

# Team Manager Responsibilities

Newbury Park Soccer Club



# MANAGER ROLE

Unlike AYSO, club soccer offers teams the flexibility to plan their year based on their own goals and relies on each team to coordinate their own activities.

As the team manager, you will assist the head coach in planning each season, performing all clerical functions for the team, and communicating with the parents to ensure coordination throughout the year.

You may enlist other parents to assist you with certain duties.

You will likely interact often with the following groups:

**Cal South** [www.calsouth.com](http://www.calsouth.com) - The state soccer association that NPSC is a part of.

**Coast Soccer League** [www.coastsoccer.com](http://www.coastsoccer.com) - The league that most teams play in during the main (fall) season of play. A spring league is offered as well, for those teams that choose to participate.

# GETTING SET UP AS AN ADMIN – FIRST TIME

- **Live Scan**
  - Fill out and print 2 copies of the Cal South [“Request for Live Scan Service”](#).
  - Take it to a Live Scan location (such as the UPS Store). The cost is approximate \$30 and is reimbursed by the team.
  - Scan the completed and signed form and send a copy to [livescan@calsouth.com](mailto:livescan@calsouth.com) with your name attached.
- **Admin Forms**
  - Fill out and print 2 copies of the Cal South [“Program Administrator Registration Form”](#).
- **Headshot**
  - Prepare a digital headshot of yourself, similar to a passport photo, as a JPG file with your name as the file name. A photo from your phone is fine.
- **Submit Forms to Registrar**
  - Submit 2 copies of each form to the NPSC registrar and notify them via email.
  - Attach your headshot to the email notification or include it on a thumb drive with the paperwork.
- **Concussion Test**
  - Once you have been registered, you will be notified by the registrar and must complete a concussion awareness test before you can receive your admin card.
  - Information on how to take the test is located [HERE](#).
  - After you complete the test, upload the certificate to your Cal South profile following the instructions [HERE](#).

Note that ALL team admins (coaches, managers, team assistants, etc.) must be registered with NPSC.

# AREAS OF RESPONSIBILITY

- ON FIELD

- Pre-Game Setup
- Check-In with / Pay Referee
- Post-Game Wrap-up / Sign Game Cards

- OFF FIELD

- Schedule Management / Team Coordination
- Budget Management / Expense Reporting
- Equipment Ordering
- Player/Admin Registration
- Field Permits
- Team / League / Tournament Registration
- Scorekeeping during Fall League
- Fundraising (if applicable) and Event Coordination
- Annual Thousand Oaks Classic Parent Volunteer Coordination

- EQUIPMENT

- Binder
- Player/Admin Cards
- Checkbook / Credit Card
- Team Equipment
  - Canopy
  - Bench
  - Game Balls
  - First Aid Kit

# WORKING WITH OTHER PARENTS

- The team manager role encompasses many responsibilities for the team. You may recruit other parents as Team Assistants to help with this work. Some examples of team assistants and their responsibilities are:

## Possible Team Assistants

- Game-Day Responsibilities
  - Check-In
  - Ref Fees
- Equipment Manager
  - Bench
  - Canopy
  - Game Balls
- Treasurer
  - Team Budget
  - Monthly Expense Report
- Event Coordinator
  - Fundraising
  - Parties

# PLAYER / ADMIN REGISTRATION

One of the first duties you are likely to perform is registering your players and other admins (coach, assistant coach, team assistants). Here is what you will need to provide for each:

## NEW PLAYERS

- 2 Player Registration Forms
- Original Birth Certificate
- 2 Copies of the Birth Certificate
- NPSC Player / Parent Agreement (last page; signed by family and coach)
- .JPG Headshot
- \$35 per player

## RETURNING PLAYERS

- 2 Player Registration Forms
- 1 Copy of the Birth Certificate with registrar stamp
- .JPG Headshot
- \$35 per player

## RETURNING ADMIN

- 2 Admin Registration Forms
- .JPG Headshot
- NEW ADMIN ONLY - Email used to apply for Risk Management (Live Scan)

[FORMS ARE LOCATED HERE](#)

- All player and admin registration forms must have original, wet signatures (NO COPIES), including initials on the bottom right.
- Player and admin headshots should be labeled with the first and last name of the individual and placed on a thumb drive (all thumb drives will be returned).
- All player fees and an additional \$100 per team is required for team registration, payable to NPSC.

# SEASON PLAY vs. TOURNAMENT PLAY

## SEASON PLAY

- Most games will occur during two seasons, in the fall (Sep - Dec) and spring (Feb - May). Each season includes ~10-15 games played over ~1-2 games per week, including Saturdays and Sundays.
- You will register and pay for the season well before it starts and receive the entire season's schedule in advance (with some exceptions).
- The majority of the management duties are handled before the season starts, with the exception of on-field duties (e.g. payment of referees, logging scores, etc.).

## TOURNAMENT PLAY

- Outside of and during season play, you are likely to play in several tournaments throughout the year, including our club's own Thousand Oaks Classic, each last weekend in August.
- These are usually weekend-long series of games (~3-4 total). In the case of League and State Cup, games can span several weekends, depending on your team's performance.
- Each tournament must be paid for and registered in advance, including our T.O. Classic
- Before the first game each tournament, you will need to check-in the team by taking all player/admin registration forms, player/admin cards, and registrar-stamped birth certificates to the tournament headquarters. In the case of local tournaments, including our T.O. Classic, you may need to do your initial check-in on the Friday before the tournament starts.
- Most on-field duties, with the exception of game-time check-in, is handled by the tournament directors.

# ON FIELD RESPONSIBILITIES

- Pre-Game Setup

- Set up and take down goals and flags before and after games (**home games only, depending on if you have the first or last game of the day**).
- Place three game balls in the center of the field (home games only); the ref will check them.

- Check-In with Referee

- Pay referee specified fees. Please refer to your league site (e.g. CSL) for the appropriate fees. Exact change recommended
- Print 3 copies of roster/match report and give to referee. Include a stamped envelope for CSL games.
- Help referee to check team in against roster / match report.
- NOTE: Tournaments usually require you to check the team in at a special booth 30-90 minutes before your first game to receive your roster / match report.

- Post-Game Wrap-up

- Verify score and sign match report (manager or coach).
- Ensure that you receive player cards back from the referee.
- Ensure that field equipment is returned to the shed and goals locked (home games only, for last game of the day).
- Enter scores into any applicable online score trackers.



# OFF FIELD (Part 1)

- **Schedule Management / Team Coordination**
  - Maintain practice and game schedule on Shutterfly or similar site
  - Maintain an active text / SMS list to communicate late schedule changes or other immediate notifications
  - Frequent check-ins on league / tournament sites to confirm schedule (changes can occur)
- **Budget Management / Expense Reporting**
  - Set annual budget with your coach
  - Collect payments from players
  - Distribute payments (trainer fees [monthly], equipment, etc.)
  - Check budget regularly to ensure sufficient balance
  - Prepare and submit monthly cash report statements to NPSC Treasurer Mike Mesko
- **Equipment Ordering**
  - Gather player sizing
  - Order player kits, backpacks, jackets, etc. through [BK sports](#)
  - Order team equipment, as necessary (benches, balls, etc.)
  - Reach out to Board for material questions

# OFF FIELD (Part 2)

- Player/Administrator Registration

- Instruct parents and gather all player registration paperwork in a timely manner
- Submit all paperwork to the NPSC Registrar Virginia Uslan
  - **PLEASE NOTE** - When placing paperwork in the Registrar's safe, please enclose ALL paperwork for the entire team (registrations, check, thumb drive, etc.) in an envelope labeled with your team name.
  - Place the folder/envelope in the Registrar's front door safe, located at 876 Cayo Grande Ct, Newbury Park (safe code is 4028118A).
  - Text the Virginia Uslan (805-558-1554) to let her know that you left your team registration folder in the safe and include your name/the team name in the text.
- Coach & admin "LiveScan" & registration
- **All forms and instructions can be found [HERE](#).**

- Team Registration

- Register for CSL (fall league) and NPSC, CSL, or NPSC(spring league) and pay corresponding fees

- Tournament Registration

- Register for tournaments throughout the year, as appropriate, including NPSC's own T.O. Classic
  - NPSC provides profit sharing and portions of the registration fee comes back to the team

# OFF FIELD (Part 3)

- **Field Permits**
  - Maintain copies of field permits for non-league games and practices
  - Request field permits from Director of Fields Paul Austin for non-league games when needed (e.g. scrimmages)
- **Scorekeeping**
  - Enter scores into Coast Soccer League website
  - Verify scores on sites against official match report
- **Fundraising**
  - Designate and assist another parent volunteer with team fundraising activities to reduce costs or reach stretch goals (e.g. out of area tournaments)
  - NPSC's annual Thousand Oaks Classic is the only clubwide mandatory fundraiser
- **Event Coordination**
  - Designate/Assist another parent volunteer with coordinating events such as Thousand Oaks Parent Volunteer pool, post-season parties, away game events, etc.
  - Order any end-of-season trophies or awards, as applicable

# REQUESTING FIELDS

If a field is needed for a scrimmage, please follow this procedure...

- **Submit your request at least 12 days in advance of your play date.**
- Provide the name / number of the field needed and indicate how long it will be needed (minimum 2-hour increments).
- Provide alternate dates / times if possible.
- Text AND email your request to Paul Austin, Director of Fields at...
  - EMAIL: **paul\_austin@hotmail.com**
  - MOBILE: **(805) 573-5674**
- Submit a check payable to “NPSC” to the club Treasurer Mike Mesko once you receive the permit.

# EQUIPMENT

- **Binder**
  - Maintain a binder of all current player registration forms and birth certificate copies (stamped by Club Registrar Virginia Uslan)
- **Player Cards**
  - Keep lanyard of all current player and admin cards for all games / tournaments
- **Checkbook / Credit Card**
  - Maintain responsibility for all incoming and outgoing payments
- **Team Equipment (utilizing additional club member help as needed)**
  - Canopy
  - Bench
  - Game Balls
  - First Aid Kit

# Budget Example

2022-23 TEAM BUDGET			
TEAM SET UP	BUDGETED ITEM COST	PLAYER (NO UNIFORM)	NEW PLAYER (W/ UNIFORM)
CLUB FEES (TO NPSC)	AMOUNT	AMOUNT	AMOUNT
LEAGUE FEES	AMOUNT	AMOUNT	AMOUNT
PLAYER REGISTRATION (\$35/player)	AMOUNT	AMOUNT	AMOUNT
TEAM REGISTRATION (\$100)	AMOUNT	AMOUNT	AMOUNT
REFEREE FEES FOR FALL LEAGUE	AMOUNT	AMOUNT	AMOUNT
BOND FEES (PAID)	AMOUNT	AMOUNT	AMOUNT
TOURNAMENT FEES (3 TOURNAMENTS)	AMOUNT	AMOUNT	AMOUNT
STATE CUP	AMOUNT	AMOUNT	AMOUNT
SPRING SEASON 2023	AMOUNT	AMOUNT	AMOUNT
TRAINER FEES (\$XX/player/month)	AMOUNT	AMOUNT	AMOUNT
MISC (EQUIPMENT, FIELDS, PARTIES, TROPHIES, ETC.)	AMOUNT	AMOUNT	AMOUNT
BACKPACK			AMOUNT
ADIDAS UNIFORM (2 JERSEYS)			AMOUNT
PRACTICE JERSEYS (BLUE & PINK)			AMOUNT
WARM UP JACKET			AMOUNT
PINK SOCKS			AMOUNT
<b>TOTAL</b>		AMOUNT	AMOUNT

# New Player Welcome Email (example)

Welcome to NPSC! I am the Manager for the (team name) and wanted to provide you the budget information for the next season for (player name).

The budget below covers all fees and activities between June 2020 - May 2021.

The budget includes fees for uniform, club registration, field usage, referees (for fall, spring and league cup), league registration, player registration, (x) tournaments, Spring League, league cup and trainer fees. Here is the breakdown and due dates:

**\$TOTAL AMOUNT** - Payments are due as follows...

\$DEPOSIT AMOUNT Due Now (non-refundable commitment down payment)

\$2nd PAYMENT AMOUNT Due April 15th

\$3rd PAYMENT AMOUNT Due May 15th

Checks should be made to "Newbury Park Soccer Club (team name)" and can be given to me.

For (player name), please choose a number that is not one of the following: <list numbers already taken on the team>

For sizing, we will have samples at practice in April. Otherwise, please drop by BK Sports on Wendy Road and ask them to size (player name) for NPSC and send me the sizes.

I've attached the Player Registration Form. Please print, fill out, and sign 2 copies. To complete the packet, I will also need a signed **NPSC Player Parent Agreement** (also attached), a **headshot** of (player name) (for their player ID card, digital image from your phone is fine), and last but not least, their **original Birth Certificate**. This will be given to the club's registrar for a short period and returned directly to you as soon as possible.

# MONTHLY CASH REPORT

<i>NEWBURY PARK SOCCER CLUB</i>	
Monthly Team Cash Report	
MONTH	October-16
TEAM NAME: Predators	DATE: 10/31/16
<a href="mailto:brianlawrenceetheridge@gmail.com">brianlawrenceetheridge@gmail.com</a>	COMMENTS/NOTES
805-490-1917	
1. BEGINNING CASH:(ending balance from month prior)	\$ 6,624.23

At the end of each month, a cash report needs to be emailed to the club Treasurer based on your team's bank account, along with a month-end bank statement (partial example above).

Please email [mikesko@verizon.net](mailto:mikesko@verizon.net) for the cash report template and instructions for completion.



# KEY CONTACTS

## **Roger- President/Tournament Director**

- Fundraising Opportunities, Approvals
- Email: [rogerrutz@verizon.net](mailto:rogerrutz@verizon.net)
- Phone: 805-402-8118

## **Paul Austin - Director of Fields**

- Field Scheduling / Permits
- Email: [paul\\_austin@hotmail.com](mailto:paul_austin@hotmail.com)
- Phone: 805-573-5674

**Manager Coordinator TBC**

**Director of Coaching TBC**

## **Mike Mesko - Treasurer**

- Bank account set-up, Cash Report
- Email: [mikesko@verizon.net](mailto:mikesko@verizon.net)
- Phone: 805-218-6135

## **Virginia Uslan - Registrar**

- Player and Team Registration
- Email: [virginia\\_uslan@icloud.com](mailto:virginia_uslan@icloud.com)
- Phone: 805-558-1554
- Address: 876 Cayo Grande Ct., Newbury Park, CA 91320
- Box Code: 4028118A

# KEY DATES (may vary by team / league)

**January** - Spring Season Registration

**February - June** - Spring Season

**April - May** - CSL Team Registration

**June** - Summer Break

**July** - Player Registration (Fall Season)

**August** - NPSC's Thousand Oaks Classic Tournament

**September - November** - Fall Season

**December** - Winter Break