



Holston Valley Futbol Club
www.hvfcsooccer.com

Team Manager Handbook



Table of Contents

- TEAM MANAGER EXPECTATIONS 4
- NEW TEAM MANAGER..... 4
- CONTACTS..... 5
- DETAILED TEAM MANAGER DUTIES 5
 - PRE-SEASON 5
 - Acquire list of HVFC approved tournaments from the Director of Coaching 5
 - For newly established team, open bank account for your team (if you will be the team’s treasurer as well) 5
 - Organize a team meeting 1 month prior to start of season 5
 - Communicate contact information to club officials 6
 - Clean-up the team notebook 6
 - Update appropriate forms, documents, spreadsheets and contact list 6
 - As Team Representative, you must fill out a Volunteer Disclosure form 6
 - DURING SEASON 6
 - Organize player’s/coaches’ card 6
 - Organize team notebook 6
 - Order Uniforms 6
 - Calculate team expenses for the season 7
 - Communicate games/practice cancellation and changes to the team 7
 - Communicate games information to the team 7
 - Guest players request from your team 7
 - Tournaments..... 7
 - Scrimmages/Friendlies..... 8
 - League Games (i.e. East TN Youth Soccer League or local leagues) 9
 - State League Games..... 9
 - Reimbursement of coaches travel expenses 9
 - Help organize Fundraising events 9
 - Solicit volunteers and keep track of hours 9
 - POST SEASON 9
 - Send out end of season account invoice 9

- Refund money 9
- Organize end of season party 10
- Organize Indoor Winter Session 10

HELPFUL LINKS 11

- Pre-Season Meeting Agenda Example 11
- List of Forms, Documents & Spreadsheet to get organized 12
- Contents of Team Notebook..... 12

TEMPLATES/EXAMPLES..... 13

- Contact List Example..... 13
- Projected Expenses Example 14
- Individual Player’s Account Example 15
- Uniform Order Form Example..... 16
- Coaches Travel Expenses Guidelines 17
- Cell Phone Distribution List Example 18
- Volunteer List Example 19
- Coach Reimbursement Example 20
- HVFC Referee Fees Structure Example 21
- Travel Packet Example 22

INTRODUCTION

Soccer teams should designate a team manager responsible for the administration of team's activities and communication between the families, players and the coaches. The role of the team manager is critical to a positive experience for the team. The role of the coach is to teach the players soccer skills and direct the players at practices and at games. The team manager should provide administrative support for the coach and the team so that coaches can focus on being a teacher and not administrator. The goal of team manager is to provide parents with enough detailed information so they do not have to ask any questions. Informed people are happy people and happy people HAVE FUN! That is really, what it is all about.

TEAM MANAGER EXPECTATIONS

- Vital qualifications are good communication and organizational skills.
- Liaison between Coaches and Parents
- Organizes team functions
- Team's point of contact for communication purposes from within and outside the club.
- Must attend club's Board of Director's monthly meeting and communicate minutes to the parents.
- Team's representative to Appalachian Fall Festival committee - a tournament we co-host during Fall season.

NEW TEAM MANAGER

- For newly formed team, you are starting from scratch.
- For established team, ensure that proper exchange of information is established. Ask the previous Team Manager for the following:
 - o Team Notebook with players & coaches passes & other forms
 - o List of Contacts
 - o Team checkbook, if the previous manager is also the treasurer or you are assuming the role of a treasurer as well, ask to transfer the bank matters to you (i.e. have you added so that you can sign checks)
 - o Accounts and Passwords to team's website and online calendar if appropriate
 - o Account and Passwords to external tournament websites (i.e. Soccer In College, Got Soccer, etc.)
 - o Distribution List
 - o Last season's Roster
 - o Team ledger and Individual accounts balances if appropriate
 - o Team credit card if appropriate

CONTACTS

HVFC website: www.hvfcsoccer.com

TN State website: www.tnsoccer.com

Field Reservation Email: FieldReservation@hvfcsoccer.com

Referee Assignor Email: Assignor@hvfcsoccer.com

HVFC Board of Directors: see www.hvfcsoccer.com

HVFC Administrator: Admin@hvfcsoccer.com

HVFC Phone Number: (423) 863-1823

DETAILED TEAM MANAGER DUTIES

PRE-SEASON

- **Acquire list of HVFC approved tournaments from the Director of Coaching**
 - Coordinate with team coaches to get a list of HVFC approved tournaments from the Director of Coaching.
 - Every effort will be made to provide a list with plenty of choices for all age divisions; however, tournament selection outside the list will need approval from Director of Coaching.

- **For newly established team, open bank account for your team (if you will be the team's treasurer as well)**
 - Establish bank account for your team. Contact any bank of your choice however, it might be convenient to bank where HVFC club have theirs. You will need to acquire the tax number for HVFC from the club's Treasurer. Since this is a non-profit organization, you should not have to pay any fee.

- **Organize a team meeting 1 month prior to start of season**
 - Have the following forms available for parents and players to sign. Players are not to engage in any club activities until this document is signed.
 - **Players/Parents Guideline Form** (you can find this at the club's website under COMP BOOKLET)
 - Have copies of Tournaments list to distribute.
 - Have parents bring their family calendar and be ready to select tournaments.
 - Have a copy of these to solicit updates.
 - [Contact List](#) form
 - [Uniform Order](#) form
 - See [Pre-Season Meeting Agenda Example](#) for suggestions on topics to discuss.
 - Communicate minutes of the meeting to the team.

- **Communicate contact information to club officials**
 - Review team's contact information for head coach, assistant coach and team manager under the Competitive tab on www.hvfcsoccer.com.
 - Send updates to the club's administrator who will update the website and to the President to be included on the distribution list for the monthly board meeting.
- **Clean-up the team notebook**
 - For new team managers, the previous manager should provide this to you. New soccer season starts in the FALL so this is a good time to discard last years' forms to make room for new ones. During SPRING, ensure that information is current.
 - See [Content of Team Notebook](#) for a list of important forms.
- **Update appropriate forms, documents, spreadsheets and contact list**
 - See [Organizational Forms](#) to get started with forms that will keep you organized for the season.
 - Do not forget to update any contact database you have stored in your cell or mail systems.
- **As Team Representative, you must fill out a Volunteer Disclosure form**
 - Team coaches, Team Managers & Team Treasurer must fill a **Volunteer Disclosure** form online found here www.tnsoccer.org under **Administration/Forms** tab.
 - If you are serving dual roles (i.e. team manager and treasurer), you only need to do this once.

DURING SEASON

- **Organize player's/coaches' card**
 - Once you have the players and coaches card from HVFC's Registrar, have the players sign it, affix their picture and laminate the pass. The use of a large ring attached to the notebook is great to keep these together. Keep these in alphabetical order to make it easier for you.
- **Organize team notebook**
 - The team notebook should contain forms that you will need for tournaments and games. It should also contain all the forms that will keep you organized (such as contact list, tournament list, etc).
 - See [Contents of Team Notebook](#) for the list of mandatory forms that must be maintained. Use of plastic sleeves works well to keep these organized.
- **Order Uniforms**
 - Place uniform order with Soccer Post in Knoxville. Team Managers will handle ALL uniform order/re-order.
 - See [Uniform List](#) for contact information and how to order.

- **Calculate team expenses for the season**
 - After the initial team meeting, you should have a good idea of teams' projected expenses. Use the [Projected Expenses](#) template to help you get organized.
 - It is the role of the Treasurer to send an invoice to the parents so that funds can be collected. All checks should be written to your team as stated on your bank account. (i.e. HVFC 95).
 - Have a system in place that allows you or your treasurer to keep track of individual accounts, for better accounting of funds. Use the [Individual Player's Account](#) template if you need help.

- **Communicate games/practice cancellation and changes to the team**
 - HVFC website or your coaches are good resources to get information about field closure.
 - Use of text messaging is a great way to send notices out in mass and expediently.
 - Update to your online calendar/website is another good mechanism to get the word disseminated.
 - Ensure that everyone gets the message in a timely manner!

- **Communicate games information to the team**
 - Send out game date, time, directions and what uniform to wear.
 - Wear WHITE jersey, GREEN shorts & GREEN socks for HOME games.
 - Wear GREEN jersey, GREEN shorts & GREEN socks for AWAY games.

- **Guest players request from your team**
 - Players are not allowed to be guest players for another club without prior approval from Coaching Director.

- **Tournaments**
 - Apply for tournaments. Pay attention to deadlines. The sooner you do this, the better. The tournament website should contain application form and many have options to register online.
 - Be consistent in what you use for your team name. Do not use "HVFC 95 Boys" on one and "HVFC 95" on another. Rule of thumb, use the same name as stated on your state approved roster.
 - If you registered online, you will have to pay with a credit card. Ask to be reimbursed from your team treasurer.
 - If you registered by mail, a check needs to be written from your team's account.
 - You or your travel coordinator should start searching for hotel accommodations.
 - Consult the tournament's website if they provide a travel agency.
 - Ask for hotel's group sales to negotiate better rates for the team.
 - Always ask for hotel's complimentary room policy. You can always negotiate for this and use it for the coaches or any of your scholarship kids.
 - Make sure you have a good cancellation policy should the tournament be cancelled due to bad weather, lack of team participants, etc.
 - The more rooms you book, the better the rate is and more complimentary rooms. It is always good to work with other HVFC teams who are attending the same tournament.

- Always request that reservations be made individually. Stay away from hotels that require all reservation made on one credit card.
 - Send out information regarding reservation information and process to the team.
 - You may need to make a reservation for your coach. Do not forget to get reimbursed.
- For tournaments held outside Tennessee, you need to apply for **Out of State Travel permit** found in www.tnsoccer.org under the **Administration/eTravel** tab. This is only necessary for US Youth Soccer sanctioned tournaments. If the tournament is sanctioned through another governing body such as US Club Soccer, you do not need to apply for a travel permit; however, you may need to pay additional fees for insurance coverage. The tournament's website will be a good source for information.
 - Approved Out of State Travel permit should be placed in the Team Manager notebook.
- Should you need guest players from clubs outside HVFC, you need to fill out a **Guest Player Permit** form found in www.tnsoccer.org under the **Administration/eTravel** tab. Guest players from other HVFC teams or HVFC recreational program will only require player passes. Contact the appropriate competitive team's team manager to get the player pass. The club's registrar should be able to provide you with the player pass for any Recreational player.
 - Guest Player Permit form should be placed in the Team Manager notebook.
- (Optional) Prepare and distribute a travel folder for all players/parents traveling that includes:
 - See [Travel Packet](#) template for example
 - Contact List
 - Directions
 - Maps
 - Hotel Information
 - Tournament Schedule
 - Info on any extra scheduled team events
- Consult the tournament's website for paperwork requirements and make sure that you gather these before you make the trip.
- Add any guest players to the roster and have their paperwork in-hand.
- Print a copy of the tournament's rules and place in the notebook. This will come in handy should you need to consult it.
- Register the team for the tournament. **DO NOT FORGET** to bring the Team Manager notebook and all the necessary paperwork for registration.
- Make sure you have enough roster form available for the tournament.

- Scrimmages/Friendlies

- Either you or the coach will schedule scrimmage/friendly games.
- Usually, each team is responsible for half of the total referee fees.
- For HOME games to be held at Eastman Park, do the following:
 - **MUST** reserve the field by sending a note to FieldReservations@hvfcoccer.com. Please send your requests at least 1 week prior to the date or as soon as you know. There are several factors to consider that takes time to coordinate (i.e. field availability, field preparedness and referee availability).

- MUST request for referees by sending a note to assignor@hvfcsooccer.com. Please send your requests at least 1 week prior to the date or as soon as you know.
 - HVFC's website contains the current fee structure for the referees. Use this as guideline for HOME scrimmage/friendly games. Here is an example of [HVFC Referee Fees Structure](#).
 - For AWAY scrimmages/friendlies, consult with the opposing team's team manager/coach regarding their fee structure in case it is different from ours. Your team will only pay half unless other agreements were agreed upon.
 - Always have money for the referees and the Team Manager notebook available.
- **League Games (i.e. East TN Youth Soccer League or local leagues)**
 - Consult the appropriate websites for rules to adhere to for league games.
 - The league administrator should provide game schedule.
 - Always have money for the referees and the Team Manager notebook available.
- **State League Games**
 - Consult www.tnsoccer.org or your coach for information regarding rules and requirements for State League games.
 - You will have to work with other team managers to work out a schedule.
 - Always have money for the referees and the Team Manager notebook with you at all states league games.
- **Reimbursement of coaches travel expenses**
 - Use the [Coach Reimbursement](#) template as your record of each reimbursement. This will be useful in case your team account is audited at end-of year.
 - Follow the [Coach Travel Expenses Guidelines](#) for reimbursement of travel expenses.
 - If appropriate, send invoice to other teams for reimbursement on shared expenses. (i.e. coach rode with another coach or coach shared room with another coach or other team coached by the same coach attended the same event)
- **Help organize Fundraising events**
- **Solicit volunteers and keep track of hours**
 - Parents are asked to volunteer for a minimum of 5 hours or opt to donate money instead. You need to keep track of hours for the volunteers from your team.
 - For AFF tournament, you must submit your volunteer list and hours to the Tournament Director so that your team may receive tournament partial fee reimbursement.
 - Refer to [Volunteer List](#) for an example on how to manage volunteers.

POST SEASON

- **Send out end of season account invoice**
 - Work with treasurer to send out an end-of-season account invoice to the parents. This will allow them to settle money owed so that the team books can be balanced.
- **Refund money**
 - Issue refund to player not returning next season.

- **Organize end of season party**
- **Organize indoor Winter Session**
 - o Team has an option to conduct an indoor winter session at the Dobyys Bennett indoor facility . Work with your coach and parents to gauge interest and availability.

HELPFUL LINKS

Pre-Season Meeting Agenda Example

- Introduce Coaches as necessary.
- Introduce Team Representatives as necessary.
- Introduce new Team member(s) as necessary.
- Should you decide to delegate the following functions, solicit volunteers for the following team representatives as needed:
 - o Treasurer
 - o Travel Coordinator
 - o Recreational Field Liner – each competitive team is required to line fields for HVFC Recreational program per season. Schedule will be provided by the Fields/Equipment Coordinator at a later date
- Solicit updated contact information.
- Decide on tournaments/friendlies to participate for the season.
- Decide on local league participation (i.e. ETYSL or local leagues).
- Solicit uniform needs. HVFC will provide a list of approved uniform kit.
 - o Green Jersey
 - o White Jersey (optional)
 - o White Practice T-shirt
 - o Green Shorts
 - o Green Socks
 - o Bags (optional)
- Decide on practice days and time
- Remind parents to register online ASAP so that club's registrar can issue roster and get all the necessary paperwork (i.e. player passes) done prior to your first game.
- Have parents provide following forms from the registration process.
 - o Notarized medical release form (Although TN does not require this to be notarized, other states still requires this to be done)
 - o Permission to roster form
- Have parents provide a copy of the following:
 - o Copy of birth certificate (as necessary)
 - o Copy of current insurance card
 - o Current picture for player pass. (Wallet-size school picture works well)
 - o Signed HVFC code of conduct form
- Outline how the team will be organized and managed.
- Review how and when funds will be collected and to whom the payment checks should be written to.
- Discuss HVFC's Code of Conduct.
- Have coach discuss teams' expectations and policies.
- Discuss fundraising ideas if necessary.
- Provide coaches and your contact information to the parents.

NOTE: Click on links to get examples. The CD contains ALL the actual files to be used as template. If you choose to use any of these templates, simply copy to your computer and start entering the information. These are merely suggestions; if you already have tools to keep you organize continue using it.

List of Forms, Documents & Spreadsheet to get organized

There are many ways to keep track of team information. These are examples only to give you idea and starting point.

- [Contact List](#)
- [Uniform List](#)
- [Volunteer List](#)
- Email distribution List
- [Cell Phone distribution list](#) used for mass text messaging
- [Projected Expenses Spreadsheet](#)
- [Individual Player's Account Spreadsheet](#)
- Team website, if appropriate
- On-line calendar, if appropriate

Contents of Team Notebook

Managers must keep in this the following paperwork. This notebook must be brought to all games/tournaments. If the manager cannot attend a game, a designated fill-in must bring the notebook. (zip-up weather proof binder will work best and plastic sleeves for the documents works as well).

Forms needed for tournament and games

- Player passes (signed, with picture attached and laminated)
- Coaches passes (signed, with picture attached and laminated)
- Player birth certificates (use to verify in case of questions about actual age of player; place this somewhat hidden to protect information from theft identity)
- Copies of insurance cards
- Official state issued team roster and Xerox copies for extra
- Medical Release forms
- Out of State Travel Permit as necessary
- Approved Guest Player form as necessary

Forms needed as well

- Signed HVFC Code of Conduct form

Additional useful forms to include

- Team Contact List
- Referee Fee Structure
- Uniform Order Form
- Volunteer List
- Coaches Travel Expenses Guidelines
- Rules for tournaments
- State/Local League Rules as necessary
- State/Local League Contact list as necessary

Projected Expenses Example

HVFC 95 FALL 2009 - OPERATING EXPENSES - PROJECTED											
Tournament	City	Month	Date	Tourney Fee	Coach Gas	Coach Food	Coach Hotel	Out of State Fee	Ref Fees	Expenses	
Morristown Round Robin	Morristown, TN	August	15	\$125.00	\$20.00	\$12.50	N/A	N/A	N/A	\$157.50	
Adidas United Cup of Champions	Hendersonville, TN	September	26-27	\$485.00	\$80.00	\$50.00	COMP	N/A	N/A	\$615.00	
24 th Annual AFF	Kingsport, TN	October	18-19	\$425.00	N/A	N/A	N/A	N/A	N/A	\$425.00	
Stellar One/Star Cup	Roanoke, VA	November	07-08	\$575.00	\$40.00	\$25.00	COMP	\$10.00	N/A	\$650.00	
Friendlies		Aug - Nov		N/A	\$120.00	\$75.00	N/A	N/A	\$225.00	\$420.00	
Division 2 State League		Aug - Nov		\$450.00	\$160.00	\$75.00	N/A	N/A	\$212.50	\$897.50	
Total for each expense category				\$2,060.00	\$420.00	\$237.50	\$0.00	\$10.00	\$437.50	\$3,165.00	
Total for each expense category per player			Based on	15	\$137.33	\$28.00	\$15.83	\$0.00	\$0.67	\$29.17	\$211.00
			Based on	16	\$128.75	\$26.25	\$14.84	\$0.00	\$0.63	\$27.34	\$197.81
<p>Shared cost with U14 Boys coached by Dustin Will be adjusted later based on our help with AFF Allotted coach expenses for 3 state league games. 2 games will be in Kingsport and will be considered part of coaching fee. 1. Cleveland - 2 tanks & \$25.00 for food 2. Knoxville - 1 tank & \$25.00 for food 3. Knoxville - 1 tank & \$25.00 for food Allotted coach expenses for 3 friendlies outside Kingsport. 1 tank & \$25.00 for food each</p>											
<p>Fees are payable on an installment basis and does not include registration fee or coaching fee. Checks are payable to HVFC 95 and will be collected by our treasurer</p>											
Comments											
Tourney Fee	As published										
Coach Gas	\$40.00/tank full (this will vary depending on current cost of gas) - 2 tanks or cost per away tournament - 1 tank or cost for local 2 days events outside Kingsport (within Tri-Cities) - 1 tank or cost for local 1 day events outside Kingsport (i.e. Morristown, Knoxville) - None is allocated for events in Kingsport (part of coaching fee)										
Coach Food	\$25.00/per day. None is allocated for events in Kingsport (part of coaching fee)										
Coach Hotel	Allotted \$100.00/night. This will vary based on hotel rates and whether we can share cost with other HVFC coaches or Dustin's other teams. Every effort is made to acquire COMP or FREE room for the coach.										
Out of State Fees	\$10.00/away tournament to be paid to TN state										
Referees Fees for Friendlies	Allotted 5 friendly games with \$45.00 of ref fees per game. We may not use all or any										
Referees Fees for Division 2 State League	Allotted 5 games with \$42.50 of ref fees per game.										

Uniform Order Form Example

TEAM UNIFORM WORK SHEET

SoccerPost
 7838 Kingston Pike
 Knoxville, TN 37919
 865/247-4672, 865/247-4678 (fax)
 soccerposttn@comcast.net

Date	Club / Team	Contact	Email	Phone

Please return completed sheets to Kallin Rhodes or Austin Rhodes at Soccer Post via any of the contacts above.

Player Name	Uniform #	Home Jersey Size	Away Jersey Size	Short Size	Sock Size	T-Shirt Size	Bag Y/N	*Email Address
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								

*Email addresses will be used to receive notice of specials and discounts from Soccer Post.

NOTE:

For Jersey and Shorts, specify Adult or Youth (i.e. AL = Adult Large, YM = Youth Medium)

For Socks, specify Adult or Youth (i.e. A = Adult, Y = Youth)

Specify Quantity as (AL x 2 = 2 Adult Large)

Coaches Travel Expenses Guidelines

COACHES TRAVEL EXPENSES GUIDELINES

▪ **Fuel**

- \$40.00/tank full (this will vary depending on current cost of gas)
- 2 tanks or cost per away tournament
- 1 tank or cost for local 2 days events outside Kingsport (within Tri-Cities)
- 1 tank or cost for local 1 day events outside Kingsport (i.e. Morristown, Knoxville)
- None is allocated for events in Kingsport or 1 event within Tri-Cities (part of coaching fee)

▪ **Food**

- \$30.00/per day
 - \$5.00 – Breakfast
 - \$10.00 – Lunch
 - \$15.00 – Dinner
- None is allocated for events in Kingsport (part of coaching fee)

▪ **Hotels**

- Allotted \$100.00/night. This will vary based on hotel rates and whether we can share cost with other HVFC coaches or other teams.

Cell Phone Distribution List Example

Most digital cell phones have the ability to send and receive short text messages. This is called short message service (SMS) or text paging. You can easily send email to cell phone distribution list and the note will be sent as text message. This is useful in sending out last minute cancellation or updates to the team. For the most part, the recipients are not in front of their computer to read your note however; they always have their cell phones handy. Emails sent as text message are generally restricted to a 160 characters message however for cancellation and updates, your notes should be concise anyway.

In order for this to work, you must know the cell phones's email address. To determine this you will need to know the phones carrier. You can use the link below to determine a cell phone #'s carrier.

<http://mobilecarrierlookup.com/api/?carrier-verizon&ringtone>

Once you know the carrier, you can construct the cell phone's email address. Each carrier has a standard syntax/format to use. Use the table below to determine the proper syntax. For examples:

Carrier	Send Email to phonenumber@....
AT&T	Cell phone #@mobile.att.net
Alltel	Cell phone #@message.alltel.com
Cingular	Cell phone #@mobile.mycingular.com
Nextel	Cell phone #@messaging.nextel.com
Sprint	Cell phone #@messaging.sprintpcs.com
SunCom	Cell phone #@tms.suncom.com
T-mobile	Cell phone #@tmomail.net
VoiceStream	Cell phone #@voicestream.net
Verizon	Cell phone #@vtext.com

Create your distribution list of cell phones email address and simply use this as if you are sending an email to a list of regular emails. Ensure your message is within 160 characters long.

Cell Phone Email Addressess				
Player Name	Contact	Cell Phone #	Carrier	Cell Phone Email
Last, First	Dad	(423) 123-4567	Sprint	4231234567@messaging.sprintpcs.com
	Mom	(423) 123-4568	Sprint	4231234568@messaging.sprintpcs.com
	Player	(423) 123-4569	Sprint	4231234569@messaging.sprintpcs.com
Last, First	Dad			
	Mom			
	Player			

HVFC Referee Fees Structure Example

HVFC REFEREE FEES EFFECTIVE JAN 2009			
	Center Ref	AR's (each)	Total
U9 - U10	\$25	\$12	\$49
U11 - U12	\$30	\$15	\$60
U13 - U14	\$35	\$20	\$75
U15 - U16	\$40	\$25	\$90
U17 - U19	\$45	\$30	\$105
1 AR + 1 Club	Add half of one AR fee to Center Referee's Fee		
0 AR + 2 Club	Add one full AR fee to Center Referee's Fee		
U-8 REC	\$12	--	\$12
U10 REC	\$18	--	\$18
U13 REC	\$25	\$12	\$49
Weather Cancellation	Full Pay If Game Has Started; No Pay Otherwise \$10 Each If Refs Were Not Reasonably Notified		

Travel Packet Example