PLAYERS WITH A VALID PLAYER CARD.

Guest players are managed under the US Club Soccer Player Loan process. Players who are currently registered with another club and possess a valid player card can “guest” play with SK United provided both clubs complete the respective portions of the US Club Soccer Player Loan Form. Once the form is completed by the loaning and receiving club, the player must obtain his player card and provide it to the Team Manager. At the completion of the loan period, the player card is returned to the loaning team. The player loan form must be submitted to US Club Soccer via email or US Mail prior to the date of the event. Instructions are included on the form.

The form can be found at:

<http://www.usclubsoccer.org/wp-content/uploads/2014/01/PlayerLoanForm-ver2.0.doc>