



Team Administrator's Guide
2016-2017 Season

Updated July 9, 2016

Team Administrator's Guide

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This guide is primarily geared for teams that are in the **BPL or MOSSL league** and certain procedures for OPDP, OCL, and may differ. Team administrators should refer to their appropriate league for additional information. Sections that only apply to BPL/MOSSL will be denoted by (*).

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Welcome

On behalf of Worthington United 94, thank you for taking the time to volunteer and assume the role of **Team Administrator!**

In many ways, your role as Team Administrator makes you the face of our organization. Effective time and task management, as well as communication between you and your coach and team, will make team operations run smoothly throughout the year and will lead to a quality experience for your players and parents. A description of the Team Administrator responsibilities can be found here:

<http://worthingtonunited.org/Documents.asp?n=68642&org=worthingtonunited.org>

The following guide was put together for you to use as a resource throughout the season. Depending on whether you have a new team, a returning team, and the coach's level of involvement, you *may or may not* be responsible for everything contained in this guide.

This guide is not absolute. OPDP, OCL, MOSSL, BPYSL and MRL leagues vary and it is a good practice to go to your league's website and become familiar with the different rules and bylaws of each league you are administering.

If you need any assistance outside of this guide, please do not hesitate to ask.

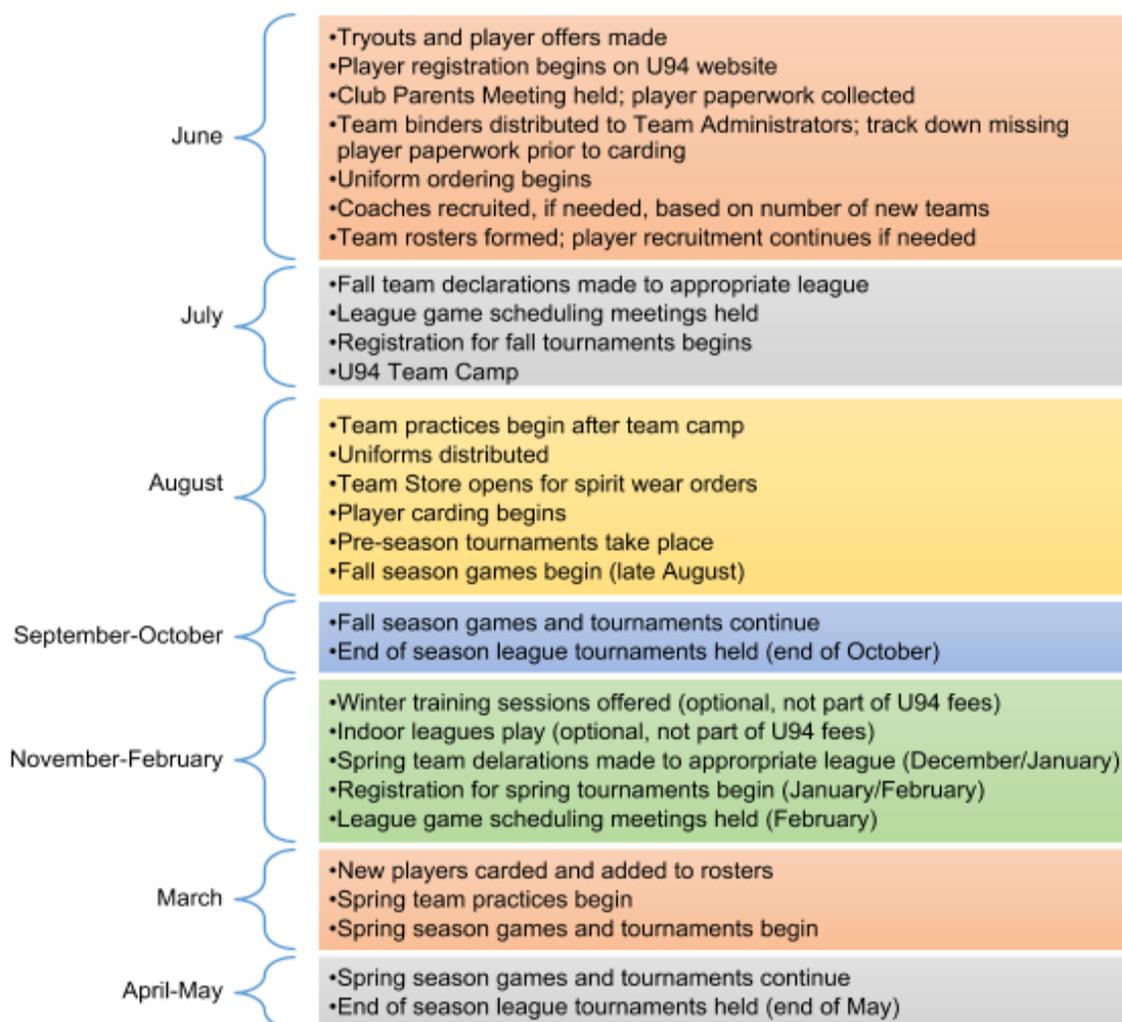
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Worthington United 94, Club Administrator
u94organization@gmail.com

Club Contacts

Area	Contact	Email
Travel Program Manager	Jeff Sever	severfamily22@gmail.com
Director, Player Development	Rob Smith	playerdevelopment@gmail.com
Club Admin Website/Social Media	Kate Midnight	u94organization@gmail.com
Game Field Requests/Changes	Jeff Sever	wbyfieldrequests@gmail.com
Uniforms/Spirit Wear	Tracey Smith/ Denette Steele	united94gear@gmail.com

Fall/Spring Season Cycle of Activities

This list is not all-inclusive, but should give you a general idea of when key activities take place.



Club Parents Meeting

Shortly after tryouts, a club meeting for all parents will be held. The purpose of the meeting is to welcome new families/players to the club, inform existing families/players of updates and changes, and to collect the required paperwork for player carding (see [Carding](#) section).

The club will notify families the date of the meeting and what paperwork is required, which may change from season to season. Team Administrators are required to attend the meeting or find a team parent to attend.

Paperwork

For the 2016-17 season, the following paperwork is required:

- USYSA Membership Form
- US Club Soccer Form
- M.O.S.S.L. Parent's Code of Conduct Contract
- Player's birth certificate
- Player's photo (1x1) for player card

Required forms can be found on the Worthington United website (<http://worthingtonunited.org>) under "Documents"

Team Administrators will receive a team binder with paperwork turned in at the meeting and are responsible for following up with families to collect paperwork that wasn't turned in at the meeting. Paperwork for all leagues must be completed prior to [carding](#).

Academy teams

Academy teams playing in the OPDP will be carded by Jeff. These teams need to have their paperwork scanned on put on a flash drive provided by U94.

- 1) Needed on the flash drive for each player:
 - a) Copy of birth certificate
 - b) Photo of player
 - c) R002 form (US Club Soccer form)
- 2) Each form needs to be a separate file. Documents should be PDF and the photo should be JPEG.
- 3) The files should be named as such:
 - a) **PHOTO: Team_Lastname_Firstname_photo.jpeg**
 - i) (i.e. 2004Gnavy_Midnight_Abbey_photo.jpeg)
 - b) **R002 (this is the US Club Soccer form):**
Team_Lastname_Firstname_R002.PDF
 - i) (i.e. 2004Gnavy_Midnight_Abbey_R002.PDF)
 - c) **BIRTH CERTIFICATE: Team_Lastname_Firstname_BC.PDF**

i) (i.e. 2004Gnavy_Midnight_Abbey_BC.PDF)

Uniforms and Spirit Wear

For the Fall 2016 season, all uniform ordering will be completed online. Information on uniforms will be provided at the Club Parents Meeting each summer and will be posted on the Worthington United website. Uniform numbers are assigned at by the club.

Online orders for spirit wear will commence after all uniform orders have been placed.

Team Administrators should try to answer questions from families, but may route questions regarding uniforms to Tracey and Denette at united94gear@gmail.com.

Team Declarations*

The Club Administrator will declare each team with MOSSL. OPDP and BPL teams will declare their teams. Declarations are generally done at the end of June into early July.

New teams must consult with Eric Klopfer (boys) klopfereric@gmail.com or Ibro Arnautovic (girls) ibroarn@gmail.com for division placement of team. Proper placement is very important as we do not want to declare a division that is too difficult for the first season.

The Club Admin needs the following from each coach/admin to declare the team:

- Coach's phone number, email, alternate phone number
- Know what division your coach wants you to select (i.e. A, B, C, D or E, depending on the number of teams that declare)
- Your coach's MOSSL Coach #
 - The MOSSL Coach # is the first letter of their last name + last 4 digits of their social security number + level of license that they have been assigned by MOSSL
 - If Coach does not know this, please contact our MOSSL representative, Mike Hendricks (mihendric@gmail.com) and copy the U94 Club Administrator (u94organization@gmail.com)

After the Club Admin declares team:

1. **IMPORTANT:** After submitting, each Team Admin will receive a confirmation email from MOSSL. This will include your **Team Number** and **Team Password** to declare players for the team as part of the carding process.
2. Print this confirmation and place in your team binder for reference.

Carding

There are essentially two parts to the carding process for MOSSL/BPL teams:

1. Creating the official team roster by declaring players with information provided on the player USYSA Membership Forms and printing the player cards. This is done through the MOSSL or BPL website.
2. Carding appointment (by appointment only) with the MOSSL/BPL office. Your team roster will be stamped and player cards will be laminated.

Before you start:

Only limited information was required for the team declaration and additional information will be required to continue with the team carding process. Be sure you have:

- Coach's address, picture
- Assistant coach's address, picture

Creating team roster/player cards:

Follow the instructions provided by MOSSL:

<http://mossl.org/wp-content/uploads/2015/06/MOSSL-Team-Registration-Instructions-62015.pdf>

Preparing for the carding appointment:

All teams are to have their carding in the MOSSL office at least seven (7) business days, Monday-Friday, before their first day of play (this includes tournaments). Carding appointments usually begin around August 1. Check the MOSSL website for exact dates and call the MOSSL office at 614.436.6775 to make an appointment.

Important: To ensure you are properly prepared for the carding appointment, download the MOSSL carding checklist:

<http://mossl.org/wp-content/uploads/2015/06/MOSSL-CARDING-LIST.pdf>

Please note that the MOSSL office (the League Registrar) is the 'finisher' in the carding process. They are not responsible to help you get your records organized, signed or completed. Please plan appropriately and make sure all documents are signed in all spots and the above is read carefully.

If you have questions regarding team declarations or carding please email the Club Administrator at u94organization@gmail.com first and then try the MOSSL office.

Self-Scheduling Meetings*

BPL and MOSSL provide the date of the self-scheduling meeting for team representatives (usually the coach and/or team admin) to attend to schedule games for the season. Check the BPL or MOSSL website for dates for your age group. The coach and/or team administrator must come to the meeting prepared to schedule all eight of their games for the season. They should know what tournaments their team will be attending during the season and they should know what non-soccer commitments their players have during the season, (i.e. band concerts, field trips, religious activities, spring break, etc.). There should be little, if any, reason to reschedule games once the season starts.

The entire schedule will be emailed to all teams by BPL or MOSSL a week or so after the self-scheduling meeting.

HOME games for MOSSL teams will be entered into the team module sections of the Worthington United website for all teams. Once you receive your final schedule from MOSSL, please double check your team page on the Worthington United website to make sure your schedule is correct. You can then add your away games to the [U94 website](#).

MOSSL Game Cards*

Game cards for home games are available online at mossl.org or may be download here: <http://mossl.org/wp-content/uploads/2015/03/SPF15-MOSSL-GameCardx.pdf>

- Please print on heavy paper
- Please complete the top of the card
- Please mail to the MOSSL office within 48 hours of the completion of the game
- The username/password to view the season's league schedule and referee assignments (this changes each season) will be emailed directly from MOSSL to the club usually at the end of August. Please email u94organization@gmail.com if you need again or did not receive.
- You do not need game cards for BPL

Referee Fees*

You are responsible for all home game referee payments for MOSSL. You are responsible for half of all games for BPL. A check will be provided to you from Worthington Youth Boosters (WYB) prior to your first game.

Admins are to take exact cash to pay referees for their games. Each referee should be handed a closed envelope with the exact amount for their payment.

This means that if you are U10 or older team you will need to have three envelopes to pay a center referee and two sideline referees.

Referee fees vary by league and may change each season. Please refer to your league's website for your team's referee fee schedule.

If you did not receive the appropriate amount for ref fees and need to request additional funds, please fill out the [Fund Request Form](#).

BPL / MOSSL League Game Responsibilities*

- For home games, confirm referees at least 5-7 days before the game. Follow instructions provided by MOSSL to request referees. (MOSSL only)
- For all games, email to confirm with the opposing team two days in advance that the match is still on. Confirm what color jerseys the opposing team will wear. For Worthington United, the home jersey is WHITE; away jersey is NAVY.
- Send directions to parents if your team is playing 'away'. Nothing is worse than waiting for team players to show up at the last minute.
- You are responsible for paying referees for MOSSL home games (see [Referee Fees](#) section). You are responsible to pay half the ref fees for all BPL games.
- You are responsible for getting a set of corner flags for home games from the U94 Practice Facility shed for games and returning them immediately after. There are a limited number of flag sets. The combination for the shed will be provided via email at the beginning of each season. (OCL & MOSSL)
- Make sure all trash is picked up after games.
- If there is a home field closure due to inclement weather, you serve as communication hub for all delays, inclement weather, and other changes. You must contact the referees, your opponent and team. If you fail to contact your home referees, you will be responsible to pay them their fee, not the club. (MOSSL) For BPL games you will need to check the field's website.
- Coordinate game reschedules as needed. If you have a game that is postponed, it is up to you and the opposing team's admin to work out a mutually acceptable make-up date. If you were the home team, then you must also check with the club to ensure field space is available on the date in which you want to reschedule (refer to [Field Requests](#) section) . (MOSSL).

- Once you arrive at a mutually acceptable date and confirm field availability, fill out the MOSSL online form for reschedules. Please follow league rules accordingly.
- Submit game scores on the MOSSL website (under 'Current Season Information'). The winning team (or home team in the event of a tie) is responsible for mailing in the referee game card. No game card necessary for BPL.

U94 Website

After completing registration as an admin on the website, you will be added as team manager to your team. This access allows you to view details of the roster, add home games (games played on fields used by United 94), and add events. Adding games and events will allow your team's parents to then view a team calendar on the website.

Home Games

Games played on U94 fields can be entered in by club admin only as access to assigning fields is restricted.

HOME games for MOSSL teams will be entered into the team module sections of the Worthington United website for all teams. Once you receive your final schedule from MOSSL, please double check your team page on the Worthington United website to make sure your schedule is correct. You can then add your away games to the U94 website.

Away Games

Away games, or any games that are not played on U94 fields, should be entered into the system by team admins. These games are entered as "Events".

Entering Events

An event on the website can be a game, practice, tournament game, or any event scheduled for the team. To enter an event:

1. Log in to the www.worthingtonunited.org website by clicking Sign In at the top of the site.
2. On the top navigation bar, click on Admin. This shows a drop down menu where you can then add an event.
 - a. You can enter the date, time and title.
 - b. In the description you can enter the game address, a link to a Google map, etc. You can also add what color your team should wear to the game or any other game specific instructions.
3. You can now enter practices and away games this way.

Other Features

1. Access your team's roster

- a. Hover over Team Log-In and find your team.
 - b. On the left navigation bar there is a Roster item.
2. On your team front page you can also add messages, updates, etc.
 - a. Click the green plus icon to add and format messages.
 - b. This will also give you the option to Broadcast Message at the bottom which allows you to email your team.

Field Requests

In the event you need to reschedule a home game due to weather, scheduling conflict, or request a game field for a scrimmage, please follow these steps:

1. First, confirm potential change (date/time) with opponent
2. Complete the online Field Change Request form with all necessary information:
https://docs.google.com/forms/d/1T2XUoxgn_ZTja3yNsOOnyJ50YftNUIZMMGm61L9WOZo/viewform
3. Respond to questions or potential options for field, date and time selections
4. Confirm changes with all contacts
5. Notify opponent and submit changes with MOSSL

Fund Request Form

Should you need to request funds to pay for a tournament or request additional referee fees, please use the online Fund Request Form:

- Have all information necessary for form (amount due, who to make check payable to, etc.)
- Fund Request Form (direct link):
https://docs.google.com/forms/d/1T2XUoxgn_ZTja3yNsOOnyJ50YftNUIZMMGm61L9WOZo/viewform?usp=send_form
- Checks will NOT be available for pickup. They will be mailed to the address specified on the form.

Note: a link to the Fund Request Form is also located on the [Worthington United](#) website under Team Log-In → For Admins.

Events/Tournaments

Team Administrators should ask coaches what tournaments they wish to participate in and follow the instructions on the tournament's registration page to sign up. Each tournament will have a deadline to register, so please keep this in mind as you may need to register for a tournament 2-4 months in advance.

- Always register your team name with the following naming format: Worthington United 94; gender; birth year; team color, e.g. Worthington United 94 2004B Navy
- After you register for the tournament, you will need to fill out the online [Fund Request Form](#) to request payment of registration fees.
- You are responsible for tournament check-in which may be the night prior to the first match. Please read carefully and check tournament site to be sure you have all the paperwork needed in order to successfully attend and check-in for your tournament.
- If the tournament is outside of Ohio South, you must get permission to travel from the OSYSA site and present it at tournament check in. You will fill out the electronic request and print the confirmation to serve as your permission to travel.
- Tournament Guest Players: Please follow all tournament guidelines for guest players. You will need to obtain all special paperwork and player cards in order to permit them to play with your team. Again, please follow tournament guidelines. Guest players must also have a notarized medical waiver with your team's name listed and the uniform number they will be using.
- If necessary, make any hotel block reservations and send information to your team. Tournament websites will provide hotels to use for the tournament and how to book rooms for your team.
- Send tournament schedules and detailed driving directions to your parents. Be sure to send championship match schedules too.

Tournament Guidelines (UPDATED 7/18--email also sent to all admins)

All teams should be finalizing their tournament plans for the upcoming season. It is best to have these weekends reserved as you go to your league scheduling meetings. You may also want to invite parent feedback for tournament weekends, as fall can be busy for families with back to school events, other sports, etc. A list of available tournaments has been attached to this email for your reference.

The number of tournaments that a team can participate in is described in the guidelines below. These guidelines are for the entire year (fall 2016 and spring 2017):

Academy teams - 3 tournaments for the year (Fall & Spring)

MOSSL teams - 4 tournaments per year plus league tournaments (league tournament would be MOSSL)

BPL teams - 4 tournaments per year (State Cup and President's Cup do not count as one of the 4 tournaments)

Spring only teams - 3 tournaments for the spring season

The United 94 Fall Finale does NOT count towards any of these.

Here is the process for registering your teams for tournaments this year (Fall dates):

- Notify the club of which tournaments your team plans to participate in no later than July 31 using the Tournament Approval Form. You will only be contacted if the tournament is NOT approved by the club.
- Register for the tournament and submit a copy of your registration confirmation information via email to United94tournamentcoordinator@gmail.com. All tournament registration confirmations must be received by **August 6** (sooner for any of the tournaments listed below).

Navy teams may play in [State Cup](#); White teams may play in the [President's Cup](#).

Financial Administration and Assistance

Financial administration for Worthington United is handled by Michael Hendricks through Worthington Youth Boosters. Please email mihendric@gmail.com or call Michael at 614.329.6740 with questions you or parents may have about registration fees or issues, financial assistance, etc.

You can also direct parents requesting information about scholarships and help with fees to our website at www.worthingtonunited.org → For Parents → Financial Assistance.