

PREMIER MANAGER HANDBOOK
TABLE OF CONTENTS

Page 1	Welcome Letter and Contact Information
Page 2-4	Responsibilities of a Team Manager, Pre-season Tasks, Ref Info
Page 5	Pre game Day Tasks
Page 6	Referee Fees
Page 7-8	Game Day Procedures
Page 9-10	Score Reporting and Post Game Procedures
Page 11	Procedure for Rescheduling Games
Page 12-15	Tournaments/State Cup Info
Page 15	End of Season Awards
Page 16	Miscellaneous



**Congratulations on your appointment as a team manager
for the Grand Rapids Crew Juniors!**

As the direct link between your coach, athlete and parents, your job is essential.

This handbook is meant to be both informative and helpful, but I strongly encourage you to familiarize yourself with the MSPSL.org (MI State Premier Soccer League) website, which will have most important information in it.

Your team will be playing in the Premier league. There are some identical manager responsibilities inherent in both MRL and Premier Programs and also some differences. This handbook is designed specifically for **Premier Teams**.

As your Team Manager Liaison, I report directly to the GRCJ Board of Directors. I welcome any and all questions/concerns...feel free to call or email me at anytime, and if I don't have the answer, I will find the person who does.

On behalf of the GRCJ Board, our deepest thanks for volunteering in this important capacity. Listed below are some important contacts within our Club and also websites you will be frequenting. Please take time to look over the websites.

<u>Team Manager Liaison</u> Michelle Young (616) 942-0474 michelle.young@comcast.net	<u>Risk Management Coordinator</u> Ken Coviak (616) 676-2873 KenCoviak@grcrewjuniors.org	<u>Club Website Coordinator</u> Ken Coviak (616) 676-2873 KenCoviak@grcrewjuniors.org
<u>Treasurer</u> Lewis Robinson (616) 828-7150 treasurer@grcrewjuniors.org	<u>Club Administrator & Registrar</u> Dana Hoebeke (616) 366-7326 registrar@grcrewjuniors.org	<u>Field Coordinator</u> Chip Hoebeke (616) 308-2821 Chip.hoebeke@rehmann.net
<u>Ref Coordinator</u> John Corbett (616) 334-4240 JSCsails@aol.com	Helpful Websites: www.grcrewjuniors.org (Grand Rapids Crew Juniors) www.msysta.net (State Cup) www.mspsl.org (Michigan State Prem Soccer League)	

Responsibilities of a GRCJ Team Manager

Delegate responsibility to team parents.

Do not try to do everything yourself! First of all, there can be a lot of work to do, and it can be overwhelming. Second, if you don't delegate work to other parents, they will not understand all that goes into running a team. And if they don't understand it, misunderstandings may arise. Third, if you don't include the other parents, you will be denying them the opportunity to contribute to the team.

The tasks are described below as the team manager's job. Some of these tasks can and should be delegated to responsible team parents.

Pre-season tasks.

- Parent Meeting. Work with your coach to arrange for an athlete/parent team meeting. Check with your coach and find an agreeable date, time and place. Some of the topics that might be covered at this meeting include:
 - Practice schedule and location
 - Game schedule and locations (if available at this time)
 - Coach background and experience
 - Coaching and game philosophy
 - Athlete positional expectations, playing time expectations
 - What is expected of players at practice, games
 - What is expected of parents at practice, games, behind the scenes
 - Team costs that are anticipated (beyond the registration fee), supplemental training, tournaments, indoor soccer, winter training, etc.

Premier Scheduling Meeting

Unlike past years we do not have to go to Detroit to schedule games. It is now done over the phone. Check with your coach to see if he would like you to do the game scheduling, or himself, as some coaches prefer to do it, as they have multiple teams and it can get complicated.

1. On the MSPSL website you can click on your age group, it will have the contact information of the opposing team's coaches/managers. You need to call them and

arrange your games.

2. MVP Fieldhouse is where you play your home games. **YOU MUST** check your games with the field coordinator first before they get set in stone. Our fields fill up fast and we have to fit you in the right fields and times. **It is necessary for you to check with the Field Coordinator prior to scheduling to see what field availability is like.**
 3. If you have an issue, contact Robin Crawford the MSPSP scheduler, at rcrawford@michiganyouthsoccer.org , 734-459-6650. When the final schedule is posted, PRINT IT, and keep it in your notebook. This schedule has your **GAME NUMBERS**, which are needed for the game reports for each league game.
- Prepare and distribute Athlete Information. **It is CRUCIAL that you let your team know that your primary method of communication will be by email.** Establish that all families have email access and then ask that they check their email for any update at least once a day. This cuts down on phone calls by you at the last minute.
 - Distribute relevant information to each athlete. You can email each family this information to cut paper costs. The information provided to each athlete might include:
 - Team roster (athlete's name and jersey number, address, phone numbers, parent names, etc. and include coach and manager contact info)
 - Game schedule (dates, times, locations, opponents)
 - Practice schedule
 - Maps or addresses to field locations (OR links to the maps)
 - Phone tree/email listing (make sure that it is "fool proof" and everyone will be notified)
 - Tournament information (hotel info, hotel map/directions, field maps, game schedule)

- (If you are really motivated, you can do a tiny "cheat sheet" and laminate it showing the athletes' names, parents' names, athlete number, phone number, etc.)
- Processing of Registration Papers. Assist the GRCJ Crew Registrar in tracking down any late or missing registration paperwork.
 - Applying for a Risk Management (RM) Card. If you do not have a RM Card, apply for one. Send an email to our Risk Management Coordinator to initiate the process. The cost is nominal, and it remains valid for several years. **This is required for ALL managers and coaches.** Upon receiving your receipt, please forward this information to the GRCJ Registrar and Risk Management Coordinator, emails listed on the front page.
 - Player Cards. Player pass cards will be given to you prior to the beginning of the season. You will need to take the cards and get each athlete to sign on the back. I would then suggest both laminating them and placing them on a key ring. (alphabetically), as they must be presented to the referees prior to each game. (Remember to have the athletes sign them before you laminate them!) Keep these in a safe place as you will need them for all games!
 - Medical Release Forms, Player Code of Conduct and Consent-to-Travel Forms. At the managers' meeting, each of you should receive these forms. Please check each one carefully to make sure it is properly signed and that the medical release is notarized. You should make copies of each and keep them in your notebook. Please note that you may need to present the "original" medical releases upon check-in at tournaments. If you are missing one, it is your responsibility to acquire one from the parents.
 - First Aid Kits. You will receive a First Aid Kit for the team. The first aid kits must be turned in at the end of the season so items may be replaced for next season.
 - Referee Fees. You will be issued a check made payable to you as team manager for referee fees for the season. Referees require cash payment. You will need to cash the check and obtain cash in suitable denominations to pay the referees at each game. (More details below on referee fees.)
 - Premier Game Procedures. You can find these on the websites listed on the front page.

Pre-game tasks

- Confirmation of Games.** You will need to confirm each game with the manager or coach of the opposing team several days ahead of each game. **THIS IS IMPORTANT!** Confirm the date, time, and location. Telephone numbers should be listed at the top of the game schedule for your age division.

Pre-game Referee Procedures

- Each manager should be getting an email with the referee assignments and referee phone numbers.
- During the week before each home game the team manager should call the referee and verify that they have the game on the schedule. Be sure to get the referees cell phone number in case you need it.
- The team manager should bring the referee phone numbers to the game with them.
- If the referee is not present 20 minutes before the game call them immediately.
- If there is no response then call the GRCJ Ref Coordinator.

If you have a referee no show, please email the GRCJ Field Coordinator. Please do so immediately, do not accumulate a list of problems until the end of the seasons.

Please Address All Information: ATTENTION: MSPSP STATISTICIAN

9401 General Drive, Suite 130, Plymouth, MI. 48170

REFEREE INSTRUCTION SHEET

- Referee must receive completely filled out Game Report & Team Roster form both teams, prior to the beginning of the game. It is the responsibility of the **coach** to document all players/team officials sitting out due to red/yellow cards, team discipline, injuries, etc.

TEAMS MUST BE ON OPPOSITE SIDELINES; SPECTATORS MUST TAKE THE SAME SIDELINE AS THEIR RESPECTIVE TEAM.

- Prior to the start of the game, the Referee will collect the game fees from each coach or manager (Each team pays 1/2 of the below fees) Referee Fees will remain consistent and the three man system will be in effect for all game. In cases where fewer than three referees show for the assigned game, club linesmen will be assigned by the referee or senior linesperson as required. Game times and fees for the age group are as follows: NOTE: Referees get paid even if the game is cancelled at the game site.

Age Group	Game Duration		Referee	Assistant	Assistant	Max
U13-U14	35 Min. Halves	3 Show	\$40	\$30	\$30	\$100
Boys & Girls		2 Show	\$40	\$30	-	\$70
		1 Show	\$40	-	-	\$40
U15 -U16	40 Min. Halves	3 Show	\$50	\$35	\$35	\$120
Boys & Girls		2 Show	\$50	\$35	-	\$85
		1 Show	\$50	-	-	\$50
U17 - U19	45 Min. Halves	3 Show	\$60	\$40	\$40	\$140
Boys & Girls		2 Show	\$60	\$40	-	\$100
		1 Show	\$60	-	-	\$60

Game Day Procedures

Basic list of what you should bring to each Game:

- First-aid kit (and medical release forms)
- Ice (for possible injuries)
- Player and Coach pass cards
 - If you find you do not have your player's cards for check-in at a league game, it is permissible for athletes to sign and write their birthdates on the team's game report next to their name. This report will then be sent to the state, where they can check signatures and birthdates. **Do not** let a ref tell you that the game must be postponed due to lack of player cards!
- Game report; already filled out
- Official Team Roster

Additional items for home games:

- Cash for referees, divided into three envelopes for older teams
- Envelope, stamped and addressed to MSPSP statistician (home team)
- Game ball, properly inflated
- Field Preparation. The home team is responsible for having the field ready for the game. This should already be taken care of and you should not need to do much. The field should already be marked, and the nets should be in place. For home games, you should inspect the field and nets upon arriving. Problems with the nets should be fixed. (Remember, Velcro straps or cable ties only, do not use tape!) The goals must be securely anchored. Objects or litter on the field should be removed. If there are any holes or divots on the field, they should be filled or repaired.
- Uniform Jerseys. The players are responsible for arriving at games with both their white jersey and their black jersey for every game. If it should happen that both teams have similar colors, the home team will change to their alternate jersey.

Manager's paperwork for Game Day

Fill out game report and team roster completely (print or type please)

- A. Fill in the game report.
- B. Check box for boys/girls.
- C. Division, if age group has more than one (Premier 1, Classic 3).
- D. Fill in the date the game is played.
- E. Fill in the game time.
- F. Fill in the game #, this is found on the master schedule.
- G. Fill in the location.
- H. Home team.
- I. Visiting Team.
- J. Check the box to indicate whether the roster is for Home or Away team.
- K. Team color (uniform color).
- L. List each player's uniform number and full name.
- M. NOTE ON THE ROSTER OR GAME REPORT ANY PLAYER OR TEAM OFFICIAL SITTING OUT RED/YELLOW CARDS, TEAM DISCIPLINE OR INJURY IN THE reason for sitting out column.
- N. Fill in the head coach, assist coach, and manager.

Before the game starts, the following must be done

- Pay the ref and linesmen fees, team pays half.
- If Home team, give the Referee the stamped envelope to return Game Report.
- Show the referee the Referee Game Instruction sheet, if requested.
- Discuss with the referee any rules that may differ from other leagues. Games must be played according to the Premier Rules and Regulations.
- Referees get paid in full even if the game is cancelled at the game site.

The traditional line-up for good sportsmanship shall take place prior to the start of the game and be presided over by the referees and coaches. All players, substitutes, coaches, assistant coaches, and managers shall participate. Infraction of this rule constitutes unsportsmanlike conduct and is subject to disciplinary action as such.

Procedures for Post Game

1. After the game, complete the game report by listing all the yellow and red cards. In the proper column after the athlete or coach's name, indicate the letter or number in front of the misconduct in the line-up sheets when listing the yellow and red cards. Red/yellow cards must be explained on the back of the white sheet.
2. Fill in the Final Score and Print clearly the Referee and Linesmen names. Have both team coaches check and sign both game reports.
3. Separate the white copies from the pink and gold copies of the Game Report. Return the yellow copies to the home team, and pink copies to the visiting team. Mail the white copies in the stamped addressed envelope (provided by the Home Team Coach) within 24 hours after the game.

4. The winning team manager or the home team in the case of a tie must call in the score to the Statistician at 734-459-6650 within 48 hours of the game

**Give the: Game Number followed by the #
Security Code 2000
Home Team Score followed by #
Visiting Team Score followed by #**

If A Game Score Is Not Called In Within Forty-Eight (48) Hours Of The Date And Time The Game Is Played, A Penalty Of \$25.00 For Each Violation Shall Be Imposed Upon The Team In Violation. Call in scores for games that have been played in their entirety. Do not call in forfeits, MSPSP decides forfeits and will post the scores accordingly.

5. Retrieve the Player Cards. The player cards are generally returned to the manager or coach after the team is checked. However, if the referee keeps the cards until after the game, be sure to get them back.
6. Verify that the field area is picked up. If necessary, remind athletes and/or families that the field area needs to be cleaned up after the game. PLEASE TRAIN YOUR ATHLETES TO PICK UP THEIR TEAM BENCH AREA AFTER EVERY GAME. On our home fields (MVP), if the visiting team does not pick up after themselves, we need to do it. It's all part of the responsibility of taking care of our home fields. MVP Fieldhouse has a rule that there are no snacks allowed on the turf. There are picnic tables on the concrete provided for your after-game snacks. You are responsible for letting the opposing team know this!

If your game is the last game of the day on a home field, it is especially important that the field area be THOROUGHLY picked up. This means the entire field, goal areas, spectator areas, and both team areas. If EVERYONE helps out, this can be done quickly in a couple of minutes.

Procedure to Reschedule Games
Due to Weather or Field Closures Only

If a game was not played due to inclement weather such as thunder, lightning, rain, etc. the game gets rescheduled and teams need to follow the below process:

1. Decide upon on a new game date, time, and location. The home teams will still be responsible for providing and finding an available field for the new game. **YOU MUST CONFIRM FIELD AVAILABILITY WITH THE GRCJ FIELD COORDINATOR PRIOR TO CONFIRMING ANY RESCHEDULES**
2. Contact the MSPSP Office with the new game information.
3. Once confirmation is received from the MSPSP Office contact the HOME TEAMS local referee assignor to get AR's for the new game.

For Field Closings

If ALL the fields at a park or school are closed by a city/school official, please notify the other team and all referee assignors (including regional assignors) of the closure ASAP. Please forward a copy of the e-mail or letter from the official that closed ALL the fields to the MSPSL office along with the phone number and e-mail address of the person that closed the fields. This game is treated as a game canceled by weather, so follow above. **Remember, if refs go to the field you will have to pay them their full referee fees.**

Any questions related to rescheduling of games should be directed to the GRCJ Field Coordinator.

Tournaments

Premier and MRL teams have a built in budget for tournament registration costs. Please check with the GRCJ Treasurer to confirm what that amount is. Once that is spent, it is the team's responsibility to pay for any addition tournament costs, including coach fees/ travel, etc. In addition to this budget, the coaches have their own stipend to use for travel costs, etc. so you will not need to send reimbursement requests in for these expenses.

Applying to a Tournament

Most tournaments will have a website which will provide general information, an application form, and contact information if you have further questions. ***Pay attention to the application deadline.*** Not all teams will be accepted for every tournament.

You will need to either pay for the tournament yourself, then request reimbursement, or the other way around. Either way, please give the GRCJ Treasurer a week turn around to process.

Each time you need a funds reimbursement, please email the GRCJ Treasurer with the Request for Funds Form with any accompanying receipts (usually application receipts). This form is on our website under forms, then for Premier Coaches and Managers. This can be downloaded and filled in electronically, then sent to the Treasurer.

Please also fill out an Auto Debit Authorization form (under the same spot on our website) which will allow the GRCJ Treasurer to make automatic deposits for reimbursements. This is preferred, as it is simpler and more cost effective than having to reimburse you through check writing.

The coach or manager may handle submitting the tournament application, arranging for lodging, applying for any other necessary forms. Sometimes a parent volunteer will handle some or all of the tournament responsibilities.

Tournament Lodging

Many tournaments may require that you handle all hotel reservations through them, and will penalize or disqualify you from the tourney should you not abide by this. Please explain this to your families. Others may provide a list of local hotels, and leave it to you to handle arrangements. Start as early as possible for the best options.

Pay attention to cancellation policies and deadlines. Pay attention to other restrictions (e.g. two night minimum stay). Make sure this information is provided to all families.

When booking a room block for your team, ask if you can put the entire block under one credit card, then ask for a cut-off date, so any rooms in the block that go unbooked will be released. There are some hotels and travel companies that require you to submit a rooming list with individual credit card numbers on them. PLEASE USE COMMON SENSE AND DO NOT EMAIL CC#S.

Get a cell phone number for each family if possible. Tournaments sometimes make last minute changes to schedules, field assignments, etc., and you will need to be able to contact everyone if this happens.

STATE CUP-IMPORTANT!

GRCJ pays for your registration fee and coach expenses for the State Cup. YOU MUST REGISTER YOUR TEAM BEFORE THE DEADLINE, which can be found at www.msysa.net. Application is under Tournaments. Once the brackets are published, you and/or your coach will need to schedule your preliminary home games. MSYSA will post who your opponent will be and whether it is away or home. There are 3 preliminary games. You will need to input that into their system. They have very unforgiving deadlines so please read through this section carefully!!

Tournament Documentation

When going to a tournament you will need to make sure you bring all the paperwork a tournament requires. No one wants to travel for hours and find out that a team or athlete cannot participate because the paperwork was not handled correctly. This is not the same for all tournaments! Make absolutely sure you read the tournament's rules, several times. **If you have questions, call the Tournament Director, not GRCJ or MSYSA. We do not control the tournament and may give out misinformation by accident.**

Most tournaments require the following:

- Player pass cards with pictures and signatures (some tournaments require these to be laminated)
- An Official Roster (signed and sealed by the League Registrar)
- Medical Release forms for their State
 - Note that if the tournament is in another state (e.g. Illinois), the tournament may require that state's Medical Release form. If so, they will typically provide it with the tournament application or your acceptance into the tournament.
- Player Cards and Team Rosters for Guest Players

They may ask for additional information:

- Guest Player Roster
- Tournament Roster
- Photocopy of Risk Management ID cards for coaches and manager
- Anything else they think of ...

An out of state tournament will require that you submit an approved USYSA *Application to Travel* form. This can be found and paid for online at www.msysa.net

Two procedures cause the most problems. For all out of state tournaments the *USYSA Application to Travel* form must be obtained. This is now done with an online application on the MSYSA website. The application requires a credit card number for payment of the \$50 fee. This should be done at least 30 days before traveling to an out of state tournament.

Guest players seem to cause a lot of confusion. Tournaments often allow teams to bring several players who are not part of the team, since not every player can attend tournaments. However, this is strictly up to the individual tournament. Some events, such as State Cup, do not allow guest players at all. Most events allow up to three, but this may vary. The important thing to do is **read the tournament rules**.

Typically, any player may participate as a guest, as long as his or her team is not also playing in the same tournament. As long as an athlete is registered with MSYSA, the procedure is pretty easy. You will probably need his or her player card, and a copy of the player's regular team roster, which the player can get from their team manager.

Out-of-state tournaments and some Michigan tournaments require a *Tournament Guest Player Roster*. Usually you will submit this along with the *USYSA Application to Travel*, but you may submit it afterwards. This can be obtained through the MSYSA website, and there is now a fee for this service.

END OF SEASON AWARDS

Those teams who come in first in their divisions are eligible for individual player awards. This is announced on their website. Please be aware that those awards are yours to order (no cost) and they will mean a lot to the individual players. If you should come in first, send an email to MSPSL to make arrangements. If you don't respond in a timely manner, they may tell you it's too late and you are no longer eligible to receive!

Miscellaneous

What do you do if no Ref shows up for a game?

Refs are often scheduled for a series of games on different fields. If a game runs late or they run into heavy traffic, they may be late getting to the next game. This is why it's important to confirm the game with your assigned Ref and collect their cell number.

If they are not there 30 minutes before the game, call them and find out where they are.

The Ref Coordinator schedules home State Cup games (and U13 league games). He schedules the Center and the 2 Sideline Refs. For the league games, the State has a ref assignor who schedules the centers (for U14 and higher) and then the Ref Coordinator schedules the sideline refs.

If the refs appear at the field, it is GRCJ policy that they get paid no matter what **unless** they were reasonably notified in advance of the cancellation and disregarded the notice. The rationale is that when they chose to ref for GRCJ, they probably turned down other assignments for the same time/date, and it isn't their fault that the game wasn't played.

THANK YOU
FOR ALL OF YOUR HARD WORK AND DEDICATION
TO GRCJ!

MICHELLE YOUNG
TEAM MANAGER LIASION
MICHELLE.YOUNG@COMCAST.NET
616-942-0474