

TEAM MANAGER HANDBOOK



Academy of Soccer Excellence

2017-2018

Welcome to Tri-Cities, WA Academy of Soccer Excellence (ASE). ASE was formed to provide the youth of the greater Tri-Cities area with an opportunity to train at higher levels and compete at competitive levels. Our mission is to develop soccer skills, as well as build relationships and social foundations that will help kids in the game of soccer and throughout life.

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WELCOME TO ASE SOCCER

Thank you for volunteering to be an ASE Team Manager. The main focus of your role is to act as a communication liaison between your coach and the rest of the team, as well as coordinate/organize all of your team activities. Taking a proactive approach to managing your team and keeping open communication between parents and the coach are key elements to making this a positive experience for all.

Most of the questions you may have should be answered in the attached pages. If other questions arise, please direct them to myself or the appropriate board member/ASE contact. You will find contact information listed within this handbook. In addition, our ASE website, as well as the websites for US Club Soccer and Puget Sound Premier League (PSPL) are valuable resources.

Again, thank you for volunteering your time. ASE is a volunteer-run organization. With committed individuals like you, we are able to continue to offer a quality soccer experience to our youth!

Please feel free to contact me directly with any questions you may have.

*Craig Griffiths
ASE President
president@asesoccer.com*

KEY CONTACTS

ASE Club Website

www.asesoccer.com

US Club Website

www.usclubsoccer.org

Puget Sound Premier League

www.pugetsoundpremierleague.com

* PSPL Manager's page: <http://pugetsoundpremierleague.com/leagues-5/manager-s-corner> - this will contain all the information and game day roster sheets needed for all games. Also a very useful PSPL manager handbook.

ASE CONTACTS

To obtain assistance with....

| | | |
|---|------------------|--|
| Budget/Financial | Amy Carter | treasurer@asesoccer.com |
| Managers/Volunteers | Sara Cabe | admin@asesoccer.com |
| ASE Registrar (US Club Soccer) | Katy O'Callaghan | registrar@asesoccer.com |
| Game Scheduling, fields & referees | Stephanie Fox | scheduling@asesoccer.com |
| Practice Field scheduler | Crissie Woods | woodscj@frontier.com |
| ASE Letterhead, forms/documents | Aimee Hunt | secretary@asesoccer.com |
| Discipline/Protest | Mike Dunn | vicepres@asesoccer.com |
| Implementation of soccer programs | Ryan Ollero | soccerops@asesoccer.com |
| ASE administration | Craig Griffiths | president@asesoccer.com |
| Club sponsorship | Kody Wintrode | marketing@asesoccer.com |
| Bylaws, articles, and/or rule interpretations | Craig Griffiths | president@asesoccer.com |
| Communications | Kody Wintrode | communications@asesoccer.com |
| Purchasing uniforms, etc. | Bill Cox | bill@thecoxfam.net |
| ASE website | Bill Cox | webmaster@asesoccer.com |
| Grievance procedure/Formal Protest | | grievance@asesoccer.com |

TEAM MANAGER RESPONSIBILITIES

*****Here are the most important technical items you are responsible for:**

- Manage team on US Club (KYCK) and ASE websites.
- Manage US Club Player/Staff passcards.
- Comply with Puget Sound Premier League (PSPL) Team Responsibilities and Game Day Procedures
- Work with coach to determine plans for the team and act as communication liaison between coach/parents.
- Register team for appropriate Puget Sound Premier League (PSPL).
- Form Compliance

*****Other tasks that you are either responsible for yourself, or that can be delegated out to parents on your team.** Provide this list to the team parents and ask for volunteers for those responsibilities that you want to delegate out.

- ✦ Treasurer – determine a team budget, communicate costs to your team and collect funds accordingly; maintain team bank account.
- ✦ Social Chair - coordinate social entertainment and activities.
- ✦ Fundraising – organize team fundraisers.
- ✦ Travel – coordinate and communicate team travel arrangements.
- ✦ Team Uniform Coordinator – coordinate team uniform/other purchases.
- ✦ Tournament Director – oversee tournament applications and registration.
- ✦ Field Equipment Manager – bring bench/shade tent to games.
- ✦ First Aid/Ice Attendant – bring first aid kit/ice packs to games.

FORM COMPLIANCE

You will need to ensure that each player on your team has the completed and signed the following forms.

- ☑ **US Club Youth Registration Confirmation/Medical Release Form**
 - Located on US Club Home Page under “Resources” → “Administrative” → Forms and Documents: **Youth Player Registration Form & Medical Treatment Authorization Form (#R002-Y)**. Either print form and have players complete and return to you, or send it electronically. (*note: this form was provided to all new players during registration)
 - Retain these forms in your records.
 - ***This form does not need to be completed each year.***

- ☑ **Sudden Cardiac Arrest and Concussion Compliance Form**
 - Located on the ASE Home Page under “Documents” → “Team Documents” → “PSPL Sudden Cardiac Arrest and Concussion Compliance”.
 - Print form and have players complete and return to you.
 - Retain these forms in your records.
 - This form **does** need to be completed each year for every player.

- ☑ **Player Code of Conduct**
 - Located on the ASE Home Page under “Documents” → “Team Documents” → “Player Code of Conduct”.
 - Print form and have players complete and return to you.
 - Retain these forms in your records.
 - This form **does** need to be completed each year for every player.

- ☑ **Parent Code of Conduct**
 - Located on the ASE Home Page under “Documents” → “Team Documents” → “Parent Code of Conduct”.
 - Print form and have players complete and return to you.
 - Retain these forms in your records.
 - This form **does** need to be completed each year for every player/parent.
 -

Manage Team on US Club (KYCK) & ASE websites

The ASE Registrar will set up your team roster, both in the ASE and US Club (KYCK) websites. You will be assigned to your team in both sites. Please contact the ASE Registrar (registrar@asesoccer.com) if you cannot access your team in either site.

ASE.....<http://asesoccer.com>.

When you log in to the ASE site, select your team under the “Teams” tab.

WHAT TEAM MANAGER WILL DO ON THE ASE WEBSITE:

- Manage team schedule (add/edit practices, games, etc.)
- Access team roster/contact information (under the “options” tab, you can email entire team).

US CLUBSOCCER.....<http://www.usclubsoccer.org/>.

KYCK Play is the registration portal for US Club Soccer. On the US Club Soccer home page, select “Log in to KYCK Play”. Create an account using the same email address used for your ASE account.

You will be assigned to your team in the KYCK website, so when you log in you will be taken to your team page.

WHAT TEAM MANAGER WILL DO ON THE KYCK WEBSITE:

- Print Official US Club Roster
- Print Official US Club Player/Staff Cards
- Upload player photos for player cards
- Manage team roster (edit player jersey numbers, etc.)

*The ASE Registrar manages all other aspects on the KYCK site, so if you need to make changes to roster, please inform registrar.

Manage US Club Player/Staff Passcards

A player or staff is neither officially registered with US Club Soccer nor covered by insurance until issued a current passcard.

The individuals designated as registrars are the only ones who can request passcards.

The ASE Registrar will complete all of the necessary steps to acquire passcards for both staff and players and will notify you when cards are processed.

WHAT TEAM MANAGER NEEDS TO DO:

- Upload player photos on the KYCK website (under Players tab). Note: only the Registrar or staff member can edit staff accounts, so manager is not able to add photo of staff (unless it's their own).
- Print player/staff passcards.
- Laminate player/staff passcards.
- Hole-punch the cards and secure on a metal ring.
- **These cards are required to be presented before each game (see PSPL Team Responsibilities).**

PUGET SOUND PREMIER LEAGUE (PSPL) - Leagues

Puget Sound Premier League offers a variety of leagues for teams to select from including:

- **National Premier League** – This is the highest level of play in PSPL. The top teams from 19 teams are accepted into this league. NPL provides quality competitive play at the regional and national level. NPL champions in the PSPL will advance to the NPL Finals, a national level championship.
- **Washington State Premier League** – Premier level soccer with champions advancing to NPL or Classic 1. Travel is state-wide. Fall consists of 10 games, U11-U19. Spring is “super-league” with 8 games for U11-U14.
- **Puget Sound Classic League** – strong select teams that want to advance to premier level or remain at classic. There may be up to 3 divisions in each age group and gender, with travel regionalized to Puget Sound or Eastern Washington. Fall consists of 10 games U11-U14. Spring consists of 8 games U11-U19.
- **Puget Sound and Inland Copa Leagues** – Entry level teams consisting of rec-select or former district select teams. Travel is limited to the region (Puget Sound or Eastern Washington “Inland Copa”). Fall Spring season consists of 10 games U11-U18.
- **High School Girls Premier League** – Senior Girls Premier League for premier and NPL level league for senior girls. The league offers NPL, WSPL, Classic and Copa divisions. Fall season is GU15-19.
- **Puget Sound Development League** - development league for U8-U10 teams and is played primarily at Starfire on modified fields.
 - U8 & U9 teams play 8v8. U10 teams play 9v9. Eight-game season. Ages: U8-U10.
- **Central WA Development League** - development league for U8-U10 teams in Central Washington region -- Wenatchee, Othello, Moses Lake, Ellensburg, Yakima, Tri-Cities and Walla Walla. Eight-game season. Ages: U8-U10.
- **Spokane WA Development League** - the development league for U8-U10 teams and all games will be played at Plantes Ferry in Spokane Valley.
 - U8 & U9 teams play 8v8 and U10 teams play 9v9. Eight-game season. Ages: U8-U10.

For more in-depth information on the leagues, please visit Puget Sound Premier League... <http://pugetsoundpremierleague.com/registration>

REGISTER FOR LEAGUE

- Your coach will determine which league he/she plans to play in.
- Once the determination has been made, log on to the PSPL website and register for that league. To register your team, go to:
<http://www.pugetsoundpremierleague.com/registration> and select the league you wish to register for. Returning teams will need their last season record (Win, Loss, Tie) to be seeded.
- Once your team is registered, you will be issued log-in information for your team page. You will need this log-in information to go on to your team page and make team/schedule, etc., changes.

Comply with Puget Sound Premier League (PSPL) Game Day Procedures & Team Responsibilities

PSPL.....<http://www.pugetsoundpremierleague.com/>

PSPL GAME DAY PROCEDURES:

**** Please refer to the “League Rules” tab at the above website for a detailed review of all the league rules. It is your responsibility to be knowledgeable of and follow these rules.**

**** Forms and procedures can be found at the above website under “Manager’s Corner”.**

WHAT TEAM MANAGER NEEDS TO DO:

Managers and Coaches should have the following documents with them at all games:

- Current US Club cards for all players and coaches that will be on the sidelines with the players
- Game Day sheets must be completed with jersey numbers that match the jersey numbers on the Official US club roster.
- The player pass box must be checked on the Game Day roster sheet for any players utilizing the player pass. (see PSPL Rule 302 – Player Pass)
- The teams’ Official US Club rosters
- Official US Club roster for any players that are utilizing the player pass
- Medical Releases for all players

Managers/coaches should present the following to the Referee prior to the game:

- Two copies of the completed Game Day Sheet
- US Club Player Cards and Coaches Cards

Managers/coaches must present the following to the opposing manager/coaches prior to the start of the game:

- One copy of the completed Game Day Sheet
- One copy of the team’s official US Club roster
- One copy of the official US Club roster for any players utilizing the player pass

PSPL TEAM RESPONSIBILITIES

1. **Team Information:**

- It is the responsibility of the team managers and coaches to keep current contact information on team pages, including at least one phone number. Unless you have permission from all parents, do not release contact information/roster information to the entire team. Please respect each player/families privacy.
- There is some flexibility in scheduling and you will likely be communicating with the other coaches/managers; so it is important to have contact information current. **PSPL does ask that teams limit the amount of rescheduling that happens.**

2. **Scheduling:**

- The home team is responsible for obtaining fields and referees for their home games on the date specified by the league. This is done by the ASE Scheduler.
- If a given date does not work for the teams involved, it is the responsibility of the team managers and coaches to work together to reschedule the game to a mutually agreeable date. The opposing team manager/coach's contact information will be posted on their team home page. **Make sure to work with the ASE scheduler when making ANY changes to home game schedule to ensure field and referee availability! The ASE scheduler will need a two week advance notice of any field reschedules. (*please see Documents/Policies and Procedures: Game Scheduling Procedures)**
- To make changes to your schedule,
 - Log-in to your team page → at the bottom of page, select "Team Schedule" → then "Edit Games".
- It is the home teams' responsibility to post their scheduled fields and times as soon as possible, but no later than 72 hours before the game. This is done by logging in to their team page and providing the field and game time.

3. Game Day Procedures – see “Match Procedures” on PSPL website and information above. **It is critical that these procedures are followed concisely!**

- In summary, for games you need to remember to have:
 - ✓ Game-Day Roster Sheets
 - ✓ Official Team Roster (printed from US Club website)
 - ✓ Player Passcards
 - ✓ Score Reporting

Communication to PSPL


If you need to communicate an issue with PSPL staff, the requested chain of contact is:

Parent \implies Manager/Coach \implies ASEClub Official \implies League Office

PSPL Match Procedures

Match Procedures (Administrative)

1. Prior to the start of the match, each team will provide their opponent a copy of their **US Club Soccer Official Roster**



U.S. Club Soccer Official Roster

All staff and players whose card expiration date is after the competition dates are eligible to participate.

Club: FC Crush Academy

Team: FC Crush MMI/MMII

Age Group: U9

Coach: David Lowe

Ast. Coach: Iestyn Mullins

Manager:

Date Printed: 03/12/11


Expires: 08/01/12

Expires: 08/01/12

Expires: NO CARD

| | Player ID | Last Name | First Name | M | DOB | Jersey # | Card Exp. Date |
|----|-----------|-----------|-----------------------|---|-----|----------|----------------|
| 1 | 098-52 | | Sydnee | | | 7 | 08/01/11 |
| 2 | 098-10 | | Bailey | | | 24 | 08/01/11 |
| 3 | 098-67 | | Margaret | B | | 25 | 08/01/11 |
| 4 | 098-68 | | Natalie | C | | 29 | 08/01/11 |
| 5 | 098-95 | | Hailey | | | 2 | 08/01/11 |
| 6 | 098-57 | | Peyton | N | | 4 | 08/01/11 |
| 7 | 098-94 | | Lilianna | | | | 08/01/11 |
| 8 | 098-07 | | Alyssa | | | | 08/01/11 |
| 9 | 098-88 | | Hannah | A | | 12 | 08/01/11 |
| 10 | 098-63 | | Bella | J | | 20 | 08/01/11 |
| 11 | 098-83 | | Brooklin | C | | | 08/01/11 |
| 12 | 098-99 | | Sarah | | | | 08/01/11 |
| 13 | 098-94 | | Madelyn | | | 21 | 08/01/11 |
| 14 | 098-81 | | ZoeLynn | | | | 08/01/11 |
| 15 | 098-77 | | Elana | A | | | 08/01/11 |
| 16 | 098-31 | | Aalysia | M | | 10 | 08/01/11 |
| 17 | 098-93 | | Kiarra | | | | 08/01/11 |
| 18 | 098-12 | | MacKenzie | | | 9 | 08/01/11 |
| 19 | 098-39 | | Clarissa | C | | 8 | 08/01/11 |
| 20 | 098-41 | | Zowie | | | 14 | 08/01/11 |
| 21 | 098-89 | | Helen Meleina Ihilani | | | | 08/01/11 |

This is a US Club Soccer Official Roster. As it is printed from a secure website, when accompanied by valid US Club Soccer player cards no further proof of team or player registration is required. All carded players and staff are covered by liability and secondary medical insurance. No travel or other permissions are required to play in any USSF-affiliated competition.



William C. Sage
Executive Director
US Club Soccer



| Guest Player | DOB | Jersey # |
|--------------|-----|----------|
| | | |
| | | |
| | | |




Guest players must have an executed loan form and a valid player card issued by US Club Soccer.

You may use the same roster for each game providing you have not added any players. If you have added players, a new roster must be printed showing the new players.

This roster is created by your club registrar on the US Club Soccer website (www.usclubsoccer.com) Players that are not playing or no longer with the team may be lined out on the roster.

2. Provide the referee with **US Club Soccer Player Passes** (provided by your club registrar)

| | | |
|--|--------------------------|---|
| FC Crush Academy | | Player |
|  | |  |
| Last: Smith First: Hailey Team: 9303 FC Crush MMI League: | | |
| DOB: 1/1/2003 | Expires: 8/1/2011 | ##0984-444444 |

| | |
|---|---|
| www.usclubsoccer.org | |
|  | |
| This pass is valid for any US Club Soccer team in this club at or above this age group, if accompanied by an official roster. A player signature is not required. | |
|  Executive Director, William C. Sage | USSF National Association Member  |

and (2) **PSPL Game Roster and Referee Reports.**

PSPL Game Roster and Referee Report

Coach: Complete game and roster information and give to referee prior to start of game and collect your copy after completion of the game. Note starters to take advantage of player pass.

| Coach Name: Bob Coach | | | Home <input checked="" type="checkbox"/> | Visitor <input type="checkbox"/> |
|------------------------------|----------------|---------------------------------------|--|----------------------------------|
| Game #: 45353 | Date: 03/05/11 | Time: 4:30pm | Field: Starfire Field 09 | |
| Age/Division: GU9 Division 1 | | Notified of intent to Protest? Yes No | | |
| Home Team: FC Crush MMI | | Yellow Cards: | Red Cards: | Score: |
| Visitor Team: United | | Yellow Cards: | Red Cards: | Score: |
| Jersey # | Player's Name | Starter | Comments/Misconducts | |
| 3 | Jennifer | <input checked="" type="checkbox"/> | | |
| 6 | Tamara | <input checked="" type="checkbox"/> | | |
| 9 | Sarah | <input checked="" type="checkbox"/> | | |
| 12 | Mackenzie | <input type="checkbox"/> | | |
| 15 | Anna | <input checked="" type="checkbox"/> | | |
| 18 | Brianna | <input checked="" type="checkbox"/> | | |
| 2 | Diane | <input type="checkbox"/> | | |
| 7 | Haley | <input type="checkbox"/> | | |
| 10 | Sierra | <input checked="" type="checkbox"/> | | |
| 13 | Taylor | <input checked="" type="checkbox"/> | | |
| 16 | Julia | <input checked="" type="checkbox"/> | | |
| | | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | | |

Referee: Record game results/misconducts and give the coaches the appropriate copy of this sheet at the end of the game. **Misconducts: Within 48 hours after completion of the game, submit misconduct forms via any RidgeStar misconduct website:**

Authority: PSPL
www.Ridgestar.com
 E-mail: discipline@PugetSoundPremierLeague.com

Referee Legibly Printed Name

Coaches: Complete the form and cut the form in half and give both halves to the Referee.
 Referee: Please keep one roster sheet from each team. Please give the home roster sheet to the visitor team coach and give the visitor roster sheet to the home team coach. All information must be recorded on both sheets returned to the coaches.

This form can be downloaded at www.PugetSoundPremierLeague.com.

3. Referee will check-in each team, matching **US Club Soccer Player Passes** to **PSPL Game Roster and Referee Report**. Referee will return the Player Passes to the teams after check-in.

4. At the conclusion of the match, the referee will return 1 completed **PSPL Game Roster and Referee Report** to each opposing team. (Team A will receive Team B's roster and vice versa.) This should include match score, game misconduct, roster discrepancies and/or any other information the referee deems important. In the event of score discrepancies, the **PSPL Game Roster and Referee Report** shall be considered the official record of the game. Referee will keep (1) completed **PSPL Game Roster and Referee Report**.

Referee Report from each team for his/her records.

5. Match results are to be reported by both teams within 24 hours. This can be done online from your team's home page, or by phone.

Detailed procedures for reporting by phone

- a. Dial the toll free number (866) 334-6294.
- b. When asked, say or enter the pin number of the league (this is NOT the same PIN number that you use to login to your team page). You will then be prompted to say or enter your game id number. The league PIN for reporting scores can be found on the Scores & Schedules page (see image below).



- c. You will then be told the division, teams playing, and field location - if this is the correct game, confirm by saying yes.
 - d. When asked, say or enter the score for each team, then confirm.
 - e. You can do more games in the same call, or just say goodbye when done.

Scores will not be posted online until ***both*** teams have reported the results of their match.