



TEAM

MANAGER

GUIDELINES

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Thank You...for volunteering your time to contribute to the successes of your child, your child's team, the Kentwood Soccer Club (KSC) and improving soccer in general. You play a **vital** role and are a very important part of the TEAM. That's right! Your Team's winning formula= Coach + Assistant Coach(es) + Players + Team Manager + Parents = SUCCESS!
The following are the details of your responsibilities.

- I. **Attend the Team Manager's Meeting. Meet with the Coach/Assistant Coach** in person or via phone as soon as possible after the Team Manager's meeting.
 - a. **Discuss the team's Practice Schedule**-days, times, location and when first practice will be held along with the coach's philosophy regarding practice commitment. All practice fields have been assigned by our Field Administrator.
 - b. **Decide on which Tournament** the team will participate. All teams will be able to participate in one club sponsored tournament each year that is determined by the board. Additional tournaments are paid at the team's families' expense. Each tournament has its own website for more information. You can also visit www.msysa.org , www.gvsoccer.org or www.westmichigansoccer.com for tournament information.
 - c. **Discuss Indoor Soccer** during the off-season. The MVP Soccer Spot and Woodland Sports Complex offer 3 sessions in-between the 2 seasons. Many teams elect to participate in 1 or more of these sessions. *No part of these fees are covered by KSC nor are players covered with the club insurance.* FYI...the deadline to register your team for 1st session is mid-October.
 - d. **Discuss Team's Equipment Needs** Game Ball, pinnies, first aid kit/supplies, cold packs, goalie jerseys, cones, etc. Arrange for equipment from Equipment Director if not already given to your coach.
 - e. **Uniforms** are ordered and shipped from Gazelle Sports. A link is available on our website at www.kentwoodsoccer.com. Uniforms consist of a red home jersey, black away jersey, black shorts and socks. All players must wear the same jersey. Questions regarding uniforms should be directed to the Equipment Director.
 - f. **Picture Order Forms** Information available at Team Manager meeting. If not, contact Team Manager Director. Please stress the importance of ALL players being on time for the pictures. They will be on a very tight schedule that day.
 - g. **Schedule** Enter your finalized schedule on the KSC website at www.kentwoodsoccer.com . See page 8 for directions.

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- g. **Receive Referee Fees Check.** Checks are made out to Team Manager. Take it to the bank, cash it according to chart below. Place the Center/Linesman fees in 3 separate envelopes and then into a single "game envelope" for each game. Label as "center" or "linesman" and include the game # and date. Keep in a SAFE place.

| Official | U8/U9 | U10 | U11/U12 | U13/U14 | U15/U16 | U17/U18/ |
|---|---------------------------|----------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|
| Center | \$25 | \$25 | \$30 | \$35 | \$40 | \$45 |
| Linesman | \$10 | \$15 | \$20 | \$25 | \$30 | \$35 |
| Linesman | \$10 | \$15 | \$20 | \$25 | \$30 | \$35 |
| CHECK TOTAL (4 Home Games/Season) | \$180 | \$220 | \$280 | \$340 | \$400 | \$460 |
| Cash Distribution | \$20=4 \$10=8 \$5=4 | \$20=4 \$10=8 \$5=12 | \$20=12 \$10=4 \$5=0 | \$20=12 \$10=4 \$5=12 | \$20=16 \$10=8 \$5=0 | \$20=16 \$10=8 \$5=12 |
| Ball Size | 4 | 4 | 4 | 5 | 5 | 5 |
| Game Length | 25 min halves (2) | 25 min halves (2) | 30 min halves (2) | 35 min halves (2) | 40 min halves (2) | 45 min ha (2) |

All teams pay fees at Home Games only!

- II. **Contact players'/families via phone or email.**
- Gather/Confirm missing roster information: Player's Name, Parents Name(s), Address, Phone #'s (home, work, cell), E-mail address. Use it to create the "Team Roster" (see sample Form). Include a Roster in the "Team Information Folder" you give to the players/families.
 - Advise families of Practice schedule.
- III. **Receive Official GVSA Information Packet** from the Team Manager Director. All items remain with the Team Manager for placement in the "Team Game Folder".
- Official Team Roster- with GVSA registrar's signature.
 - Game Schedule: You can find the game schedule on the GVSA website at www.gvsoccer.org.
 - Player's Cards: 2 parts connected with a perforated center. One part goes to the player, the other part (with player's picture) remains with the Team Manager for use at all games/tournaments. See step 5c on page 4.
 - Medical Release Forms for each player. These can be placed in a folder in the coach's bag. They **must** be available at all practices, games and tournaments.
 - Yellow Game Sheets
 - GVSA-addressed envelopes (4)
 - Expectation of Falcon Parents for each player.

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- IV. ***Create Individual Team Information Folders.*** From the information you received in step III., create "Team Information Folders", with pockets (1 per family). Place the following information inside:
- Team Roster-create form from the database spreadsheets emailed to you about the team already and from the information gathered in step II.
 - Team Game/Practice Schedule. From Step III.b., use information to enter your finalized schedule on the KSC website at www.kentwoodsoccer.com This is very quick to do. If you would like, create a "Team Game/Snack/Drink Schedule" to hand out as well.
 - Maps to Fields-can be printed off our website (www.kentwoodsoccer.com), copied and distributed to each family or you can direct the parents to the website.
 - Team Picture Information. Each team has been assigned a picture time. Include a note about your assigned date/time and the location. **PLAYERS CANNOT BE LATE!** Pictures are on a very tight schedule in order to accommodate all the teams.
 - Additional Information Sheet for All Kentwood Soccer Club Players/Families (see sample Forms)
- V. ***Distribute Information*** at one of the first team Practices.
- Distribute the "Individual Team Information Folders".
 - Have players sign the *Player Cards* and record jersey # next to name on Player Cards. Keep the photo side to place in the "Team Game Folder".
 - Medical Release Forms* for each player (alphabetical by last name) to the coach. Keep in coach's bag. It is also good to place a team roster and game schedule in the coach's bag.
- VI. ***Establish Master Team Game Folder.*** Folder needs to be present at all games and tournaments. Include in folder:
- Yellow Game Sheets.* (game date order) Complete Jersey # section on all 8 sheets.
 - GVSA Envelopes (4).* Place 1 stamp ("thank you") on each envelope.
 - Team Roster-* with GVSA registrar's
 - Game/practice/snack/drink Schedule*
 - Maps to Fields*
 - Player Cards.* After they are signed and the player numbers are written on them, laminate them and place on a ring or place in plastic sleeves (trading card size)..
 - Referee fees.* Place the appropriate game envelope with referee fees in folder just prior to each game.
 - Player Jersey# List.* Create player name/#/parents names list (business card size). Cut, laminate, distribute to parents to help learn player's names. It is also helpful to keep extra copies in the Team Game Folder to give to grandparents and other visiting spectators.



VII. *Game Responsibilities*

- a. Prior to Game
 1. Confirm game date/time/location with opposing Team Manager or Coach the week of the game.
- b. At game
 1. Meet with refs/coach/team on field at team check-in time with Team Game Folder in hand.
 2. Present: player cards, Yellow Game Sheet, Ref Fee Envelopes (home games only), STAMPED GVSA envelope (home games only).
 3. Encourage sportsmanlike behavior from parents during game. After game ends, many teams form a "parent bridge" of support for their kids to run through regardless of the result of the game.
- c. After game
 1. Encourage parents/spectators to clean up trash where they were sitting. Home teams are responsible for the field clean-up after their game.
 2. If you are winning team or home team if a tie, submit results at once to GVSA. Go to www.gvsoccer.com click on your game number and another page will pop up to submit the score.
 3. Enter Game results on your team page on the KSC website www.kentwoodsoccer.com

VIII. *Miscellaneous Information*

- a. Game Cancellations: If games are cancelled it is the home team's responsibility to inform their opponent of the cancellation. Game and field cancellations will be posted in the "alerts" section of our website at www.kentwoodsoccer.com. You may sign up to receive *rss* feeds if you wish. You will then need to contact your opponent and follow the directions below.
- b. Game Changes: If there is a need to re-schedule any **Home Games**:
 1. Check the GVSA website at www.gvsoccer.org for alternate dates/times.
 2. Confer with your coach for available make-up dates/times,
 3. Confer with opponents via their team manager or coach.
 4. Contact Team Manager Director **immediately** via email; offer several

Teams wishing to reschedule games due to a conflict must request the change during the time set by GVSA where the preliminary schedules are posted. Once final

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schedules are posted, the coach or team requesting the change will be ask to pay the \$25 fee associated with it. If a game is stopped after beginning due to weather

conditions and less than 1/2 of the game has been established, call to reschedule. The sooner...the better! We are not the only club that uses Brewer Park and field times fill up fast.

- c. Alternate/Away Jerseys (Black): When there is a conflict in matching team colors, it is the responsibility of the *home team* to change to their alternate jerseys. Players are responsible for bringing both of their jerseys to all games!
- d. Tournaments: Complete the registration form. You will be listed as the contact for the team. Obtain check for the club sponsored tournament from the Kentwood Soccer Club Treasurer. Establish with the coaches if guest players are needed. Find out how to register guest players from the tournament information/website. Work with KSC Registrar. Usually, you will need to get their player card and medical release form (originals) and sometimes a copy of their official team roster. Collect guest player fees from guest players. Keep parents informed of tournament information as it is known (hotels, maps, schedules, etc.).
- e. Team Uniforms: Uniforms are purchased by the player. It is their responsibility to keep it in good condition. We ask that the uniform only be worn for spring and fall games and other activities that are approved by the Board, such as, Jersey Night. Because it is a representation of our club, if the uniform becomes overly worn or damaged the player will be asked to purchase a new one. Uniform orders are placed through Gazelle Sports. A link is available at www.kentwoodsoccer.com
- f. Risk Management Cards: All adults associated with the players (coaches, assistant coaches and team managers) are required to obtain a risk management card. Contact the club registrar if you need help obtaining your risk management.
- g. Risk management cards are required for tournaments. There is a \$10 fee associated with this; however, you may submit your receipt to the KSC Treasurer for reimbursement.
- h. Communicating With Families:
E-mail: Quickest way if not a time-sensitive issue (assuming everyone has e-mail). Requesting a quick confirmation assures that they have received the information.
Phone: Establish a phone tree so that you are not responsible for calling all 18 team members.
Written: Establish a memo header with all players' names listed at top and memo below. After making copies of information to distribute, circle player's name (one per memo). If any players are not present, you will know who didn't receive the memo. One of the biggest complaints from parents on a team is the lack of proper communication. ***You are that vital communication link between the coach and the parents!***
- i. Adding/Deleting Players from roster: Contact KSC Registrar.

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- j. Club Associations: Kentwood Soccer Club (KSC)

website: www.kentwoodsoccer.com

League Name: Grand Valley Soccer Association (GVSA)

Website: www.gvsoccer.org

2222 Wealthy Street, SE

EGR, MI 49506; Phone: 233-9591

State Assn: Michigan State Youth Soccer Association (MSYSA)

Website: <http://msysa.net/> ; Phone: 734-459-6220

- k. Coaches Gift: It is generally the responsibility of the Team Manager to organize a gift for the coaches. This responsibility can also be delegated to another responsible parent on the team. This is especially helpful in the case where the coach's wife has volunteered to be the Team Manager. Everyone is asked to contribute to the gifts and the organizer purchases them, wraps them and presents them to the coaches at the end of the season. Some great gift ideas are movie passes, gift certificates to a favorite restaurant, gift certificates to sporting goods stores, KSC apparel, soccer ball signed by all the players, etc. Use your imagination.
- l. Team Party: (Optional) An organized time the team can get together outside of the soccer environment. Ideas include: dinner together after a game, potluck at a park, informal get together at the coach's/team manager's house, go out to movie together, enjoy Craig's Cruisers as a team, etc. Up to you and the Coaches. Questions? Feel free to contact the Director of Team Managers and he/she will be happy to answer any questions you have.

Entering Schedules on KSC website: This really only takes a few minutes and will take place of having to hand out a schedule to parents. There is also a "white board" to leave notes for your team. Could be a quick note about the game or it could be a change in your practice schedule.

To enter your schedule:

1. log into the KSC website at <http://www.kentwoodsoccer.com/> (you will find "Log In" on the left hand side of the page highlighted in red)

username = your email address

password = gofalcons


The password is case sensitive, and you should change it at some point.

2. Once logged in click on "Team Pages" under the Falcons logo.

3. Click on your team. You should now see a page that looks like mine(see attachment "findgamelist.pdf"). Go to "Add a Game to this schedule". You can click on the calendar icon to bring up a calendar or enter the date. Enter the home team, away team, time and location. Click "Add Game" . Repeat this for each game on your schedule.

4. When you are finished your page should look like the attachment "editschedule.pdf". If you make a mistake click on "edit" to make the change.

5. After each game please log in and report the score for each game. Click on "edit" to add the score. Home team score is always listed first. For example...my team plays GR Crew jr on Sept. 11. Lets say the score is 4-3 Falcons. Since Crew is the home team I would record the score as shown

| Edit Game | | | | | |
|--|---------------------|----------------|--------------------|-------------|----------------------------|
| Top of Form | | | | | |
| Date | Home | Score | Away | Time | Location |
|  mm/dd/yyyy | ie. Falcons or CATS | ie. vs. or 4-1 | ie. USA or Falcons | ie. 1:00 pm | ie. Brewer Park - Field 4B |

Additional Information for all Kentwood Soccer Club Players/Families

Uniforms: Each player is required to purchase 1 team uniform consisting of 1 black numbered home jersey, 1 red away jersey, 1 pair of shorts and 2 pairs of black socks through Gazelle Sports. A link is available on the KSC website at www.kentwoodsoccer.com. With proper care they should last you several seasons. However, if they are lost or become overly worn you will be asked to replace the uniform, as it is a representation of our club. ***THE UNIFORMS ARE ONLY TO BE WORN DURING GAME AND TOURNAMENT PLAY.*** Please do not allow your child to wear the jersey or shorts to practice, to school, as a Halloween outfit or for any other reason than for the games. Players are responsible for bringing both jerseys to *all* games as we could be asked to change shirts if both teams wear the same color.

The balance of the team uniform is also the responsibility of the players. They need shin guards (worn under the socks), soccer shoes made for soccer (no cleat on the toe) and appropriate clothing for the weather for practices. Each player needs their own ball.

Ball Size/Game Length/Team Size at Games:

| Level | Ball Size | Game Length | Team Size | # Paid Tournaments |
|-------------|-----------|----------------------------|------------------------|--------------------|
| U9/U10 | 4 | 50 min (2 – 25 min halves) | 6 vs. 6, max team=11 | 1 |
| U11/U12 | 4 | 60 min (2 – 30 min halves) | 8 vs. 8, max team=14 | 1 |
| U13/U14 | 5 | 70 min (2 – 35 min halves) | 11 vs. 11, max team=18 | 1 |
| U15/U16 | 5 | 80 min (2 – 40 min halves) | 11 vs. 11, max team=18 | 1 |
| U17/U18/U19 | 5 | 90 min (2 – 45 min halves) | 11 vs. 11, max team=18 | 1 |

KSC Merchandise: The Club offers many Falcon items (with the KSC logo) for sale to show support for our teams including hats, shirts, hoodies, window clings, and umbrellas. Items are available for viewing at the Kentwood Soccer Club Picnic and at Team Picture Day. More information can be found on our website at www.kentwoodsoccer.com or by contacting our KSC Merchandise Director. Gazelle Sports also offers, soccer bags, warm-up jackets and pants.

Game/Practice/Tournament Conflicts: Please notify your Coach or Team Manager of any known conflicts in practices, games or tournaments as soon as they are known. Players are expected to attend all practices, games and tournaments that their team participates in. It is also expected that soccer will be their main sporting commitment.

Game Cancellations: The referee and coach are the only people who can officially cancel a game. If it is raining, the game will still be played. Plan on attending! If there is lightning, the game will be called for a 30 minute delay. If a game has started and is cancelled due to weather with more than 1/2 of the game played, the score and game will be recorded as official. If less than 1/2 of the game was played, an attempt will be made to reschedule it.



Additional Information (cont.)

KSC Website: Much of the information you may be looking for is located at our website: www.kentwoodsoccer.com . There are maps to most of the fields, team schedules and standings, KSC merchandise/apparel, coaching tips/drills and information about upcoming events within the club. Be sure to visit the site if you're looking for information or have a question...the answer just might be there.

FACEBOOK: We are on Facebook too! <http://www.facebook.com/home.php?#!/KentwoodSoccerClub?ref=sgm> We'd love to hear from you and see your pictures.

Phone Directory: If you have any questions or comments, feel free to contact any of the following Board Members. They will do their best to help you.

| Title | Name | Phone | E-Mail |
|----------------------------------|---------------------|--------------|---------------------------|
| President | Kristen Early-Perez | 656-1389 | rkeperez@sbcglobal.net |
| Vice President | Robert Boilore | 723-5792 | Robert.boilore@gmail.com |
| Team Manager Director | Sue Crabtree | 554-3751 | crabtreesue@comcast.net |
| Director of Player Development | John Conlon | 405-6195 | Eksoccercoach17@yahoo.com |
| Director of Coaching | Paul Legge | 901-6891 | Leggeup90@hotmail.com |
| Fundraising | Jamie Payne | 901-0378 | jamie.2.payne@gmail.com |
| Registrar- Boys | Sue Hazen | 481-9179 | suehazen@ameritech.net |
| Registrar- Girls | Matt Bergsma | 827-2972 | Matt.bergsma@comcast.net |
| Publicity/Website/Newsletter | Brentt Smith | 656-1070 | brenttonsmith@gmail.com |
| Practice Field Administrator | Paul Legge | 901-6891 | Leggeup90@hotmail.com |
| Equipment/Merchandise Director | Karen VanGorden | 455-2976 | karenv1@comcast.net |
| Treasurer | Natalie Juzwiak | 698-3122 | Juz5fam@gmail.com |
| Director of Recruiting/Secretary | Amy Mohr | | amymohr@live.com |