



Team Manager Manual

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Welcome New and Returning Team Managers!

The following guide was put together for you to use as a resource throughout the season. The link to this manual is on the Indiana Soccer website under the 'Services' tab then 'Forms' on the Indiana Soccer main website - <https://www.soccerindiana.org/services/tournament-sanctioning-and-forms/>

Depending on whether you have a new team, a returning team, your coach's level of involvement, and your other team parents' level of involvement, you may or may not be responsible for everything contained in this outline. In most cases, other team parents will be more than willing to help if you simply ask for what you need.

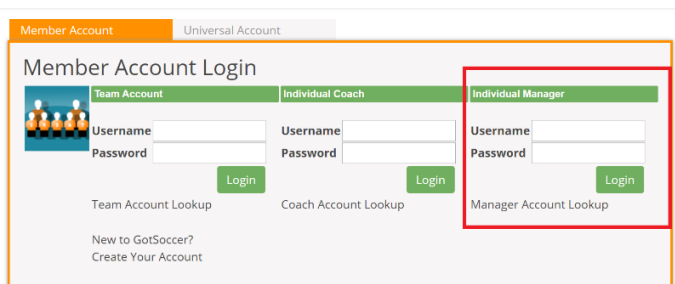
Thanks for volunteering your time and efforts to your team. If you need any assistance outside of this reference, please do not hesitate to contact your club administration or Amber Cremeens at amber@soccerindiana.org

It is mandatory that all team managers have an approved background check, certification for the CDC Concussion course, and Certification for Safe Sport course before they can manage a soccer team. All three of these can be completed through the team manager's Gotsoccer account.

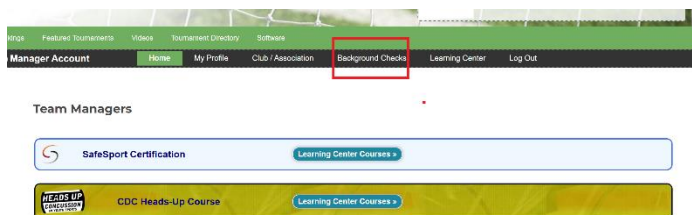
GOTSOCCER MANAGER ACCOUNT

A Gotsoccer manager account will be assigned by your club's administration.

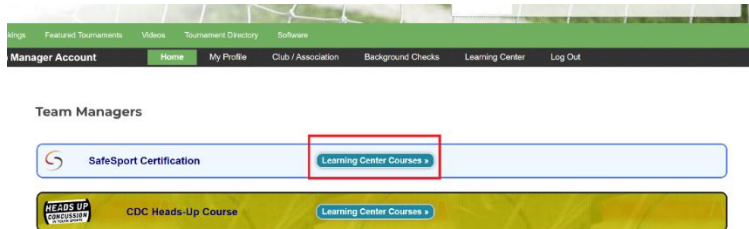
1. Log into your new manager account – https://www.gotsport.com/asp/users/login_menu.asp



2. Fill out/update Risk Management Profile (Background Check) – USE YOUR LEGAL NAME not a nickname (i.e. William instead of Bill, Patricia instead of Patti, etc.)



3. Complete/update the Safe Sport Certification through your Gotsoccer manager account. (Make sure you use the exact same first name, last name, and email address that is associated with your Gotsoccer account.)
4. Complete/update the CDC Concussion Certification through your Gotsoccer manager account. (Make sure you use the exact same first name, last name, and email address that is associated with your Gotsoccer account.)

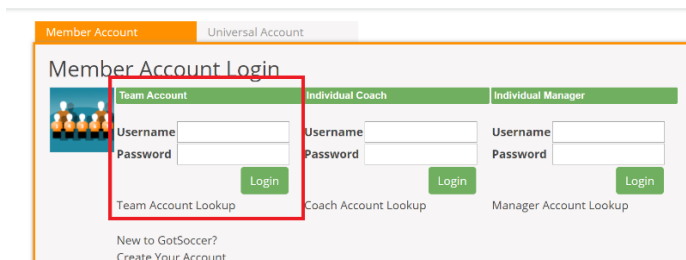
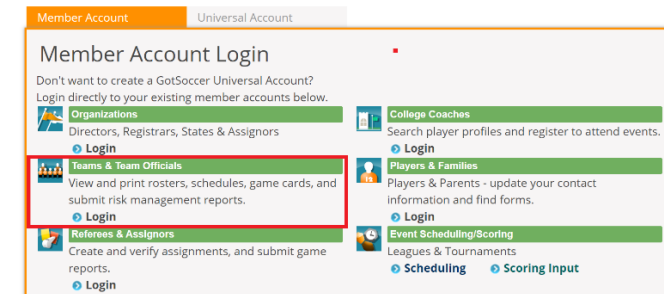


5. Upload a photo (similar to a passport photo) to your Gotsoccer account.

GOTSOCCER TEAM ACCOUNT

1. The team account username and password will be given to you by your club's administration.
2. Log into the team account through Gotsoccer
https://www.gotsport.com/asp/users/login_menu.asp

Log in under Team Account.



3. Become familiar with your team Gotsoccer account. Any player/coach additions or removals must be completed by your club's administration.

TEAM MANAGER RESPONSIBILITY

The team manager role can be a large responsibility depending on your club and coach. Below is an outline of the duties of a team manager. You may not be required to do all of the items on this list. Your club will instruct you.

- Team meeting with all players, parents, and coaches. Most clubs have a designated time and date for this meeting after tryouts.
- Maintain constant communication with coaching staff and parents- you are the communication link between the two, serve as communication hub for all delays, inclement weather, and other changes.
- Collect team fees from each player for the Fall/Spring Season. Make sure all players have a medical release form. You can use the form from the Indiana Soccer website if needed - <https://www.usyouthsoccer.org/file.aspx?DocumentId=1486>
- Schedule league games as needed with the Director of Travel, coaches, opposing team managers, and field assignors. Follow scheduling rules for the league your team is competing.
- Confirm tournaments provided by DOC and Coach. Register the team for these tournaments.
- Secure a Travel Permit for any out of state tournaments. <https://www.soccerindiana.org/tournaments/travel-permits/>
- Review all tournament rules/hotels and prepare for tournament check in.
- Coordinate match reschedules as needed with the Director of Travel, coaches, opposing team managers, and field assignors. Follow scheduling rules for the league your team is competing
- Submit match results according to the guidelines for your level of play
- Assist league officials with communicating information to your team parents.
- Send directions to parents if your team is playing 'Away' matches.
- Ensure you have referee money each week.
- Bring two copies of the game card to each game.
- Bring laminated player cards to each game (received from your club administrator).

TIMELINE

While each league has a timeline that may vary one from another, below is a rough outline of the timing for manager responsibilities. This provides a general order in which the basic tasks that directly affect the team should be accomplished. This timeline essentially begins once tryouts are completed and the team roster has been finalized/posted.

Immediately After Tryouts

Coach Meeting/Discussion:

1. Confirm league play division provided by DOC and coach
2. Confirm list tournaments provided by DOC and coach
3. Discuss with the coach if any friendly games that are to be played
4. Discuss with the coach the rules communication plan with parents (Who, How, When)

Gotsoccer Access:

1. Obtain Gotsoccer User Name and Password for team account from Club Administrator
2. Obtain the unofficial team roster from team account (shortly after tryouts). This roster should include all parent contact names, numbers and email addresses

Age Group Communication:

1. Obtain the list of other team managers within the age group

Team Meeting with all players, parents, and coach(es):

1. Prior to the Parent Meeting, send introduction email to all parents introducing the coach and manager and requesting completion of the following items:
 - Medical Release Form
 - If photos were not taken at tryouts, request passport style photo of each player and coach to insert into the player's and coach's Gotsoccer profile. Contact the Club Administrator for questions and assistance.
2. Present tournaments selected by coach and DOC.
3. Discuss expectations of parents/players, expectation of coach, playing time, coaching philosophy, level of league play, practice days and times, etc.
4. Consider having volunteers to manage tent, bench, end-of-season gathering, and team dinners.

Log in to your Team Manager account in Gotsoccer and complete the following:

1. Verify all contact information and correct what is wrong or missing.
2. Insert photo (passport style, head and top of shoulders only)
3. Complete the background check
4. Complete Concussion Training
5. Complete SafeSport Training
6. Create/Update mechanism for team communication (TeamApp). All information needed to establish team communication can be found in team Gotsoccer account.

July

Create a new binder or expand the existing team binder.

1. Insert the signed Medical Release Form for each player.
2. Insert League rules to reference during League games.
3. Insert the team's official League roster.
4. Insert the team's official Roster.
5. Insert the team's Tournament Confirmation sheet for each tournament.
6. Insert the Tournament Rules for each tournament.
7. Insert the team's official Team Roster for each tournament.

8. Through Got Soccer, obtain Permission to Travel Form for each tournament (if out of state).
9. Insert any important information to / from the Tournament Directors for each tournament.

Get a team bench (optional, but highly encouraged)

Review information needed for tournaments (If the coach coaches two teams, make sure the schedule will allow for him or her to be there)

1. Secure a Permit to Travel for any out-of-state tournaments
2. Review all tournament rules
3. Review and prepare for tournament check in

If tournaments are out-of-area:

1. Follow tournament guidelines regarding securing a block of hotel rooms for team, work with the Club Administrator to reserve the block, and communicate reservation information to team parents.
2. Find a restaurant and make reservations for a team dinner.

August

Receive laminated player cards and roster from Club Administrator

Attend league meetings and work with other division managers to finalize the league play schedule for the season. Review league websites for specific details.

Communicate to Club Administrator how much money will be needed for referee fees. Check with your club to see if the referee fees were included in the player registration fee or do you need to collect the money from each player. (check specific league website for referee pricing per age group).

Communicate team schedule

1. Games: Include location information for all games
2. Practice times/days
3. Any updates to previously released schedules

Volunteer Opportunities - Encourage parents to participate in volunteer opportunities. Email to volunteer will be sent out by the club requesting volunteers for help with concession stand operations to field setup.

Throughout Fall/Winter Season

Monitor league websites for submission deadlines

Keep a steady line of communication with parents and coach (emails mostly, phone calls, team meetings, etc.)

Report game scores as appropriate

Check team in for league games

1. Provide appropriate paperwork as outlined by league
2. Pay referees

Monitor League Standings: Information can be obtained from league website

November

Repeat Coach Meeting/Discussion:

1. Confirm league play division provided by DOC and coach
2. Confirm list tournaments provided by DOC and coach
3. Discuss with the coach if any friendly games that are to be played

Review information needed for tournaments (If the coach coaches two teams, make sure the schedule will allow for him or her to be there)

1. Secure a Permit to Travel for any out-of-state tournaments
2. Review all tournament rules
3. Review and prepare for tournament check in

If tournaments are out-of-area, follow tournament guidelines regarding securing a block of hotel rooms for team, work with the Club Administrator to reserve the block, and communicate reservation information to team parents.

January – March

Attend league meetings and work with other division managers to finalize the league play schedule for the season. Review league websites for specific details.

Communicate to Club Administrator how much money will be needed for referee fees. Check with your club to see if the referee fees were included in the player registration fee or do you need to collect the money from each player. (check specific league website for referee pricing per age group).

Communicate team schedule

1. Games: Include location information for all games
2. Practice times/days
3. Any updates to previously released schedules

Throughout Spring Season

Monitor league websites for submission deadlines

Keep a steady line of communication with parents and coach (emails mostly, phone calls, team meetings, etc.)

Report game scores as appropriate

Check team in for league games

1. Provide appropriate paperwork as outlined by league
2. Pay referees

Monitor League Standings: Information can be obtained from league website

TRAVEL LEAGUE REGISTRATION

There are various travel leagues available in Central Indiana in which the team may participate. The Director of Coaching and team coach will determine the appropriate league and level of league play for the team. Based on the league, the manager responsibilities will vary. Most teams will select one of the following leagues:

1. CNC – Central North Conference
2. ISL – Indiana Soccer League
3. Midwest and Great Lakes Conference (formerly MRL)

Usually the DOC will notify the Club Administrator as to which league/level to register before the application deadline. In most clubs, the Club Administrator will register the team for the league and submit the appropriate fees to Indiana Soccer. In some cases, this duty will be the responsibility of the team manager. Be sure you verify who will be taking care of league registration.

Helpful Links

-Indiana Soccer Website

<https://www.soccerindiana.org/>

-Indiana Soccer Leagues

<https://www.soccerindiana.org/leagues/indiana-soccer-league/>

-Indiana Soccer Cups

<https://www.soccerindiana.org/tournaments/indiana-state-cup/>

<https://www.soccerindiana.org/tournaments/usys-national-presidents-cup/>

<https://www.soccerindiana.org/tournaments/indiana-soccer-challenge-cup/>

<https://www.soccerindiana.org/tournaments/indiana-memorial-cup/>

-Indiana Soccer Sanctioned Tournaments

<https://www.soccerindiana.org/tournaments/sanctioned-tournament/>

-Indiana Soccer Webinars

<https://www.soccerindiana.org/services/indiana-soccer-webinars/>

-Risk Management

<https://www.soccerindiana.org/services/risk-management/>