



Boulder County Force Soccer Club

Team Managers' Handbook

BC FORCE TEAM MANAGERS HANDBOOK

INTRODUCTION

Team managers are an integral part of the Boulder County Force Soccer Club, ensuring the smooth operation of teams throughout the year. Each coach, with assistance from the Force office, chooses a manager from among parent volunteers when teams are selected. In some cases, co-managers may serve in this position. The primary responsibilities of the manager are to serve as a communication link between parents and coach and assist with the administrative details of running the team. Managers have a number of specific duties during the soccer season which they are expected to fulfill with the help of other parents. Managers also receive information about Board policy and decisions that affect teams during the year from the Club Administrator. In addition to this handbook, each manager should have a copy of the Force Policy Manual. The Policy Manual is available at <http://www.bcforsoccer.com>. These publications contain valuable information about the team operations, Colorado Youth Soccer, the Club, and individual teams.

TEAM MANAGERS CHECKLIST

The primary responsibilities of the team manager are to serve as a communication link between parents and coach and assist with the administrative details of running the team.

- At the beginning of each season, meet with the coach and determine what kind of assistance the coach needs and wants during the season.
- Organize a team meeting with the coach, parents and players. Items to be discussed include tournaments to be played; how to communicate a game and/or practice cancellation; and coach's expectations of the players and parents.
- Establish an email network and phone network to communicate team information. A phone tree works best for communicating last minute information/changes such as game or practice cancellations. Email works best to communicate all other information.
- Provide a roster of names, addresses, home phone numbers and cell phone numbers, email addresses, and jersey # for each family. It's nice to include parents' first names so people can get to know each other. Make sure that you include both parents of divorced families.
- Copy the schedule with game times and field locations for each family. Game schedules can be found on www.csysa.org.
- Provide directions to away games. Directions to fields around the Colorado area can be found at www.soccerfieldsofcolorado.com
- Check with the coach to determine what type of after game snack he/she wants. Most coaches prefer not to have player snacks at half-time. Assign snack and drinks and for game days, according to the coaches wishes.
- Decide who will call the game scores into the State office. Game scores must be reported to Colorado Youth Soccer. Scores can also be reports via the cysa.org website.
- Find volunteers to do various tasks throughout the season (grocery coupons, tournaments, tryouts, registration, fundraising activities, travel, if applicable).

- Coordinate with the club administrator to manage the team account. This includes making deposits and providing written requests and receipts for any team expenditures. Money in team accounts must benefit the team as a whole or each team member proportionately. No team account money accrues to an individual player (See the Policy Manual for more information)
- Assist coach with tournament participation. Information is available bcfrc.com, gotssoccer.com, at the Force office and through John Welsch. Most teams need a parent volunteer to handle applications and logistics for tournament play. (See the Policy Manual for more information).
- Review and correct team's CSYSA roster at start of fall season and notify administrator of any errors.
- Decide with the coach who is going to take care of all game rescheduling responsibilities.
- Create “Team Book” before first practice. The Team Book is required to be at all games, practices and tournaments and includes completed: CYS player cards with 1”x1” player photo, USYSA registration form for each player (includes medical release and emergency waiver), copy of a valid birth certificate, BCF Player Travel Conduct Agreement. The Force office staff can assist the team managers with the creation of the Team Book.

TEAM ACCOUNTS

The team manager is responsible for coordinating with the Club Administrator to oversee the team account. Team account funds are derived from deposits from team members, fundraising, sale of grocery coupons and fiscal activities of the team. The team manager is in charge of making deposits and providing written requests and receipts for any team expenditure.

To comply with IRS regulations for non-profit organizations, Force policy states that money in team accounts must benefit the team as a whole or each team member proportionately. No team account money accrues to an individual player. Refer to the Force Policy Manual for a more detailed description of what types of expenditures are allowed or disallowed using team funds.

Under normal circumstances, team accounts should be spent by the end of each year so that any money earned during the year is used to benefit all team members.

FUNDRAISING

Team Fundraising

Teams must request permission in writing from the BCF Director of Operations to engage in fundraising activities. Submitted proposals must specify the fundraising activities. Permission, when granted, will be effective for one year from the date of approval.

10% of all individual team fundraiser income after expenses will go to the to the BCF Scholarship Fund.

If teams are interested in fundraising, team managers are in charge of coordinating fundraising activities for their team. Managers may designate parent volunteers to oversee these activities. Call the Force office for information about the current Club coordinator for Grocery Coupons.

Club Fundraising

Currently, the Force has several annual club fundraisers. Team managers will be asked to participate in these fundraisers. In general, it will consist of finding volunteers and disseminating information and/or materials.

TRYOUTS

Team managers from each age group are expected to help coordinate tryouts. Each manager receives a packet of specific instructions to ensure that all procedures are implemented. Tryout procedures may change from year to year and team managers will receive current instructions from the Club Administrator.

REGISTRATION

Special instructions and packets of materials for team registration are distributed at the time of tryouts. Registration procedures may change from year to year and team managers will receive current instructions from the Club Administrator.

No changes to the rosters can be completed without the Club Administrator. This includes transfers, drops, adds, address changes, etc. that occur throughout the season.

UNIFORMS

The Force will let the team managers know when and where the uniforms will be ordered. Team Managers are asked to assist the Uniform Coordinator and official Force uniform vendor with the uniform ordering night. The Team Manager is responsible for picking up and distributing the completed uniforms to the players on the team. Team Managers are responsible for coordinating “bulk” orders of team warm-ups and bags with the official Force uniform vendor. Bulk order information will be provided by the vendor.

TOURNAMENTS

A detailed guide to tournament planning, organizing and budgeting is available on the Force website at <http://www.bcforce.com>.

All players/parent involved in soccer tournament travel are required to sign the BCF Player Travel Conduct Agreement. The agreement is available in the Force office or online at <http://www.bcforce.com>. THIS INCLUDES GUEST PLAYERS FROM OTHER CLUBS.

Tournament Selection

Coaches should discuss their approach to tournament play and their goals for the year with team members. The coach for *each* team should take the lead in creating a list of appropriate potential tournaments with input from other coaches and the Directors of Coaching. A list of potential tournaments should then be presented to parents and players with information about the costs. Special team meetings should be held as needed to discuss the details of tournament participation. It is usually necessary to find one or two parents from the team to handle tournament arrangements as this can be a big job and managers have many other responsibilities.

Colorado tournaments are listed at Colorado Youth Soccer’s web sites: www.csysa.org
Gotsoccer.com is an excellent resource for tournament information. The Force Directors of Coaching can provide insight into which tournaments are a good fit for each team.

Rocky Mountain Cup & College Showcase

The Boulder County Force Soccer Club hosts the Rocky Mountain Cup and College Showcase in Boulder each summer. This tournament is required for Force Red level teams and is encourage for all Premier level teams and high school age teams.

Tournament Scheduling

The schedule for tournaments follows the CSYSA calendar, running from August 1 of one year through July 31 of the following year. The roster for all Force teams is in effect during this same time period.

- Most teams try to schedule a pre-season tournament. For fall season that means a late July or early August tournament. For the spring that may mean a February or March tournament.
- Winter & Holiday tournaments. Some teams choose to participate in Winter tournaments in warmer climates.
- Post-season tournaments are those occurring after the conclusion of spring season and continuing during the early summer months (through July 31).

Tournament Classification

- Colorado State Cup is the most prestigious instate competition available. Check with the office or Colorado Youth Soccer for dates. The winner in each age group is the official state champion and becomes the Colorado representative at Regional competition which is held in June. All red teams are required to participate during the appropriate years. Refer to the Colorado Youth Soccer website (www.csysa.org) for more information about State Cup competition.
- Open Tournaments invite all levels of competitive teams to enter. Most of these tournaments attempt to provide multiple divisions such as a Gold Division for Premier/Elite and Silver for Classic teams and a Bronze Division for Challenge I and II teams if enough teams at each level apply. This allows teams to play a similar level of competition and have a positive experience.
- Elite/Premier **Tournaments** are intended for the upper level Elite/Premier teams. If you unclear about the competitive fit of a particular tournament, contact the Force Director of Coaching for the team's age group.
- **Non-Premier** Tournaments are only open to teams playing in the Classic division or lower so that the competition is not as uneven.

Tournament Fees Paid

At a minimum, each team should participate in the number of tournaments paid for by the Force registration fees. Teams may enter additional tournaments. Fees for extra tournaments must be collected from each family and deposited in the team account.

Application Deadlines

Planning ahead for tournaments is a must! Be aware of application deadlines:

- fall tournaments the deadline is usually June
- winter tournaments the deadline is usually September/October
- spring tournaments the deadline is usually January
- summer tournaments the deadline is usually April/May.

Be sure to review tournament applications and contact the tournament director with any questions.

Coaches' Expenses

BCF Teams [team] shall be responsible to reimburse their coach's "out of state" and/or "over night" travel expenses to attend "out of state" and/or "over night" tournaments, games or soccer event. "Out of state" shall be defined as outside of Colorado. "Over night" shall be defined as tournaments/games in which the majority of the team is staying over night to participate in the soccer event.

Meals

Meals shall be paid on a per diem basis as follows:

Breakfast \$10.00; Lunch \$10.00; Dinner \$15.00

Mileage

When traveling by personal vehicle, the team shall reimburse the coach at the current IRS rate: 50.5 cents per mile for miles driven (as of 1/1/08).

Lodging

The per diem rate for lodging shall be whatever lodging arrangements are made at the "team hotel." With team manager approval, other arrangements may be made but the coach shall not be reimbursed in excess of the "team hotel" rate. The team is not responsible for personal expenses without prior agreement. The coach is not required to share a room. At the coaches discretion, he or she may share a room with another BCF coach.

Transportation

For long distance travel, the team shall pay for the coach's airfare. These costs shall not exceed the average cost as applied to team members. Teams are not expected to rent a "personal" car for the coach.

Receipts

Receipts are required for all expenditures.

Payment Schedule

The team and coach shall determine when the coach will receive payment for meals or if an "advance" is required. Per diem meals may be paid prior to or after traveling.

Assistant Coach

Reimbursement of expenses incurred by an assistance coach must be pre-approved by the Force Director of Coaching, John Welsch. An approved assistant coach will have the same per diem, travel and lodging as stated above.

Friends and Spouses

The team is not required to pay for any expenses of a coach's accompanying friends or spouses.

RESCHEDULING LEAGUE GAMES*Game Cancellations*

For **AWAY** games, contact the opposing coach the night before and the morning of the game. To determine if a **HOME** game has been cancelled, call **(303) 651-6036** to get a voice recording. Do not assume games have been cancelled. The decision to cancel home games will be made at 7AM Saturday morning.

After calling the number above and verifying that the game is cancelled, call the opposing coach ASAP. The Force will provide each team manager with a list of the teams and opposing coaches in each division. This is called the League Alignment.

Also, the phone/email tree should be set into motion to notify the team players about cancellation. Please give out the (303)651-6036 to all players.

Rescheduling

The coach or team manager (each team decides who) contacts John Welsch at john.welsch@bcforce.com to get THREE "good-will" make-up times/dates. After you have verified availability of the field with John, notify the opposing coach of the 3 possible choices. The opposing coach has the right to pick the one that suits him/her best. Once the opposing coach picks the date/time, contact John ASAP so he can secure the field and assign referees. IF the other team can not come at any of the three dates/times (all must be realistic), then the opposing team forfeits the game.

All games must be completed within four weeks of the regularly ended season.

PRACTICE CANCELLATIONS

To determine if a **practice** has been cancelled, call (303) 651-6036 **after 2PM** during the week to get a voice recording.

ISSUES, CONCERNS, FEEDBACK

The BCF encourages an open forum for parents and players to express their concerns when presented in a manner that is appropriate and constructive. However, there is an appropriate time and place to voice these concerns. When coaches are on the field training teams, it is not appropriate to approach them at that time.

Individual concerns do not need to be raised in front of the entire team or voiced via team email lists. The fastest way to destroy a team is using group emails as a way of airing out individual and team concerns regarding coaches, managers, players and the Club. In order to help facilitate resolution to concerns in a manner that is fair to both the player and the coach, the following procedure is to be followed:

1) Speak directly with the coach and try to resolve the problems where they began, face to face with the coach. This should be done at an appropriate time when there are no other players or parents around. The best thing to do is set up a time with the coach to discuss any concerns. If you feel that the problem has not been resolved here, then go to the next step.

2) Write a letter or email addressed to the appropriate Age Group Director(s) of Coaching:

U11-U12 Boys: Chris Honkamp chris.honkamp@bcforce.com

U13-U14 Boys: John Welsch john.welsch@bcforce.com

U15-U16 Boys: Steve Lepper steve.lepper@bcforce.com

U17-U18 Boys: John Welsch john.welsch@bcforce.com

U11-U14 Girls: Ryan Henkel ryan.henkel@bcforce.com

U15-U18 Girls: Heather Solar heather.solar@bcforce.com

Mailing Address for all Directors: Boulder County Force 2769 Iris Ave #115, Boulder, CO 80304

In this letter, you must document the steps that you took previously with the coach and the coach's response. Also include a solution that you would recommend. This report to the Director(s) of Coaching must be in writing. The Director(s) of Coaching will respond within 14 days of receipt of written report. If you do not feel that the problem has been resolved here, then go to the next step.

3) Write a letter or email addressed to John Welsch, Director of Coaching. In this letter, you must document the steps that you took previously with the coach and the coach's response. Also include a solution that you would recommend. This report to the Director of Coaching must be in writing. The Director of Coaching will respond within 14 days of receipt of written report. If you do not feel that the problem has been resolved here, then go to the next step.

4) Write a letter addressed to the President of the BCF Board of Directors documenting your concerns and all the steps that you have previously taken in attempt to remedy the situation. Send this letter to the BCF office in care of the BCF President. The address of the Board of Directors is: Boulder County Force Soccer Club 2769 Iris Ave. Suite #115, Boulder, Colorado 80304.