

# ***PSC SELECT TEAM MANAGER GUIDE***

## ***Coaches/Manager Roles & Responsibilities***

The Manager should schedule a meeting/call with the Coach and Assistant Coach(s) before the season starts. The purpose of the meeting is to talk about roles and responsibilities for the season and gain consensus on how the team will be run. Here is a list of items to be discussed:

<b>Tasks Needing Assignment (additional details on each task are in this document)</b>		<b>Who is Responsible?</b>
1.	Recruiting a team Treasurer.	
2.	Status and purchasing of team equipment needs (as applicable).	
3.	Submitting requests to the Director of Coaching for practice times (see PSC website for name of current Director of Coaching).	
4.	Scheduling friendly/league games & coordinating referees with the Director of Referees (see PSC website for name of current Director of Referees).	
5.	Sharing the team's game schedule with the Director of Coaching and parents .	
6.	Confirming weekly games with the opponent and verifying referees have been assigned.	
7.	Responsibility for the player's passes and medical forms.	
8.	Research tournament options and coordinating tournament registration.	
9.	Tracking game/practice attendance.	
10.	Setting up and leading the parent meeting.	

### ***Additional Items for Coaches/Manager to Consider***

The following are some items the Coaches and Managers may want to discuss in addition to the items above:

<b>Things to Discuss</b>		<b>Decision</b>
1.	What level will the team play at? Teams are usually referred to as A-, B-, C-, and even Rec-plus level teams.	
2.	When/where will the parent meeting be and do you want to invite the PSC President, VP, Director of Coaching, and/or Director of Training/Select?	
3.	What days and time conflicts does the Coach have throughout the season?	
4.	Will practice/game attendance be taken?	
5.	Will the team play in any tournaments?	
6.	Will the team practice during the winter months?	
7.	Will the team participate in indoor soccer? Who is on point to request Indoor practice space?	

## ***Team Registration Process (Manager & Registrar)***

### ***Roster & Player Passes***

Finalizing the roster and creating player passes are a multi-step process. Player passes are good for one year - fall/spring seasons. The name of the PSC Registrar and Director of Training/Select.

1. For the fall season, after tryouts/assessments in June, obtain the Player listing from Director of Training/Select (or Coach). (For the spring season, work with your Coaches to identify which returning players to roster.)
2. Ask players, Coaches, and Managers for a 1x1 head shot photo for their player pass. It is best to have this digitally transmitted to the Registrar to be added into the Affinity registration system.
3. Registrar will generate and send to the Manager and Coaches the official Roster. You must validate that all players, Coaches and Managers are listed. Once the Roster has been approved, the Registrar will print the player passes and email the final Roster for you.
4. Once all passes are signed and photo's attached, get the cards laminated, punch a hole in the corner and place the passes on a ring. Staples can laminate, cut and punch the cards if you do not have access to a laminator.

As long as a player has a valid player's pass, they are eligible to play. Only adults with a current player pass are allowed on the bench during games.

**Remember:** At the end of the fall season, you should hold on to the player passes. This way you will have them for the spring session. Player passes will be reissued by the Registrar for the fall season.

### ***Equipment***

Coaches may need to purchase team equipment at the beginning of the season. They will be reimbursed by the team once the team fees have been collected by the Treasurer.

#### **Coach's Equipment**

- Coach Shirt for games
- Game ball & some extra team balls (U9-U12 use size 4 balls; U13+ use size 5 balls)
- Cones
- Pinneys
- Ball bag

**Player Equipment** - Each player is expected to have their own:

- Properly inflated soccer ball
- Shin guards
- Soccer cleats
- Water bottle

### ***Uniforms & Extras***

Each player is required to have:

- Home jersey

- Away jersey
- PSC SELECT shorts
- PSC SELECT socks

During the time that uniform ordering is available, a link, along with directions, will be posted on the PSC SELECT tab of the PSC website entitled "Uniform Ordering" that can be used to access the Soccer uniform ordering website. The link will always be on the PSC website but will only be "live" during specified uniform ordering periods. Instructions on how to use the site are on the website. In summary, Managers set-up and activate players in the uniform ordering website system, communicate the process and send the ordering link to parents and monitor order status and send reminders as necessary to help parents meet order deadlines. Parents are responsible for placing orders on-time and paying for the apparel they order.

All other items such as backpacks, warm up sweats, and sweatshirts are optional. On the left hand side of the PSC website there is a PSC Select Fanwear link that will direct the user to the specific site for PSC SELECT apparel. Each parent is responsible for selecting and ordering whichever of the items they desire on a discretionary basis. Note that these items are customized with the PSC SELECT logo and are not subject to return or exchange so remind your parents to order carefully.

### ***Coaches & Managers Background Checks***

The Tennessee State Soccer Association (TSSA) requires any person involved in TSSA, state, district, club, or any of its teams, (recreation, classic, premier, ODP), as a Coach, assistant Coach, Manager, volunteer referee, official, administrator, board member, or director, etc. to complete the online TSSA background check every year.

### ***Coaches & Managers Attendance at Monthly PSC Board Meetings***

Each team is expected to have at least one Coach or Manager at every PSC board meeting during the playing season(s). For the exact day, time and location, check with the President of the PSC.

### ***Recruit a Team Treasurer***

Each team needs a Treasurer to collect team fees, pay expenses, and prepare annual reporting. In addition, for new teams, the team Treasurer will need to open a team checking account at Volunteer State Bank. The Treasurer must prepare and submit to the PSC Board of Directors the annual budget one month prior to games, and submit a financial summary within one month of the final games played. It shall be the goal of each team to balance their revenue and expenses equally.

For additional guidance on the Treasurer's responsibilities, reach out to the PSC Treasurer (see website for contact name).

### ***Estimating Team Player Costs***

The team Treasurer will be responsible for calculating the player fee which is calculated at the team level and divided by the number of players on the team. Here are some past fees just to give you a general idea of what the cost will be. Uniform costs are borne by parents and therefore not included.

PSC Team Fee (applies to U11 and up teams)	\$100 (fee is set by PSC)
TSSA Annual Player Registration Fee	\$20 for U9-U11 (fee is set by TSSA) x # players

TSSA Annual Coach Registration Fee	\$30 for U12+ (fee is set by TSSA) x # players
Seasonal City of Portland Field Fees	\$30 (fee is set by TSSA) x # Coaches
Referee Fees	\$5 x # players for each season
Year 1 Team Supplies	See schedule issued by Director of Referees
Year 2+ Team Supplies	Expense Varies by team
Tournament Fees	Expense Varies by team
Coaches Gifts	\$500 (approximately) x # tournaments
Year End Party	Varies by team
	Varies by team

### ***Scheduling Games (See PSC SELECT FAQ's for General Information)***

It is the responsibility of each team to schedule its own Friendly games. PSC SELECT home games can be scheduled on Saturday or Sunday and typically start after 1:00 PM. Talk to your Coach about who will be handling scheduling. Some Coaches prefer to do it themselves; others don't have the time and would appreciate your assistance. If the Coach wants you to do the scheduling, contact the Vice President of PSC for current year information regarding field availability and refer to the summary below:

1. **Friendly Games (Typically Saturdays or Sundays)** – most age groups coordinate a Nashville Area managers scheduling meeting about two months ahead of the start of the season. Check with older team managers to see if you can find a contact for your age group. Scheduling can be done outside of the managers scheduling meeting. PSC SELECT typically stays within an hours drive from Portland to minimize travel for the team.
2. **Tournament Games** – PSC SELECT encourages teams to limit the number of tournaments played depending upon the age group of the team. One to two for U9-U10 teams. Two to four for U11-U12 teams.
3. **Securing a Field** – Contact the PSC Vice President to reserve fields for home games two weeks ahead of the scheduled games. You can find their contact info on the PSC website. Include your team name (i.e. 2006 Boys) in the email subject line.
4. **Referees** – The PSC Director of Referees is responsible for securing referees based on field assignment. Typically on Friday you will receive the listing of referees assigned to games for the upcoming weekend with their phone numbers. Forward the info on to your team's Treasurer so they will have the correct spelling of the Referee's names. Bring the names and phone numbers of the refs to the game in case communication becomes necessary.

#### **Standard PSC Referee Fees for Friendly Games for 2016-2017 Season**

<b>Playing Format</b>	<b>Referee Fee</b>	<b>Assistant Referee Fee (x2)</b>
11 v 11	\$ 30	\$ 15
9 v 9	\$ 25	\$ 13
7 v 7	\$ 20	\$ 10

### ***Required Player Forms***

The following forms must be completed and signed by the parent/guardian before their child practices with the team. **Both forms are available on the PSC Website.** On the left hand side of the home page click on "Forms/Documents" and then click "Forms".

1. **Medical Form** - Coaches should retain these forms so they are on hand at every game and practice.
2. **Player Code of Conduct** - On an annual basis, each player, parent, Coach, and Manager must sign the current Code of Conduct. The form can be retained by either the Coach or the Manager.

### ***Initial Team Meeting***

The head Coach, assistant Coaches, and Manager should have an introductory meeting with parents/guardians at the beginning of the season. Teams should notify the PSC President, Vice President, and Director Training/Select of the date, time, and location of the meeting. They will try to stop by to introduce themselves to the parents.

### ***Confirm Game***

The Manager or Coach should confirm the game with the opposing team a few days before the game is scheduled to be played. Make certain you have a home & cell number of the opposing team Coach or Manager so that if a last minute cancellation is needed, you have a current number. Review the referee assignments provided by the Director of Referees to make sure you have referees assigned for your home games.

### ***Paying Referees***

This is the job of the team Treasurer. If the Treasurer is not going to be at the game, you may be asked to pay the referees. Teams split the costs for the referees for all Friendly games. Typically, two Friendly games are played at a time, which means that each team would pay the full costs of one of the two games. Treasurers are asked to have the appropriate denominations of bills to pay each referee individually. Referees need to be paid the day of the game. The cost of referees is different for different age groups.

### ***Team Pictures***

Pictures can be taken with the PSC recreational club pictures. Please, coordinate this with the President of PSC. If schedules don't allow this option then the manager should schedule time before a game when all players are available and have another parent take pictures.

### ***Tournaments***

The Manager is typically responsible for completing the necessary forms to enter a team into a tournament. The forms are typically on the tournament site. The roster and players cards must be complete before playing in any tournament. A listing of local tournaments can be found on [www.tnsoccer.org](http://www.tnsoccer.org) or national tournaments can be found on <http://www.gotsoccer.com>.

### ***Plan the End of Season Gathering***

Most teams have some sort of celebration at the end of each fall/spring season. Talk to the Coaches and parents to see what suggestions they may have. Some teams have a small gathering at the field after the last game; others have it at a player's home or an alternative location like bowling, laser tag, a pizza place, etc.

You may want to get a small gift for the Coaches and Treasurer as a thank you for their time and commitment to the team.

### ***Indoor Soccer & Spring Season***

Many teams like to continue to play during the winter months. Interest should be solicited around September/October with games typically starting in December. Work with your Coach to check with your team to see if there is enough interest to field a team during the winter and/or spring season(s), a time when players frequently play other sports. Make sure parents and Coaches are aligned with regard to player commitment.

### ***Ball Boys/Girls for High School Soccer Games***

During the Portland High School's Varsity soccer season in the fall and spring, PSC players are requested and advised to serve as ball boys and girls at the games. It is a great way for our PSC SELECT players to be involved with the high school soccer program and to aspire to play at that level. Expect an email from the PSC organization a few weeks prior to the beginning of the Varsity games with information on this opportunity and please share it with your PSC SELECT players.

## ***Manager Fall Checklist***

<b>#</b>	<b>Item</b>	<b>Target Time Frame</b>	<b>Completed</b>
1.	Player, Coaches, & Manager Photos obtained	June/July	
2.	Preliminary Team Roster	June/July	
3.	Monitor Team Uniform Order Placement by Family	July	
4.	Team Supplies Purchased	July/August	
5.	Final Roster Approved & Signed	July/August	
6.	Player passes laminated	July/August	
7.	All Player Medical & Release Forms Completed	July/August	
8.	Practice Scheduled	July/August	
9.	Games Scheduled	July/August	
10.	Tournament Applications Submitted (optional)	Depends on Tournament	
11.	Team Meeting Scheduled	August/September	
12.	Have Treasurer send out Fall Player Fee Assessment	August	
13.	Schedule Team Photo (to be taken by parent)	September	
14.	Know who has Player Passes & Forms at end of the season	November	

## ***Manager Spring Checklist***

<b>#</b>	<b>Item</b>	<b>Target Time Frame</b>	<b>Completed</b>
1.	Player, Coaches, & Manager Photos obtained (new players only)	February/March	
2.	Monitor Team Uniform Order Placement for New Players	February	
3.	Final Roster Approved & Signed	March	
4.	Player Medical & Release Forms Completed (new players only)	March	
5.	Practice Scheduled	March/April	
6.	Games Scheduled	March/April	
7.	Tournament Applications Submitted (optional)	Depends on Tournament	
8.	Have Treasurer send out Spring Player Fee Assessment	March	
9.	Return all Medical Forms and Waivers to Risk Management	June	
10.	Return all Player Passes to Club Registrar	June	