

FCU Manager's Manual

Thank you for volunteering to fill the role of Team Manager. Your role of the team manager is critical to a positive experience for your team's players and parents. Below are some basic instructions to get you started. Please feel free to ask questions and don't be afraid to reach out to other team managers for information or "tricks" on how to manage your team.

Team Communications

You will need to communicate with your team often!

- Ensure your contact list for your team is updated as needed.
- Notify your team of any practice or game schedule changes.
- Send reminders of meetings, games or any other important events.
- Notify your team's coach and trainer when you have been notified that players will be missing a practice/game/tournament.

Medical and Liability Release Forms

Each FCU player is required to have a completed "Medical and Liability Release" form on file. These forms are usually completed by parents at the beginning of the season at the time of registration and provided to you. Often, you will have to "track down" parents to get one completed for players missing these forms. A completed "Medical and Liability Release" for each player is also a requirement for participation in all tournaments and will be needed at tournament check-in time, so it is wise to get these from parents right away at the beginning of the season.

The "Medical and Liability Release" form can be found at:

http://www.wiyouthsoccer.com/Assets/wysoccer_assets/pdf/forms/WYSA+Membership+Form+2014.2015.pdf

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Game Day Requirements

If your team is playing in the East Central League (<http://www.ecdsoccer.org>), you will need to have ready –

1. The player passes.
2. A Game Day Report.
3. A copy of your team's official team roster. Attach it to the Game Day Report.
4. Your team's portion of the referee fees.

If your team is playing in the State League (<http://www.wiyouthsoccer.com>), you will need to have ready –

1. The player passes.
2. A copy of your team's official team roster.
3. Your team's portion of the referee fees.

These items should be prepared ahead of time and given to your team's coach during team warm-ups prior to game.

Player Passes

Safe-guard your team's player passes! Each player only gets one copy and they are difficult to replace if lost. Bring the player passes to each league and tournament game. Remember to collect them from the referee or coach after each game.

FCU often club passes players to play on other FCU teams when needed. At these times, you will need to arrange to give the player pass for the club passed player to the other team's manager. Make sure to arrange a time to get the player pass back from that team's manager before you need it for your team's next game!

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Game Reports (not typically required for State League or tournament games)

The Game Day Report form can be found at <http://www.ecdsoccer.org/page/show/801848-game-day-report>. The format of the form is a Microsoft Excel spreadsheet which can be saved and completed on your home computer. If you do not have Microsoft Excel on your home computer, consider downloading and installing the free OpenOffice suite (<https://www.openoffice.org/>). OpenOffice has many of the same features as the Microsoft Office suite and will allow you to work with Excel documents.

Prepare a game day report for each of your team's league games. You will need to fill out the entire left side of the report, including:

- *Home Team Name*
- *Visitor Team Name*
- *Age Group*
- *Gender*
- *Game Date*
- *League*
- *Game type*
- *Home -Team Coach* for home games or *Visitor - Team Coach* for away games.
- *Roster* – either enter your team player's information or simply attach the official team roster.
- *Club Pass Players* – list any FCU players from other teams that will be playing with your team.

Official Team Rosters

You will be given a copy (likely a pdf will be emailed to you) of your team's official team roster. You will need to make copies of your team's roster for each game and tournament your team will participate in.

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Referee Fees (not typically required for tournament games)

At the beginning of each season, you will receive money from the FCU Treasurer for your team's share of the referee fees for each league game (each team pays ½ of the referee's fees for that game.)

Prepare the envelopes for each game (usually done for the entire season when the schedule is first available.) Each game will require 3 envelopes to hold your team's share of the payment to the Center Referee (Center), Assistant Referee #1 (AR #1), and Assistant Referee #2 (AR #2).

Format for labeling Envelopes:

Team Name
Date and Time of the Game
Location of the Game
Person Receiving the Envelope – Center, AR #1, or AR #2

Example Envelope #1:

FCU 02/03 – U11
5/1/2014 - 2:00 PM
Greenville Field of Dreams
Center

Example Envelope #2:

FCU 02/03 – U11
5/1/2014 - 2:00 PM
Greenville Field of Dreams
AR #1

Example Envelope #3:

FCU 02/03 – U11
5/1/2014 - 2:00 PM
Greenville Field of Dreams
AR #2

Place CASH money in each envelope for the referees. If you were not told the fees for your team, ask the FCU Treasurer or consult the "Referee Fee" schedules. The "Referee Fee" schedule can be found at:

- For East Central league - <http://www.ecdsoccer.org/page/show/761899-referee-fees>
- For State League - http://www.wiyouthsoccer.com/Top_Navigation/Referees/Referee_Fees.htm

Place ½ of the referee fee in each envelope. Example: If the Center Fee = \$26, then place \$13.00 in the envelope. If the AR Fee = \$16, then place \$8.00 in each of two envelopes for AR#1 and AR#2.

Note:

- If a game is rescheduled, please just cross out the original date on your envelope and write in the new game information.
- If a game is canceled and NOT rescheduled, please return the referee money to the club treasurer.

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Score Posting

Score posting is done for league games for teams U11 and up. This task should be completed by the coach or team manager of the winning team within 48 hours after the game has been played. You will need to work with your team's coach to decide who will perform this duty.

At the beginning of each season, each team's coach will be sent a password for the "Scorekeeper Login" on the League One website. You may also be provided with a password if this duty is given to you.

League Schedules

East Central League schedules can be found on their website at:

<http://www.ecdsoccer.org/page/show/170469-schedules-for-classic-recreational-adults>

State League Schedules can be found on their website at:

<https://active.leagueone.com/Olr/Pages/ScheduleDisplay.aspx?ClubId=12869>

Schedules are usually posted several weeks prior to your team's first game. Make every effort to get your team's game and practice schedules on the FCU website calendar as soon as possible. The sooner you can provide the schedule to your team's families, the less likely there will be scheduling conflicts in the future.

League Contacts

At times, it will be necessary for you to contact a coach or team manager from another club (for instance, when you need to reschedule a game.) Team contact information is posted prior to the start of each season at the following links:

East Central League - <http://www.ecdsoccer.org/page/show/675799-team-contacts>

Boys State League - http://www.wiyouthsoccer.com/Left_Navigation/Leagues/boysstateleagueschedules.htm

Girls State League - http://www.wiyouthsoccer.com/Left_Navigation/Leagues/girlsstateleagueschedules.htm

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Website Calendars

At the beginning of the season you will be provided with instructions on how to log into the FCU website to manager your team's calendar. You will be responsible for keeping accurate practices and games dates and times for your team on your team's calendar. FCU families rely on these calendars to plan their own family schedules, so please make every effort to keep your team's calendar accurate with current information.

Adding a Game or Practice

- Log into the FCU website.
- At the top of the page, select *Admin > Scheduling > Add Game or Practice*.
 - Enter the *Date* of the event.
 - Enter the *Time* and set the duration of the event. Check *TBD* box if the time is unknown.
 - Select the *Location* of the event from the drop down list. Home fields are listed at the top with the remaining facilities being sorted by city and then facility name (i.e. *Milwaukee, Uilhein Soccer Park*.) If a facility is not found in the list, you can click *Add Location* and fill out the form to add a facility to the list.
 - Select the *Status* of the event. You may leave it at *N/A* most cases. If a game or practice is cancelled, you will change this to *Cancelled* at that time.
 - Select the *Category* (Game, Practice, Tournament, etc.).
 - Select the *Season* (FCU Premier 2013-2014, or FCU New London 2013-2014, etc.)
 - Select your *Team* (you must have the proper *Season* selected for your team to be on the list.)
 - For games, select the *Outside Opponent* from the drop down list. If your opponent is not found in the list, type their name in the *Define Other* text box. For practices, *Outside Opponent* is not required.
 - Add an *Event Note* as needed (not required, but sometimes it is helpful to give some extra information. For example, *Bring your indoor and outdoor shoes to practice*.)
 - Uncheck *Notify Team Managers, Notify Team members and parents* and *Notify Officials*. We do not use these features of the website at this time.
 - Click *Submit*.

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Adding a Recurring Game or Practice

You can also set recurring schedules (for example, practices that occur on a regular set schedule – same time, same day of week, same location, etc.)

- Log into the FCU website.
- At the top of the page, select *Admin > Scheduling > Recurring Games*.
 - Enter the frequency of the recurrence (i.e. 1 per week). It is recommended to schedule, for instance, all Monday practices this way, then go back and do a second recurring schedule for the Thursday practices.
 - Enter the *Date Range* (i.e. the first Monday practice to the last Monday practice in the season.)
 - Enter the beginning and ending *Time* of the event.
 - Enter an *Opponent* if needed (not required)
 - Enter a *Location* (you may need to go to *Admin > Facilities > Add Facility* if it is not already in our list.)
 - Select a *Category* for the event (Practice, Game, etc.)
 - Enter any *Notes* as needed.
 - Click *Submit*.



Add Facility (Location)

Adding a facility will require only some basic information about the facility. Most of the items on the Add facility form can be ignored.

- Log into the FCU website.
- At the top of the page, select *Admin > Facilities > Add Facility*.
 - Enter a *Facility Name*.
 - Enter the address for the facility (*Address, City, State, Zip*).
 - Click *Submit*.

Modifying or Deleting a Calendar Entry –

If you need to delete or modify a calendar entry,

- Log into the FCU website.
- Navigate to your team's calendar and locate the entry to be deleted or modified.
- To the right of each calendar entry, you will see two icons:
 - to modify an entry, click 
 - to delete an entry, click 


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Canceling a Game or Practice

Occasionally, due to weather or field conditions, a team will need to cancel and reschedule a game or practice. The decision to cancel will often be a collaborative one made by a group that may include the team manager, the team coach, a game referee, and an FCU Board Member. FCU will comply with the East Central Soccer District Weather Policy posted on our website at:

<http://www.foxcitiesunited.com/>

If a game or practice is cancelled, please update your team's website calendar accordingly. Please do not delete the event from the calendar. Instead, just change its status to "Cancelled".

- Log into the FCU website.
- Navigate to your team's calendar and locate the entry to be modified.
- To the right of event entry, click .
- Change the *Status* to "Cancelled" (see below.)
- Add a descriptive note such as, "Cancelled due to weather and field conditions."
- Click *Submit*.

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Date TBD for min. to ⓘ

Location ⓘ

Category ⓘ


Status ⓘ ID

Arbiter ID

Season Link to tournament bracket

Teams

Outside Opponent ⓘ

 Event Note ⓘ

Notify Team Managers
 Notify Team members and parents
 Notify Officials

Note: Team schedules must be "Live" for immediate notices to be sent

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Game Reschedules (for East Central League games)

Game rescheduling is NOT fun! It will usually require a lot of back and forth communication between both teams before a new date, time and possibly location can be agreed upon. Sometimes reschedules will be handled by the coach. You will need to determine if the coach or you will be handling this task. Here are the basic steps:

1. Work with your coach to determine a new date(s) for the game (it is a good idea to have several options ready.) Make sure to check with your players to see if they are available to play on the new date(s) as well.
2. If rescheduling a home game, check with Renee Sullivan (fields@foxcitiesunited.com) to make sure that there is field availability for your proposed dates
3. Contact the opposing team's coach or manager and provide them with the date(s) you are suggesting. This may take some time and some back and forth to nail down a mutually agreed upon date, time and location.
4. Complete the East Central League “**Game Rescheduling Request**” form. Typically the Home team is responsible for initiating this.
 - East Central link to initiating a game reschedule:
<http://www.ecdsoccer.org/page/show/736848-game-rescheduling>
 - In the “**Home Team Field Scheduler**” section of the Game Rescheduling Request form –
 - Field Scheduler - Select “**Everton – Renee Sullivan**”
 - Field Scheduler Email - fields@foxcitiesunited.com
5. This will also notify the Referee Assignor about the reschedule request. They will determine together if the dates and times submitted will work and get back to you. Once the Field Scheduler/Referee assignor confirms the reschedule, he will notify you of the change and update the schedule on the East Central website to reflect the change.
6. At the time when the East Central schedule reflects the new change, please update the FCU calendar with the new date, time, and location as necessary.
7. Communicate the change to your team.

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Game Reschedules (for State League games)

The State League game reschedule process is as follows:

1. Work with your coach to determine a new date(s) for the game (it is a good idea to have several options ready.) Make sure to check with your players to see if they are available to play on the new date(s) as well.
2. If rescheduling a home game, check with Renee Sullivan (fields@foxcitiesunited.com) to make sure that there is field availability for your proposed dates.
3. Contact the opposing team's coach or manager and provide them with the date(s) you are suggesting. This may take some time and some back and forth to nail down a mutually agreed upon date, time and location.
4. Complete the State League “**Reschedule Request Form**”. Typically the team needing the reschedule is responsible for this. The State League Reschedule Request Form can be found at:

[http://www.wiyouthsoccer.com/Assets/wysoccer_assets/pdf/forms/WYSA Reschedule Request.pdf](http://www.wiyouthsoccer.com/Assets/wysoccer_assets/pdf/forms/WYSA%20Reschedule%20Request.pdf)

5. Email the completed form to the State League Administrator:

Patrick Hodgins

phodgins@wiyouthsoccer.com

6. The State League Administer will consider the request and approve or deny the request.
7. When you receive confirmation that the game has been rescheduled, please update the FCU calendar with the new date, time, and location as necessary.
8. Communicate the change to your team.

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Tournaments

Work with your team's coach to determine which tournaments your team will participate in. Complete the tournament registration paperwork and/or online registration. Forward any receipt of registration and confirmations you receive to the club treasurer (treasurer@FCU.com) who will submit payment directly to the tournament as required.

Add the tournament dates to your team's calendar on the website. Enter the type as a "tournament". Game times should be marked as "TBD" until the game schedules are available. Tournaments typically do not release the game schedule for the tournament until shortly before the weekend of the tournament. After the schedules are posted, it is a good idea to update your team's calendar on the FCU website to reflect the exact times and locations of each game your team will play in the tournament.

Checking-In Your Team at Tournaments

If you are prepared, check-in is usually a quick and painless process. Tournaments will usually post a "Manager's Check-list" on their website listing the requirements at check-in time. Each tournament will have its own requirements for check-in, so check the tournament website well ahead of time for instructions.

Most tournaments require check-in at least 1-hour prior to the start of your team's first game. In most cases at check-in time, tournaments require:

1. Player passes for each player on your tournament roster. These will be returned to you at check-in time to be brought to each of your team's games during the tournament. If club passing players for the tournament, make sure to obtain their player passes from their team's manager as well.
2. Copies of the official team roster for each player on your tournament roster. If club passing players for the tournament, make sure to obtain copies of the club passed player's official team roster from their team's manager as well. These are typically not returned to you by the tournament officials.
3. Copies of the "Medical and Liability Release" forms for each player on your tournament roster. If club passing players for the tournament, make sure to obtain copies of their forms from their team's manager as well. These are typically not returned to you by the tournament officials.

If your team is attending an out-of-state tournament, other paperwork is usually required. Again, check the "Manager's Check-list" on the tournament website well ahead of time to determine what you will need to have ready.

Hotels

If your tournament is out of town, you may wish to coordinate with your team and the managers of any other FCU teams that may be attending the same tournament, to reserve a block of hotel rooms at a hotel near the tournament facilities. Consider doing this early in the tournament planning process since hotels located near the tournament facilities typically fill up quickly.