

SELECT MANAGER HANDBOOK
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**Congratulations on your appointment as a team manager
for the Grand Rapids Crew Juniors! (GRCJ)**

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

This handbook is meant to be both informative and helpful.

Your team will be playing in the Grand Valley Soccer Association (GVSA) league.
This handbook is designed specifically for **Select 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.

<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
Ref Coordinator John Corbett (616) 334-4240 JSCsails@aol.com	Helpful Websites: www.grcrewjuniors.org (Grand Rapids Crew Juniors) www.Gvsoccer.org (Grand Valley Soccer Assoc.)	

Responsibilities of a GRCJ Team Manager

Delegate responsibility to team parents.

Do not try to do everything yourself! First of all, there can be 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. Many 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.

- 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)
 - Treat schedule (identify any food allergies among athletes)
 - 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 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 the club Risk Management Coordinator to initiate the process. The cost is nominal, and it remains valid for two years. **This is required for ALL managers, coaches, and assistant coaches (except assistant coaches younger than 18 years old).**

- Player Cards. Player pass cards will be given to you prior to the beginning of the season (although sometimes this may not be until a few days before the first game!). 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 or using baseball-card holders, etc. (alphabetically), as they must be presented to the referees prior to each game. (Remember to have the

athletes sign them before you laminate them!) This simplifies things and guarantees that you will not lose the pictures on the back. Keep these in a safe place as you will need them for all games!

If an athlete is not listed on your current GVSA team roster, or if the team has not yet received a pass card for the athlete, the athlete may not play in a league game under any circumstances. Contact the GRCJ Registrar if you have questions regarding this.

- Medical Release Forms and Consent-to-Travel Forms. At the managers' meeting, each of you should receive the medical releases and permission-to-travel 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. These forms can be printed off our website.
- 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.)
- GVSA Game Procedures. You can find these on the GVSA website www.gvsoccer.org. Read them and make sure your coach and all assistant coaches have read them. Print a copy and put in your notebook as a reference.

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.
- If this is a home game at MVP Fieldhouse, inform them of the field rules (location of overflow parking in Meijer marked parking spaces, snacks should be at the picnic tables and not on the turf area, etc.).

Pre-game Referee Procedures

- Each manager should be getting an email with the referee assignments for home games and the 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 Ref Coordinator.

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

□ Referee Fees. Referees require cash payment. For all games, the home team pays the entire referee fees. The fees should be divided into three envelopes and given to the center referee prior to the game.

□ Breakdown of fees is as follows:

U8, U9:	Center Ref	\$25 from home team
	Club linesman #1	\$10 from home team
	Club linesman #2	\$10 from home team

U10:	Center Ref	\$25 from home team
	Club linesman #1	\$15 from home team
	Club linesman #2	\$15 from home team

U11, U12:	Center Ref	\$30 from home team
	Assistant Ref #1	\$20 from home team
	Assistant Ref #2	\$20 from home team

U13, U14:	Center Ref	\$35 from home team
	Assistant Ref #1	\$25 from home team
	Assistant Ref #2	\$25 from home team

U15, U16:	Center Ref	\$40 from home team
	Assistant Ref #1	\$30 from home team
	Assistant Ref #2	\$30 from home team

U17, U18, U19:	Center Ref	\$45 from home team
	Assistant Ref #1	\$35 from home team
	Assistant Ref #2	\$35 from home team

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, risk management cards
- Game lineup sheet, already filled out (be sure it is for the right game!)
- GVSA official team roster and copy

Additional items for home games:

- Cash for referees, divided into three envelopes for older teams
- Envelope, stamped and addressed to GVSA
- Game ball, properly inflated (some ref's are picky, sometimes players also)

- 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 athletes are responsible for arriving at games with both their white jersey and their black jersey for every game. The home team will wear a light color jersey, and the visiting team will wear a dark color jersey, per GVSA rules. If it should happen that both teams have similar colors, the home team will change to their alternate jersey. Extra uniform items can be purchased online through Gazelle Sports.

- Meet the Referee. When the referees arrive (hopefully about 20 - 30 minutes before the game), the manager should meet them and provide to the center referee the game sheet and player pass cards. Do not wait until the referees are ready to check the athletes in. If we are the home team, we must also provide the referee fees, the game ball, and a stamped pre-addressed envelope for the game report (made out to GVSA, 2222 Wealthy St SE, Grand Rapids, MI 49506). This is not a job for the coaches, as they are generally quite busy preparing the athletes at this time. If less than the expected number of referees shows up, see the GVSA game procedures. (That's why you put a copy in your notebook.) If USSF certified referees are present and are able to substitute for the missing referee(s), these certified substitutes are paid in the same manner as the referee(s) that they replace. If parent "linesmen" are used in place of Assistant Referees, they are not paid. Any money that is not used must be turned in to the club at the end of the season.

- Spectator Side of the Field. The team, spectators and coaches are supposed to be on the same side of the field. Some fields don't allow for it to be that way and the team managers usually speak prior to the game and choose to have parents on one side and the team on the other.

The spectators should be on the same side of the field as their team (i.e., along the same touchline), on the opposite half of the field. The team and coaches will be on one half, at least 10 yards from the center line. The spectators will be on the other half, at least 10 yards from the center line.

The only people authorized to be with the team are the carded coaches, with a maximum of three coaches. The opposing team and their spectators will be along the opposite touchline, unless the field setup makes this impractical.

Note that at the MVP fields, the preferred arrangement is to have both teams on one side of the field, and the spectators on the opposite side of the field.

At the End of the Game.

- Retrieve the Game Ball. If we are the home team, retrieve the game ball immediately after the game ends.
- 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.
- Verify the Game Score. Verify the game score with the center referee, and write it down in your notebook. The winning team (or home team for tied games) must report the score to the league. If the other team is supposed to report the score, but does not, or reports it incorrectly, you may still need to report the score later, so be sure to write it down in a safe place. Write the score down in your notebook.
- 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. In their excitement, they sometimes forget. 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.

- Scores. If your team wins, you must notify GVSA immediately (within 24 hours) of the score. This is done via the online system only, at

gvsoccer.org. In the event of a tie, the home team reports the score. (Note that we may be assessed a fine for unreported games, as they may be considered to be unplayed.)

- Game Scores **MUST** be reported online (Click on *Schedules, Results&Standings*, then choose Fall or Spring and the appropriate division. Clicking on a Game Number will let the score be reported. Game Scores should always be reported within 24 hours by the winning team (or the home team in case of a tie). GVSA no longer accepts game reports sent via Email.

Other things.

- Rescheduling of Games. You are responsible for rescheduling home games, if it becomes necessary.
 - PRIOR TO CONTACTING YOUR OPPONENT, CHECK THE LINK ON THE GRCJ WEBSITE FOR FIELD AVAILABILITY.
 - LET YOUR COACH KNOW SOME AVAILABLE FIELD TIMES AND CHOOSE A FEW OPTIONS
 - THEN YOU CAN CONTACT YOUR OPPONENT AND OFFER THE AVAILABLE TIMES.
- Games may only be rescheduled if there is a valid reason such as a team is playing in a tournament. If we are the visiting team, the other (home) team is responsible for rescheduling. If it is necessary to reschedule, please start the process as soon as possible after the need is identified.

Rescheduling of GRCJ home games must be handled through the GRCJ field coordinator. You will need to confirm with him when your game is agreed upon.

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

- Additional Things to Consider for your Team: End of the season party, if desired; coaches' gifts at end of year (check with parents), indoor soccer

Tournaments

Teams are entirely responsible for their costs of participating in tournaments. GRCJ does not pay tournament entry fees or expenses for select teams or coaches.

Applying to a Tournament

The coach and team must decide whether they will attend a tournament (or several tournaments). We encourage all teams to attend at least one tournament per season if they are able. It can be a good team building experience for the athletes and the families, as well as a lot of fun. However, each team needs to decide what is most appropriate for their circumstances.

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.

The coach or manager may handle submitting the tournament application, arranging for lodging, applying for any other necessary MSYSA forms, and collecting money from the families to cover team tournament expenses. Sometimes a parent volunteer will handle some or all of the tournament responsibilities.

Tournament Lodging

Some tournaments may require that you handle all hotel reservations through them. 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.

If it is not possible to arrange for a block of rooms for the team, families can make individual arrangements. It may sometimes be possible for all of the families to make individual arrangements at the same hotel that would not provide a block of rooms for the team. Please contact the Team Manager Liaison if you have questions on how to book a block of hotel rooms.

Make sure you know where each family is staying, and 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.

Expenses

There are some expenses that should be divided up among all the families. These include: the tournament entry fee and other general fees (out-of-state permit to travel, guest player roster, etc.)

Tournament Advice from the GVSA Registration Guide

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 GVSA 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.

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 athletes who are not part of the team, since not every athlete 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 (e.g. four have been allowed for the Portage tournament). The important thing to do is **read the tournament rules**.

Typically, any athlete may participate as a guest, as long as his or her team is not also playing in the same tournament. You should not ask athletes to be guests if they have obligations (games or other tournaments) to their regular team. Some recreational events may forbid select or premier athletes as guests. As long as an athlete is registered with MSYSA (e.g. in GVSA or Premier), the procedure is

pretty easy. You will probably need his or her pass card, and a copy of the athlete's regular team roster, which the athlete can get from their team manager.

You may take a guest player, who is not part of any MSYSA registered team (e.g. he or she plays in AYSO), but will need to get a *Tournament Only Pass Card*, which you must get directly from MSYSA.

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.

Miscellaneous Questions

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 20 minutes before the game, call them and find out where they are.

It can be confusing which field at MVP Fieldhouse your game is on. There is generally a very large white board with the game times and locations listed at the main entrance. Remind your Ref's of this so they don't show up late simply because they are at the other end of the complex.

In some leagues, such as the premier league, if there are no referees then the home team will forfeit since the assignment of the referees is the responsibility of the home club. This is not the case in GVSA.

Who cancels games (weather)? Under what conditions?

Before the game starts, the home team's club decides whether to cancel the game (i.e., they may decide the field is unplayable). After the game starts, the referee decides whether a game will be suspended or terminated due to weather. In some cases, the owner of the field or field manager may determine that a field is unplayable and cancel games also. MVP fields are turf, so we do not deal with the issue of soggy, unplayable fields.

Games are suspended when conditions are unsafe. If lightning is seen, or thunder is heard, the referee should suspend the game immediately and direct players to leave the field and seek shelter (in cars or buildings, not under trees!). If the conditions appear to be temporary, the game may be resumed after conditions become safe if there is enough time available for the field. The US Weather Service recommends waiting for at least 30 minutes after the last lightning is seen, or the last thunder is heard, before resuming outdoor activities. MVP Fieldhouse may also suspend play for dangerous weather conditions.

Games are not generally suspended due to rain or snow, unless the field becomes unsafe or unplayable.

If a game is cancelled or suspended before half of the game is played, the game should be rescheduled. **The referees should be paid their standard fee if any part of the game is played.** (Generally this would be the first part of the game that gets played!) If the game is rescheduled, the referees (whether the same or different referees) get paid for the rescheduled game, under the same arrangement as the suspended game (i.e., the home team pays their fee). See your Club Treasurer for more money.

If at least half of the game is played, it counts as a game in GVSA. An early termination of the game should be noted on the game report.

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.

People should remember that wanting to reschedule, and being able to assign age appropriate and competent refs are two different things. Facing difficulties during rescheduling, people may think back and muse that perhaps the field wasn't really that bad after all.

Is there a place where we can view all of the scores?

The GVSA game scores are available on the GVSA league web site (accessed through <http://www.gvsoccer.org/>).

If your opponent was supposed to report the game score, and it does not appear in the list of game scores within a week or two, you should then report it yourself.

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

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